

REQUEST FOR QUALIFICATIONS

The Board of Education of the Mariemont City School District (the “Owner”) is seeking sealed, signed, written qualification statements from qualified Construction Management firms to provide Construction Management at Risk (“CM at Risk”) Services according to the requirements described in the Scope and other documents included with this Request For Qualifications (RFQ).

I. PROJECT DESCRIPTION

Currently services are required for renovations and additions to Mariemont High School. Contingent upon Owner’s final approval, the scope of such renovations and additions may include the following, which are not set forth below as a guarantee that this will be the scope for the project but rather to give interested firms an idea of the potential scope:

- Reconfiguration of access drives and parking as required for new work. Resurface existing paved areas and provide site remediation and repairs where required to shore up areas that have been impacted by hillside slippage. Anticipated that existing parking areas will remain in current configuration but (currently), with exception of the circle drive near the Media Center. It is expected the District will require to investigative options to increase parking spaces where possible.
- Add secondary drive access to Wooster Pike. Add service drive along south side of the existing Gymnasium to connect the east and west sides of the campus. Anticipated that the secondary drive would exit onto Wooster Pike at the existing traffic signal into the retail center across from the school property. The District has done some limited preliminary analysis to determine what would be feasible for the location and layout of a secondary drive and the service drive connector.
- Replacement of the academic wing, including media center, administration and student services, with new addition that will house new secure and welcoming main entry, administration and student services, classrooms and labs, learning commons, dining commons and food services, and art studios along with flexible spaces for collaboration and social interaction.
- Renovation or replacement of the arts wing to include Auditorium with stage, scene shop, lobby/pre-function space and required support spaces, along with dedicated Band, Orchestra, and Vocal rooms with break-out rooms, ample storage, and required support spaces. General extent of renovation work to include reconfiguration of existing spaces as required to meet program needs, replacement of building systems (mechanical, electrical, plumbing, technology, etc.), replacement of roofs, windows and doors, and repair of exterior masonry walls and foundations. A renovated Auditorium will include all required items to allow the space to function as a multi-purpose performance space, including new seating, interior finishes and acoustical surfaces, theatrical and house lighting, AV, technology, stage, rigging, and curtains, among other items. Options will be necessarily investigated to increase seating in a renovated space.

- Renovation of the existing indoor Athletic facilities to include main Gymnasium, auxiliary Gymnasium, Natatorium, locker rooms, and support spaces. General extent of work to include replacement of building systems (mechanical, electrical, plumbing, technology, etc.), replacement of roofs, windows and doors, and repair of exterior masonry walls and foundations, reconfiguration of locker room and support areas to meet current needs and uses, replacement of floor and bleachers in the Main Gym, and repairs to existing pool and replacement of pool equipment and systems.
- New secondary entry and connector element on east side of the building between the arts and athletic facilities to improve overall access and security to spaces and provide much-needed pre-function space during events. The secondary entry may also serve as main entry at off-hours during events and programs.
- All new finishes, equipment, and systems to be highly durable and sustainable and take into consideration short term and long-term operations and maintenance costs.

II. PROJECT DELIVERY SCOPE OF SERVICES

The Project will be constructed using the CM at Risk project delivery format generally described below. The pre-construction and construction phase services shall be set forth in more detail in the Construction Management at Risk Agreement, the form of which will be provided to short-listed firms, as described in this RFQ. The parties will engage in an "open book" pricing method in which the Owner shall have access to all books, records, documents and other data in the Construction Manager's possession related to its company, its project staff, its subcontractors and material suppliers pertaining to bidding, pricing or performance of the Agreement.

Pre-Construction Phase

The Construction Manager will work cooperatively with the Owner, the Owner's architect/engineer and Project team throughout the Design Development and Construction Document stages, and will provide, among other services, cost estimating, cost control, budgeting, value engineering, constructability review, scheduling and pre-construction planning throughout pre-construction.

The following is a general outline of the process to reach a Guaranteed Maximum Price (the details of the process will be a function of the contract):

When the Construction Documents prepared by the architect/engineer are appropriately at a stage of 80% completion, such partially completed documents shall be provided to the CM at Risk, together with the architect/engineer's detailed listing of any material incomplete design elements and the architect/engineer's statement of intended scope with respect to such incomplete elements. The CM at Risk shall then submit to the Owner and the architect/engineer the CM at Risk's proposed guaranteed maximum price (the "GMP Proposal") and its clarifications and assumptions based upon the Construction Documents.

The CM at Risk, the Owner and the architect/engineer (along with selected engineers and consultants) shall meet to reconcile any questions, discrepancies or disagreements relating to the

GMP Proposal. The reconciliation shall be documented by revision to the GMP Proposal. The CM at Risk shall then submit to the Owner, for the Owner's approval, the CM at Risk's final proposed Guaranteed Maximum Price.

Contingent upon the Owner's approval of the final proposed Guaranteed Maximum Price, the parties will enter into an amendment to the Agreement establishing the Guaranteed Maximum Price. The final negotiated Guaranteed Maximum Price shall not exceed the Project budget established. If the proposed Guaranteed Maximum Price exceeds such budget, then the Owner may terminate its Agreement with the CM at Risk and may select an alternative delivery method for the Project.

Construction Phase

The CM at Risk will construct the Project pursuant to the Construction Documents and in accordance with the Owner's schedule requirements. The CM at Risk shall recommend subcontractors based on competitive pricing submitted by prequalified subcontractors in accordance with criteria approved by the Owner. The CM at Risk 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, and submitting reports of these activities to the Owner.

Bid/Award/Construction Phase Services Required

- In concert with Architect, conduct pre-bid meetings as appropriate
- Assist the Architect in answering questions and developing addenda
- Review subcontractor bids and make recommendation for award
- Establish a document control system for all project documents
- Conduct a preconstruction conference and periodic progress meetings; develop and distribute meeting minutes
- Process, act upon, and track all project correspondences, including letters, emails, submittals, shop drawings, requests for information, others, etc.
- Review subcontractor payment requests as part of its monthly payment request
- If changes to the construction contract are required, issue requests for proposal for the change, review the subcontractor's cost proposal, and negotiate fair compensation for the changed work; make recommendations to Owner
- Provide quality assurance inspection of the construction work
- Coordinate all QA material testing by independent testing firms

- Provide monthly progress reports to Owner
- Coordinate training of Owner personnel with the subcontractor(s)

Post-Construction Phase

- Develop and complete punch lists; track subcontractor's remedial actions
- Make requests to the Owner for substantial completion and final completion
- Collect all required warranties and guarantees and provide to the Owner
- Review all as-built drawings for accuracy and provide as-built drawings to the Owner

III. SELECTION PROCESS

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

1. QUALIFICATIONS PHASE (SHORTLISTING OF FIRMS)

Each firm responding to this RFQ by submitting, no more than a 10 page, Statement of Qualifications will be evaluated based on its qualifications and the experience of the particular individuals identified as the candidate's proposed team for the Project. Qualifications include:

- i. Competence to perform the required construction and management services as indicated by the technical training, education, and experience of the construction manager at risk's personnel, especially the technical training, education, and experience of the construction manager at risk's employees who would be assigned to perform the services;
- ii. 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;
- iii. Past performance as reflected by the evaluation of previous clients with respect to factors such as control of costs, quality of work, dispute resolution, administration of subcontractors, and meeting of deadlines;
- iv. Financial responsibility including evidence of the capability to provide a surety bond in accordance with paragraph (A) of rule 153:1-4-02 of the Administrative Code;¹

¹ This rule requires the CMR to provide both a performance and a payment bond, each of which shall equal one hundred per cent of the contract sum.

- v. 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
- vi. 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.

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 Statements of Qualifications, the Owner will select a short-list of no fewer than (3) 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 (3) firms are qualified, it will only select the qualified firms.

2. REQUEST FOR PROPOSAL

The Owner will provide each short-listed firm a Request for Proposal ("RFP") that will invite the firms to submit technical and 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 firms will also receive (i) a form of the Agreement with the Owner containing the contract terms and conditions, including a description of how the Guaranteed Maximum Price for the Project shall be determined, (ii) a set of the most recent design documents and (iii) a proposed Project schedule.

5. SELECTION TIMELINE (dates are subject to change at the discretion of the Owner)

If a change is made to the RFQ process, it will be communicated to those organizations reflecting an interest in responding to the opportunity.

Activity	Target Completion Date
Issuance of RFQ, Inquiry Period Begins	2/13/18
Requests for Clarification Due	3/1/18
Issuance of RFQ Addendum	3/6/18
Inquiry Period Ends	3/15/18
Final Response to Bidder Questions	3/8/18
Statement of Qualifications Due	3/15/18
Evaluation and Selection of Short-list Firms	3/19/28
RFP Issued to the Short-Listed Firms	TBD
Proposals Due	TBD
Firm Presentations & Interviews	TBD
Selection of Construction Manager at Risk	TBD
Board Approval	TBD

iv. REQUESTED SUBMISSIONS

Firms are requested to submit, in a no more than a 10 page document, the following information when submitting a Statement of Qualifications in response to this RFQ:

BUSINESS. Identify the business form of contracting entity. If the proposed form of entity is a joint venture, please identify each venturer and their respective percentage of participation. Provide a summary, on three pages or less, describing why your firm/team is the most qualified for the Project. This should include an overview statement of the firm's particular abilities and qualifications, including the number of years the firm has been in business, the geographical area of operations and professional affiliations. Please also indicate the principals in the organization and the size and composition of the organization.

PERSONNEL/STAFFING. Provide a project organizational chart containing the names and titles or 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.

SIMILAR EXPERIENCE

CONSTRUCTION MANAGER AT RISK EXPERIENCE. Describe the typical relationship between the Owner, Architect and CM at Risk and the value a CM at Risk brings to a construction project, including the impact of a CM at Risk on overall project costs. Provide a list of projects completed using the Construction Management at Risk contract -include reference names and contact information.

SIMILAR WITH CHOSEN ARCHITECT. Provide a list of projects completed with the selected design team. It is anticipated the design team will be identified prior to the response date for this solicitation and will be issued in an addendum to this solicitation.

SIMILAR EXPERIENCE IN ENERGY EFFICIENT PROJECTS. Experience with innovative energy efficient building systems.

SIMILAR EXPERIENCE IN LEARNING INSTITUTIONS. Provide names, addresses and telephone numbers of references for projects where your firm (or top firm principal or officer) has led or managed construction of a project similar in scope and complexity as the Project. For each project please include:

Brief description of the project, including square footage, etc.

Construction cost

Owner's name, address, contact person and phone number

PROJECT APPROACH. A summary statement, in clear terms, of your understanding of the proposed project and description to your approach, including a proposed work plan. Describe the firm's process, approach and methodology related to:

- Pre-Construction Phase Services
- Construction Phase Services
- Value Engineering
- Estimating at each design phase
- Scheduling - Demonstrated track record of performance of managing projects to the original schedule.
- 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.
- 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.
- 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 and suggestions to conform with the ORC.
- Communication with Owner - Provide examples of reports used to document the progress and status of the project.

QUALITY CONTROL. Provide information about your quality control/quality assurance processes as it relates to overall project success and sub-contractor selection. Describe your sub-contractor pre-qualification process.

FINANCIAL RESPONSIBILITY/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. Provide latest audited financial statements and/or any other documentation that provides evidence of financial responsibility.

OTHER CONSIDERATIONS. Describe the firm's willingness to accept liquidated damages and experience with such provisions on other similar projects. Disclose all information concerning any suits filed, judgments entered or claims made against the firm during the last five years or any declaration of default or termination for cause against the firm with respect to CM at Risk services.

In addition, state whether during the past five years the firm has been suspended from submitting proposal or entering into any government contract.

V. SUBMITTAL INSTRUCTION

Statements of qualifications must be identified by the following: "STATEMENT OF QUALIFICATIONS FOR CONSTRUCTION MANAGER AT RISK SERVICES"

Two (2) hard copy originals and (1) PDF electronic copy of the statement of qualifications must be submitted to:

Mariemont City School District
Lance Hollander
Director of Administrative Services
2 Warrior Way
Cincinnati, Ohio 45227

Proposals shall be received no later than 2:00 PM on March 15, 2018. Any proposals arriving after 2:00 PM will be marked late and will receive no consideration for selection to provide the specified equipment, supplies and/or services. Proposals may also be delivered in person. The Owner will return, unopened, any proposals that are received after the deadline.

Questions must be in writing and directed by mail or e-mail to Lance Hollander, Director of Administrative Services: LHollander@mariemontschools.org

Answers to any questions shall be in writing and shall be sent to all firms who are on record with the Owner as having requested and been furnished a copy of this Request For Qualifications. It is therefore imperative that firms provide full and accurate contact information to the Owner.

COMMUNICATIONS

Firms considering responding to this Request for Qualifications are strictly prohibited from communicating with any member of Owner's staff other than as identified above.

CANCELLATION; REJECTION

Owner reserves the right to cancel at any time for any reason this solicitation and to reject all qualifications statements. Owner shall have no liability to any firm arising out of such cancellation or rejection. Owner reserves the right to waive minor variations or defects in the selection process.

PROPOSER COSTS

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