

# Request for Qualifications (CM at Risk Contract)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Local Agency

Project Name	<u>Axess Pointe Community Health Centers</u>	Response Deadline	<u>11/4/2024</u>	<u>12:00PM</u> local time
Project Location	<u>705 Oakwood Street</u>	Project Number	<u>API24001</u>	
City / County	<u>Ravenna / Portage</u>	Project Rep	<u>Matt Slater</u>	
Owner	<u>AxessPointe Community Health Centers</u>	Contracting Authority	<u>Local Agency</u>	
Delivery Method	<u>CM at Risk (CMAR)</u>	Prevailing Wages	<u>State</u>	
No. of paper copies requested (stapled, not bound)	<u>1</u>	No. of electronic copies requested (PDF)	<u>1</u>	

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Matt Slater at [m Slater@fcsohio.org](mailto:m Slater@fcsohio.org), AxessPointe Community Health Centers, 1400 S. Arlington Street, Suite 38, Akron, Ohio 44306. See Section G of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Matt Slater at [m Slater@fcsohio.org](mailto:m Slater@fcsohio.org) with the project number included in the subject line (no phone calls please). Questions will be answered and on a regular basis until one week before the response deadline. The name of the party submitting a question will not be included on the Q&A document.

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### Project Overview

#### A. Project Description

AxessPointe Community Health Centers is requesting interested firms to submit for Construction Manager At Risk (CMAR) services for the renovation and potential accessibility upgrades to a leased property located at 705 Oakwood St., Ravenna, Ohio 44266. Professional design services are being acquired by the Contracting Authority/Owner under a separate contract. The Program of Requirements ("POR") will be developed as a part of this project by the Architect/Engineer ("A/E"). The project will consist of the renovation of portions of the existing building and the construction of a new addition to allow the space needed.

The building consists of the original structure, common areas, and an potential accessibility upgrades. Total square footage is 13,007 GSF. The scope of this project includes renovations to the original building to create a health center that will include medical, dental, optometry, pharmacy, and pre-natal care health services. The facility will require demolition and renovations for medical operations, upgrades/replacement of HVAC, electrical, plumbing, fire protection, IT systems and accessibility upgrades so that state of the art healthcare may be provided.

All aspects of the project and related issues will be implemented and operated consistent with the Contracting Authority/ Owner's policies and procedures.

#### B. Scope of Services

The selected Construction Manager at Risk ("CMAR"), as a portion of its required Scope of Services and prior to submitting its proposal, will discuss and clarify with the Contracting Authority/Owner, the breakdown of the Agreement detailed cost components, to address the Owner's project requirements and refine the project schedule.

As required by the Agreement, and as properly authorized, provide the following categories of services: provide constructability review comments on documents produced by the A/E during the Schematic Design, Design Development, and Construction Document stages; develop and maintain estimates of probable construction cost, value engineering, project schedules, and construction schedules; lead and manage the Subcontractor Prequalification and Bidding process, Construction and Closeout Stage.

The preconstruction and construction services are generally described below. Subcontracts including but not limited to Demolition and Interior Finishes, Plumbing, HVAC, Electrical and AV/Technology will be awarded by the CMAR to prequalified vendors using a competitive

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process. The parties will engage in an “open book” pricing method in which all subcontracted work shall be based upon competitive pricing that will be reviewed by the Contracting Authority/Owner, the A/E and the CMAR. The Contracting Authority/Owner shall have access to all books, records, documents and other data in the CMAR's possession related to itself, its subcontractors and material suppliers pertaining to bidding, pricing or performance of the Agreement.

**Preconstruction Services:** The CMAR will work cooperatively with the Contracting Authority/Owner, A/E, and Project Team, and will provide, among other services, schedule development, estimate development, Guaranteed Maximum Price (“GMP”) proposal, subcontractor prequalification and bidding, constructability review, permits, budgeting, value engineering, and preconstruction planning throughout the preconstruction stages. When the drawings and specifications are at the stage of completion specified in the Agreement, such partially completed documents (the “Basis Documents”) shall be provided to the CMAR, together with the A/E's detailed listing of any incomplete design elements and the A/E's statement of intended scope with respect to such incomplete elements (the “Design Intent Statement”). Contingent upon the Contracting Authority/Owner's approval of the GMP, the parties will enter into an amendment to the Agreement establishing the Contract Sum (“GMP Amendment”). If the proposed Contract Sum exceeds the Project Budget established for construction, then the Contracting Authority/Owner may terminate the agreement with the CM and seek proposals from other firms for completion of the Project.

**Construction Services:** The CMAR shall construct the Project pursuant to the construction documents and in accordance with the schedule requirements. The CMAR shall hold all subcontracts and shall be fully responsible for the means and methods of construction, project safety, project completion within the schedule agreed upon in the preconstruction phase, compliance with all applicable laws and regulations including monitoring compliance with all equal employment, and prevailing wage requirements, and submitting monthly reports of these activities to the Contracting Authority/Owner. All subcontracts shall be on the subcontract form prescribed by OAC Section 153:1-03-02. The Contracting Authority/Owner reserves the right to approve the CMAR's selection of subcontractors and any supplemental terms to the form subcontract

For purposes of completing the Relevant Project Experience Matrix in Section F of the Statement of Qualifications (Form F110-330), below is a list of relevant scope of work requirements for this RFQ:

1. Project Delivery Method (CMAR)
2. Role on Project (CMAR, Trade)
3. CMR project experience.
4. Experience as CMR on project of similar size and budget
5. Healthcare facility project experience/Construction of healthcare building additions
6. Past Experience with Owner
7. Estimate Reconciliation with A/E Firms

### C. Funding / Estimated Budget

Total Project Cost	<u>\$5,500,000</u>	State Funding	<u>\$1,500,000</u>
Construction Cost	<u>\$4,585,000</u>	Other Funding	<u>\$ 4,000,000</u>

### D. Anticipated Schedule

CM Preconstruction Services Start	<u>12/ 24</u>
Construction Stage Notice to Proceed	<u>12/ 24</u>
Substantial Completion of all Work	<u>12 / 25</u>
CM Services Completed	<u>12 / 25</u>

### E. Section 3 Participation Goal

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### F. Evaluation Criteria for Selection

**Selection Criteria:** The CM will be selected using (i) qualifications-based process during the Request for Qualifications (“RFQ”) stage to develop a short list and (ii) best value process during the Request for Proposal stage. The best value criteria used in evaluating proposals from short listed firms will include such factors that are determined to derive or offer the greatest value to the Owner, combining both qualifications and fee. The owner reserves the right to waive any informalities and to award to the most qualified firm.

**Short List:** Each firm responding to this RFQ will be evaluated and selected based on its qualifications and the qualifications and experience of the particular individuals identified as the candidate's proposed team for the Project. After evaluating the responses to this RFQ, the Contracting Authority/Owner will select a short list of no fewer than three candidates that it considers to be the most qualified, except if the Contracting Authority/Owner determines that fewer than three firms are qualified, it will only select the qualified firms.

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**Request for Proposal:** The short-listed firms shall be sent a Request for Proposal (“RFP”) that will invite the firms to submit pricing proposals containing their proposed preconstruction stage compensation, construction stage personnel costs, itemized construction stage general conditions costs, construction stage contingency percentage, and construction stage fee percentage. The short-listed candidates will also receive (i) form of Agreement with the Contracting Authority/Owner containing the contract terms and conditions, (ii) set of the most recent design documents and (iii) proposed Project schedule.

**Pre-Proposal Meeting:** Prior to submitting a response to the RFP, the short-listed firms will be invited to meet individually with the Contracting Authority/Owner. The purpose of the pre-proposal meeting is to permit the short-listed firms an opportunity to ask the Contracting Authority/Owner questions in an individual setting to help the firms prepare their responses to the RFP. The Contracting Authority/Owner will notify each short-listed firm to schedule individual times for the pre-proposal meetings.

**Interview:** After submitting responses to the RFP, the short-listed firms will be interviewed by the Contracting Authority/Owner. The purpose of the interview will be to meet the proposed Project team, become familiar with key personnel, and understand the project approach and ability to meet the stated objectives for the Project. Please be prepared to discuss with specificity the firm’s capacity to conduct this work in compliance with the timetable, budget and owner expectations. The Contracting Authority/Owner will notify each short-listed firm to schedule individual times for the interviews.

**Selection Schedule:** Tentative schedule is subject to change.

RFP issued to the Short-Listed Firms	11/ 6/ 2024
RFP / Fees Proposals Due	11/14/2024
Interviews	11/16/2024
Selection of CM	11//18/2024

**Cancellation and Rejection:** The Contracting Authority/Owner reserves the right to reject all proposals and cancel at any time for any reason this solicitation, any portion of this solicitation or any phase of the Project. The Contracting Authority/Owner shall have no liability to any proposer arising out of such cancellation or rejection. The Contracting Authority/Owner reserves the right to waive minor variations in the selection process.

### G. Submittal Instructions

Firms are required to submit the current version of *Statement of Qualifications* (Form F110-330) available via the OFCC website at <https://ofcc.ohio.gov>.

Electronic submittals should be combined into one PDF file named with the project number listed on the RFQ and your firm’s name. Use the “print” feature of Adobe Acrobat or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Acrobat, go to Advanced, then PDF Optimizer. Also, please label the CD or DVD and the sleeve with the project number and firm name if applicable.

Paper copies of the *Statement of Qualifications*, if requested, should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary.

Facsimile copies of the *Statement of Qualifications* will not be accepted.

Proposers are requested to submit the following information in response to this RFQ within Section H of Form F110-330.

1. **Summary:** Provide a summary, on one page or less, describing why your firm/team is the most qualified for the Project.
2. **Bonding/Insurance:** Provide evidence of capacity to provide bonding in the amount of the construction budget (e.g. a letter from your Surety agent stating that one or more Sureties will issue Bonds in the amount of the construction budget if your team is selected) and a copy of the firm’s certificate of insurance showing the firm’s current limits of liability for commercial general liability, employer’s liability, business automobile liability, and professional liability insurance.
3. **Management Systems:** Describe the scheduling and cost control systems the firm would propose to use for the Project
4. **Self-Performed Work:** Indicate whether the firm intends to self-perform any work on the Project through a competitive process and, if so, the nature of the work and capability to self-perform.
5. **Estimating:** Demonstrated track record of performance of in-house estimating on projects comparable to the Project.
6. **Scheduling:** Demonstrated track record of performance of managing projects to the original schedule.

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Firms are requested to identify professional registrations, memberships and credentials including but not limited to: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, CPE, DBIA, and any other appropriate design and construction industry credentials. Identify that information on the resume page for individual in Block 22, Section E of the F110-330 form.