

**PERRY COUNTY, OHIO BOARD OF COUNTY COMMISSIONERS
REQUEST FOR QUALIFICATIONS FOR
CONSTRUCTION MANAGER AT RISK SERVICES**

Dated February 3, 2021

Project Owner: Perry County, Ohio Board of County Commissioners

Project Name: New Job and Family Services Building Project

Delivery Method: Construction Manager at Risk, in accordance with the Ohio Revised Code

Deadline to Submit Qualifications: 1:00 p.m. local time, **March 5, 2021**

Introduction:

The Perry County, Ohio Board of County Commissioners (the "Board" or "Owner") intends to contract for Construction Manager at Risk ("CMR") services for its New Job and Family Services Building Project (the "Project").

As required by Ohio Revised Code Section 9.33, et seq., the Owner requests statements of qualifications from experienced CMR Firms to provide CMR services to the Owner for the Project. This Request for Qualifications (RFQ) includes criteria against which qualifications submitted will be reviewed and evaluated to develop the short-list of firms for the second phase of the selection process. The short-listed firms will be asked to provide both pricing and technical proposals, which will be reviewed and evaluated to determine the CMR firm that will provide the best value to the Owner for the Project.

Interested firms (Respondents) must submit one (1) electronic copy of their Statement of Qualifications (SOQ) in PDF format by email to David Hansen at David.Hansen@jfs.ohio.gov. The subject line of the email shall state "**PERRY COUNTY – NEW JOB AND FAMILY SERVICES BUILDING PROJECT CONSTRUCTION MANAGER AT RISK SERVICES QUALIFICATIONS.**"

The Owner reserves the right to waive any defect or technicality in any SOQ received or to eliminate any CMR that submits an incomplete or inadequate SOQ or that is not responsive to the requirements of this RFQ.

Submittal Deadline:

SOQs will be received until the deadline set forth above.

Submittals received after this time may be considered solely in Owner's discretion.

Communication Protocol:

All questions concerning this RFQ shall be directed in writing via email to Tammy Goniea, at tamara.goniae@jfs.ohio.gov by **5:00 p.m., 5 business days prior to the submittal deadline.** Questions will be reviewed and the Owner will determine whether any addenda should be issued as a result of any pertinent or substantive inquiries. Addenda will be issued to all firms that have requested the RFQ for the Project. Firms shall not rely on any oral instructions or answers. Respondents should not seek to discuss any information directly relating to this procurement with any Owner personnel or anyone affiliated with the Project, except during scheduled site visits, or as otherwise provided for in the RFQ. Violation of this provision may result in disqualification from eligibility for selection.

Project Overview, Schedule, and Owner Budget:

- A. This Project is anticipated to include, but is not limited to, the construction of a new approximately 22,000 SF building for the Department of Job and Family Services. The approved Schematic Design for Exterior and Site for the Project is attached hereto as **Exhibit A**. The Owner will provide Interior Schematic Design drawings to the selected CMR firm during the early design stage phase of the Project.
- B. The Owner's budget for the Cost of the Work is **\$5,500,000.00**.
- C. Pre-construction services are anticipated to commence upon execution of the contract for CMR services. The Owner anticipates that construction will commence Summer 2021.
- D. The Owner anticipates that it will issue the RFP to the short-listed firms on or about March 11, 2021. This schedule is subject to change in the Owner's sole discretion. Qualifications will be kept on file with the Owner, and the Owner reserves the right to request updates to the qualifications.
- E. Design Professional services are being procured separately, per the Ohio Revised Code.

All information provided in this RFQ and any Attachments hereto is preliminary and subject to change in the Owner's sole discretion. The information may be used only as a reference for Proposer's Statement of Qualifications and may not be relied upon for any other purpose.

Scope of Services:

CMR services for the Project will include, but not be limited to, design review and pre-construction services, participation in developing the budget and updated construction cost estimates, participation in preparing the construction schedule (including identification of significant milestones for completion of the Work), prequalification of subcontractors to perform the required Work, construction, and close-out phases of the Project. CMR services will be defined in an agreement with the Owner; the form of agreement, including general conditions of the contract for construction, will be provided to the short-listed firms during the RFP phase.

The scope of the selected CMR firm's services will likely include, but may not be limited to, the following:

A. Pre-Construction Services

- 1. Services of a geotechnical engineer will be provided by the Design Professional.
- 2. Participate in regularly-scheduled design progress meetings with the Design Professional, the various consultants, and the Owner. The CMR shall provide ongoing input with respect to Project site assessment, budget development, constructability, construction costs, material selection/evaluations, construction duration and phasing, sequence of construction, and other scheduling services, along with construction means and methods.
- 3. Coordinate/participate in meetings with the Owner and Design Professional, utility companies, and regulatory agencies to expedite the design/permit process.
- 4. Identify and detail a plan for preconstruction services sequence, as well as construction phasing and scheduling that will minimize interruptions to Owner operations, as applicable.

5. Assist in developing site management plan.
6. Facilitate long-lead procurement studies and initiate procurement of long-lead items.
7. Develop comments, suggestions, cost estimates, cash flow analysis, and updated construction phase schedule throughout the phases of design comments, suggestions and cost models (estimates) throughout the phases of design.
8. Develop constructability and value engineering suggestions at all design phases considering different design/material/life cycle elements.
9. Develop a detailed, open book cost model for the Guaranteed Maximum Price (GMP) proposal based on the interim cost estimates, narratives, and approved design.
10. Identify and advise regarding inconsistencies or omissions that might affect the accuracy of the GMP.
11. Permit Acquisition/Approval.
12. Develop prequalification criteria for subcontractors and prequalify subcontractors for the Work, in accordance with Ohio law.
13. Manage the effort of the development of potential subcontractor bidders' lists.
14. Owner and Design Professional will be provided with real-time access to bid tabs, bid forms, and will be invited to participate in subcontractor scope reviews.

B. Construction Services

1. Coordinate with the Owner, the Design Professional, and other stakeholders as necessary.
2. Bond and insure the construction per Ohio law and the Contract Documents.
3. Arrange for procurement of materials.
4. Schedule and manage construction operations.
5. With Owner input and per Ohio law, solicit bids from prequalified subcontractors, evaluate bids, and recommend subcontractors to the Owner, in accordance with Ohio law, and manage all construction related contracts.
6. Provide quality control and construction supervision.
7. Provide progress scheduling and maintain compliance with Schedule.
8. Coordinate/attend regular Progress Meetings. Record and distribute meeting minutes Run regular Progress Meetings. Record and distribute meeting minutes
9. Monitor the budget.
10. Record Project progress, keep daily job log, record changes to the Contract Documents.
11. Address all construction related permitting requirements.
12. Maintain safe work site.
13. Provide or coordinate with entities providing testing, inspection, and commissioning.

14. Develop and enforce punch list(s).
15. Project closeout including documentation (lien releases, O&M manuals, as-builts, etc.)

C. Post-Construction Services

1. Assist Owner with Warranty Service Requests from equipment suppliers.
2. Respond to Warranty claims by Owner.

Procurement Process:

As defined in the Ohio Revised Code and Ohio Administrative Code, the selection process will be conducted in two phases.

RFQ. The first phase includes review and evaluation of qualifications submitted by firms interested in providing the required CMR services by the Owner’s Evaluation Committee, in accordance with Ohio law. The Evaluation Committee will review and evaluate the qualifications received. Firms may be invited to meet with the Evaluation Committee prior to the release of the short-list of CMR firms. A minimum of three (3) short-listed firms that are determined to be qualified to provide the required CMR services will be released, unless it is determined that there are less than three (3) qualified firms.

RFP. Technical and pricing proposals will be requested from the short-listed CMR firms, using a request for proposals. The technical and pricing proposals received will be reviewed and evaluated and, considering both qualifications and technical/pricing information, the CMR firm determined to provide the best value for the Project will be selected.

Anticipated Procurement Schedule

RFQ PHASE	DATE
Deadline for Submitting Qualifications	March 5, 2021
Short-List of Qualified CMR Firms Announced	March 10, 2021
RFP PHASE	DATE
Request for Pricing and Technical Proposals issued to Short-Listed Firms	March 11, 2021
Deadline for Submitting Pricing and Technical Proposals	March 22, 2021
Interviews	March 24, 2021
Selection of “Best Value” Proposal	March 26, 2021

All dates subject to change in Owner’s sole discretion.

Rights of the Owner:

This RFQ constitutes only an invitation to present qualifications. The rights reserved by the Owner, which shall be exercised in its sole and absolute discretion, include without limitation the right to:

1. Require additional information from one or more Respondents to supplement or clarify the SOQs submitted including, but not limited to, conducting interviews with

Respondents if Owner, in Owner's sole discretion, deems such interviews to be helpful.

2. Conduct investigations with respect to the qualifications and experience of each Respondent.
3. Visit and examine any of the facilities referenced in the SOQs and to observe and inspect the operations at such facilities.
4. Waive any defect or technicality in any SOQ received.
5. Determine which Respondents are qualified to be short-listed to receive the RFP and submit Proposals in response to the RFP.
6. Eliminate any Respondent that submits an incomplete or inadequate SOQ or is not responsive to the requirements of this RFQ.
7. Supplement, amend, or otherwise modify this RFQ, prior to the date of submission of the SOQs.
8. Issue one or more amendments to this RFQ extending the due date for the SOQs.
9. Receive questions concerning this RFQ from Respondents and to provide such questions, and the Owner's responses, to all Respondents.
10. Cancel this RFQ or the RFP in whole or in part with or without substitution of another RFQ or RFP if determined to be in the best interest of the Owner.
11. Take any action affecting the RFQ process, the RFP process, or the Project that would be in the best interest of the Owner.
12. Make public any and all documents associated with the Project, including documents submitted to the Owner by Respondents.

SOQ Required Format and Information:

A. SOQ Format

The format of the SOQ must be as outlined below. Narrative pages are to be 8-1/2 inches by 11 inches. All information provided shall be included in a single pdf file. A clear and concise presentation of information is encouraged with a maximum page limit of 50 single-sided pages, not including resumes of key staff, standard brochures, and financial information and supporting data. Audiovisual materials will not be accepted. Sales brochures are not desired unless directly related to the response and referenced in the text. Below is additional information about the submission requirements to this RFQ.

Only those persons or firms who have obtained an official copy of this RFQ from the Owner will receive any official addenda to this RFQ. Receipt of all addenda shall be acknowledged by Respondents in a transmittal letter with the SOQ.

B. SOQ Required Information

Provide the following information for consideration by the Owner as part of the evaluation of Respondent's qualifications. The SOQ must be separated into tabbed sections within the pdf as follows:

1. **Competence and Personnel Training/Experience.** When providing the following information, if the firm is a national firm with a branch office in Ohio, provide information limited to the firm's Ohio office projects and experience. Include:

- a. An Executive Summary of the CMR Firm and CMR Team (the firm's proposed employees who would be assigned to perform services for the Project) including key consultants, if any.
- b. Describe the CMR Firm and proposed CMR Team in more detail, building from the Executive Summary – i.e., credentials, education, technical training, experience/capabilities of estimating and scheduling personnel, and similar project experience of the CMR Team, in-house, full-time employees and in-house professional disciplines. Provide Resumes for Project Executive/Project Manager, Project Administrator (Site Level), and Construction Technical Staff (Estimating, Budgeting, Scheduling) only. Include consultants to be used for the Project and the firm's experience with each on past projects. Limit Resumes to one page in length.
- c. Describe the scopes of Work the CMR Firm may self-perform. Note that the CMR Firm will be required to receive Owner's written permission and submit a sealed bid for scopes of Work it may self-perform before opening subcontractor bids, in accordance with Ohio law.

2. Ability to Provide the Required Services.

- a. Capacity of the CMR Firm and members of the CMR Team to provide the required services for the Project in terms of workload and availability. Include a list of current projects and the status of each and relevant information (i.e., budget, type of work, stage of completion, committed staff, and consultants).
- b. Experience, approach, and specific expertise in constructing facilities for the use of space, technology, and systems that support Owner's functions.
- c. Experience with the construction of buildings that will be highly visible within the community where they are located.
- d. Experience with the construction of buildings that will be considered to be either a centerpiece of a community or considered to be a very special building within the community where the building is located.
- e. Experience with the construction of buildings that are located on sites that have unique features, such as elevation changes on the site.
- f. CMR Firm's relevant projects within recent history with an emphasis on previous collaboration of the CMR Team members on public CMR projects in the state of Ohio, and/or other Ohio public projects of any type that are similar in scope and anticipated budget, if any.
 - (1) Include a brief description of each project, including size of the project (e.g., square footage) and project delivery model (e.g., general contractor, construction manager at risk, design-build, etc.) and the CMR Team members involved.

3. Past Performance.

- a. Budget Management success by the CMR Firm on similar projects for which original estimates/pricing were prepared by the CMR Firm. Show comparison of original estimates versus actual final construction costs and variance in percentage only, up to 10 projects may be listed.
- b. Schedule Management success by the CMR Firm on similar projects for which actual completion dates were significantly shortened versus original contracted

completion date or original completion dates were held despite a challenging, unexpected schedule issue that occurred. List a brief summary for each of the circumstances, up to 5 projects may be listed.

c. References for the CMR Firm with an emphasis on Ohio public projects:

- (1) Project name, location, completion year;
- (2) Project owner, owner contact name, owner contact phone number/email;
- (3) Brief description of the project and its relevance to this RFQ – include construction budget, project size (e.g., square footage), and project delivery model (e.g., general contractor, construction manager at risk, design-build, etc.);
- (4) Individual team members associated with the project and their role on the project;
- (5) Construction budget, change order amounts, and actual construction cost;
- (6) Dispute resolution (dealing with subcontractor and supplier issues);
- (7) Administration of subcontractors and suppliers; and
- (8) Meeting deadlines and maintaining the project schedule, include the initial completion date and the actual completion date or the current anticipated completion date.

4. Financial Responsibility. Demonstrate CMR Firm's bonding capacity as evidenced by a recently dated letter from the CMR Firm's surety agent listing current available bonding capacity, as well as total maximum bonding capacity. The letter should also state the surety agent's commitment to provide the required payment and performance bonds in accordance with OAC 153:1-4-02, if the CMR Firm is determined to be the firm that will provide the best value for the Project.

5. [Not applicable.]

6. Other qualifications consistent with the scope and needs for the Project.

a. **Firm's History / Average Revenue.**

- (1) Describe the aspects of the firm's approach to the CMR delivery method specifically that have made it successful. How long has the CMR Firm been in business, and how long have key employees and principals been associated with the firm?
- (2) CMR Firm's annual revenue associated with Ohio public projects or other similar projects for the past 7 years.
- (3) CMR Firm's total annual revenue for each of the past 7 years.
- (4) What percentage of the CMR Firm's construction volume over the past two years has been performed as a Construction Manager?
- (5) What percentage of the CMR Firm's total construction volume over the past two years has typically been performed with the CMR Firm's own forces?

b. **Insurance Coverage & Claims History.**

- (1) Professional Liability coverage of the CMR Firm, including claims history for the last 10 years.
 - (2) Commercial General Liability coverage of the CMR Firm, including claims history for the last 10 years.
 - (3) Specific information about any claims asserted by or against the CMR Firm within the last 10 years, including the resolution of the claim(s).
- c. **Value Added Experience.** Demonstrate the CMR Firm/CMR Team's past success in providing past construction manager at risk projects with value added components through the CMR Firm/CMR Team's creative or innovative value engineering, construction technique, or other similar methods. For each example, provide a brief one paragraph summary.
 - d. **Prior Performance with the Owner.** Has the CMR Firm or any of the CMR Team ever worked on projects for the Owner in the past? Was the relationship successful?
 - e. **Familiarity with Local Area/Subcontractors/Suppliers.** Knowledge of the local area and working relationships with local subcontractors and suppliers.

SOQ Evaluation Process:

The Owner's Evaluation Committee will review the qualifications received in accordance with the Evaluation Scoring Sheet attached at **Exhibit B**. Then, Owner's Evaluation Committee will notify firms if they are included on the short-list of qualified firms.

A. Conformance Review

Respondent shall be considered responsive if the SOQ responds to the RFQ in all material respects and contains no irregularities or deviations from the RFQ. Each Respondent that is rejected as nonresponsive will be notified of the finding that it was nonresponsive and the reasons for the finding in writing.

B. Qualifications Criteria

The qualifications criteria which may be the basis for evaluation of submitted SOQs are:

1. Competence to perform the required management services as indicated by the technical training, education, and general experience of the CMR's personnel, especially the technical training, education, and experience of the CMR's employees and consultants who will be assigned to the Project;
2. Ability in terms of workload and the availability of qualified personnel, equipment, and facilities to perform the required services competently and expeditiously, and experience working on similar types of projects;
3. Past performance of the CMR Firm as reflected by the references/evaluation of previous clients with respect to factors such as control of costs, quality of work, dispute resolution, administration of subcontracts, and meeting deadlines;
4. Financial responsibility including evidence of the capability to provide the payment and performance bonds in accordance with OAC 153:1-4-02; and
5. Other qualifications that are consistent with the scope and needs of the Project, including, but not limited to:
 - i. History and philosophy of the firm

- ii. Number of years in business
- iii. Average revenue
- iv. Insurance and claims history
- v. Value added experience
- vi. Prior performance with the Owner
- vii. Proximity to the site
- viii. Knowledge of the local area and working relationships with local subcontractors and suppliers.

Additional Instructions

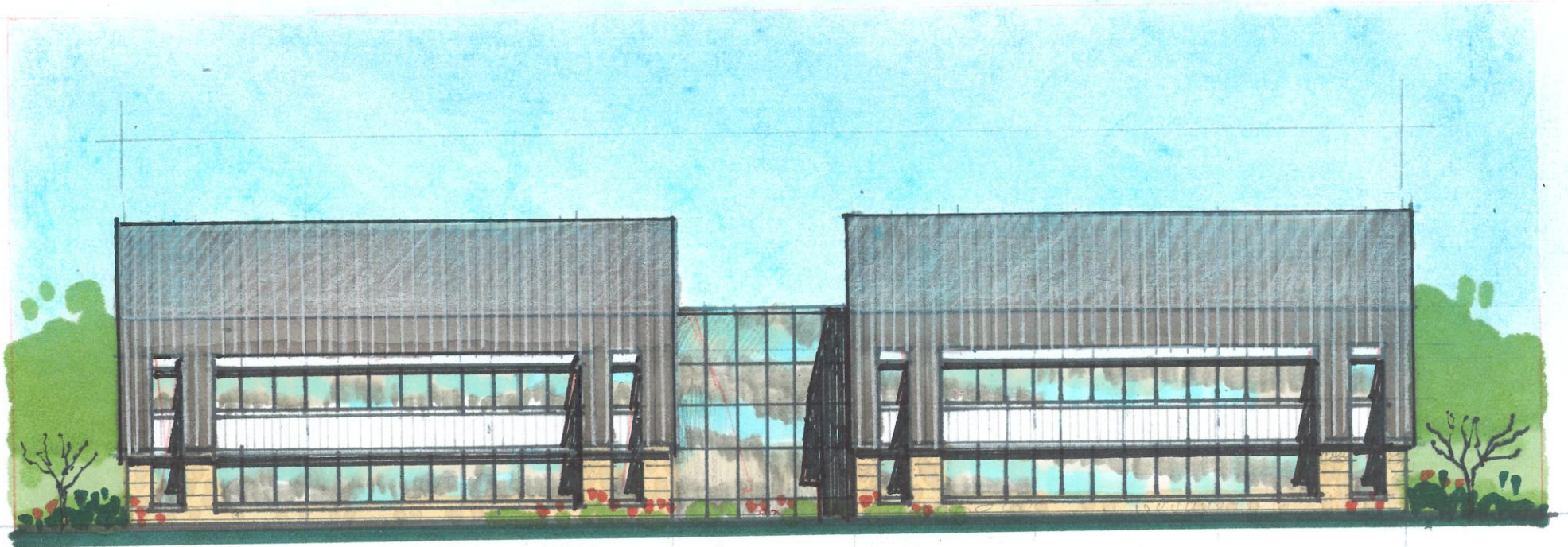
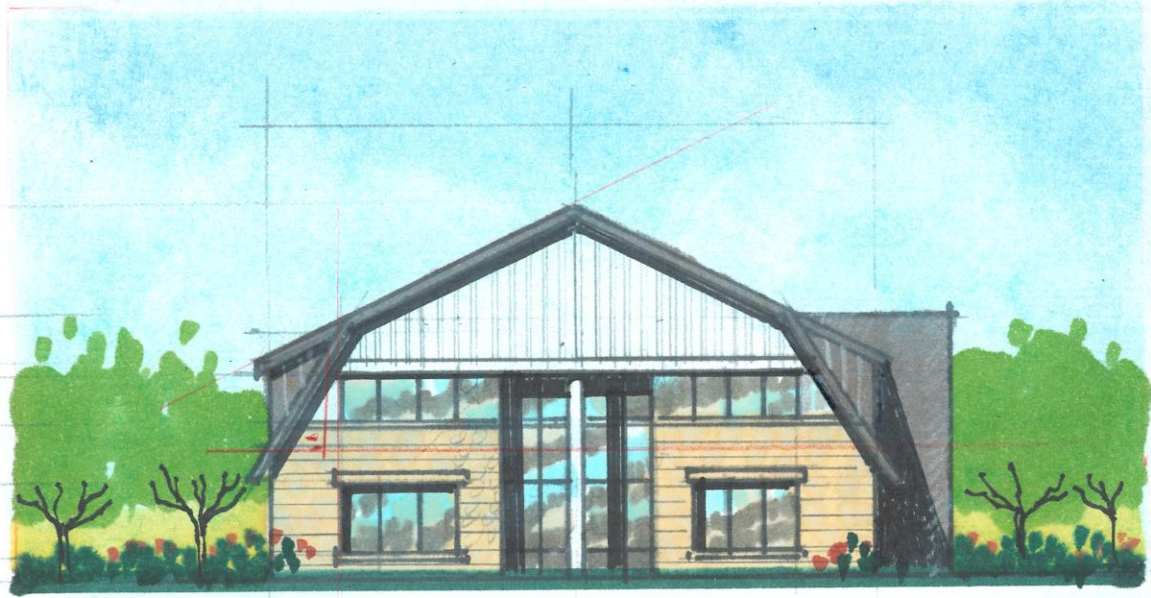
During the RFQ phase, Respondents may schedule a visit to the Project site, after submitting a written request that is approved in advance by the Owner. Such written request to schedule a visit must be made by email to Tammy Goniea, at tamara.goniea@jfs.ohio.gov. The Owner reserves the right to have a representative present. Visits and any investigations must be performed at the Respondent's own expense and risk and the site must be restored to its former condition upon completion of any explorations, investigations, or tests.

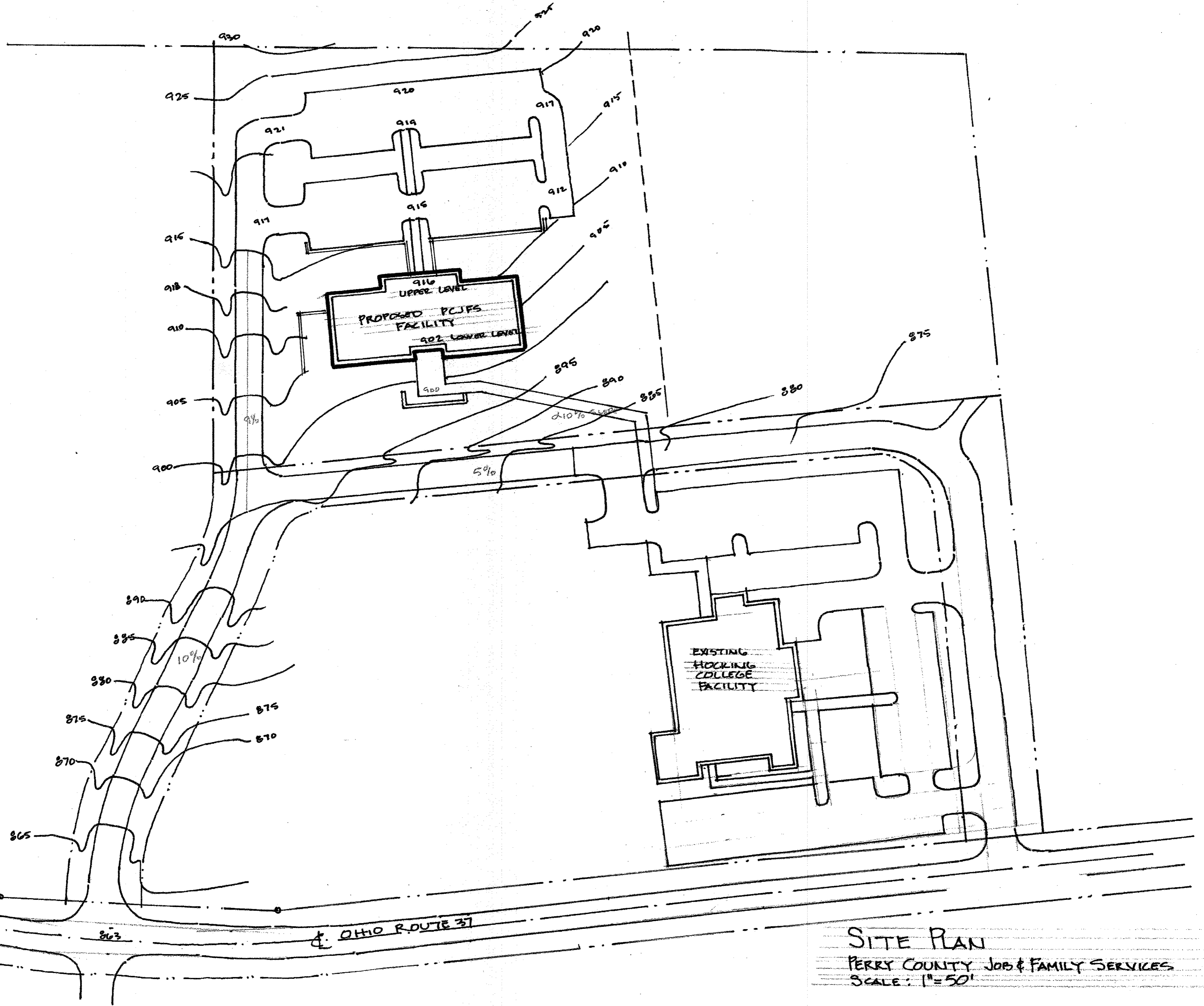
All SOQs and subsequent Proposals received in response to the procurement documents will become the property of the Owner and will not be returned. Note that all information submitted in response to this RFQ and to any subsequent RFP for CMR services is a public record, which will be made available for inspection as required by ORC 149.43 upon request at the conclusion of the selection process. Respondents recognize and agree that the Owner will not be responsible or liable in any way for any losses that the Respondent may suffer from the disclosure of information or materials to third parties.

Each CMR Firm submitting qualifications or any other information as part of this selection process is responsible for all costs associated with preparing the submission and participating in the selection process.

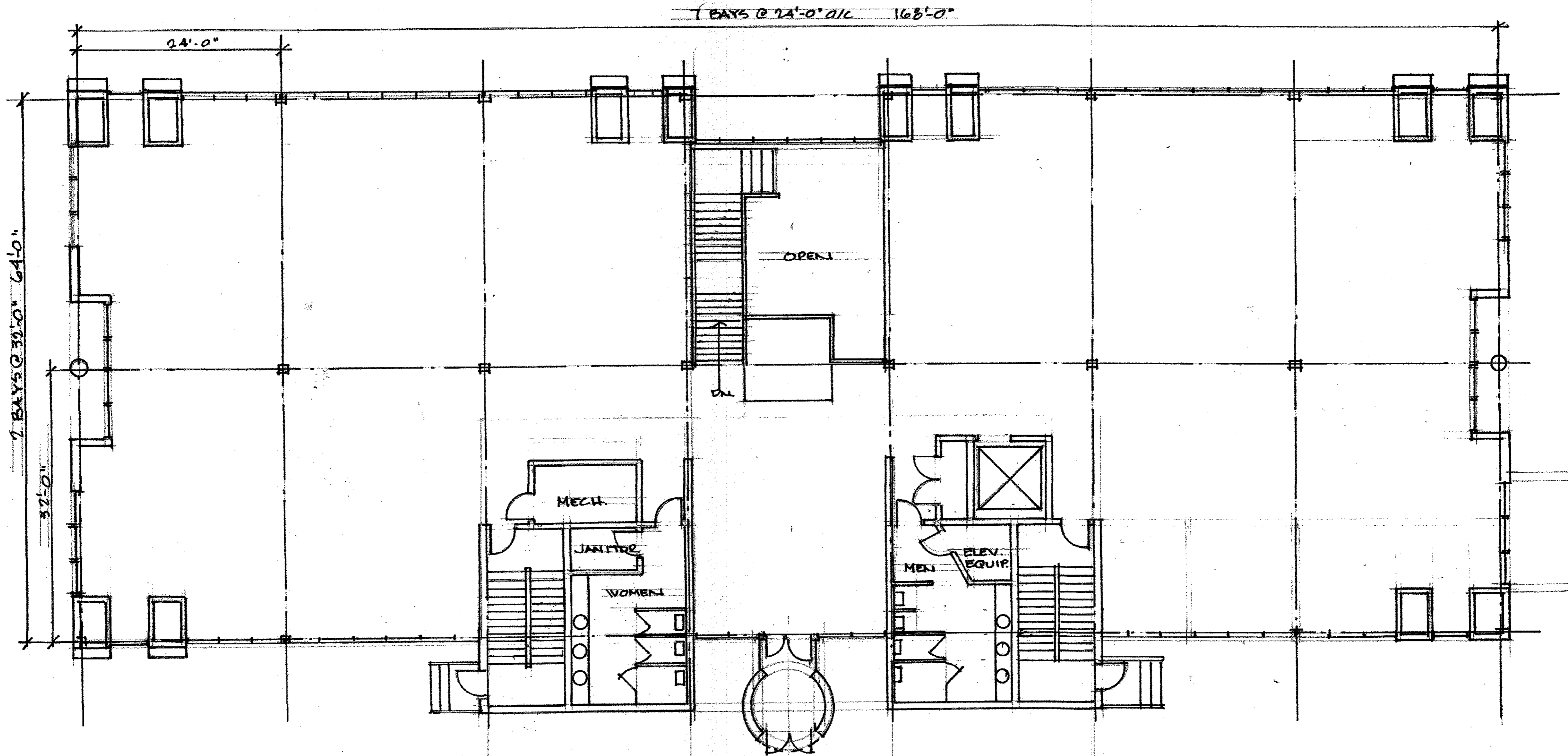
The Owner may reject any or all qualification statements received or cancel this process at any time for any reason and the Owner will have no liability for taking such action. The Owner reserves the right to waive minor variations in the selection process.

The Owner appreciates your interest in the Project and looks forward to reviewing your qualifications for the Project.

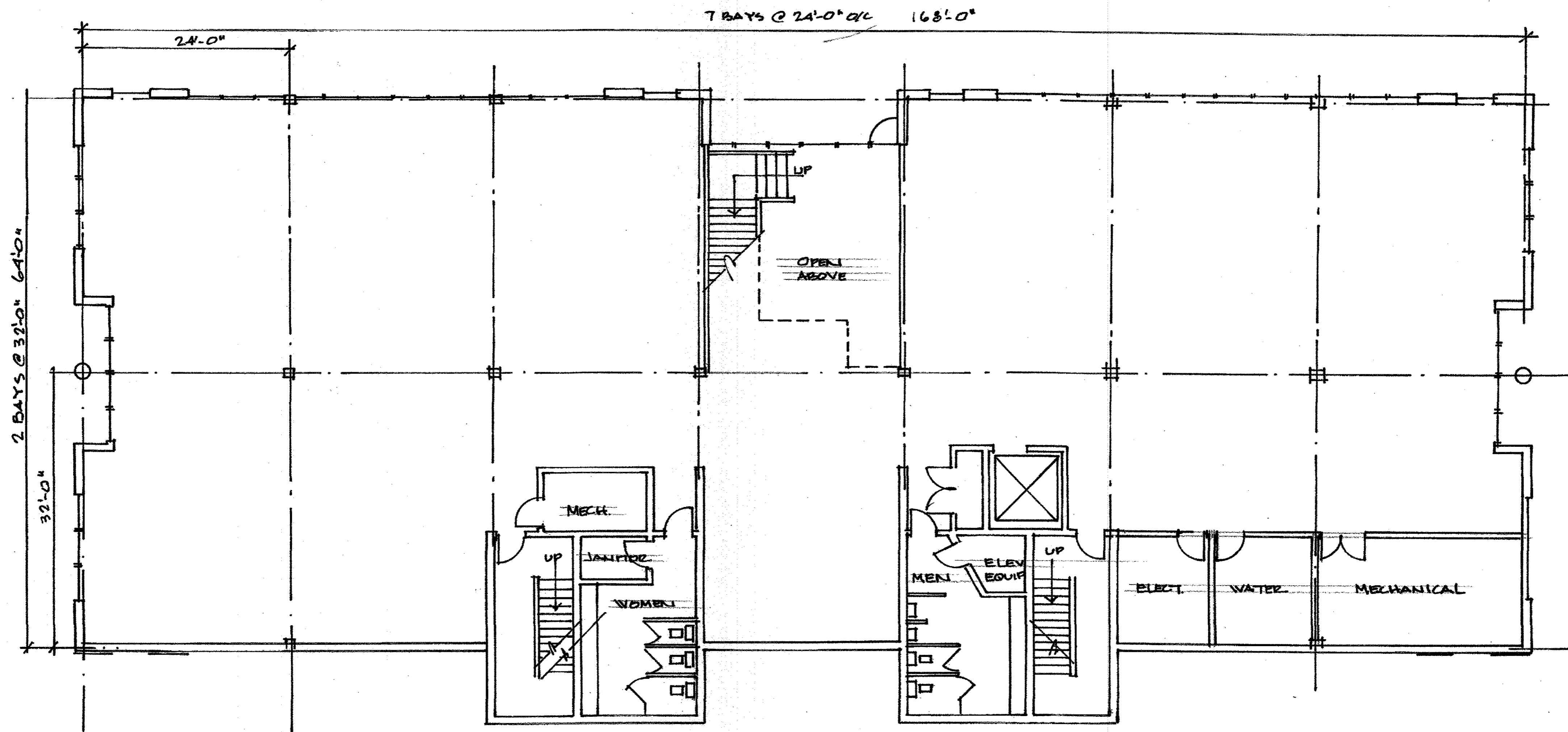




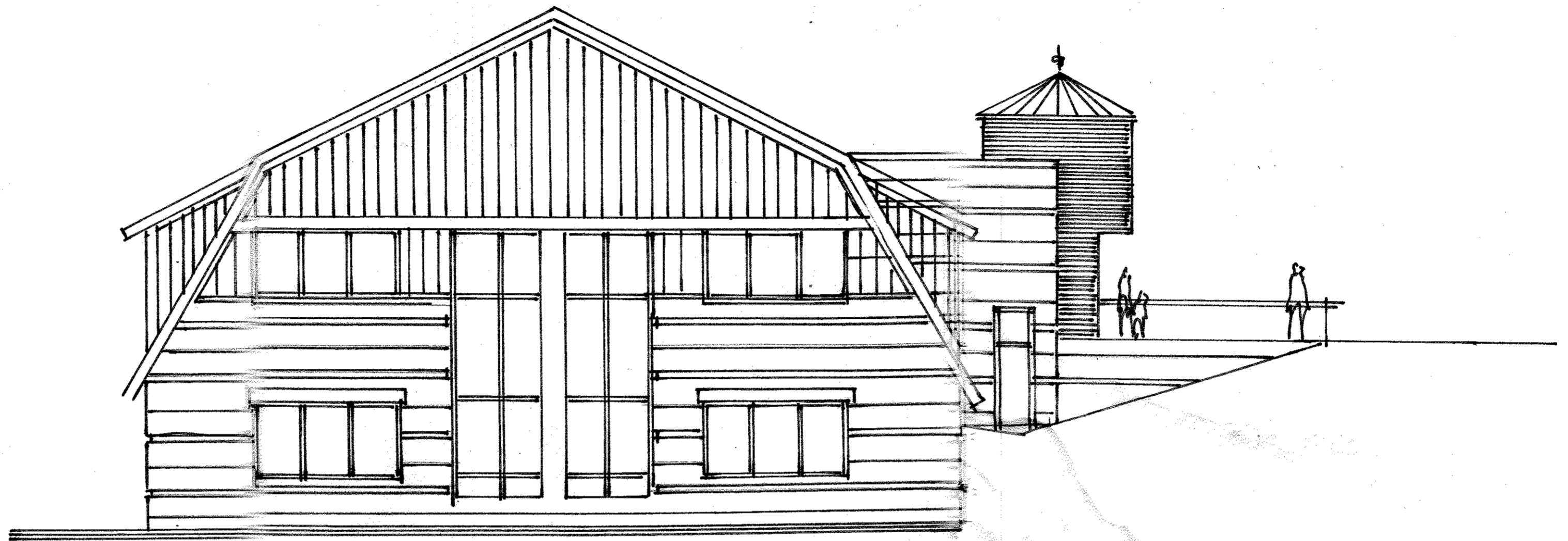
SITE PLAN
 PERRY COUNTY JOB & FAMILY SERVICES
 SCALE: 1" = 50'



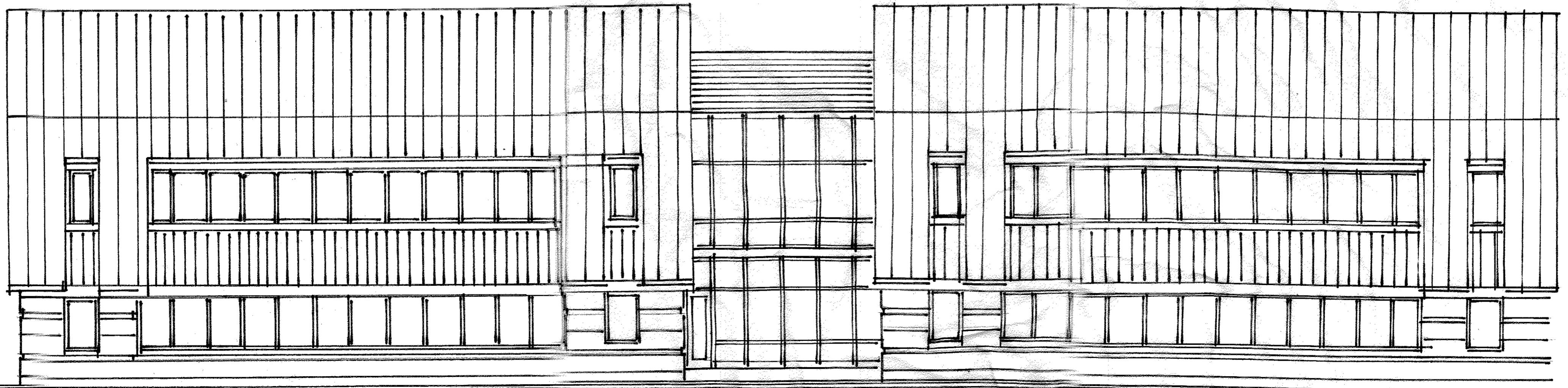
UPPER LEVEL
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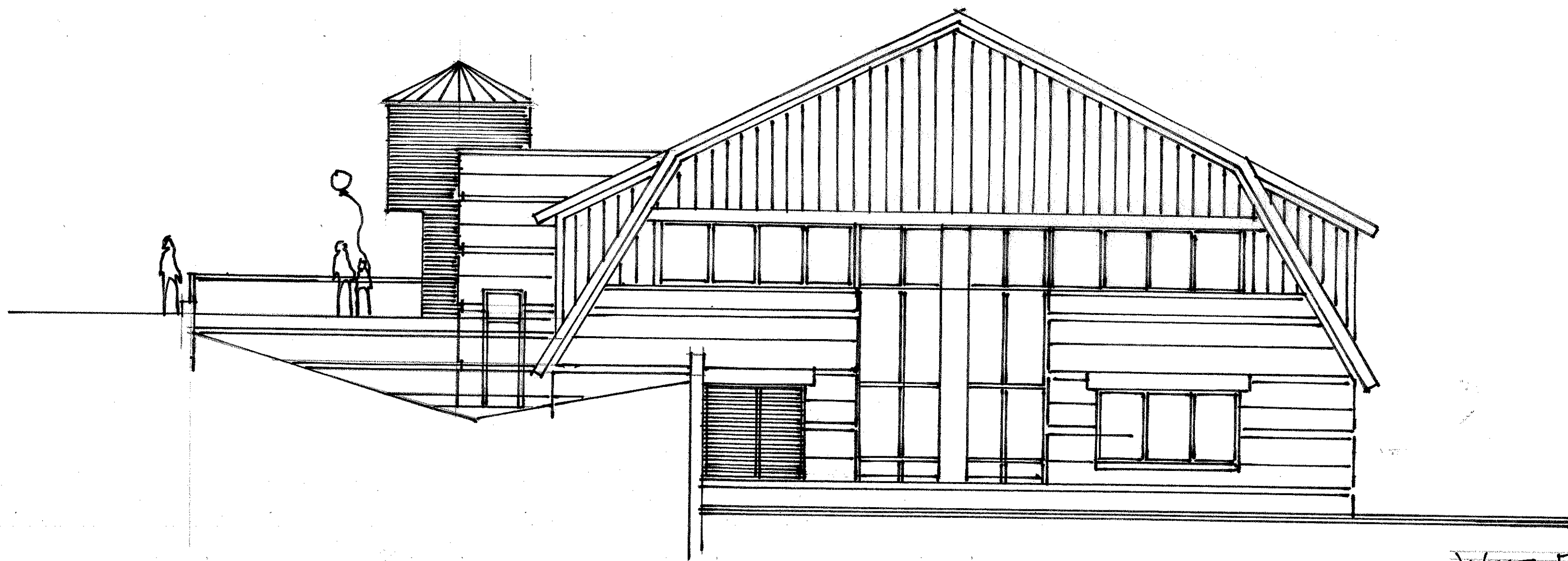
LOWER LEVEL
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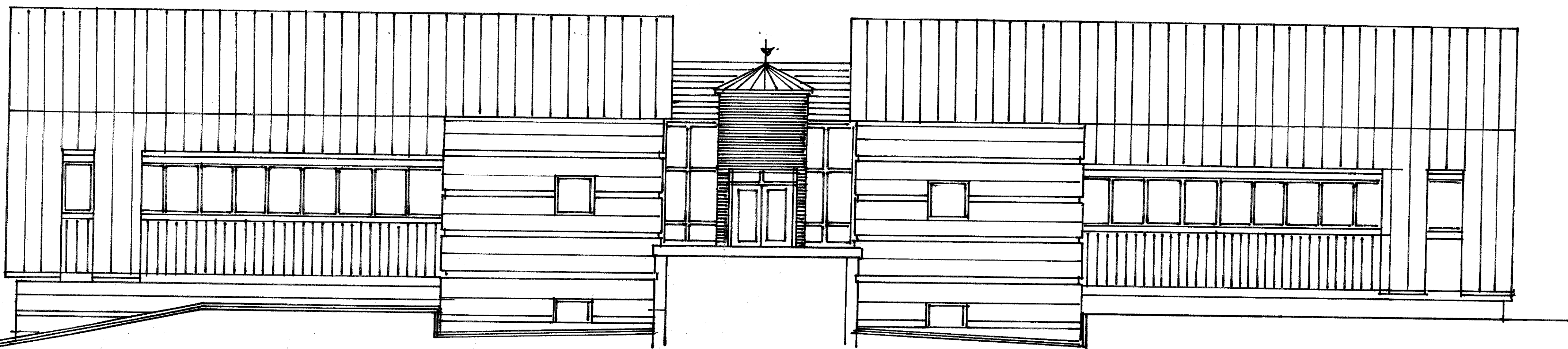
EAST ELEVATION
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SOUTH ELEVATION
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WEST ELEVATION
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NORTH ELEVATION
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EXHIBIT B

**EVALUATION SCORE SHEET FOR
CONSTRUCTION MANAGER AT RISK QUALIFICATIONS**

Name of Project: _____

Name of CMR Firm: _____

Date: _____

Criteria	Points Possible	Score
Responsive to the RFQ	Y/N	
Competence and Personnel Training/Experience	25	
Ability to Provide the Required Services	25	
Past performance	15	
Financial Responsibility	5	
Firm's History / Average Revenue	5	
Insurance Coverage & Claims History	5	
Value Added Experience	10	
Prior Performance with Owner	5	
Familiarity with Local Area/Subcontractors/Suppliers	5	
TOTAL	100	_____

Evaluation Committee:
Printed Name
