

AMENDED
REQUEST FOR QUALIFICATIONS ("RFQ")
FOR CONSTRUCTION MANAGER AT RISK SERVICES

~~January 19, 2018~~

~~Note – The deadline for submission of qualifications statements is February 2, 2018.~~

UPDATE – February 5, 2018

**The deadline for submission of qualification statements has been extended to
February 16, 2018**

Note – items in red have been updated

1. INTRODUCTION

The City of New Albany, Ohio ("Owner") is seeking qualifications statements from firms to provide construction manager at risk services for the construction of the Rose Run (the "Project"). A description of the Project, as well as programmatic plans and renderings, are included in **Exhibit A** attached hereto. If your firm is interested in being considered, please respond by submitting a qualifications statement as instructed in Section 5 below.

The Project budget is approximately \$14 million. Programming and design are currently underway. Construction is expected to start by July 2018, and substantial completion is targeted for December 2019. The Engineer of Record is EMH&T and the landscape designer is MKSK.

2. PROJECT DELIVERY

The Project will be constructed using the "construction manager at-risk" project delivery format generally described below. The pre-construction and construction phase services of the Construction Manager shall be set forth in more detail in the agreement between the Owner and Construction Manager which shall include Owner and Project-specific terms and conditions ("CM Agreement").

A. Pre-Construction Phase Services. The Construction Manager shall work cooperatively with the Engineer and any other consultants to the Project that may be retained by the Owner. Construction Manager shall provide, among other services, cost estimating, budgeting, value engineering, constructability review, scheduling and pre-construction planning throughout the pre-construction phase.

When the design documents prepared by the Engineer are at a stage of completion specified in the CM Agreement, such partially completed documents shall be provided to the Construction Manager (the "GMP Documents"). The Construction

Manager shall then submit to the Owner its proposed guaranteed maximum price (the "GMP Proposal") which shall include the Construction Manager's guaranteed completion date and the Construction Manager's qualifications and assumptions based upon the GMP Documents. The Construction Manager, Owner, and Engineer, along with selected consultants, shall meet to reconcile any questions, discrepancies or disagreements relating to the GMP Proposal and the GMP Documents. The reconciliation shall be documented by an addendum to the GMP Proposal that shall be approved in writing by the Owner, Engineer and Construction Manager. The Construction Manager shall then submit to the Owner, for the Owner's approval, the

Construction Manager's final GMP Proposal based upon the GMP Documents and the approved qualifications to the GMP Documents. Contingent upon the Owner's approval of the final GMP Proposal, the parties will enter into an amendment to CM Agreement ("GMP Amendment"). The final negotiated Guaranteed Maximum Price ("GMP") shall not exceed the Project budget for construction. If the proposed GMP exceeds such Project budget or the Owner and Construction Manager cannot agree on a GMP, then the Owner may terminate the CM Agreement and seek bids for completion of the Project from other firms, or may request that Construction Manager perform the services as a construction manager as agent.

The parties will engage in an "open book" process in which the Owner, the Engineer and the Construction Manager will review bids for trade work, the costs proposed for general conditions/overhead of the Construction Manager, and the fee of the Construction Manager. The Owner and Engineer shall have access to all books, records, documents and other data in the Construction Manager's possession related to itself, its subcontractors and material suppliers pertaining to bidding, pricing or performance of the agreement.

B. Construction Phase Services. The Construction Manager shall construct the Project pursuant to the construction documents and in accordance with the Owner's schedule requirements. Selection of subcontractors shall be based on competitive pricing. The Construction Manager 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 pre-construction phase, equal employment, prevailing wage requirements, and submitting monthly reports of these activities to the Owner.

3. INTERVIEWS AND SELECTION

The Construction Manager shall be selected using (i) a qualification based selection process during this initial RFQ phase to develop a short-list of construction management firms, and then (ii) a subsequent "best value" selection process during the Request for Proposal ("RFP") stage for the final Construction Manager selection.

A. RFQ Phase/Short-Listing of Firms. Each firm responding to this RFQ by submitting a statement of qualifications will be evaluated and selected based on its qualifications and the qualifications and experience of the particular individuals identified as the firm's proposed team for the Project. Qualifications include competence to perform the required construction management services; ability to manage the required workload and provide qualified personnel, equipment, and facilities; past performance as reflected by the evaluation of previous clients with respect to factors such as control of costs, quality of work, and meeting deadlines; financial responsibility as evidenced by the capability to provide a surety bond equal to one hundred percent of the GMP; and other similar factors. The Owner may hold discussions with individual firms to explore further their qualifications, the scope and nature of the services they would provide, and the various technical approaches they may take regarding the Project. After evaluating the responses to this RFQ, the Owner will select a short-list of no fewer than three candidates in no particular order of preference that the Owner considers to be the most qualified to perform the services for the Project, except if the Owner determines that fewer than three firms are qualified, it will only select the qualified firms.

B. Request for Pricing and Technical Proposals. The short-listed firms will be sent the RFP that will invite the firms to submit pricing proposals containing their proposed preconstruction stage compensation fee, construction stage personnel costs, construction stage itemized general conditions cost percentage, construction stage contingency percentage and construction stage fee percentage. The short-listed candidates will also receive (i) a description of the Project, including a statement of available design detail; (ii) a description of how the GMP shall be determined, including the estimated level of design detail upon which the GMP shall be based; (iii) the form of the CM Agreement; (iv) a request for a pricing proposal; and (v) a proposed Project schedule.

C. Interview. After submitting responses to the RFP, the short-listed firms may be interviewed by the Owner. The purpose of the interview will be to meet the Construction Manager's proposed Project team, become familiar with key personnel, and understand the Project approach and ability to meet the Owner's stated objectives for the Project. Please be prepared to discuss with specificity the firm's capacity to perform the work in compliance with the Owner's timetable and budget. The Owner will notify each short-listed firm to schedule individual times for the interviews after the RFP has been issued.

D. Selection of the Construction Manager and Negotiation of the CM Agreement. After the interviews, the Owner shall negotiate the CM Agreement with the firm whose pricing proposal the Owner determines to be the best value. Contract negotiations shall be directed toward: (i) ensuring that the Construction Manager 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; (ii) ensuring that the

Construction Manager will be able to provide the necessary personnel, equipment, and facilities to perform the services within the required timeline; and (iii) 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.

E. Selection Schedule. The Owner's anticipated schedule for selection of the Construction Manager is as follows:

Task	Date
RFQ posted	1/19
RFQ due	2/16
City review	2/19 – 2/23
RFP sent to short listed firms	2/23
RFP due	3/16
Interviews (if needed)	3/19 – 3/23

4. QUALIFICATIONS STATEMENT CONTENTS

Firms are requested to submit the following information when submitting a Statement of Qualifications in response to this RFQ

A. Cover Letter. Cover letter must include: (a) name, address and phone number of the office where the personnel assigned to the Project will be based, (b) name, title and phone number of the principal contact person.

B. Firm Profile. The firm profile must include: (a) years of existence; (b) legal form of firm, (c) location of home office; (d) general firm history. If the proposed form of entity is a joint venture, please identify each entity in the joint venture, their respective percentage of participation, and the information requested in the first sentence of this paragraph for each joint venture. Provide a summary, on three pages or less, describing why your firm/team is the most qualified for the Project.

C. Standard Qualifications. Complete and provide a Contractor's Qualification Statement using AIA Document A305.

D. Bonding/Insurance. Provide evidence of capacity to provide bonding 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.

E. Similar Experience. Provide a list of your firm's experience with park and streetscape project. 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 telephone number of the client contact most familiar with your services on the

project, (d) the contract amount, and (e) whether you completed each project pursuant to the agreed project schedule and, if not, why.

F. CM-At Risk Project Delivery Experience. Provide a list of your firm's experience as a CM-at risk within the last five years. For each project provide: (a) a description of the project and the services your firm provided for the project; (b) the start and completion dates for each project; (c) the name, title and telephone number of the client contact most familiar with your services on the project, (d) the contract amount, and (e) whether you completed each project pursuant to the agreed project schedule and, if not, why.

G. 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 (3) 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 phase(s) of the Project to which the individual will be assigned and the percentage of that individual's time to be devoted to the Project.

H. 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.

I. 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.

J. Estimating. Provide evidence of capability of in-house estimating on projects comparable to the Project.

L. Scheduling. Provide evidence of track record of managing projects to the original schedule.

M. Safety Program. Describe the firm's in-house safety program.

N. Environmental Experience. Provide examples of your firm's experience working within or around environmentally sensitive areas and how your firm addressed those concerns in the performance of its work for each example.

O. Prior Defaults. Provide a complete listing of any public or private construction projects for which the firm has been declared in default.

P. Legal Compliance. Provide the firm's history of compliance with federal, state and local laws, rules and regulations, and any EPA, OSHA or other regulating entity issues or citations in the last ten (10) years.

Q. Sustainability. Describe the firm's experience related to sustainability initiatives. Include pertinent details of past projects where your firm successfully implemented sustainable practices in demolition and construction waste management; energy savings during demolition, construction or renovation projects; and energy conservation measures during similar past projects.

R. Other Considerations. Describe the firm's willingness to accept liquidated damages and experience with such provisions on other similar projects.

5. INSTRUCTIONS FOR SUBMISSIONS

A. Response Deadline. Qualifications Statements in response to this RFQ must be received in a sealed envelope clearly marked "Qualifications Statement for Construction Management Services" and delivered to the addresses in Section 5.B. by close of business on **February 16, 2018**. Responses received after this date and time will not be considered.

B. Submission. Four copies and one electronic copy (under 10MB) of the qualifications statement must be sent to:

City of New Albany
Alicia McGovern
99 West Main Street
PO Box 188
New Albany, Ohio 43221

One electronic copy (under 10MB) of the qualifications statement must also be sent to amcgovern@newalbanyohio.org

C. Questions; Inquiries. Questions regarding interpretation of the content of this RFQ must be directed to:

Adrienne Joly
ajoly@newalbanyohio.org
(614) 855-3913

D. Communications. Firms considering responding to this RFQ are strictly prohibited from communicating with any member of the Owner's staff, EMH&T or MKSK, as all questions must be directed to the person identified in Section 5.C.

E. Public Records. All documents submitted to the Owner in response to this RFQ are public records and will be available for inspection in accordance with Ohio

Revised Code Section 149.43 at the conclusion of the selection process. Insurance certificates and policies shall remain confidential, except under proper order of a court.

F. Cancellation; Rejection. The Owner reserves the right to accept or reject any or all qualifications statements and cancel at any time for any reason this RFQ, any portion of this RFQ or any phase of the Project. The Owner shall have no liability to any firm arising out of such cancellation or rejection. The Owner reserves the right to waive minor variations in the selection process.

G. Costs. The Owner assumes no responsibility for costs incurred in the preparation, presentation or submission of the qualifications statements.

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

Exhibit A

Description of the Project

Rose Run Park encompasses the area north of Market Square, south of Dublin Granville Road and bordered by Fodor Road to the west and Main Street to the east. The major components of the project include:

Dublin-Granville Road and Velo Loop. Complete reconstruction of Dublin-Granville Road and burial of the overhead utilities. A large plaza with granite pavers will be located to the south of Dublin Granville Road. Traffic will be reduced to two lanes with a crosswalk between the school and the park. The corridor will feature a half mile of protected bike lane (the Velo Loop).

Community Connection (Rose Run Bridge and Promenade). A pedestrian bridge, approximately 60 feet long and 34 feet wide, with decorative brick, cast iron guardrails, lighting and seating. The decorative brick will continue south of the bridge, forming a promenade from the bridge to Market Square and the parking lot.

Library Garden. At the rear of the Columbus Metropolitan Library's New Albany branch a library garden with a small seating area and lawn. A walk lined with birch trees will connect the library garden to the natural creek area.

Wooded Glen & Rose Run Trail. Removal of invasive plant species, stream restoration, a nature play area, overlooks and new plantings. Additionally, the park will feature a leisure trail that can be accessed from various locations