

**LEGAL NOTICE
RFQ FOR CMR SERVICES**

The Delaware Area Career Center Board of Education (the Board) requests qualifications for CMR services for its South Campus Consolidation of Facilities Project. This requires additions / renovations to the existing south building, new construction, and coordination / management of the relocation of equipment from the north campus labs to the south campus. The total project budget estimate is \$35M. This project is not part of an OSFC program; funds are available for the Project. Selection of a design professional (DP) is in process.

Services required include preconstruction, working with the Board and the DP for planning and design, and at risk construction of the project. Firms must be experienced in the CMR delivery method, including scheduling, cost estimating, constructability review, "GMP" and open book pricing, and have experience in public sector construction, specifically K12 and career technical facilities construction.

As required by ORC Sections 9.33, et seq., the Board requests qualifications from experienced CMR firms to provide CMR services for the Project. The complete RFQ may be obtained at the Delaware Area Career Center web page, <https://www.delawareareacc.org/high-school>, under the DACC News section, by contacting the DACC Operations office at (740) 201-3217, or by email to higginsj@delawareareacc.org.

Interested firms must submit **five (5) paper copies and one (1) digital copy** of the requested qualifications, together with the firm's experience and a statement of interest in the project, to Jack Higgins, Director of Operations, Delaware Area Career Center, 4565 Columbus Pike, Delaware, Ohio 43015, no later than **12:00 p.m., May 11, 2015**. Submittals received after this time may be considered solely in the Board's discretion. Direct all questions to Mr. Higgins (telephone: 740.201.3217 or higginsj@delawareareacc.org.)

End of Legal Notice

Delaware Area Career Center RFQ for Construction Manager at Risk Services

Project Name: South Campus Consolidation of Facilities Project
Project Location: 4565 Columbus Pike, Delaware, OH. 43015
Owner: DACC Board of Education
Project Manager: Jack Higgins, Director of Operations
Response Deadline: May 11, 2015 at 12:00pm
No. of paper copies requested: 1 original and 4 copies
No. of electronic copies requested (PDF): 1

Submit the requested number of proposals directly to:

Jack Higgins, Director of Operations
Delaware Area Career Center
4565 Columbus Pike
Delaware, OH. 43015

See Section G of this RFQ for additional submittal instructions.

Delaware Area Career Center (DACC) will release all communications regarding this RFQ via e-mail and it will be posted to the DACC website: <https://www.delawareareacc.org/high-school> under "DACC News". Interested firms should submit a "Notice of Intent" via email to Jack Higgins at higginsj@delawareareacc.org. Include in the notice the firm's name, address, telephone, and the contact name and email address of the individual to receive all communications. DACC is not responsible for missed communications due to incorrect e-mail addresses, mailboxes that have exceeded their limit, or other e-mail or Internet service provider problems. Those interested in submitting a response to this RFQ are encouraged to monitor the web site for any addenda or clarifications to assure complete compliance with specifications, terms and conditions. Submitting a "Notice of Intent" is not a commitment to submit a proposal.

A pre-submittal meeting will be held for all interested Construction Management firms to meet the owner's representatives, answer questions about the project and to tour the south and north facilities. This meeting will be:

April 15, 2015 at 8:30AM
DACC South Campus
4565 Columbus Pike
Delaware, Ohio 43015

Submit all questions regarding this RFQ in writing (no phone calls please) to Jack Higgins at higginsj@delawareareacc.org on or before April 30, 2015. Responses will be distributed and posted by May 6, 2015. The name of the party submitting a question will not be included on the Q&A document.

Project Overview

A. Project Description

The Delaware Area Career Center Board of Education (the Board) approved the South Campus Consolidation of Facilities Project (the Project), which will relocate the north campus educational programs to the south campus location. This consolidation is anticipated to require additions and renovations to the existing south campus building, new construction, and coordination and management of the relocation of equipment from the north campus labs to the south campus location. The total project budget estimate is \$35M. This project is not part of an Ohio School Facilities Commission program; funds are available to move forward with the Project. The Board is in the process of selecting its design professional (DP or A/E) for the project.

The Program of Requirements (POR) will be developed by the A/E.

All aspects of the Project and related issues will be implemented and operated consistent with DACC's policies and procedures.

B. Scope of Work

As required by the Agreement between DACC and the CMR selected, and as properly authorized, the CMR will provide the following categories of services for the Project: provide constructability review comments on documents produced by the A/E during the Schematic Design, Design Development, and Construction Document stages; develop and maintain estimates of probable construction cost, value engineering, project schedules, and construction schedules during both the preconstruction stage and construction stage; lead and manage the Subcontractor 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, will be awarded by the CMR, after approval by DACC, to prequalified vendors using a competitive process. The parties will engage in an "open book" pricing method in which all subcontracted work will be based upon competitive pricing that will be reviewed by DACC, the A/E and the CMR. DACC will be given access to all books, records, documents 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 DACC and the A/E 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 are at a stage of completion specified in the Agreement, such partially completed documents (the "Basis Documents") will be provided to the CMR, 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 CMR will submit to DACC and the A/E its proposed Guaranteed Maximum Price or GMP (the Contract Sum) and any qualifications and assumptions based upon the Basis Documents and the Design Intent Statement. The CMR, DACC and the A/E (along with selected engineers and consultants) will meet to reconcile any questions, discrepancies or disagreements relating to the

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

Construction Services: The CMR will construct the Project based upon the construction documents and in accordance with the schedule requirements. The CMR will hold all subcontracts and will 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 equal employment requirements, and submitting monthly reports of these activities to DACC. All subcontracts must be on the subcontract form prescribed by OAC Section 153:1-03-02. DACC reserves the right to approve the CMR's selection of subcontractors and any supplemental terms to the form subcontract.

CMR services will begin immediately after selection of the CMR firm by DACC and execution of the agreement with the CMR.

C. Funding / Estimated Budget

Total Project Cost	<u>\$35,000,000</u>
Construction Cost	<u>\$31,500,000</u>
State Funding	<u>\$0</u>
Other Funding	<u>\$35,000,000</u>

D. Anticipated Schedule

CM Services Start (mm/yy)	<u>06 / 15</u>
GMP Approval (mm/yy)	<u>09 / 16</u>
Construction Stage Start (mm/yy)	<u>01 / 17</u>
Construct Stg Completed (mm/yy)	<u>05 / 18</u>
CM Services Completed (mm/yy)	<u>08 / 18</u>

E. Non Discrimination/Equal Opportunity

The contract will contain provisions as required by DACC discrimination policies and by Section 153.59 of the Ohio Revised Code, which state in part:

- A. That, in the hiring of employees for the performance of work under the contract or any subcontract, no contractor, subcontractor, or any person acting on a contractor's or subcontractor's behalf, by reason of race, creed, sex, disability or military status as defined in section 4112.01 of the Revised Code, or color, shall discriminate against any citizen of the state in the employment of labor or workers who is qualified and available to perform the work to which the employment relates.
- B. That no contractor, subcontractor, or any person on a contractor's or subcontractor's behalf, in any manner, shall discriminate against or intimidate any employee hired for the performance of work under the contract on account of

race, creed, sex, disability or military status as defined in section 4112.01 of the Revised Code, or color.

F. Selection Process and Evaluation Criteria

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

1. Phase One. The CMR will be selected using a qualification based selection process during the initial Request for Qualifications (RFQ) stage. This first phase includes review and evaluation of qualifications submitted by firms interested in providing the required CMR services. An evaluation committee will review and evaluate the qualifications received. The evaluation committee will select a short-list of firms that are determined to be qualified to provide the best value CMR services. 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 the RFQ, the evaluation committee will select a short list of no fewer than three candidates that it considers to be the most qualified. If the evaluation committee determines that fewer than three firms are qualified, it will only select the qualified firms.
2. Phase Two. Technical and Pricing proposals will be requested from the short-listed CMR firms, using a request for proposal (RFP) for that purpose. The Technical and Pricing proposals must contain, at a minimum, a list of key personnel for the Project, a statement of the general conditions and contingency requirements, a fee proposal divided into a preconstruction fee, a construction fee, and the portion of the construction fee to be at risk in a GMP. 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.
3. Interview:
After submitting pricing proposals, the short-listed firms may be interviewed by representatives of the Owner. The purpose of the interview will be to meet the proposed CMR 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 and budget expectations. The Owner will notify each short-listed firm to schedule individual times for the interviews.

Selection Schedule:

Tentative schedule is subject to change.

RFQ Posted and Advertised	April 8, 2015
Initial Proposals Due	May 11, 2015
Short List and Pricing Proposals Requested	May 29, 2015
Proposals Due	June 12, 2015
Interviews	June 30, 2015
Selection of CMR (Board approval)	July 16, 2015

4. Cancellation and Rejection:

The Owner 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 Owner has no liability to any proposer arising out of such cancellation or rejection. The Owner reserves the right to waive minor variations in the selection process. Acceptance of a proposal does not constitute an agreement between the submitter and the Owner.

G. Submittal Instructions

Proposers are requested to submit the following information in response to this RFQ:

1. Firm Contact: The name, address, telephone number, fax, and email address of the individual who will serve as the firm's contact for any questions or correspondence regarding the submittal and the RFQ process.
2. Summary: Provide a summary, on one page or less, describing why your firm/team is the most qualified for the Project.
3. Profile and Organization: Information describing the firm's current organization, date of incorporation, ownership, corporate office, number of years in business, services offered, operating philosophy, number of employees, and employee demographics. Provide a description of the firm's proposed organization for the project. Identify key team members and describe the services, roles, and responsibilities of each. Discuss the relationship of key team members to each other, the prime firm and other member firms. Indicate the availability of key members throughout the project.
4. Resumes of Key Individuals: Provide professional resumes and job descriptions of the key individuals that will be assigned to this project; describing each member's education, technical training, qualifications, and experience with similar projects.
5. 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.
6. Experience: Provide brief descriptions of relevant projects that the firm has participated in during the past five years that are similar in size, scope, and type to the project referenced in this RFQ and/or include the following scope of work:
 - a. CMR – preconstruction and construction services experience
 - b. CMR – contract sum (GMP) pricing and “open book” pricing experience
 - c. Constructability review experience
 - d. Project CPM scheduling, phased bid packaging and associated schedule and cost tracking
 - e. Experience with the construction of educational and career technical facilities for public owners in Ohio
 - f. Experience with the construction of parking facilities
 - g. Experience with the construction of fire training facilities, natural gas burn buildings and fire training towers

The firm's role in each project should be clearly identified as well as the role of the team members for this project. Information should include a description of services provided, completion date, project cost and examples of how the firm controlled costs, resolved disputes, administered subcontractors, and met deadlines. Include references for each which include a contact person, address, phone number, and email. References should be prepared to be contacted by the RFQ evaluation committee.

7. 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, capability to self-perform, and experience with that type of work.

8. Management Systems: Describe the scheduling and cost control systems the firm would propose to use for the Project
9. Estimating: Demonstrated track record of performance of in-house estimating on projects comparable to the Project.
10. Scheduling: Demonstrated track record of performance of managing projects to the original schedule.
11. Claims/Litigation: Provide information on whether the firm is currently or has in the past five years, been involved in any claims, litigation, and/or arbitration.

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 individuals.

Please submit one original, four copies, and one electronic copy of the RFQ delivered to the following addressee on or before **May 11, 2015 at 12:00PM** local time.

Jack Higgins, Director of Operations
Delaware Area Career Center
4565 Columbus Pike
Delaware, OH 43015

To enable efficient evaluation of the submittals, respondents should prepare their submittal on 8.5 x 11 paper utilizing the general format guidelines described below. Please feel free to include other materials, such as covers, table of contents, transmittal letter, appendices, brochures, etc. at your discretion.

Electronic submittals should be combined into one PDF file named DACC South Campus Consolidation of Facilities Project and your firm's name. Use the "print" feature of Adobe Acrobat Professional or similar software for creating a PDF rather than using a scanner, if possible. Please reduce the file size of the PDF. In Adobe Acrobat Professional, go to Advanced, then PDF Optimizer. Also, please label the CD and the CD cover with the project number and firm name.

Facsimile or e-mailed copies of the response to this RFQ will not be accepted.

Unless otherwise noted or exempt, all documents submitted to the Owner in response to this RFQ are public and will be available for inspection at the conclusion of the selection process. Subject to the applicable Ohio public records law, the following information will 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.

Project Name DACC South Campus Consolidation of Facilities Project

Proposer Firm _____

City, State, Zip _____

Selection Criteria		Value	Score
1. Primary Firm Location and Workload (Maximum 10 points)			
a. Proximity of firm to project site	Less than 50 miles	4 - 5	
	50 miles to 100 miles	2 - 3	
	More than 100 miles	0 - 1	
b. Workload / availability	Availability of qualified personnel, equipment, and facilities and as indicated by current projects and their progress	0 - 5	
2. Qualifications of Firm/ Key Personnel (Maximum 45 points)			
a. Project Executive	Education / training / years of experience / experience on similar projects	0 - 5	
b. Project Manager	Education / training / years of experience / experience on similar projects	0 - 10	
c. Preconstruction Team	Education / training / years of experience / experience on similar projects	0 - 15	
d. Construction Team	Education / training / years of experience / experience on similar projects	0 - 15	
3. Past Performance (Maximum 45 points)			
a. Experience with similar projects (as defined in Section G)	Less than 5 projects	0 - 3	
	5 to 9 projects	4 - 6	
	More than 9 projects	7 - 10	
b. Firm's organization	Firm's overall organization, proposed organization chart, and operating philosophy	0 - 5	
c. Management systems	Proposed management and communication systems.	0 - 5	
d. Estimating / Budget	Performance in completing projects within original construction budget and systems used to manage project.	0 - 5	
e. Schedule management	Performance in completing projects within original construction schedule and systems used to manage project.	0 - 5	
d. BIM / LEED	BIM project experience and LEED registered/certified project experience	0 - 5	
e. Claims / litigation	Information provided about claims and/or litigation	0 - 5	
f. Recommendations	Past performance as indicated by evaluations and letters of reference provided	0 - 5	
4. Financial Responsibility			
a. Financial Responsibility	Evidenced by the capability to provide documentation as required in ORC 9.33(E)(4) & 9.333	No	Yes
		Subtotal	

Notes:

Evaluator:

Name

Signature/Date