

Request For Qualifications (CM)



Ohio Department of Administrative Services
General Services Division
State Architect's Office ▪ 4200 Surface Road ▪ Columbus, Ohio 43228-1395

www.ohio.gov/sao
e: StateArchOff@das.ohio.gov
v: 614.466.4761 ▪ f: 614.644.7982

Project Name	<u>NEOUCOM Campus Research and Academic Expansion (CM)</u>	Response Deadline	<u>10/21/2009 5:00 p.m. local time</u>
Project Location	<u>4209 State Route 44</u>	Project Number	<u>NEM-090001</u>
City / County	<u>Rootstown / Portage</u>	SAO Project Manager	<u>Ned Thiell</u>
Agency/Institution	<u>Northeastern Ohio Universities Colleges of Medicines and Pharmacy (NEOUCOM)</u>	Contracting Authority	<u>State Architect's Office</u>

See Section H for specific submittal instructions. Do not send submittals to the agency or institution. Submit all questions regarding this RFQ in writing to StateArchOff@das.state.oh.us with the project number included in the subject line.

Project Overview

A. Project Description

This project consists of the design and construction of one two-story biomedical research building, one three-story academic building, and the expansion of an existing Comparative Medical Unit (CMU) facility. Located on the NW side of campus, the two-story biomedical research building will be approximately 40,000 square feet consisting of offices, laboratories, conference/seminar rooms, common core area, restroom facilities, and mechanical space. Located on the South side of campus, the three-story academic building will be approximately 44,000 square feet consisting of dividable classrooms, fitness room, restroom/locker room-shower facilities, student lounge/activities area, student study carrels, student gathering area, 300 person lecture hall, faculty offices, conference room(s) and mechanical space. The CMU, being on the West side of the campus, will expand approximately 19,000 square feet to the West. The expansion will consist of a large kennel area, soiled/clean/animal corridors, cage washer area, cage storage area, bedding/food/supply/misc storage areas, animal receiving area, procedures/examination rooms; housing units for small multiple-stacked animal cages, large housing units for larger cages, restroom/locker facilities, and mechanical space. Relocation of existing underground utilities will be required. The construction manager will be completely involved in the project from design through project completion (design, bidding, construction, commissioning, and owner acceptance). The project will be designed and constructed with respect to the NEOUCOM Facilities Master Plan with a sustainability goal of achieving LEED Silver Certification or better.

The intent of this project is to construct all three structures simultaneously. However funding availability will determine phasing and timing. One or more facilities may not be constructed. All construction is subject to Board of Trustees approval.

B. Scope of Services

The construction manager will provide services from the programming phase of the project through construction completion in accordance with a standard form of agreement. The form agreement is available upon request.

For the purposes of completing the Relevant Project Experience Matrix on Section F of the Statement of Qualifications (SAO-F110-330), below is a list of relevant scope of work requirements for this project.

1. Bio-medical research facilities
2. Large veterinary facilities
3. Higher education academic facilities
4. Active/Occupied site with multiple dispersed construction activities
5. Sequenced work
6. Sustainable experience
7. State of Ohio project administration experience
8. Commissioning experience

The selected Construction Manager (CM), as a portion of its required Scope of Services and prior to submitting its implementation plan and proposal, will discuss and clarify with the Owner and the Contracting Authority the breakdown of the Construction Manager Agreement detailed cost components to address the Owner's project requirements and refine the project schedule. Participate in the Encouraging Growth, Diversity and Equity (EDGE) Program as required by statute and the Agreement.

Request For Qualifications continued



Project Name NEOUCOM Campus Research and Academic Expansion (CM) Project Number NEM-090001

C. Funding / Estimated Budget

Total Project Cost	<u>\$37,930,000</u>	State Funding	<u>N/A</u>
Construction Cost	<u>\$29,850,000</u>	Other Funding	<u>Federal grants, major gifts and local bonds</u>
Estimated CM Fee	<u>3.5% of construction cost</u>		

NOTE: The CM fee percentage for this project includes all professional CM services, and consultant services necessary for proper completion of the Basic Services for the successful completion of the project.

D. Services Required

Primary	<u>Construction Management Services</u>
Secondary	<u>Estimating and Budgeting</u>
	<u>Value Engineering</u>
	<u>Project Design Scheduling</u>
	<u>Construction Scheduling</u>
	<u>Clerical, record keeping, office management</u>

E. Anticipated Schedule

CM Services Start	<u>11/09</u>
Construction Contracts Start	<u>06/10</u>
CM Services Completed	<u>08/11</u>
Construction Contracts Completed	<u>07/11</u>

F. EDGE Participation Goal

Percent of *initial* TOTAL CM Fee 5%

G. Evaluation Criteria for Selection

Demonstrated ability to meet Owner's programmed project vision, scope, budget, and schedule on previous projects. Previous experience compatible with the proposed project (e.g., type, size). Relevant past work of prospective firm's proposed consultants. Past performance of prospective firm and its proposed consultants. Qualifications and experience of individuals directly involved with the project. Proposer's previous experience (numbers of projects, sizes of projects) when working with its proposed consultants. Experience and capabilities of creating or using Critical Path Method ("CPM") schedules and of using CPM schedules as a project management tool. Experience and capabilities of developing cost estimates. Approach to and success of using partnering. Proximity of prospective firms to the project site. Proposer's apparent resources and capacity to meet the needs of this project. The selected CM and all its consultants must have the capability to use the Internet within their normal business location(s) during normal business hours.

The Contracting Authority and Institution will evaluate the proposals submitted and identify no fewer than three (3) construction management firms that they consider to be qualified to provide the required services for the project. A site visit will be scheduled with the firms that are short-listed for the interview phase of the selection process. The short-listed firms will be interviewed to further explore their proposal, the scope and nature of the services they would provide, and the various technical approaches they may take regarding the project. Following this evaluation, the Contracting Authority and Institution will rank one construction manager that they consider as most qualified to provide the required services for the project. The selected firm will provide an implementation plan for negotiations that will more specifically describe the construction manager's labor and resources for the project.

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Project Name NEOUCOM Campus Research and Academic Expansion (CM)

Project Number NEM-090001

G. Evaluation Criteria for Selection continued

Interested CM firms are required to submit the Commitment to Participate in the Edge Business Assistance Program form in its Statement of Qualifications (SAO 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 Technical Proposal. Both forms can be accessed via the SAO Web site at www.ohio.gov/sao (click on Forms). The Intent to Contract and to Perform form is again required at the Fee Proposal stage.

Prior to executing the Construction Manager Agreement, the selected CM must represent and warrant that it has not provided any material assistance, as that term is defined in O.R.C. Section 2909.33(C), to an organization that is identified by, and included on, the United States Department of State Terrorist Exclusion List and that it has truthfully answered "no" to every question on the Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization, and that it has provided or shall provide such to the Contracting Authority and/or the Ohio Business Gateway (<http://homelandsecurity.ohio.gov/dma/dma.asp>).

H. Submittal Instructions

Firms are required to submit the current version of SAO-F110-330 (Statement of Qualifications). The current version of SAO-F110-330 is available on the State Architect's Office Web site at <http://www.ohio.gov/sao> (click on Forms).

All questions regarding this Request for Qualifications are to be submitted in writing (absolutely no answers will be provided to phone inquiries) to the attention of "RFQ-NEM-090001" at StateArchOff@das.state.oh.us. Questions will be answered and posted on a regular basis until one week before the time of proposal submittal. The name of the party submitting a question will not be included on the Question and Answer Document posted by the State Architect's Office.

Mail or deliver one (1) stapled (not bound) paper copy and one (1) electronic copy in portable document format (PDF) on a Compact Disk (CD) of the SAO-F110-330 (Statement of Qualifications) directly to the following contact:

Angie Carder, Program Services Specialist
State Architect's Office
4200 Surface Road
Columbus, Ohio 43228

The Statement of Qualifications 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 Professional or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Adobe Acrobat Professional, go to Advanced, then PDF Optimizer. Also, please mark or label the CD and the CD cover with the project number and firm name.

Do not submit Statements of Qualifications to the agency or institution. Any paper copies of the Statement of Qualifications submitted should be stapled and not provided with special bindings or coverings of any type.

CM Selection Rating

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Project Name NEOUCOM Campus Research and Academic Expansion Proposer Firm _____
 Project Number NEM-090001 City, State, Zip _____

Selection Criteria		Value	Score
1. CM Firm Location			
Proximity of primary CM firm office where majority of work is to be performed in relationship to project site	Less than 60 miles	4 - 5	
	60 to 150 miles	2 - 3	
	More than 150 miles	0 - 1	
2. CM Firm Size			
Staff availability by number of project managers / superintendents within primary CM firm to perform the work	Small = Less than 11 project mgt. staff	0 - 1	
	Medium = 11 to 15 project mgt. staff	2 - 3	
	Large = More than 15 project mgt. staff	4 - 5	
3. Current Workload			
Amount of fees awarded by the Contracting Authority to the primary CM Firm in the previous 24 months (exclude projects on hold)	Less than \$250,000	4 - 5	
	\$250,000 to \$500,000	2 - 3	
	More than \$500,000	0 - 1	
4. Primary CM Qualifications			
a. Project Management Lead	Experience / ability of Project Manager to manage scope / budget / schedule / quality	0 - 10	
b. Project Administration Lead	Experience / ability of Project Engineer to accurately and timely facilitate paperwork	0 - 5	
c. Technical Staff	Experience / ability of Project Admin. staff to timely process documents	0 - 5	
d. Construction Administration	Experience / ability of Superintendent to identify / solve issues during construction	0 - 10	
5. CM Consultant Qualifications			
Key Discipline Leads	Experience / ability of Discipline Leads in scheduling, estimating, constructability reviews and bid packaging/mkt. analysis	0 - 10	
6. Project Team Qualifications			
a. Previous Team Collaboration Number of projects that a majority of the team members have worked together	Less than 4 projects	0 - 1	
	4 to 7 projects	2 - 3	
	More than 7 projects	4 - 5	
b. LEED* Experience within Team	LEED AP(s)** on Team	0 - 1	
	LEED Registered Project(s)	0 - 2	
	LEED Certified Project(s)	0 - 2	
	Satisfies ALL above Criteria	Sum = 0 - 5	
c. Team Organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
7. Overall Project Team Experience			
a. Budget & Schedule Management	Level of performance in completing projects within original budget and schedule limitations	0 - 5	
b. Experience with Similar Building Type	Less than 4 projects	0 - 3	
	4 to 7 projects	4 - 6	
	More than 7 projects	7 - 10	
c. Past Performance	Level of performance as indicated by past CM evaluations / letters of reference	0 - 5	
d. Knowledge of State of Ohio Capital Project Administration Process	Less than 4 projects	0 - 3	
	4 to 7 projects	4 - 6	
	More than 7 projects	7 - 10	
		Subtotal	

* LEED = Leadership in Energy & Environmental Design developed by the U.S. Green Building Council
 ** LEED AP = LEED Accredited Professional credential by the Green Building Certification Institute

SAO Evaluation:

Owner Evaluation:

Name _____
 Signature _____ Date _____

Name _____
 Signature _____ Date _____

Campus Research and Academic Expansion (CM) Question and Answer List



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Project Name NEOUCOM Campus Research and Academic Expansion (CM) Project Number NEM-090001
Project Location Rootstown, Ohio

Date posted: October 14, 2009

Below are the questions that have been received to date for the RFQ of the above-referenced project:

1. Can you provide any information regarding the overall campus layout and the proximity of the three buildings that will be constructed/renovated to one another?
 - A. Answer The campus layout is available through the college's website at <http://www.neoucom.edu/audience/applicants/succeed/admi/Visit>
The projects are additions with associated renovation of the existing construction and are located at the NE and south central areas of the facility.
2. Could you please provide me with a copy of the standard form of agreement for Project Number NEM-090001?
 - A. Answer: Contact SAO Program Services Manager Lane Beougher at lane.beougher@das.state.oh.us for the most recent version of the CM Agreement.
3. Are we required to use Form SAO-F110-330 to submit information for the Statement of Qualifications or can we recreate the form in a similar format that would make it simpler for us to fill out?
 - A. Answer: The current version, available on the SAO Web site at www.ohio.gov/sao (click on Forms), is required. It is strongly suggested that completing the form without modifications will most likely reduce the risk of misinterpretation.
4. Can you tell me where to find the published list of questions and their responses to particular RFQ's? The submittal Instructions indicate questions are to be sent to StateArchOff@das.state.oh.us and the responses will be posted but does not indicate where they will be posted.
 - A. The Question & Answer (Q&A) document can be found by downloading a new version of the RFQ or by clicking on the Q&A link to the right of the project listing for the RFQ. The name of the party submitting a question will not be included on the Question and Answer document posted by the State Architect's Office.
5. In our RFQ submissions can we submit a cover letter with the SF-330?
 - A. No.