

REQUEST FOR QUALIFICATIONS

Administration of Project: South-Western City School District

Project Name	<u>PK-4 School Building</u>	Response Deadline	<u>11/28/17</u>	<u>5:00 PM</u>	<u>local time</u>
Project Location	<u>2695 Holt Rd Columbus, OH 43123</u>	Project Number	<u>N/A</u>		
City / County	<u>Columbus, Ohio / Franklin County</u>	Project Manager	<u>Mark Waller</u>		
Agency/Institution	<u>South-Western City Schools Board of Education</u>	Contracting Authority	<u>South-Western City School District</u>		
No. of paper copies requested (stapled, not bound)	<u>7</u>	No. of electronic copies requested on CD (PDF)	<u>2</u>		

Mail or deliver the requested number of Statements of Qualifications directly to the attention of Mark Waller at the District Service Center, 3805 Marlane Drive, Grove City, Ohio 43123. Mr. Waller can be contacted at mark.waller@swcd.us by the deadline stated above. Submit all questions regarding this RFQ in writing to Mark Waller at mark.waller@swcd.us with the project name included in the subject line.

Project Overview

A. Project Description.

The South-Western City School District is inviting firms to submit a Statement of Qualifications to provide CM at Risk ("CMR") services for the construction of a new facility to serve the needs of PK-4 students. It is anticipated that the size of the facility will be twenty thousand square feet and will be completed and ready for students in January of 2019. The facility will be constructed directly west of the existing Bolton Crossing Elementary located at 2695 Holt Road, Columbus, Ohio 43123. This is not a prevailing wages project.

The CMR will provide the following categories of service: constructability review comments on the documents produced by the A/E during Schematic Design, Design Development, and Construction Document stages; develop and maintain estimates of probable construction cost, value engineering, project schedule, and construction schedule; manage the Subcontractor Prequalification and Bidding process, Construction, and Closeout stages.

Preconstruction and construction services include the CMR to develop a list of prequalified subcontractors including but not limited to General Trades, Plumbing, Fire Protection, Electrical, and Technology. The CM will award subcontracts using a competitive process. The Owner, A/E and CMR will use the "open book pricing method and will review all subcontractor pricing.

The CMR shall construct the facility pursuant to the construction documents and in accordance with the project schedule. The CMR shall hold all contracts and be fully responsible for the means and methods of construction, project safety, project completion per schedule and closeout. It is estimated that preconstruction services will begin December 1, 2017 and substantial completion of all work is to be achieved prior to January 1, 2019.

Each firm responding to this RFQ will be evaluated by the Owner's team who will then develop a short list of three firms based upon the qualifications of the firm and the experience of the proposed team for the project. If it is found that three firms are not qualified, the Owner's team will interview fewer than three firms.

The short-listed firms will be invited to submit their pricing proposals. A pre-proposal meeting will be held with each firm and the Owner's team to review the RFP and to answer any questions. Once the RFP response date has passed, an interview will be set up with each short-listed firm.

B. Scope of Services

The selected Construction Manager at Risk (CMR), as a portion of its required Scope of Services and before submitting its fee proposal, will discuss and clarify with the School District the breakdown of the Construction Manager at Risk (CMR) Agreement detailed cost components to address the School District's project requirements and refine the project schedule.

As required by the Agreement, and as properly authorized, provide the following categories of services: constructability review and compliance comments on documents produced by the Architect/Engineer during the 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 Subcontract Prequalification and Bidding process; Construction and Closeout Stage.

The preconstruction and construction services are generally described below. Subcontracts including but not limited to Plumbing, Fire Protection, HVAC, Electrical and AV/Technology must be awarded by the CMR to pre-qualified vendors using the competitive process set forth in R.C. 153.502. 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 School District, the Design Professional, and the CMR. The School District shall have access to all books, records, documents and other data in the CMR's possession related to itself, its subcontractors, and its material suppliers pertaining to bidding, pricing, or performance of the CMR Agreement.

Preconstruction Services: The CMR will work cooperatively with the School District, Design Professional, and Project Team and will provide, among other services, cost estimating, budgeting, value engineering, constructability review, compliance review, scheduling, and preconstruction planning throughout the preconstruction stages. *However, because the SD drawings will be complete by the time the CMR is in place, the SD pre-construction scope will not be part of this scope.* When the drawings and specifications are at a stage of completion specified in the CMR Agreement, such partially completed documents (the "Basis Documents") shall be provided to the CMR, together with the Design Professional's detailed listing of any material incomplete design elements and the Design Professional's statement of intended scope with respect to such incomplete elements (the "Design Intent Statement"). The CMR shall submit to the School District and the Design Professional their proposed Guaranteed Maximum Price (the "Contract Sum") and its qualifications and assumptions based upon the Basis Documents and the Design Intent Statement. The CMR, the School District, and the Design Professional (along with selected engineers 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 CMR shall document the reconciliation by an addendum to the qualifications and assumptions that shall be approved in writing by the School District, the Design Professional, and the CMR. The CMR shall then submit to the School District, for approval by the School District Board, the CMR's proposed final Contract Sum based upon the Basis Documents, the approved qualifications and assumptions, and the Design Intent Statement. Contingent upon the School District Board's approval of the final Contract Sum, the parties will enter into an amendment to the CMR Agreement establishing the Contract Sum. The final negotiated Contract Sum shall not exceed the Project Budget established for construction. If the proposed Contract Sum exceeds such budget, then the School District Board may terminate the agreement with the CMR.

Construction Services: The CMR shall construct the Project pursuant to the construction documents and in accordance with the schedule requirements. The CMR 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. All subcontracts shall be on the subcontract form prescribed by OAC Section 153:1-03-02. The School District Board reserve the right to approve the CMR's selection of subcontractors and any supplement terms to the form subcontract.

Below is a list of relevant scope of work requirements for this RFQ:

1. Construction Manager-at-Risk Preconstruction Services
2. Construction Manager-at-Risk Construction Services
3. Construction Manager-at-Risk Contract Sum (GMP) Pricing Experience
4. Constructability Review Experience
5. Experience with OSFC Projects
6. K-12 Construction Experience
7. LEED Experience

C. Funding / Estimated Budget

Construction Cost \$4,000,000.00

D. Anticipated Schedule

CMR Services Start 12/2017
Construction Contracts Start 2/2018
Construction Contracts Completed 01/2019
CMR Services Completed 02/2019
DD GMP Approval 02/2018

E. Process and Evaluation Criteria for Selection

Selection Criteria:

The CMR will be selected using a two-stage selection process beginning with (i) a qualification based selection process during the initial Request for Qualifications (RFQ) stage to develop a short list of qualified firms; and, culminating in (ii) a best value selection process during the Request for Proposal (RFP) stage for the final CMR selection. The qualifications-based selection criterion for the RFQ and the scoring method for each are included in this announcement. Those generally are the factors set forth in O.A.C. 153:1-6-01(C)(1)(a-f) including (in summary form): (a) the competence to perform the required management services; (b) ability to manage the required workload and provide qualified personnel, equipment, and facilities; (c) past performance as reflected by the evaluation of previous clients with respect to factors such as control of costs, quality of work, and meeting deadlines; (d) financial responsibility as evidenced by the capability to provide a surety bond equal to one hundred per cent of the contract sum; (e) history of performance with meeting goals of any diversity and inclusion programs required by a public authority or by applicable law, and compliance with applicable affirmative action programs; and, (f) other similar factors as listed on the scoring sheet including knowledge of the local area and working relationships with local subcontractors and suppliers

Short List:

The District will evaluate and rate each firm responding to this RFQ based on its qualifications and the qualifications and experience of the particular individuals identified as the candidate's proposed team for the Project. In evaluating the Statements of Qualifications, the District may conduct such investigations as are deemed necessary to establish the qualifications and financial ability of the responding firms. By responding to the RFQ, your firm authorizes the District and their representatives to contact the owners, design professionals, and others having knowledge on projects on which your firm has worked, and authorizes and requests such contacts to provide the District with a candid evaluation of your firm's performance. Further, your firm agrees to indemnify the forgoing owners, design professionals, and others having knowledge on projects on which your firm has worked against any claims arising because of their candid evaluations of your firm and to pay for any expenses and legal fees incurred by them arising from or related to such claims. After evaluating the responses to this RFQ, the School District Board, as Owner of the Project, will select a short list of no fewer than three candidates that are determined to be the most qualified, except if the District determine that fewer than three firms are qualified, only the qualified firms will be included on the short list.

Request for Proposal:

The short-listed firms shall be sent a RFP, which will invite each firm to submit a pricing proposal containing, among other things, its proposed preconstruction stage compensation fee, construction stage personnel costs, construction stage itemized general conditions cost percentage, construction stage contingency percentage, and construction stage fee percentage. The short-listed candidates will also receive (i) a form of the CMR Agreement with the School District Board (the CMR Agreement) containing the contract terms and conditions, and (ii) a proposed Project schedule.

Pre-Proposal Submission Meetings:

The District will invite the short-listed firms to meet individually with the School District before the response to the RFP is due. The purpose of the pre-interview meeting is to permit the short-listed firms to ask the School District questions in an individual setting to help the firms prepare their responses to the RFP. The pre-interview meeting will be held at the School District.

Interview:

The District will interview the short-listed firms after the firms have submitted their RFP responses. The purpose of the interview will be to meet the proposed Project team, become familiar with key personnel, and to understand the firm's project approach and ability to meet the stated objectives for the Project. The District will not score this interview. Please be prepared to discuss with specificity the firm's capacity to conduct this work in compliance with the timetable and budget. 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 School District, combining both qualifications and fee.

Selection Schedule:

Tentative schedule is subject to change.

RFQ Posting	10/25/17
Qualifications Due	11/28/17
RFP issued to the Short-Listed Firms	12/5/17
Pre-interview Meetings at School District	12/08/17
RFP Due	12/15/17
Interviews (location TBD)	12/20/17
Selection of Construction Manager	12/21/17

Public Nature of Submissions:

The District considers all information, documentation, and other materials they have requested interested Firms to submit in response to this solicitation to be a non-confidential and/or non-proprietary nature and therefore subject to public disclosure under the Ohio Public Records Laws. However, to the extent allowed by law, the District shall consider financial information received from the Firms confidential. The financial information is not a public record under Ohio Revised Code Section 149.43.

No Stipend for Submissions:

The District will not provide compensation to Proposers for any expenses incurred in responding to this RFQ.

Cancellation and Rejection:

The School District Board 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 School District Board shall have no liability to any proposer arising out of such cancellation or rejection. The School District Board reserves the right to waive minor variations in the selection process.

F. Submittal Instructions

Proposers shall submit the following information in response to this RFQ.

1. Summary: Provide a brief summary 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 project budget 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. *If the proposing team cannot show evidence of having the necessary bonding capacity for the project, the Co-owners will not consider the proposing team.*
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 [subject to Ohio Revised Code Section 153.501(C) and Ohio Administrative Code Section 153:1-7-01(E)] and, if so, the nature of the work and capability to self-perform.
5. Estimating: Demonstrated record of accomplishment of performance of in-house estimating on projects comparable to the Project.
6. Scheduling: Demonstrated record of accomplishment of performance of managing projects to the original schedule.
7. Suspensions/Revocations: In the past five years, has the Firm had any business or professional license suspended or revoked? If yes, describe circumstances, including jurisdiction and bases for suspension or revocation.
8. Defaults/Terminations: In the past five years, has the Firm defaulted, been terminated for cause, or failed to complete a contract awarded to it? If yes, describe the circumstances, including dates and owner, and if applicable, Contractor's surety.
9. Alternative Failures: In the past five years, has any officer, partner, joint venturer, or proprietor of the Firm ever failed to complete a contract awarded to that person or entity in their name or on behalf of another organization? If yes, describe the circumstances, including dates and Owner, and if applicable, surety.

10. Litigation: Describe all litigation arising from the Firm's active projects or projects worked on within the last five years.
11. Claims Against: Describe all claims made by any project owner against the Firm in the last five years that the Firm did not list in the answer to number 10 above.
12. Claims By: Describe all claims made by the Firm against any project owner in the last five years.
13. Key Personnel Criminal Activity: Within the past five years, has the Firm or any of the individuals identified as Key Personnel been the subject of any criminal indictment or judgment of conviction for any business-related conduct constituting a crime under state or federal law? If yes, describe the circumstances.
14. Key Personnel Suspension: Within the past five years, has the Firm or any of the individuals identified as Key Personnel been the subject of any federal or state suspension or disbarment? If yes, describe the circumstances.
15. Key Personnel Violations: Within the past five years, has Contractor, or any of the individuals identified as Key Personnel been the subject of any formal proceeding or consent order with a state or federal environmental agency involving a violation of state or federal environmental laws? If yes, describe the circumstances.