**Administration of Project:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Project Name | Crouse/Ayer Hall Consolidation |  | Response Deadline | 01/15/19 |  | 9:00am |  local time |
| Project Location | 302 Buchtel Commons |  | Project Number | UAK190005 |
| City / County | Akron / Summit |  | Project Manager | Andrew Hostetler |
| Owner | The University of Akro |  | Contracting Authority |  |
| Delivery Method | CM at Risk |  | Prevailing Wages |  |
| No. of paper copies requested (stapled, not bound) | 4 |  | No. of electronic copies requested (PDF) | 1 |

|  |
| --- |
| Submit the requested number of Statements of Qualifications (Form F110-330) directly to Shandra Irish at The University of Akron, 100 Lincoln Street, Room 211, Akron, Ohio 44325-9001. See Section J of this RFQ for additional submittal instructions. |
|  |
| All questions are to be submitted through the Public Purchase, electronic bidding tool, which will allow everyone to see submitted questions and the answers. Questions will be answered and posted to the Public Purchase website on a regular basis until one week before the time of proposal submittal.The bidding tool is located at: Vendor Registration-[http://www.publicpurchase.com/gems/uakron,oh/browse/home](http://www.publicpurchase.com/gems/uakron%2Coh/browse/home)Bid Board-[http://www.publicpurchase.com/uakron,oh](http://www.publicpurchase.com/uakron%2Coh)Additional vendor support is provided via live Chat in the upper left corner, support@publicpurchase.com or call 801-932-7000. |
|  |

**Project Overview**

**A. Project Description**

The University of Akron is requesting interested firms to submit qualifications for Construction Manager (CM) services for the complete renovation and major addition to Crouse Hall and the demolition of Ayer Hall.

Professional design services are being acquired by the Contracting Authority under a separate contract.

The Program of Requirements (“POR”) will be developed as a part of this project by the Architect/Engineer (“A/E”).

The project will consist of the demolition of Ayer Hall and construction of a new addition to Crouse Hall. It will also include the renovation of Crouse Hall. Once Ayer Hall is removed site grade/modifications will be required to provide a pedestrian pathway connecting the different grades. The two buildings are located near the center of campus between the Student Union, Goodyear Polymer Center and Auburn Science and Engineering Center.

Ayer Hall was constructed in 1947 and currently consists of roughly 41,000 sq. ft. on 4 levels and an additional 3000 sq. ft. of tunnels under ground level. Crouse Hall was built in 1948 and currently consists of roughly 48,000 sq. ft. on 4 levels with an additional 2,500 sq. ft. mechanical penthouse. There is an existing mechanical vault located between Crouse and Ayer Hall that will need to remain.

The scope includes building an addition of roughly 17,000 sq. ft. to the west end of Crouse Hall. The CM will work closely with Project Design Team to determine the most feasible and economical construction for the addition and renovation of Crouse Hall Facility. Crouse Hall facility will require upgrades/replacement of HVAC, electrical, plumbing, fire protections and IT systems. The university goal for this project is to transform Crouse Hall into a building that supports 21st century teaching and learning spaces. The program will include offices, classrooms, auditorium, common spaces and laboratories. It is anticipated that the renovated facility will house the Geoscience and Physics departments.

The project will also require assistance in relocating existing occupants of both Crouse and Ayer Hall to Central Hower swing space. The swing space will require some modification to accommodate temporary laboratories, classroom and offices spaces. The project will require multiple GMP. The project will require moving the occupants to the swing space and renovating a laboratory in ASEC before the demolition and construction of Crouse Hall.

LEED Certification is not required but a sustainable practices/approach is desired on this project.

This project is required to be designed and delivered with The University of Akron Design and Construction Standards.

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 Contracting Authority and/or 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.

Refer to the for additional information about the type and extent of services required for each. A copy of the standard Agreement can be obtained at the OFCC website at <http://ofcc.ohio.gov>.

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 shall be based upon competitive pricing that will be reviewed by the Contracting Authority and/or Owner, the A/E and the CM. The Contracting Authority and/or Owner shall 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 Contracting Authority and/or 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 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 Contracting Authority’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 CM and seek proposals from other firms for completion of the Project.

Construction Services: The CM shall construct the Project pursuant to the construction documents and in accordance with the schedule requirements. The CM 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 EDGE, equal employment, and prevailing wage requirements, 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 Contracting Authority reserves the right to approve the CM’s selection of subcontractors and any supplemental terms to the form subcontract.

For purposes of completing the Relevant Project Experience Matrix in Section F of the Statement of Qualifications (Form F110-330), below is a list of relevant scope of work requirements for this RFQ:

1. State of Ohio CMR project experience.
2. Experience as CMR on project of similar size and budget
3. State of Ohio Education project experience
4. Experience with renovation projects that require relocation of occupants
5. Experience with renovation projects that include development of phasing plans
6. Construction of Higher Education building additions
7. BIM (Revit) usage and deliverables to the Owner
8. Demolition and abatement of building in close proximity to existing structures
9. Estimate Reconciliation with A/E Firms
10. Development of multiple GMP

|  |  |  |
| --- | --- | --- |
| C. Funding / Estimated Budget |  |  |
| Total Project Cost | $23,000,000 |  | State Funding | $22,000,000 |
| Construction Cost | $18,000,000 |  | Other Funding | $1,000,000 |
|  |
| D. Anticipated Schedule |  | **E. EDGE Participation Goal** |
| CM Preconstruction Services Start | 03 /  |  | Percent of the CM’s total compensation excluding CM’s Contingency\* | 5.0% |
| Construction Stage Notice to Proceed | 08 /  |  |
| Substantial Completion of all Work | 05 /  |  | \*Preconstruction Stage Compensation plus Contract Sum minus CM’s Contingency |
| CM Services Completed | 07 /  |  |

**F. 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 State and 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 Contracting Authority will select a short list of no fewer than three candidates that it considers to be the most qualified, except if the Contracting Authority 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 Contracting Authority 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 Contracting Authority and/or Owner. The purpose of the pre-proposal meeting is to permit the short-listed firms an opportunity to ask the Contracting Authority and/or Owner questions in an individual setting to help the firms prepare their responses to the RFP. The Contracting Authority 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 Contracting Authority and 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, budget and EDGE expectations. The Contracting Authority 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 | 01/28/19 |
| Site Visit | 02/04/19 |
| Pre-Proposal Meeting | 02/05/19 thru 02/05/19 |
| RFP Due | 02/19/19 |
| Interviews | 02/26/19 |
| Selection of CM | 03/01/19 |

Cancellation and Rejection: The Contracting Authority 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 Contracting Authority shall have no liability to any proposer arising out of such cancellation or rejection. The Contracting Authority 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, 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>.

Interested CM firms are required to submit the Commitment to Participate in the EDGE Business Assistance Program form in its Statement of Qualifications (Form F110-330) submitted in response to the RFQ, to indicate its intent to contract with and use EDGE-certified Business Enterprise(s), as a part of the CM’s team. The Intent to Contract and to Perform and / or waiver request letter and Demonstration of Good Faith Effort form(s) with complete documentation must be attached to the CM’s Proposal. Both forms can be accessed via the OFCC website at <http://ofcc.ohio.gov>. The Intent to Contract and to Perform form is again required at the Fee Proposal stage.

For all Statements of Qualifications, please identify the EDGE-certified Business Enterprises, by name, which will participate in the delivery of the proposed professional services solicited in the RFQ.

**G. Submittal Instructions**

Firms are required to submit the current version of Statement of Qualifications (Form F110-330) available via the OFCC website at <http://ofcc.ohio.gov>.

Electronic submittals should be combined into one PDF file named with the project number listed on the RFQ and your firm’s 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 number 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 Contracting Authority 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 within Section H of Form F110-330.

1. Summary: Provide a summary, on one page or less, 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: 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 individual in Block 22, Section E of the F110-330 form.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project Name | Crouse/Ayer Hall Consolidation |  | Proposer Firm |       |
| Project Number | UAK190005 |  | City, State, Zip |       |

|  |  |  |
| --- | --- | --- |
| **Selection Criteria** | **Value** | **Score** |
| **1.** **Primary Firm Location and Workload** (Maximum 10 points) |
| a. Proximity of firm to project site | Less than  miles  | 5 |  |
|  miles to  miles  | 2 |
| More than miles  | 0 |
| b. Amount of contracts awarded by Contracting Authority in previous 24 months | Less than $  | 5 |  |
| $ to $  | 2 |
| More than $  | 0 |
| **2. Primary Qualifications** (Maximum 40 points) |
| a. Project management lead | Experience / ability of project manager to manage scope / budget / schedule / quality | 0 - 10 |  |  |
| b. Project administration lead | Experience / ability to effectively administer project controls and processes | 0 -   | Max = 30 |  |
| c. Technical staff | Experience / ability of technical staff to develop accurate estimates and schedules | 0 -  |  |
| d. Construction administration staff | Experience / ability of field representative to identify and solve issues during construction | 0 -   |  |
| **3. Key Consultant Qualifications** (Maximum 10 points) |
| a. Key consultants  | Experience / ability of key consultants to perform effectively and collaboratively | 0 - 5 |  |
| b. Proposed EDGE-certified Consultant participation\* | One point for every 2 percent increase in Services compensation\*\* over the EDGE participation goal | 0 - 5 |  |
| **4. Overall Team Qualifications** (Maximum 10 points) |
| a. Previous team collaboration | Less than  sample projects | 1 | Max = 3 |  |
|  to  sample projects | 2 |
| More than sample projects | 3 |
| b. LEED\*\*\* Registered / Certified project experience | Registered projects | 1 | Max = 2 |  |
| Certified projects | 2 |
| c. BIM project experience | Training and knowledge | 1 | Max = 3 |  |
| Direct project experience | 3 |
| d. Team organization | Clarity of responsibility / communication demonstrated by table of organization | 0 - 2 |  |
| **5. Overall Team Experience** (Maximum 30 points) |
| a. Previous team performance | Past performance as indicated by evaluations and letters of reference | 0 - 10 |  |
| b. Experience with similar projects / delivery methods | Less than  projects | 0 - 3 |  |
|  to  projects | 4 - 6 |
| More than projects | 7 - 10 |
| c. Budget and schedule management  | Performance in completing projects within original construction budget and schedule | 0 - 5 |  |
| d. Knowledge of Ohio Capital Improvements process | Less than  projects | 0 - 1 |  |
|  to  projects | 2 - 3 |
| More than projects | 4 - 5 |
|  |
| \* Must be comprised of consulting firm(s) and NOT the lead firm\*\* Preconstruction Stage Compensation plus Contract Sum minus Subcontracted Work, Self-performed Work, and CM’s Contingency\*\*\* Leadership in Energy & Environmental Design administered by the Green Building Certification Institute | **Subtotal** |  |

|  |  |  |
| --- | --- | --- |
| **Notes:** |  | **Evaluator:** |
|  |  |  | Name |  |
|  |  |
|  |  |  |  |  |
|  |  | Signature |  | Date |