

**REQUEST FOR QUALIFICATIONS (CONSTRUCTION MANAGER AT RISK)
SENECA COUNTY PARK DISTRICT
NATURE EDUCATION BUILDING**

Public Announcement of RFQ for CMR

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www.SenecaCountyParks.com/about/projects

REQUEST FOR QUALIFICATIONS FOR CONSTRUCTION MANAGER AT RISK FOR NATURE EDUCATION BUILDING AT FRUTH WETLAND NATURE PRESERVE

The Seneca County Park District in accordance with Ohio Revised Code (ORC) section 9.33 is issuing this Request for Qualifications (RFQ) for Construction Manager at Risk (CMR) Services from qualified firms for a new construction nature education building at Fruth Wetland Nature Preserve. Pre-construction and construction phase services may include but are not limited to schedule development, estimate development, design development, permits, construction, inspection, project safety, and completion in compliance with all applicable laws and regulations. In accordance with ORC section 9.33, the Statement of Qualifications (SOQ) will be evaluated based on 1) competence to perform the required CMR services, 2) ability and availability of qualified personnel, equipment, and facilities to perform the services, 3) past performance attested by prior clients, and 4) financial responsibility as evidenced by the ability to provide a letter of credit or surety bond. RFQ and related PDF documents are available for interested firms to download at www.SenecaCountyParks.com/about/projects. Please submit all questions regarding this RFQ in writing to Sarah Betts, Executive Director, Seneca Parks, 3362 S. TR 151, Tiffin, Ohio 44883 or via Email to sbetts@senecacountyparks.com with the project name included in the subject line (no phone calls please). The deadline for questions is December 19, 2022 at 12:00pm. Statements of Qualifications are to be submitted electronically by e-mail to sbetts@senecacountyparks.com no later than 12:00pm on January 6, 2023. Submittals are to be limited to 30 pages maximum and one e-mail with the total file size of 10 MB.

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Project Overview

A. Project Description

A new nature education building containing public room, restrooms, office space, and large openair overhang. Total building footprint approximately, 60'x80' (20'x60' overhang included), 4,800 sq ft. New facility to be constructed on land owned by the Park.

B. Scope of Services

The selected Construction Manager at Risk ("CMR"), 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, HVAC, Electrical and AV/Technology will be awarded by the CMR to prequalified vendors using a competitive process. 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 the Owner, the A/E and the CMR. The Owner shall have 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 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") shall be provided to the CMR, 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 ("GMP Amendment"). If the proposed Contract Sum exceeds the Project Budget established for construction, then the Contracting Authority may terminate the agreement with the CMR and seek proposals from other firms for completion of the Project.

Construction Services: The CMR shall construct the Project pursuant to the construction documents and in accordance with the schedule requirements. 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 equal employment, and prevailing wage requirements (if applicable), and submitting monthly reports of these activities to the Contracting Authority. All subcontracts shall be on the subcontract form prescribed by OAC Section 153:1-03-02. The Owner reserves the right to approve the CMR's selection of subcontractors and any supplemental terms to the form subcontract.

C. Funding/Estimated Budget

The new nature education facility total construction hard cost is approximately \$950,000
The Park master plan for funding is using 100% local non-levy funds.

D. Anticipated Schedule

Design: estimated January 2023 – June 6, 2023
Construction: estimated June 22, 2021 – February 29, 2024

E. Evaluation Criteria for Selection

Selection Criteria: The CMR 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 the announcement published in the Advertiser-Tribune and included at the beginning of this RFQ document. 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 qualifications 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 particular 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 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) 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. The purpose of the pre-proposal meeting is to permit the short-listed firms an opportunity to ask the Owner 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 preproposal meetings.

Interview: After submitting responses to the RFP, the short-listed firms will be interviewed by the Owner. 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. Please 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 01/10/23

Submission deadline for RFP 01/24/23

Interviews 01/30/23

Selection of CM 01/31/23

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 shall 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.

Submittal Instructions

Submittal Deadline: no later than 12:00pm on January 6, 2023

Statements of Qualifications are to be submitted electronically by e-mail to sbetts@senecacountyparks.com. Submittals are to be limited to 30 pages maximum and one e-mail with the total file size of 10 MB. 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 shall 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.

1. Summary: Provide a summary describing why your 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 your Surety agent stating that one or more Sureties will issue Bonds in the amount of the construction budget if your 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 would propose 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. Firms are requested to identify professional registrations, memberships and credentials including but not limited to: CCCA, CCM, CCS, CDT, CPE, DBIA, and any other appropriate design and construction industry credentials.