

REQUEST FOR QUALIFICATIONS (CM AT RISK CONTRACT)

Project Owner: Xenia Community School District
Response Deadline: 12:00 PM October 3, 2023
Project Name: Doug Adams Stadium Phase 2
Location: 506 Dayton Avenue, Xenia, Greene County
Delivery Method: Construction Manager at Risk

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Superintendent Dr. Gabriel Lofton, PhD at glofton@xeniaschools.org. See Section G of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to David Powell at dpowell@shp.com with the project name included in the subject line (no phone calls please). Questions will be answered and issued by addendum to all CMRs that have requested this RFQ 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

Xenia Community Schools (the "Owner") is requesting responses to this Request for Qualifications (RFQ) for construction manager at risk services in connection with Phase 2 of the Renovation of Doug Adams Stadium. The main program of Phase 2 will include (but not be limited to) the addition of two field houses (one for the home team and one for the visiting team) inclusive of locker rooms and a community room – the renovation of our current restrooms and concessions, a new entry way into stadium including all hardscaping and landscaping, updating traffic flow throughout the stadium, and construction of additional parking.

The Owner has engaged SHP as the Architect.

The Owner will utilize the American Institute of Architects A133-2019, Standard Form of Agreement Between Owner and Construction Manager as Constructor, as amended and the American Institute of Architects A201-2017, General Conditions of the Contract of Construction, as amended

B. Scope of Services

The selected Construction Manager at Risk ("CM"), as a portion of its required Scope of Services and prior to submitting its proposal, will discuss and clarify with the 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 Schematic Design, Design Development, and Construction Document 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.

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 CM to prequalified vendors using a competitive process. The parties will engage in an "open book" pricing method in which all subcontracted work is based upon competitive pricing that will be reviewed by the Owner, the A/E and the CM. The Owner will 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.

Preconstruction Services: The CM will work cooperatively with the 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 preconstruction stages. When the drawings and specifications are at the stage of completion specified in the Agreement, such partially completed documents (the "Basis Documents") will be provided to the CM, together with the A/E's detailed listing of any incomplete design elements and the A/E's statement of intended scope with respect to such incomplete elements (the "Design Intent Statement"). Contingent upon the Owner's approval of the GMP, the parties will enter into an amendment to the Agreement establishing the Contract Sum (the "GMP Amendment"). If the proposed Contract Sum exceeds the Project Budget established for construction, then the Owner may terminate the agreement with the CM and seek proposals from other firms for completion of the Project.

Construction Services: The CM will construct the Project based upon the construction documents and in accordance with the schedule requirements. The CM 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, and submitting monthly reports of these activities to the Owner. The Owner reserves the right to approve the CM's selection of subcontractors and any supplemental terms to the form subcontract.

Below is a list of relevant scope of work requirements for this RFQ:

1. Project Delivery Method: CMR
2. Role on Project: CMR
3. LEED Status: Silver
4. OFCC Program: Sports facility experience
5. Abatement and Demolition Experience

C. Funding

The total project budget is \$4,000,000.

D. Anticipated Schedule

CM Preconstruction Services will start after selection of the best value CM firm. The CM will work with the A/E and Owner to develop the construction schedule for the Project, which will be approved by Owner.

E. 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 technical approach and fee.

Short List: 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. 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 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 and technical 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) the form of Agreement with the Owner containing the contract terms and conditions, (ii) set of the most recent design documents and (iii) 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 Owner and A/E. The purpose of the pre-proposal meeting is to permit the short-listed firms an opportunity to ask questions in an individual setting to help the firms prepare their responses to the RFP. The Owner 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 Owner's Evaluation Committee. 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. Each short-listed firm must be prepared to discuss with specificity the firm's capacity to conduct this work in compliance with the timetable and budget. The Owner will notify each short-listed firm to schedule individual times for the interviews.

Selection Schedule: Tentative schedule is subject to change.

RFP issued to the Short-Listed Firms	October 5, 2023
Interviews	October 12, 2023
Selection of CM	October 16, 2023

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 will have 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.

Interested CM firms are required to address how they will implement Building Information Modeling (BIM) on the project, if BIM is required, experience and level of training of staff related to BIM, incorporation of team partners that have previous BIM experience, and an understanding of collaborative BIM processes, including but not limited to the *State of Ohio BIM Protocol* available at the OFCC website at <http://ofcc.ohio.gov>.

F. Submittal Instructions

Firms shall use the Statement of Qualifications attached to this RFQ. Note that EDGE requirements are not applicable to this Project; the State OAKS system will not be used.

Electronic submittals should be combined into one PDF file named with the project name listed on the RFQ and the CM firm name. Use the "print" feature of Adobe Acrobat or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Acrobat, go to Advanced, then PDF Optimizer.

Also, please label the CD or DVD and the sleeve with the project name and firm name if applicable.

Paper copies of the Statement of Qualifications, if requested, should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary.

Facsimile copies of the Statement of Qualifications will not be accepted. Unless otherwise noted or exempt, all documents submitted to the Owner 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 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.

Proposers are requested to submit the following information in response to this RFQ within Section H of Form F110-330 or in another format if the State Statement of Qualifications form is not used.

1. Summary: Provide a summary, on one page or less, describing why the CM 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 the CM firm's Surety agent stating that one or more Sureties will issue Bonds in the amount of the construction budget if the CM 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 proposes 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.
7. Capacity: Ability in terms of workload and the availability of qualified personnel, equipment, and facilities to perform the required services, and experience on working on similar types of projects.
8. School Operations: Identify and describe projects involving construction and demolition of school building that were adjacent to school in active use, including, but not limited to methods utilized to minimize physical and noise disruption to users of the school facility.

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 individuals in Block 22, Section E of the Statement of Qualifications and include resumes of the proposed personnel.

STATEMENT OF QUALIFICATIONS

PART I – CONTRACT SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. PROJECT TITLE AND LOCATION (City and County)

2. ANNOUNCEMENT DATE

3. PROJECT NUMBER

B. FIRM POINT OF CONTACT

4. PROJECT REPRESENTATIVE NAME AND TITLE

5. PRESIDENT / CEO

6. NAME OF FIRM (LEGAL NAME ON FILE WITH THE OHIO SECRETARY OF STATE)

7. TELEPHONE NUMBER

8. FAX NUMBER

9. E-MAIL ADDRESS

10. COUNTY

11. FTID NUMBER

12. WEB ADDRESS

C. PROPOSED TEAM

(Complete this section for the lead firm or joint venture partners, and all key consultants.)

	(Check)				
	Lead Firm	JVP Partner	Consultant	13. FIRM NAME	14. ADDRESS
a.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Check if EDGE certified	<input type="checkbox"/> Check if branch office _____ Miles from project site
b.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Check if EDGE certified	<input type="checkbox"/> Check if branch office
c.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Check if EDGE certified	<input type="checkbox"/> Check if branch office
d.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Check if EDGE certified	<input type="checkbox"/> Check if branch office
e.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Check if EDGE certified	<input type="checkbox"/> Check if branch office

f.							
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Check if EDGE certified	<input type="checkbox"/> Check if branch office		

D. ORGANIZATIONAL CHART OF PROPOSED TEAM

☐ (Attached)

INSERT ORGANIZATIONAL CHART BELOW OR ATTACH.

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT*(Complete one Section E for each key person. Limit one page per person)*

16. NAME	17. ROLE IN THIS CONTRACT	18. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
19. FIRM NAME AND LOCATION (City and State)	20. EDUCATION (Degree and Specialization)	21. CURRENT OH PROF REGISTRATIONS (List Discipline)	
22. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)			

23. RELEVANT PROJECTS (Up to a maximum of 5 samples)

	(1) Title, Client & Location (City, State)	(2) Building Type, Size & Project Cost / Performance	(3) Type of Construction, Delivery Model & Services	(4) Date Completed		(5) Example Project Key No.
				Design	Construction	
a.						
	(6) Role (Benefit / Value to Client) <input type="checkbox"/> Check if project performed with current firm					
	(1) Title, Client & Location (City, State)	(2) Building Type, Size & Project Cost / Performance	(3) Type of Construction, Delivery Model & Services	(4) Date Completed		(5) Example Project Key No.
				Design	Construction	
b.						
	(6) Role (Benefit / Value to Client) <input type="checkbox"/> Check if project performed with current firm					
	(1) Title, Client & Location (City, State)	(2) Building Type, Size & Project Cost / Performance	(3) Type of Construction, Delivery Model & Services	(4) Date Completed		(5) Example Project Key No.
				Design	Construction	
c.						
	(6) Role (Benefit / Value to Client) <input type="checkbox"/> Check if project performed with current firm					
	(1) Title, Client & Location (City, State)	(2) Building Type, Size & Project Cost / Performance	(3) Type of Construction, Delivery Model & Services	(4) Date Completed		(5) Example Project Key No.
				Design	Construction	
d.						
	(6) Role (Benefit / Value to Client) <input type="checkbox"/> Check if project performed with current firm					
	(1) Title, Client & Location (City, State)	(2) Building Type, Size & Project Cost / Performance	(3) Type of Construction, Delivery Model & Services	(4) Date Completed		(5) Example Project Key No.
				Design	Construction	
e.						
	(6) Role (Benefit / Value to Client) <input type="checkbox"/> Check if project performed with current firm					

(6) Role (Benefit / Value to Client)

☐ Check if project performed with current firm

24. EXAMPLE PROJECT KEY
NUMBER (1 – 10)

25. TITLE AND LOCATION (*City and State*)

26. YEAR COMPLETED

DESIGN (if applicable)

CONSTRUCTION (if applicable)

a. PROJECT OWNER

b. POINT OF CONTACT NAME

c. POINT OF CONTACT PHONE NUMBER

d. POINT OF CONTACT E-MAIL ADDRESS

28. DESCRIPTION OF PROJECT *(Include project info, services, benefit/value, results, relevance, references, photographs/diagrams, awards/certifications, team members)*

29. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME	(2) FIRM LOCATION (<i>City and State</i>)	(3) ROLE / RELATIONSHIP
b.	(1) FIRM NAME	(2) FIRM LOCATION (<i>City and State</i>)	(3) ROLE / RELATIONSHIP
c.	(1) FIRM NAME	(2) FIRM LOCATION (<i>City and State</i>)	(3) ROLE / RELATIONSHIP
d.	(1) FIRM NAME	(2) FIRM LOCATION (<i>City and State</i>)	(3) ROLE / RELATIONSHIP
e.	(1) FIRM NAME	(2) FIRM LOCATION (<i>City and State</i>)	(3) ROLE / RELATIONSHIP
f.	(1) FIRM NAME	(2) FIRM LOCATION (<i>City and State</i>)	(3) ROLE / RELATIONSHIP

[illegible]

H. ADDITIONAL INFORMATION

34a. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE CONTRACTING AUTHORITY. ATTACH ADDITIONAL SHEETS AS NEEDED.

H. ADDITIONAL INFORMATION

34e. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE CONTRACTING AUTHORITY. ATTACH ADDITIONAL SHEETS AS NEEDED.

DISCLOSURE OF PAST PERFORMANCE

The Lead Firm or Joint Venture and all Consultants identified in Section C shall disclose any lawsuits or claims initiated by public owners or requests to address issues on past projects by responding to the following questions. Summarize all team member firms on one page. Please indicate "none" for each firm when appropriate.

1. List any lawsuits, claims, or demands, related to the company or organization's participation on any public contract, during the past 5 years, whether the lawsuit, claim or demand was initiated by the public owner against the company or organization or initiated against the company or organization in its capacity as a subcontractor.
2. In the past five years, has the company or organization been requested by a public owner to return to address construction workmanship, performance, or installation issues. If yes, please state the project and type of contract, and describe your response to the request.

I. AUTHORIZED REPRESENTATIVE

All of the foregoing in Part I is a statement of facts.

35. SIGNATURE

36. DATE

37. NAME AND TITLE

EVALUATION WORKSHEET FOR SELECTION OF CMR (review of firm qualifications¹)

NOTE: THIS WORKSHEET IS A GUIDE INTENDED FOR USE BY INDIVIDUAL REVIEWERS AND FOR REFERENCE IN THE GROUP ASSESSMENT OF QUALIFICATIONS TO DETERMINE THE TOP 3 FIRMS QUALIFIED TO PROVIDE THE REQUIRED CMR SERVICES FROM WHICH PROPOSALS WILL BE REQUESTED.

Firm Name: _____

Date: _____

Reviewer: _____

Suggested Scale: Use 1-10 as a scale to indicate how the firm measures against the criteria.

- | | | |
|-----|---|-------|
| 1 | Firm history – years of experience providing construction management at risk services and as a general contractor on public school and other public projects | _____ |
| 2 | Education, technical training, and experience of principals and key personnel | _____ |
| 3 | Staffing proposal – number and types of superintendents, managers, engineers, estimators, and strength of resumes/experience for same. | _____ |
| 4. | Firm's experience with substantially similar projects. | _____ |
| 5. | Firm's knowledge and experience in successfully completing projects within schedule and budget. | _____ |
| 6. | Ability of firm to complete the Project on the timeline proposed including availability of staff and other equipment and resources, review information submitted on past performance for meeting scheduled deadlines, maintaining the budget, satisfactory performance, and change order history. | _____ |
| 7. | Firm's past experience in working with Design Professional for the Project. | _____ |
| 8. | Firm's financial responsibility, including ability to provide required bonds. | _____ |
| 9. | Firm's procedure for preparing budget estimates, performing constructability Reviews, and value engineering. | _____ |
| 10. | Firm's procedure proximity to jobsite. | _____ |
| 11. | Firm's claim's history. | _____ |
| 12. | Firm's experience with the District. | _____ |
| 13. | Firm's knowledge of the local contracting market (including subcontractor prequalification process) | _____ |

OVERALL RATING (based on scale used): _____

Qualifications and pricing are evaluated separately for each short-listed firm. This form is for use in evaluating qualifications to determine the short-listed firms from which pricing and technical proposals will be requested. Once the evaluation of the technical and pricing proposals from each of the short-listed firms is complete, the evaluation committee will determine which of the short-listed firms will provide the best value for the Project, based upon the information included in its pricing and technical proposal.

COMMENTS:

General

Strengths

Weaknesses

INITIAL CMR FIRM RANKING BASED UPON QUALIFICATIONS:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Rank in order of most qualified to provide the required services, beginning with No. 1. Only the top three ranked firms will be invited to submit pricing and technical proposals.

Suggested use of the Worksheet: Individual members of the Evaluation Committee use the worksheet to record their impressions for each firm when reviewing its qualifications. When the Evaluation Committee meets, each member keeps the worksheets it completed (as a personal note), and the group discusses each firm, shares thoughts about how it meets the criteria, and as a group then determines the most qualified firms (a minimum of 3 as required by the ORC). Another approach is to have a sheet for each firm submitting qualifications, give each Evaluation Committee member 4 to 6 dots, and have each member place a dot next to the firm names it finds qualified to provide the services. Then the results can be discussed; if everyone agrees on the top 3 (or more) firms, these are the short-listed firms that will be provided with the RFP, or the parties may discuss other information that alters the initial listing to come up with the final short-list. If each Evaluation Committee member keeps its worksheet, this is a personal note and can be discarded; it does not become a public record subject to disclosure.