

## SHAKER HEIGHTS PUBLIC LIBRARY SYSTEM REQUEST FOR QUALIFICATIONS FOR CONSTRUCTION MANAGER AT RISK SERVICES

The Shaker Heights Public Library Board of Trustees (Board), located in Shaker Heights, Cuyahoga County, Ohio, plans to use the construction manager at risk (CMR) construction delivery method to implement a capital improvements program, which includes improvements to the Shaker Heights Public Library main building and potentially future renovations to the Bertram Woods Branch Library. The planned improvements to the Main Library have an overall project budget of \$10,400,000; an additional \$2,000,000 is budgeted for the Bertram Woods Branch renovations (the Main Library renovations and the Bertram Woods Branch Library renovations are all referred to as the Project). The Board reserves the right to add other improvements to the scope of services if sufficient funds are available. The Board is in the process of selecting a Design Professional for the Project; RFC Contracting is the Owner Representative for the Project. Funding is available to move forward with the Project.

The CMR firm selected will work with the Shaker Heights Public Library (SHPL or Library) administrators and the Design Professional selected for the Project, and RFC Contracting.

The Board invites firms interested in serving as the CMR for the Project to provide services beginning with design/preconstruction and continuing through construction and close-out of improvements included in the Project, to submit their qualifications and statement of interest for consideration. Qualifications submittals will be reviewed and evaluated to identify a short-list of qualified firms to be considered for the Project. The firm selected will be the best value firm at the conclusion of the proposal phase of the selection process.

The Board wishes to use the services of a company experienced with the CMR delivery method for the Project; **the Board does not anticipate allowing the selected CMR to self-perform any of the work on the improvements included in the Project, but reserves the right to consider a request from the selected CMR for self-performing work based upon specific circumstances. If the selected CMR firm wishes to self-perform work, the CMR must submit a bid for the work prior to acceptance of bids from prequalified subcontractors as provided in the Ohio Administrative Code (OAC).** As required by Ohio Revised Code (ORC) Section 9.33, et seq., the Board requests qualifications from experienced CMR firms to provide CMR services to the Board for the Project. This Request for Qualifications (RFQ) includes criteria against which qualifications submitted will be reviewed and evaluated by the Evaluation Committee to develop the short-list of firms from which pricing and technical proposals will be requested in the second phase of the selection process. Proposals submitted will be reviewed and evaluated to determine the CMR firm that will provide the best value to the Board for the Project; the CMR firm determined to provide the best value will be recommended by the Evaluation Committee to the Board for selection as the CMR for the Project.

Interested firms should submit **four (4) paper copies and one (1) digital copy** of the requested qualifications and other information to:

Amy Switzer, Director  
Shaker Heights Public Library  
16500 Van Aken Boulevard  
Shaker Heights, OH 44120

no later than **4 p.m. on Wednesday, May 1, 2019**. Qualifications received after this time may be considered solely in the Board's discretion. Direct all questions about the Project to the Owner Representative, Mr. Roger Riachi (440.572.9444; [riachi@rfcontracting.com](mailto:riachi@rfcontracting.com)).

### **Services Required:**

CMR services will begin immediately upon selection and will include, but not be limited to, design review and pre-construction; responsibility for preparing the construction budget for the Project and individual budgets for each improvement (including identification of significant milestones for completion of the Work) with reconciliation of the budget to be conducted with the Owner

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Representative and Owner, which will be approved by Owner; prequalification of subcontractors to perform the required work; construction; and close-out phases for each individual improvement included in the Project. All work on the Project must be performed with prequalified subcontractors. The Board plans to select one CMR firm to provide services for the Project; it is anticipated that there will be multiple GMP amendments for construction of the improvements included in the Project. CMR services will be defined in an agreement with the Board; the form of agreement, including general conditions of the contract for construction, will be provided to the short-listed firms at the beginning of Phase Two of the selection process.

### **Selection Process:**

As defined in the ORC and OAC, the selection process will be conducted in phases.

1. Phase One. The first phase includes review and evaluation of qualifications submitted by firms interested in providing the required CMR services. The evaluation committee will review and evaluate the qualifications received. Firms may be invited to meet with the evaluation committee prior to the release of the short-list of CMR firms. Following this evaluation of qualifications submitted, a minimum of three (3) firms (if at least 3 firms submit qualifications) determined qualified to provide the required services will be released as the short-listed firms to which RFPs will be issued during Phase 2 of the selection process.
2. Phase Two. Technical and pricing proposals will be requested, using a request for proposal for that purpose, from the short-listed CMR firms. The technical and pricing proposals received will be reviewed and evaluated and, considering both technical proposals for the Project and pricing information, the CMR firm determined to provide the best value for the Project will be selected. The evaluation committee may meet individually or as a group with the short-listed firms prior to submission of proposals to address questions about the Project. The short-listed firms will each be invited to a mandatory interview with the evaluation committee following submission of the proposals and prior to the final ranking of firms and submission of a recommendation of the best value firm to the Board for its action.

### **Phase One – Qualifications:**

The qualifications for the CMR and the basis for the evaluation of qualifications submitted are:

- (1) competence to perform the required management services as indicated by the technical training, education, and general experience of the CMR's personnel, especially the technical training, education, and experience of the CMR's employees to be assigned to the project (the CMR's project manager and job-site superintendent(s) are expected to have a minimum of 10 years of hands-on experience with construction and preferably Ohio public library construction);
  - a. Provide information about CMR's procedures for preparing budget estimates, performing constructability reviews, and value engineering.
  - b. Provide general information about the CMR's approach to GMP Amendment preparation and timing.
- (2) ability in terms of workload and the availability of qualified personnel, equipment, and facilities to perform the required management services competently and expeditiously, and experience working on similar types of projects (specifically experience as a construction manager in an agency role on Ohio public library and other public improvements, as a general trades contractor on Ohio public library and other public improvements, as a CMR on current Ohio public library other public improvements, as a CMR on private library and other construction projects, and as a general contractor on private library and other construction projects of similar size and scope); Emphasis will be placed on library experience.

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- a. Proximity of the CMR's office and staff to the jobsite; ability to respond to emergency situations in a quick efficient manner.
- (3) past performance as reflected by the evaluation of previous clients, including the Board and the Design Professional selected by the Board, with respect to factors such as control of costs, quality of work, dispute resolution, administration of contracts, and ability to meet deadlines; prior experience with the Library's Owner Representative will also be considered;
- (4) financial responsibility, including evidence of (1) the capability to provide the payment and performance bonds in accordance with OAC 153:1-4-02(A) and (2) insurance coverages carried by the CMR, with information about the company's claims history;
- (5) history of performance with meeting goals of any diversity and inclusion programs required by a public authority or by applicable law, and compliance with applicable affirmative action programs; and
- (6) other qualifications that are consistent with the scope and needs of the project, including, but not limited to, knowledge of the local area and working relationships with local subcontractors and suppliers. Experience with multiple-phase construction projects as well as controlling construction around occupied and operational libraries.

The State of Ohio's EDGE requirements are not applicable to this Project. While the Board does not have specific diversity and inclusion or affirmative action programs, the Board is interested in involving minority-, women- and veteran-owned business enterprises as well as local contractors and businesses in the Project. Short-listed firms will be asked to address their approach to involving local contractors and businesses in Phase Two of the selection process and to establish a goal for participation of diverse businesses and local businesses; each firm must also present evidence of goals on other projects and its experience in meeting or exceeding the goals established by the owner of the project..

Ohio Prevailing Wage Law does apply to the Project.

Note that the RFP issued for the technical proposal for the Project will ask for detailed supporting information for many of the criteria included in this RFQ. Information requested to show evidence of the CMR's meeting the identified criteria may be of a general nature in responding to this RFQ.

Provide the following information for consideration by the Board as part of the evaluation of CMR qualifications:

**A. FIRM OVERVIEW.** When providing the following information, if the firm is a national firm with a branch office in Ohio, provide information limited to the firm's Ohio office projects and experience. Include:

- 1. History and philosophy of the firm. What is it that makes the firm unique? Describe the aspects of the firm's approach to construction management and the CMR delivery method specifically that have made it successful.
- 2. Describe the firm's composition--i.e., in-house, full-time employees and in-house professional disciplines. Include consultants used and the firm's experience with each on past projects.

**B. EXPERIENCE**

- 1. Provide information with respect to library and other public projects in which the firm has been involved as CMR or a contractor (general or specialty trade) over the past five (5) years in Ohio. Include the following for each project identified:
  - a. brief description of project, including construction cost;
  - b. owner's name, address, phone number and contact person;
  - c. architect's name, address, phone number and contact person.

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2. Provide information about the firm's experience with the CMR project delivery method on public construction projects, including any library projects in Ohio or other states.
3. Provide information about the firm's experience with the CMR project delivery method on private construction projects.
4. If the company has no experience with the CMR delivery method, provide information about its experience as a construction manager in an agency role.

**Phase Two – Pricing and Technical Proposals.**

A separate request for pricing and technical proposals (RFP) will be issued by the Board, through the Evaluation Committee, to all short-listed firms. The RFP will include the criteria for pricing and technical proposals, the form of CMR agreement to be used for the Project, the general conditions of the contract for construction, the scoring matrix for determining the best value, and other documents. Each short-listed firm will be asked to provide pricing for the Main Library renovations and for the Bertram Woods Branch renovations. The Bertram Woods Branch renovations are anticipated to take place once the Main Library renovations are nearing completion. The Library reserves the right to decide not to move forward with the Bertram Woods Branch renovations in its sole discretion.

Qualifications submittals received through Phase One of the selection process will be reviewed and short-listed firms will be notified. Short-listed firms will be asked to submit pricing and technical proposals to the Board. The Board anticipates selecting the best value CMR firm within 3 weeks after the submission of pricing and technical proposals and contracting for preconstruction services. Contingent upon the Board's determination to move forward with the CMR firm for construction of the Project, the Board will enter into a GMP amendment based upon a GMP proposal prepared when construction documents are 90% complete (the GMP Documents) or as otherwise agreed by the project team.

The Board appreciates your interest in the Project and looks forward to reviewing your qualifications and statements of interest for the Project.