

Request for Qualifications for Construction Manager at Risk

Owner	Birchard Public Library of Sandusky County, Board of Trustees
Project Name	Renovation and Addition to Main Library
Location	423 Croghan Street, Fremont, Ohio, 43420
Delivery Method	Construction Manager at Risk, in accordance with Ohio Revised Code
Construction Cost	\$5.8 Million (estimate)
Architectural Team	Buehrer Group Architecture & Engineering, Inc.
Funding Source	USDA, Rural Development, Community Facilities Project (RD)
Start Date	Immediately upon selection
Statement of Qualifications Due Date	March 20, 2020 by 12:00 noon

Birchard Public Library of Sandusky County (BPL) is seeking qualified firms to provide Construction Manager at Risk (CMR) services for the renovation of and addition to the Main Library of BPL, located at 423 Croghan Street, Fremont, Ohio.

1. Project Description

The Birchard Public Library, originally built in the 1870's with funds provided by the uncle of President R. B. Hayes, occupies one city block in downtown Fremont, Ohio, on the site of the Battle of Fort Stephenson. A land acquisition in 2014 doubled the size of the library property to two city blocks, divided by High Street. This building project (Project) includes vacating High Street and constructing a two-story, 57' x 79' wing on the western end of the current library building across the vacated street with a façade that preserves the historic architectural style of the original building. The interior of the existing building will be renovated, including moving the entrance to the new wing. A new parking lot will be constructed adjacent to the new entry on the north side of the building, with underground storm water retention.

The Buehrer Group (BG) has been hired as the architect on the project and has prepared schematic drawings.

This is a Prevailing Wage Project.

2. Scope of Services

A. Preconstruction Services: The CMR will work cooperatively with BPL, BG, and RD to provide, among other services, schedule development, estimate development, Guaranteed Maximum Price (GMP) proposal, subcontractor pre-qualification 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 as specified in the Agreement, such partially completed documents (the “Basic Documents”) shall be provided to the CMR, together with BG’s detailed listing of any incomplete design elements (the “Design Intent Statement”). Contingent upon BPL and RD’s approval of the GMP, the parties will enter into an Agreement establishing the Contract Sum (“GMP Amendment”). If the proposed Contract Sum exceeds the Project Budget established for construction, BPL may terminate the Agreement with the CMR and seek proposals from other firms for completion of the project.

B. Construction Services: The CMR shall construct the Project pursuant to the construction documents and in accordance with the schedule requirements. 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 BPL, the BG, RD, and the CMR. 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 EDGE, equal employment, and prevailing wage requirements, and submitting monthly reports of these activities to BPL and RD. All subcontracts shall be on the subcontract form prescribed by OAC Section 153:1-03-02. BPL reserves the right to approve the CMR’s selection of subcontractors and any supplemental terms to the form subcontract.

Note: Subcontracts, including, but not limited to, Plumbing, Fire Protection, HVAC, Electrical and AV/Technology will be awarded by the CMR to prequalified vendors using a competitive bidding process and must be approved by RD.

C. Post-Construction Services: The CMR shall lead and manage all activities in the closeout phase for BPL, including but not limited to punch list management, securing documentation of substantial and final completion, managing warranties and guarantees, and securing accurate as-built drawings.

3. Selection Process

A. Selection Criteria: The CMR will be selected using a qualifications-based process during the Request for Qualifications (RFQ) stage to develop a list of qualified companies and a best value process during the Request for Proposal (RFP) 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 offer the greatest value to BPL, combining both qualifications and fee.

B. Selection of Qualified Companies: Each firm responding to this RFQ will be evaluated and selected based on its qualifications and the qualifications and experience of the individuals identified as the candidate's proposed team for the Project as outlined in Section E below. After evaluating the responses to this RFQ, BPL will select no fewer than three candidates that it considers to be the most qualified (the "short-listed firms"), except if BPL determines that fewer than three firms are qualified, it will only select the qualified firms.

C. Request for Proposal: The short-listed firms shall be sent a Request for Proposal 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 1) form of Agreement with BPL containing the contract terms and conditions, 2) a set of the most recent conceptual planning and design documents, and 3) the proposed project schedule.

D. Pre-Proposal Conference and Site Visit: A pre-proposal conference will be conducted during which short-listed firms will have the opportunity to visit the non-public areas of the Main Library and ask BPL questions about the project prior to submitting their Proposal. The RFP will include the date of the Pre-Proposal conference.

E. Presentation of Proposal: A meeting will be held with each short-list firm during which the firm will present its written proposal and be given an opportunity to introduce its project team and key personnel and briefly describe its project approach and ability to meet the stated objectives for the project.

F. Interview: After BPL has had an opportunity to review RFP proposals with BG and RD, the short-listed firms will be interviewed by BPL. The purpose of the interview is to discuss details of the proposal and the firm's capacity to conduct the Project work in compliance with the timetable, budget and RD requirements. BPL will contact each short-listed firm to schedule times for interviews.

G. Selection of CMR and Negotiation of the CMR Agreement: BPL shall negotiate the CMR Agreement with the proposer whose pricing proposal the Owner determines to be the best value, subject to approval by RD. Contract negotiations shall be directed toward the following outcomes: 1) ensuring that both CMR and the Owner mutually understand the essential requirements involved in providing the required services, including the provisions for the use of contingency funds and the possible distribution of savings in the final costs of the project; 2) ensuring that CMR will be able to provide the necessary personnel, equipment, and facilities to perform the services within the time required by the CMR agreement; and 3) agreeing upon a procedure and schedule for determining the GMP that shall include the costs of all the work, the cost of its general conditions, the contingency, and the fee payable to the Construction Manager.

4. Anticipated Timeline

ACTIVITY	Target Completion Date
Issue RFQ, Non-Communication Period Begins	Week of February 17, 2020
Respondent Questions Due Date	March 6, 2020
BPL Response Deadline	March 13, 2020
Statement of Qualifications Due Date	March 20, 2020 by noon
Evaluation and Selection of Short-listed Firms	Week of March 23, 2020
Short-Listed Firms Notified	March 30, 2020
RFP Issued to Short-listed Firms	April 3, 2020
Pre-proposal Conference and Site Visit	April 7, 2020
Pricing and Technical Proposal Due Date	April 20, 2020
Presentation of Proposals	April 28, 2020
Short-Listed Firm Interviews by BPL	Week of May 4, 2020

BPL may adjust this timeline at its sole discretion.

5. Qualifications

Responding firms will need to demonstrate the following to be considered qualified:

a. Competence to perform the required management services as indicated by the technical training, education, and experience of the Construction Manager's personnel, especially those qualifications of the employees who would be assigned to perform the services (including project management lead, technical staff, and construction administrative staff).

b. Ability in terms of workload and the availability of qualified personnel, equipment, and facilities to perform the required management services competently and expeditiously (including the number and size of other projects simultaneously under contract).

c. Past performance as reflected by the evaluation of previous clients and Owner's prior experience with Construction Manager with respect to factors such as control of costs, quality of work, dispute resolution, administration of subcontractors, and meeting of deadlines.

d. Experience with construction-management-at-risk and project delivery on projects of similar size and complexity, and experience of the project team proposed for this Project of working together.

e. Financial responsibility, including evidence of the capability to provide a surety bond in accordance with paragraph (A) of rule 153:1-4-02 of the Administrative Code (i.e., payment and performance bonds with penal sums of each bond equal to one hundred percent of the contract sum).

F. Familiarity with Local Area, including knowledge of the local area and working relationships with local and regional subcontractors and suppliers.

g. Other qualifications that are consistent with the scope of the project, including but not limited to: Library experience, BPL experience, experience with Rural Development funded projects and requirements and submittals, value added experience, proximity to site, insurance coverage and claims history.

6. Submittal Requirements and Instructions

A. Submittal Instructions: Qualifications statements are due by March 20, 2020 at 12:00 p.m, EST, (noon) and must be received in a sealed envelope clearly marked "Statement of Qualifications for Construction Management at Risk Services – Birchard Public Library of Sandusky County." Two paper copies and one electronic copy on a flash drive are to be submitted to Pam Hoesman, 423 Croghan Street, Fremont, OH 43420. Questions can be sent to pam.hoesman@birchard.lib.oh.us. Responses received after the deadline will not be considered.

B. Conformance Review: Statements of Qualifications submittals shall provide a straightforward, concise description of the responding firm's capabilities to successfully complete the Project. Emphasis should be placed on conformity to the RFQ instructions, completeness, and clarity. Marketing or other extraneous materials should not be included.

C. Questions and Communications: The period from the release of the RFP to the final selection of the firm will be a non-communication period. Potential bidders may not approach individual members of the BPL Board of Trustees or staff to discuss anything related to the RFQ or building process. All questions must be received in writing by the cut-off date for questions at pam.hoesman@birchard.lib.oh.us. Questions will be answered in writing and made available to all bidders on the library's website. Violation of the non-communication period may be grounds for disqualification from bidding on this or future BPL projects.

D. Elements of a Complete Submittal: Include in your qualifications statement the following information relevant to the Scope of Work:

i. Project Experience. Provide information on relevant projects of a similar nature. Include: (a) description of the project and the services your firm provided for the project; (b) start and completion dates for each project; (c) name, title, and phone number of the client contact most familiar with your services on the project.

ii. Personnel/Staffing. Provide a project organizational chart containing the names and titles of the proposed staff for the Project. At a minimum, the chart should include at least three officers or senior employees, (e.g., Project executive, Principal-in-charge, Project Manager or Project Superintendent or similar designation) who will be available for work on the Project. For every person listed on the chart, provide a one -page resume highlighting relevant experience and identify the phases of the Project to which the individual will be assigned and the percentage of that individual's time to be devoted to the project.

iii. CMR Project Delivery Experience. Describe any prior experience with the CM-at-Risk project delivery method. Include experience, if any, working with public entities, including public libraries, on CM-at-Risk projects.

iv. Bid Packaging Plan. Provide the firm's bid packaging plan for subcontracting the work to various subcontractors. Include the number and general description of the bid packages planned for the project.

v. Bidding the Work. Provide your firm's plan to ensure a competitive process at the subcontracting level. Describe your knowledge of the local area and your working relationship with local subcontractors and suppliers.

vi. Self-Performed Work. Indicate whether the firm intends to self-perform any work on the Project through an acceptable competitive process and, if so, the nature of the work and capability to self-perform.

vii. Management Systems. Describe the record keeping, reporting, monitoring, and other information management systems that the firm would propose to use for the Project. Describe the scheduling and cost control systems the firm would propose to use for the Project.

viii. Estimating. Demonstrate capability of estimating, in schematic design and design development phases, projects comparable to the Project.

ix. Sustainability. Describe your experience related to sustainable design. Include relevant projects on which sustainable design was a goal for the owner. This project will not seek LEED or similar certification, but Owner does expect sustainable solutions when practical.

x. Diversity and Inclusion. Describe your experience related to meeting diversity and inclusion goals and compliance with applicable affirmative action programs.

xi. USDA RD experience. Describe your experience working on projects being funded by USDA RD loans and any experience meeting requirements of USDA RD during the different phases of the project.

7. Access to Documentation

BPL 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.

8. Rights of BPL

A. BPL reserves the right to take any action affecting the RFQ process, the RFP process, or the Project that would be in the best interest of the BPL or as requested by RD.

B. BPL reserves the right to reject all qualifications statements and cancel at any time for any reason the RFQ, any portion of this RFQ or any phase of the Project. BPL shall have no liability to any proposer arising out of such cancellation or rejection. BPL reserves the right to waive minor variations in the selection process.

C. BPL assumes no responsibility for costs incurred in the preparation, presentation, or submission of the qualifications statements.

D. At its discretion, BPL may amend the RFQ at any time prior to the deadline for receipt of qualifications statements and distribute the amendments to all firms on record with the Owner as having requested and been furnished with a copy of this RFQ.