

Request for Qualifications (CM at Risk Contract)

State of Ohio Standard Forms and Documents

Administration of Project:

Project Name	<u>Outdoor Athletics</u>	Response Deadline	<u>March 28, 2024</u> <u>10:00 AM</u> local time
Project Location	<u>Multiple Locations - see section A</u>	Project Number	<u>25007B</u>
City / County	<u>Columbus / Franklin</u>	Project Manager	<u>Kurt Keaton</u>
Owner	<u>Board of Education - Columbus City Schools</u>	Contracting Authority	<u>Columbus City Schools</u>
Delivery Method	<u>Construction Manager at Risk</u>	Prevailing Wages	<u>No</u>
No. of paper copies requested (stapled, not bound)	<u>0</u>	1 No. of electronic copies requested (PDF)	<u>1</u>

Submit the requested number of *Statements of Qualifications* (Form F110-330) directly to Brandie Bronston Houpe at bbronston@columbus.k12.oh.us. See Section J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Brandie Bronston Houpe at bbronston@columbus.k12.oh.us with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the district web page at www.columbus.k12.oh.us/rfp 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.

Project Overview

A. Project Description

The project will consist of a variety of upgrades at one or more of the district's sports complex that will tackle the following upgrades:

- Grandstands & Pressbox
- Baseball field
- Softball field
- Tennis courts
- Running track (if recommended)
- Stadium Lighting Upgrade (if recommended)
- Stadium Fencing Upgrades/replacement
- Related amenities such as restrooms, locker rooms, concessions, fencing, scoreboards, irrigation, drainage, walk paths, ADA accommodations, etc.

Funding for this project will come from the district's Permanent Improvement Fund. These locally generated funds allow for repairing and improving school facilities and Prevailing Wage rates will NOT apply.

B. Scope of Services

The selected Construction Manager at Risk (CMR), as a portion of its required Scope of Services and prior to submitting its proposal, will discuss and clarify with the Contracting Authority and/or 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 design 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 relevant section below for additional information about the type and extent of services required for each phase. The form of Agreement will be a modified AIA Document A133-2009 with General Conditions (modified AIA document A201-2017) which will be provided to those firms selected for the proposal phase of the selection process.

The preconstruction and construction services are generally described below. Subcontracts will be awarded by the CMR to prequalified vendors using a competitive process; while we anticipate a heavy emphasis on General Trades and Site Work, there may be the need for other trades, including but not limited to Electrical, HVAC, Plumbing, Fire Protection, Hazardous Materials Abatement, and AV/Technology. 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 and/or Owner, the A/E and the CMR. The Contracting Authority and/or Owner shall have access to all books, records, documents

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and other data in the CMR's possession related to itself, its subcontractors and material suppliers pertaining to bidding, pricing or performance of the Agreement.

Preconstruction Services: The CMR will work cooperatively with the Contracting Authority and/or 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 design and preconstruction stages.

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 and regulations including monitoring compliance with all LEDE, equal employment, and submitting monthly reports of these activities to the Contracting Authority. All subcontracts shall be on the subcontract form prescribed by OAC Section 153:1-03-02. The Contracting Authority reserves the right to approve the CMR's selection of subcontractors and any supplemental terms to the form subcontract.

Statements of qualifications should address the following:

- Organization and competence of staff to perform the required services as indicated by technical training, education, and experience.
- Availability of staff to perform the work given current and projected workloads.
- Procedures for preparing estimates, schedules, and sequencing of the work.
- Procedures for constructability reviews and value engineering.
- Past performance on similar projects considering factors such as cost controls, quality of the work, dispute resolution, administration of contracts, and schedule management.
- Financial responsibility, including evidence of the capability to provide the payment and performance bonds in accordance with OAC, and insurance coverages carried by the CMR, including claims history information.
- Other qualifications that are consistent with the scope and needs of the project, including, but not limited to, knowledge of the local area and working relationships with local subcontractors and suppliers.

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 (CMA, OA, CMR, DB, GC, Trade)
2. Role on Project (CMA, OA, CMR, DB, GC, Trade)
3. K-12 Athletics Projects Experience
4. Renovation of Existing Facilities
5. Phased Construction
6. Guaranteed Maximum Price Negotiation / Budget Reconciliation
7. Schedule Management

C. Funding / Estimated Budget

Total Project Cost	\$8-11.0 M	_____
Construction Cost	\$8-11.0 M	_____

D. Anticipated Schedule

CM Preconstruction Services Start	TBD
Construction Stage Notice to Proceed	TBD
Substantial Completion of all Work	08/01/2025
CM Services Completed	12/30/2025

E. LEDE Participation Goal

Percent of the CM's total compensation excluding CM's Contingency*	20.0%
*Preconstruction Stage Compensation plus Contract Sum minus CM's Contingency	

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 qualifications-based criteria for the RFQ is included in this announcement. 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.

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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 will select a short list of no fewer than three candidates that it considers to be the most qualified, except if the Contracting Authority determines that fewer than three firms are qualified, it will only select the qualified firms.

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 containing the contract terms and conditions, and (ii) 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 and/or Owner. The purpose of the pre-proposal meeting is to permit the short-listed firms an opportunity to ask the Contracting Authority and/or Owner questions in an individual setting to help the firms prepare their responses to the RFP. The Contracting Authority 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 and 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 LEDE expectations. The Contracting Authority will notify each short-listed firm to schedule individual times for the interviews.

Selection Schedule: Tentative schedule is subject to change.

RFQ Issued	2/2/2024 & 2/9/24
RFQ Deadline	3/28/2024
RFQ Short List Issued	4/5/2024
RFP Issued to the Short-Listed Firms	TBD
CM Preconstruction Services Start	TBD
Initial Site Tour <i>*by appointment only after*</i>	TBD
RFP Due	TBD
Interviews	TBD
Selection of CMR	TBD
Board Approval of CMR Contract	TBD
Construction Stage Notice to Proceed	TBD
Substantial Completion of all Work	8/1/2025
CM Services Completed	12/30/2025

Cancellation and Rejection: The Contracting Authority 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 shall have no liability to any proposer arising out of such cancellation or rejection. The Contracting Authority reserves the right to waive minor variations in the selection process.

EDGE requirements do not apply to this request for qualifications. Interested Proposers are required to submit the LEDE Forms A + B and should delete section H Items 34c and 34d in its Statement of Qualifications (Form F110-330) in response to the RFQ, to indicate its intent to contract with and use LEDE firms, as a part of the Proposer's team. The LEDE forms with complete documentation must be attached during the RFQ stage. Both forms are included in this document.

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>.

Statements of Qualifications are to be submitted in electronic format only. Submit one electronic copy (in pdf format), to Brandie Bronston Houpe, Construction Contract Manager, at: bbronston@columbus.k12.oh.us It is the submitting vendor's responsibility to confirm that the district has received the electronic submission prior to the submission deadline.

The electronic submittal 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. Please reduce the file size of the PDF to ensure you are able to successfully send it and we are able to successfully

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receive it; file sizes in excess of 10MB may not be able to be received by the district. In Acrobat, go to Advanced, then PDF Optimizer.

Part 1 is limited to 35 pages. Total submittal should be no more than 45 pages.

Unless otherwise noted or exempt, all documents submitted to the Contracting Authority in response to this RFQ and subsequent 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 (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.

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.