

# 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>Capital Improvement Program</u>	Response Deadline	<u>May 21</u>	<u>4:00 pm</u> local time
Project Location	<u>447 Richmond Road</u>	Project Number	<u>n/a</u>	
City / County	<u>Richmond Heights / Cuyahoga</u>	Project Manager	<u>Dr. Renee Willis</u>	
Owner	<u>Richmond Heights LSD</u>	Contracting Authority	<u>Local Agency</u>	
No. of paper copies requested (stapled, not bound)	<u>5</u>	No. of electronic copies requested on CD (PDF)	<u>4</u>	

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Dr. Renee Willis at 447 Richmond Rd, Richmond Height, OH 44143. See Section H of this RFQ for additional submittal instructions.

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### Project Overview

#### A. Project Description

The electors of the Richmond Heights Local School District recently authorized the issuance of \$17,500,000 in bonds to fund a new upper school. Those funds together with the proceeds of a Certificate of Participation (COP) financing will result in a \$23,000,000 project budget. The project is for a single building that will house the upper school consisting of the middle school and high school program for approximately 500-600 students. The new school will include approximately 100,000 square feet of space. In addition to the traditional educational spaces there will be approximately 4,000 square feet of space for the Richmond Heights Branch of the Cuyahoga County Library, approximately 1,000 square feet for senior citizen programming through the YMCA, and space for the board of education offices, and the demolition of the existing upper school and board office, which are attached. The District is 100% locally funded but may seek co-funding reimbursement from the OFCC under its ELPP program.

The current schedule calls for the design to be completed in January, 2019.

This project will utilize the Construction Manager at Risk (CMR) project delivery method and may involve design assist.

Professional design services are being acquired by the District under a separate contract.

Prevailing Wage requirements do not apply to this project.

#### B. Scope of Services

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 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.

Refer to the *Ohio School Design Manual* for additional information about the type and extent of services required for each. A copy of the standard Agreement can be obtained at the OFCC website at <http://ofcc.ohio.gov>. The Standard OFCC Agreement will be modified to reflect the OFCC's noninvolvement.

The preconstruction and construction services are generally described below. Subcontracts including but not limited to Plumbing, Fire Protection, HVAC, Electrical and AV/Technology will be awarded by the CM to prequalified vendors using a competitive 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 Owner, the A/E and the CM. The Owner shall have access to all books, records, documents and other data in the CM's possession related to itself, its subcontractors and material suppliers pertaining to bidding, pricing or performance of the Agreement.

Preconstruction Services: The CM will work cooperatively with the Owner, A/E and Project Team, and will provide, among other services, cost estimating, budgeting, value engineering, constructability review, scheduling and preconstruction planning throughout the preconstruction stages. When the drawings and specifications for the new schools are at a 90% of Construction Documents, such partially completed documents (the "Basis Documents") shall be provided to the CM, together with the A/E's detailed listing of any material incomplete design elements and the A/E's statement of intended scope with respect to such incomplete elements (the "Design Intent Statement"). The CM shall submit to the Owner and the A/E its proposed Guaranteed Maximum Price (the "Contract Sum") and its qualifications and assumptions based upon the Basis Documents and the Design Intent Statement. The CM, the Owner and the A/E (along with selected engineers

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and consultants) shall meet to reconcile any questions, discrepancies or disagreements relating to the qualifications and assumptions, the Basis Documents or the Design Intent Statement. The reconciliation shall be documented by an addendum to the qualifications and assumptions that shall be approved in writing by the Owner, the A/E and the CM. The CM shall then submit to the Owner, for approval, the CM's proposed final Contract Sum based upon the Basis Documents, the approved qualifications and assumptions and the Design Intent Statement. Contingent upon the Owner's approval of the final Contract Sum (GMP Amendment), the parties will enter into an amendment to the Agreement establishing the Contract Sum (GMP Amendment). The final negotiated Contract Sum shall not exceed the Project Budget established for construction. If the proposed Contract Sum exceeds such budget, then the Owner may terminate the agreement with the CM and seek from other firms, bids for completion of the Project.

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

### C. Funding / Estimated Budget

Total Project Cost	<u>\$23,000,000</u>
Construction Cost	<u>\$23,000,000</u>
State Funding	<u>ELPP reimbursement is possible</u>
Other Funding	<u>\$</u>

### D. Anticipated Schedule

CM Services Start (mm/yy)	<u>06 / 18</u>
Construction Contracts Start (mm/yy)	<u>01 / 19</u>
Construction Contracts Completed (mm/yy)	<u>06 / 21</u>
CMR Services Completed (mm/yy)	<u>12 / 21</u>
GMP Approval (mm/yy)	<u>various</u>

### E. EDGE Participation Goal

Percent of Total Construction Contracts Awarded	<u>0%</u>	Percent of <i>initial</i> TOTAL CM Fee	<u>0%</u>
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### F. Evaluation Criteria for Selection

#### Selection Criteria:

The CM will be selected using (i) a qualification based selection process during the initial Request for Qualifications (RFQ) stage to develop a short list and (ii) a best value selection process during the final Request for Proposal stage for the final CM selection. The qualifications-based selection criteria for the RFQ are included in this announcement. The best value criteria used in evaluating proposals from the short listed firms will include such factors that are determined to derive or offer the greatest value to the Owner, combining qualifications and fee.

#### Short List:

Unless otherwise noted or exempt, all documents submitted to the Owner in response to this RFQ or RFP are public and will be available for inspection at the conclusion of the selection process. The following information shall remain confidential and will not be released: (1) Proposal Form(s), except for cost category subtotals which will be transferred to the Best Value Rating Form; (2) Financial Capacity; and (3) Bonding/Insurance.

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 for the new School Projects or if responding for only one of them evidence of bonding for that project alone 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.
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.

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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.

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, 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.

LEED Credentials: Leadership in Energy & Environmental Design (Green Building Certification Institute)

LEED AP ND (Neighborhood Development specialty)  
LEED AP Homes (Specialty for residential LEED construction)

GA: Green Associate

AP: LEED AP (Legacy LEED Accredited Professional without specialty)

AP +: (see below):

LEED AP BD+C (Building Design and Construction specialty)

LEED AP ID+C (Interior Design and Construction specialty)

LEED AP EBO+M (Existing Buildings, Operations and Maintenance specialty)

Other Industry Credentials

CCCA: Certified Construction Contract Administrator (CS)

CCM: Certified Construction Manager (CMAA)

CCS: Certified Construction Specifier (CSI)

CDT: Construction Document Technologist (CSI)

DBIA: Design-Build Institute of America

# CM at Risk Selection Rating Form

## State of Ohio Standard Forms and Documents

Project Name Capital Improvement Program Proposer Firm \_\_\_\_\_  
 Project Number \_\_\_\_\_ City, State, Zip Richmond Heights, OH

Selection Criteria		Value	Score
<b>1. Primary CM Firm Location, Size, and Workload (Maximum 10 points)</b>			
a. Proximity of primary CM firm's office where the majority of work will be performed to the principal project site	Less than 20 miles from project site	4 - 5	
	21 milesto 40 miles from project site	2 - 3	
	More than 41 miles from project site	0 - 1	
b. Amount of fees awarded by the Contracting Authority to the primary CMfirm in the previous 24 months (exclude projects on hold)	Less than \$1,000,000 in previous 24 months	5	
	\$1,000,001 to \$2,500,000 in previous 24 months	2	
	More than \$2,500,001 in previous 24 months	0	
<b>2. Primary CM Qualifications (Maximum 40 points)</b>			
a. Project Management Lead (e.g., education, experience, credentials)	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	Max = 40
b. Project Administration Lead (e.g., awards, publications, appropriateness, innovation)	Experience / creativity of project admin staff to achieve owner's vision and requirements	0 - 10	
c. Technical Staff (e.g., BIM/CAD capabilities / scheduling / estimating, education, experience, CDT or CCS* credentials)	Experience / ability of technical staff tofully coordinate construction documents	0 - 10	
d. Construction Administration Staff (e.g., education, experience, CDT or CCCA* credentials)	Experience / ability of field representative to identify and solve issues during construction	0 - 10	
<b>3. Key Consultant Qualifications (Maximum 10 points)</b>			
a. Key Consultants	Experience / ability of key consultants to perform effectively and collaboratively	1 - 5	
b. Proposed EDGE-certified Consultant Participation** (fully executed Statements of Intent to Contract and Perform with relevant EDGE firms)	One additional point for every 2 percent increase in professional services over the advertised EDGE participation goal	0 - 5	
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
a. Previous Collaboration of the Project Team (sample projects on whicha significant number of individual team members have worked together)	Less than 3sample projects	1	
	4 to 6sample projects	2	
	More than 7sample projects	3	
b. LEED***Training / Professional Accreditation (demonstrated either by the primary CM firm or relevant consultant)	LEED*** Credentials* (Maximum 3 points)	GA	1
		AP	2
		AP+	3
c. LEED***Registered / Certified Project Experience (demonstrated either by the primary CM firm or relevant consultant)	LEED*** Registered Projects (RP) or LEED*** Certified Projects(CP) (Maximum 2 points)	RP	1
		CP	2
d. Team Organization (showed formal relationships between owner, contracting authority, consultants)	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
<b>5. Overall Team Experience (Maximum 30 points)</b>			
a. Past Performance of the Project Team (provided reference letters from sample project contacts)	Past performance as indicated by CM evaluations and letters of reference	0 - 10	
b. Experience with similar projects and anticipated project delivery method (CM at Risk)	Less than 3 projects	0 - 3	
	4 to 6 projects	4 - 6	
	More than 7 projects	7 - 10	
c. Budget and Schedule Management (included data on estimate versus bid and original contract sum & time versus change orders for sample projects)	Performance in completing projects within original construction budget and schedule	0 - 5	
d. Knowledge of Ohio Capital Improvements Process (e.g., experience following theOSDM, the Standard Requirements, and ORC Chapter 153)	Less than 3 projects	0 - 1	
	4 to 6 projects	2 - 3	
	More than 7 projects	4 - 5	
* Refer to list of applicable credentials in Section H of the RFQ ** Must be comprised of consulting firm(s) and NOT the primary CM firm *** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute		<b>Subtotal</b>	

Notes:

Evaluator:

Name \_\_\_\_\_

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date