



The City of Grove City, Ohio

4035 Broadway · Grove City, Ohio 43123
(614) 277-3000

Request for Qualifications

Purpose

The City of Grove City is seeking proposals from qualified construction manager at risk (CMAR) firms, required to have a presence in the State of Ohio, to provide construction management at risk services for the new Grove City Library

Background

The existing Grove City Library, the main facility for the Southwest Public Library system, is located on Park Street, one-half block east of Broadway, the main urban corridor in Grove City. The existing building contains approximately 30,000 square feet of space on two levels, the main first floor and a basement level. A parking lot is committed to the library directly to the east in addition to spaces across the alley to the south. A municipal parking lot to the west is also utilized but is shared with other businesses in the area. Street parking on the surrounding urban street grid is also utilized for library patrons.

The existing building was constructed in 1952 as a library with two later additions to accommodate growth. It provides space for public services and administration with administration accounting for 50% of the total area. Grove City functions as the administrative and support center for the Southwest Public Library system and houses the system's IT infrastructure, shipping and receiving, Business Office, Technical Services functions, Outreach and Maintenance.

This library is a heavily used asset within this community and serves as an invaluable resource. With a 30% increase in population in Grove City over the last ten years, projections call for upward of 54,000 residents by 2024, the planning horizon for this study. Similar strong growth in the surrounding areas that contribute to the library service area will contribute to the need for enhanced library facilities.

Scope of Work

Construction management at risk service will begin immediately upon selection and will include, but not be limited to, the following:

Pre-Construction Phase

- Review contract documents for clarity, coordination and constructability.
- Provide a site logistics plan.
- Provide estimate of probable construction costs.
- Provide a list of probable subcontracts held by the construction manager at risk.
- Develop a preliminary project and construction schedules, including phasing plan and milestone.
- Facilitate Value Engineering (VE) study.
- Submit to owner and A/E proposed Guaranteed Maximum Price (GMP).

Subcontracts will be awarded by the CMAR 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 Owner's Representative, the A/E and the CMAR.

Bid and Award

- In concert with the Architect, conduct a pre-bid meeting.

- Assist the Architect in answering questions and developing addenda.
- State prevailing wage requirements apply to these projects.
- Lead and manage the Bidding Process.

Construction Phase

- Provide full time site staff to lead and manage the Construction Phase.
- Establish a document control system for all project documents.
- Conduct a preconstruction conference and periodic progress meetings; develop and distribute meeting minutes.
- 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 stage.
- Process, act upon, and track all project correspondences, including letters, emails, submittals, shop drawings, requests for information, others, etc.
- Review contractor payment requests and make recommendations for payment.
- If changes to the construction contract are required, issue requests for proposal for the change, review the contractor's cost proposal, and negotiate fair compensation for the changed work; make recommendations to the Owner.
- Provide quality assurance inspection of the construction work.
- Coordinate all QA material testing by independent testing firms.
- Provide periodic progress reports to the Owner.
- Coordinate commissioning and start-up with the contractor (s) and the Owner.
- Coordinate training of Library and Owner personnel with the Contractor(s).

All such services shall be according to a contract with the Owner.

Submittal Instructions

Submittals are to be prepared in such a way as to provide a straightforward, concise description of the firm's capabilities to satisfy the requirements of this RFQ and provide sufficient information to fully establish the firm's ability to perform all of the actions, activities and functions described in this RFQ.

Emphasis should be on conformance to the RFQ instructions, responsiveness to the RFQ requirements, completeness and clarity of content and should minimize extraneous marketing materials.

Costs for developing proposals are entirely the responsibility of the firm and shall not be chargeable to the Owner.

Proposal Requirements

To facilitate comparison of proposals, please format the proposal as follows:

- Sized to 8 ½" X 11".
- Each page of the proposal should state the name of the firm and Grove City Library.
- Include page numbers.
- Order the proposal as listed below with individual tabs.

ALL FIRMS INTERESTED MUST SUBMIT THE FOLLOWING INFORMATION:

- A. RFQ cover sheet signed by an officer of your company.

- B. Statement as to the firm's particular abilities and qualifications related to the project, including the number of years the firm has been in business, the geographical area of operations and professional affiliations. Please also indicate the principals of the organization and the size and composition of the organization.
- C. Describe the typical relationship between the Owner, Architect and CMAR and the value a CMAR brings to a construction project, including the impact of a CMAR on overall project costs.
- D. Provide the name of all team members, including consultants, that would be assigned to the project and the role that they will play. Include a brief description of certifications, skills, and abilities of each team member. Roles performed by consultants must be clearly identified.
- E. A summary statement, in clear terms, of your understanding of the proposed project and description of your approach to the project, including a proposed work plan. Describe why your firm is the most qualified for the project.
- F. Provide a list of projects, highlighting library and other public projects in central Ohio, over the past five years in which the firm has been involved as a CMAR. For each project, please include:
 - a. Brief description of the project, including square footage, etc.
 - b. Construction costs.
 - c. Owner's name, address, contact person and phone number.
- G. Describe the firm's process, approach and methodology related to:
 - a. Pre-construction phase services.
 - b. Estimating.
 - c. Value engineering.
 - d. Construction phase services.
- H. Describe the firm's approach to construction document preparation. Briefly describe the provisions and procedures that the firm would recommend including in the Construction Documents to best protect the Owner with respect to project controls and cost savings approaches.
- I. Describe the firm's Project Management philosophy, including progress meetings and presentations to key stakeholders. Provide examples of reports used to document the progress and status of the project.
- J. Include any information documentation believed to be pertinent, but not specifically mentioned in this RFQ that may be useful and applicable to the project.
- K. Disclose all information concerning any suits filed, judgments entered or claims made against the firm during the last five (5) years with respect to CMAR services provide by the firm or any declaration of default or termination for cause against the firm with respect to such services. In addition, state whether during the past five (5) years the firm has been suspended from submitting proposals for or entering into any government contract.

Evaluation Criteria

The qualifications for the CMAR and the basis for the evaluation of qualifications submitted will be:

- Experience of the firm and its employees with comparable projects, including size, nature and complexity.
- Competence to perform the required services as indicated by the qualifications of the team assigned to the project.
- Demonstrated ability to perform the services competently and expeditiously.
- Past performance as reflected in evaluations of previous clients and other professionals with whom the firm has worked, with respect to factors such as control of costs, quality of work, ability to meet deadlines, and ability to work cooperatively with the Owner and other professionals involved with the Project.
- Evidence of financial responsibility.

Selection Process

The complete RFQ will be e-mailed in Portable Document Format (PDF) to firms identified by the City to be included on the distribution list and to anyone requesting a copy. In addition, the notice of the RFP will be published in the Columbus Dispatch and the Library's website.

The City's selection team will review all proposals and evaluate responses to the RFQ. Firms will be ranked, as required by the qualification-based selection process set forth in Ohio Revised Code Section 9.33, et. Seq.

If necessary, finalists may be required to meet in person, in Grove City, Ohio, with the selection team for a presentation and interview.

The City will identify the top 3 firms on the basis of qualifications submitted in the proposal and request the Pricing and Technical Proposal letter no later than **12/23/2013**. The pricing and technical proposals will be due to the City no later than Noon on **01/06/2014**. Proposal clarification meetings will be held on **01/13/2014**.

After the clarification meetings, the selection team will rank the firms from 1-3 and begin contract negotiations with the top ranked firm. Upon successful negotiations, the firm will be presented to the City for approval of the selection and authorization to enter into an agreement for services with the firm, if needed.

The City is not, by virtue of issuing this RFQ, obligated to enter into a contract and reserves the right to not issue as a result of this solicitation.

Schedule

11/25/2013	RFQ mailed to distribution list, published and posted.
12/16/2013	RFQ due by Noon EST
12/23/2013	Short listed firms notified
01/06/2014	Pricing and Technical Proposal Due
01/13/2014	Proposal Clarification Meeting

- Each firm must submit a proposal clearly marked: "Construction Manager at Risk Services, Grove City Library".

- One (1) original, completed and signed in blue ink, and ten (10) copies are required, as well as one (1) electronic copy. Please size the proposal 8 ½" X 11". Please use tabs to identify each section.
- Proposals are due no later than: 1/06/2014 by Noon EST
- Proposals submitted by email or fax are not acceptable and will not be considered.
- Proposal must be submitted to:
 - City of Grove City
 - Attn: Charles W. Boso Jr.
 - 4035 Broadway
 - Grove City, Ohio 43123
- The City will return unopened any proposals that are received after the deadline.

Contact Information

Every effort has been made to include enough information within this RFQ to enable consultants to prepare a response that thoroughly and fairly represents their respective capabilities to meet the City's requirements. If there are any questions concerning the contents of this document, the City is willing to provide responses in as timely manner as possible.

Submit all questions via email to:

Name: Charles W. Boso Jr.

Title: City Administrator

Email Address: cboso@grovecityohio.gov

To avoid conflicts of interest or unfair competitive advantage over competing consultants/consultants on future projects, the City will share the detailed results of any and all research along with conclusions and recommendations made by the selected consultant with anyone interested in working with the City on future projects and as public records laws require.