

**Monroe Township
Request for Qualifications
Construction Manager at Risk (CMAR)**

Article 1 Project Identification

Project Owner: Monroe Township Trustees
24 S. Oregon Street
Johnstown, OH 43031-1200

Project Name: New Headquarters Fire Station Construction
186 E. Coshocton Street
Johnstown, Ohio 43031

Project Description: The project is still pending a formal design but includes the construction of a modern fire station with living quarters for firefighter/EMS personnel for the Monroe Township Fire Department. Four or five apparatus bays are anticipated with adjacent ancillary spaces, an EMS treatment/triage room, physical training facilities, meeting space and administrative offices for fire department and township administrative personnel.

Architect/Engineer(A/E): To be determined

Project Estimates: Construction Budget: \$3,800,000
Total Project Budget: \$ 4,100,000

Anticipated Schedule
Milestones:

CM Contract Date: 4/01/2019
Notice to Proceed with Preconstruction Services: 04/01/2019
Submission of Guaranteed Maximum Price Amendment: 8/01/2019
Notice to Proceed with Construction: 9/01/2019
Substantial Completion of All Work: To Be Determined
Final Completion of All Work: 11/01/2020

Article 2 Project Delivery and Scope of Construction Manager Services

Project Delivery: The project will use the construction manager at risk project delivery system as described under O.R.C. Sections 9.33 through 9.334 and related provisions.

Form of Contract: The contract is currently under development and will be provided during the RFP phase of the selection process. The Owner anticipates that the form will be similar to and adapted from the construction manager at risk contract published by the Ohio Facilities Construction Commission. A general description of the scope of services is below:

Preconstruction Services: The Construction Manager (CM) will work cooperatively with the Owner and A/E and will provide, among other items, cost estimating, budgeting, value engineering, constructability reviews, scheduling, and preconstruction planning. CM to state qualifications for conceptual estimating citing examples of successful projects

The drawings and specifications for the Project are yet to be started as the A/E selection process is ongoing, it is anticipated that the CM will work closely with the A/E as these are developed.

Once the contract is executed, the CM will be required to engage in the 1) required subcontractor selection process; 2) the preparation and submission of a proposed Guaranteed Maximum Price Amendment through which the Owner and the CM will establish the Contract Sum, Contract Times, and the scope of work for the Project. The Owner, A/E, and the CM will meet to reconcile any questions, discrepancies, or disagreements relating to the qualifications and assumptions, the Basis documents, and other elements of the proposed Guaranteed Maximum Price Amendment. The reconciliation will be documented and approved by the Owner and the CM. At the completion of the reconciliation, the Owner and CM will amend the contract to establish the contract sum, contract times, and the scope of the work for the Project. The above steps may be repeated for additional amendments. The final negotiated contract sum must not exceed the construction budget.

Construction Services: The CM must construct the Project in accordance with the contract documents including all schedule requirements. The CM will be responsible for the means and methods of construction, safety, and compliance with all applicable laws. The CM must procure subcontracts through competitive pricing and must hold all subcontracts, which must be on the subcontract form prescribed by Ohio Administrative Code Section 153:1-03-02.

The Owner will have access to all books, records, documents, and other data pertaining to bidding, pricing or performance of the

contract that is in the CM's possession, its subcontractors, and its material suppliers.

Article 3 Selection Process

- General:** The CM selection process will proceed as described under Ohio Administrative Code Section 153:1-6-01, which is a two step "best value" process in which contract award is based upon a combination of qualifications and price considerations.
- Selection Criteria:** The Owner will select the CM using 1) a qualification based selection process during the RFQ stage to develop a short list and 2) a best value selection process during the RFP phase to make the final selection,. The qualifications based selection criteria are included in this RFQ. The best value criteria the Owner will use in evaluating proposals from the shortlisted firms will be set forth in the RFP and include factors the Owner identifies to derive or offer the greatest value to the Owner, combining both qualifications and fee.
- Short List:** The Owner will evaluate each firm which responds to the RFQ. The Owner will rank those firms based on each firm's qualifications as well as the qualifications and experience of the particular personnel identified as the firm's proposed team for the Project. After evaluating the responses to this RFQ, the Owner will select a short list of no fewer than three candidates that it considers to be the most qualified, except if the Owner determines that fewer than three (3) firms are qualified, then it will only select the qualified firms.
- Request for Proposal:** The Owner will send a Request for Proposals (RFP) to each of the short-listed firms to invite those firms to submit pricing proposals containing their proposed preconstruction stage compensation fee, construction stage personnel costs, construction stage itemized general conditions costs, construction stage contingency percentage and construction stage fee percentage. The short-listed candidates will also receive a form of the contract; a set of design documents to the extent they exist; and a proposed Project schedule.
- Pre-Proposal Meeting:** The Owner will invite the short-listed firms to meet individually with the Owner before submitting a response to the RFP. The purpose of the Pre-Proposal meeting is to permit the short-listed firms to ask the Owner questions in an individual setting to assist the firms in their responses to

the RFP. The Owner will contact each short-listed firm to schedule these pre-proposal meetings.

Interview: After submitting responses to the RFP, the Owner will interview each short-listed firm. 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 Project’s objectives. This will include defining project team leadership, their experience in similar projects and working together with clients and designer. The short-listed firms should be prepared to discuss with specificity the firm’s capacity to conduct the work in compliance with the Project’s budget and schedule requirements. The Owner will be responsible for coordinating and scheduling the interviews.

Anticipated Selection

Schedule:	Statement of Qualifications Due	01/30/2019
	RFP Issued to Short Listed Firms	02/04/2019
	Pre-Proposal Meetings	02/08/2019-02/15/2019
	Proposals Due	02/21/2019
	Interviews	02/25/19-02/28/2019
	Selection of Construction Mgr	03/04/2019
	Finalize CM Contract negotiation	03/11/2019

Article 4 Statement of Qualifications Submission

Submission

Requirements: Firms are required to submit the current version of the Statement of Qualifications (OFCC Form F110-330) available at the OFCC website <http://ofcc.ohio.gov/documents.aspx>. When completing the Form F110-330 please note:

1. “Contracting Authority” and “Owner-Agency” as used in the form both refer to “Owner” as used in this RFQ.
2. It is the understanding of the Owner that EDGE Requirements do not apply to this project but firms replying to this RFQ are requested to provide EDGE requested information in Form F110-330.
3. When completing the “Relevant Project Experience Matrix” in Section F of Form F110-330, please refer to the following scope of work requirements for this RFQ:
 - a) Construction Manager–at-Risk Pre-Construction Services (Public Projects)

- b) Construction Manager-at-Risk Construction services (Public Project)
- c) Construction Manager-at-Risk Contract Sum (GMP) Pricing Experience
- d) Constructability Review Experience (Public Projects)

Section H: Please submit the following information in response to this RFQ within Section H of Form F110-330.

Provide a summary on one page or less, describing why your firm is the most qualified for the Project.

Provide evidence of your firm's capacity to provide bonding in the amount of the Project's construction budget.

Provide evidence of firm's worker's compensation insurance and a copy of firm's certificate of insurance showing current limits of liability for employer's liability, commercial general liability, business automobile liability pollution liability and professional liability.

Indicate whether the firm intends to self-perform any construction work on the Project through a competitive process and if so, the nature of the work and capability of performing it.

Describe the scheduling and cost-control systems the firm would propose to use for the Project.

Describe the firm's track record of managing projects to the original schedule.

Describe the firm's track record of managing projects to the original budget.

Demonstrate how firm will develop and maintain a running list of Value Engineering (VE) items noting cost savings

State experience in Energy efficient or LEED projects, including site logistics planning.

Cite examples of Periodic Written Reporting to client and other methods of communication processes within the design, subcontractor and Owner's representative team.

Identify the number of OSHA willful citations the firm has received in the last three (3) years as well as the firm's experience modification rate (EMR) for each of the last three years.

Provide a list of at least three project or personal references

Part II General
Qualifications:

At Part II, item 11b, include all the value of all work rather than only State work.

At Part II, item 11c, include all the value of all work rather than only State work.

Submission
Instructions:

Paper copies of the Statement of Qualifications should be stapled only. Do not use special bindings or coverings. Cover letters and transmittals are not required.

While not required, electronic submittals can be sent to firechief@monroetownship.org

Five hard copies of the Statement of Qualifications must be submitted in a sealed envelope that is marked:

Monroe Township Trustees
Attn: Fire Station Project
Statement of qualifications

The Statement of Qualifications is due by **4:00 P.M. on January 30, 2019.**

Delivery should be to:

Monroe Township Trustees
Dudley H. Wright, Fire Chief
24 S. Oregon Street
Johnstown, OH 43031-1200

Article 5 General Provisions

Questions: All questions must be submitted in writing by email to Dudley H. Wright, Fire Chief, at firechief@monroetownship.org no later than 12/31/2018. Answers to any questions will be emailed to all firms receiving this RFQ which have provided an email address to the Owner.

Cancellation and Rejection: The Trustees may reject all proposals and cancel all or any portion of this solicitation at any time for any reason. The Trustees will have no liability to any proposer arising out of any cancellation of this solicitation or rejection of any related submission. The Trustees may waive minor variations in the selection process.

Definitions: Terms not otherwise defined but which are used in this RFQ are defined according to ORC Sections 9.33 through 9.334 and Sections 153.65 through 153.73, and related statutory and regulatory provisions.