

Request for Qualifications (CM at Risk Contract)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>Midtown Collaboration Center Buildout</u>	Response Deadline	<u>10/06/25</u>	<u>9:00 am</u> local time
Project Location	<u>1974 E 66th Street</u>	Project Number	<u>20250919</u>	
City / County	<u>Cleveland / Cuyahoga</u>	Project Manager	<u>Paul Hammond</u>	
Owner	<u>Northeast Ohio Medical University</u>	Contracting Authority	<u>Local Higher Education</u>	
Delivery Method	<u>CM at Risk</u>	Prevailing Wages	<u>State</u>	
No. of paper copies requested (stapled, not bound)	<u>0</u>	No. of electronic copies requested (PDF)	<u>1</u>	

In accordance with the Ohio Facilities Construction Commission (OFCC) guidelines for new construction procurement, this advertisement includes the submission of both the Request for Qualifications (RFQ) and the Request for Proposals (RFP).

Submit the requested number of Statements of Qualifications, (Form F110-330) and Proposals directly to Public Purchase. See Section G of this RFQ for additional submittal instructions.

All questions must be submitted exclusively through Public Purchase, the electronic bidding platform. This system ensures transparency by allowing all vendors to view submitted questions along with corresponding responses.

Responses to questions will be posted on the Public Purchase website on a rolling basis until one week prior to the proposal submission deadline.

Access the Bidding Tool:

- Vendor Registration: <https://www.publicpurchase.com/gems/register/vendor/register>
- Bid Board: <https://www.publicpurchase.com/gems/browse/home>

Vendor Support:

For assistance, vendors may use the live chat feature located in the upper left corner of the site, email support@publicpurchase.com or call 801-932-7000

Project Overview

A. Project Description

Northeast Ohio Medical University (NEOMED), Rootstown, OH, has entered a partnership with The Cleveland Foundation (Landlord) that will provide NEOMED with a presence in the Cleveland community. NEOMED has leased approximately 8,200 SF on the third floor of the MidTown Collaboration Center (MCC) on 1674 E. 66th St. in Cleveland.

The leased space will be designed and constructed for innovation, collaboration and university functions. The initial programming design concept will include an open ceiling finish with a large audio-visual presence, breakout areas and meeting space.

The leased space is currently unoccupied with the landlord's work substantially completed, including an open unfinished condition (warm dark shell) with studs and insulation (no drywall) and all heating, ventilating, air conditioning stubbed to the demising wall of the location, rough-in plumbing for a potential café, and unwired floor boxes for future open seating.

The Construction Manager at Risk (CMR) scope will include construction management for all trades and construction coordination and to have utility requirements in place with NEOMED procured vendors for Audio-Visual, IT, Technology, Furniture, and Branding.

Confirming build out construction scope that NEOMED and the CMR will be responsible for:

- MEP design and installation within the space.
- Plumbing and stubbed out in the potential café location but no fixtures have been installed.
- Carpentry, painting, flooring, finishes, walls, doors and millwork.
- Window shades will need to match the base building specifications and are required at every opening
 - "Mecho" Mecho5W & Whisper IQ2 shade product.

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Certain gratis materials provided by the Landlord will be available for construction use: approximately 180 sheets of 5/8" drywall, metal studs and ceiling tile. Quantities are being inventoried and available for review at the Pre-Bid meeting.

MCC Pre-Built Drawings are available as reference. Note any furniture and café millwork layouts shown are sample only.

Photos of the leased space available as reference.

Design and construction schedule is a crucial factor for the successful completion of this project. Proposals will be reviewed immediately upon due date with interviews scheduled in short order. NEOMED is looking for partners who will be proactive, provide the most efficient schedule and budget, and constructed applying NEOMED standards for design and brand to complete the project in a timely manner.

Vendors interested in this project will submit their initial qualification proposal (RFQ) AND with a pricing proposal (RFP).

This is a prevailing wage project.

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").

All aspects of the project and related issues will be implemented and operated consistent with the Contracting Authority and/or Owner's policies and procedures.

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. Participate in the Encouraging Diversity, Growth & Equity (EDGE) Program as required by statute and the Agreement.

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 *Ohio Facilities Construction Manual* 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 <https://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,

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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. CMR Project Delivery Method
2. Successful managing construction in occupied buildings with active programming.
3. Experience with State of Ohio administered projects.
4. Successful coordination with University IT-AV-Security staff and University selected vendors.
5. Successful experience with tight timelines to complete construction.

C. Funding / Estimated Budget

Total Project Cost	<u>\$2,000,000.00</u>	State Funding	<u>\$0.00</u>
Construction Cost	<u>\$1,720,000.00</u>	Other Funding	<u>\$2,000,000.00</u>

D. Anticipated Schedule

CM Preconstruction Services Start	<u>10 / 25</u>
Construction Stage Notice to Proceed	<u>12 / 25</u>
Substantial Completion of all Work	<u>06 / 26</u>
CM Services Completed	<u>07 / 26</u>

E. EDGE Participation Goal

Percent of the CM's total compensation excluding CM's Contingency*	<u>5.0%</u>
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*Preconstruction Stage Compensation plus Contract Sum minus CM's Contingency

F. Evaluation Criteria for Selection

Selection Criteria: The Construction Manager (CM) will be selected through a two-step process. First, firms will be evaluated based on qualifications outlined in this announcement then short-listed. Second, short-listed firm's proposals that will be evaluated on best value, combining qualifications and pricing to determine overall value to the State and Owner. RFP instructions and forms will be provided in a separate document.

Short List: Each firm will be evaluated based on its qualifications and the experience of its proposed project team. The Contracting Authority will short-list at least three of the most qualified firms, unless fewer than three are deemed qualified. The Owner will then review the short-listed firm's RFP proposals, prior to interviews.

Request for Proposal: Interested firms must submit both a Request for Qualifications (RFQ) and a Request for Proposal (RFP). The RFP must include preconstruction stage compensation, construction stage personnel costs, itemized general conditions costs, construction stage contingency percentage, and construction stage fee percentage. Short-listed firms will also receive the most recent design documents and the proposed project schedule.

Pre-Bid Meeting: Prior to submitting a response to the RFQ and RFP, all interested firms will be invited to meet for a Pre-Bid meeting at the construction site conducted by the Contracting Authority and/or Owner. The purpose of the pre-bid meeting is to permit all firms an opportunity to ask the Contracting Authority and/or Owner questions to help the firms prepare their responses to the RFQ and RFP.

Interview: After evaluating responses to the RFQ/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.

RFQ and RFP issued via Public Advertisement	September 19, 2025
Pre-Bid Meeting on Site	September 25, 2025
RFQ/RFP Proposals due / Shortlist	October 6, 2025
Interviews	October 8, 2025
Selection of CM	October 9, 2025

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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 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 <https://ofcc.ohio.gov>. The *Intent to Contract and to Perform* form is again required at the Fee Proposal stage.

If the CM firm intends to receive points for exceeding the EDGE Participation Goal, it must provide BOTH a completed *Commitment to Participate* form AND a completed *Statement of Intent to Contract and to Perform* forms signed by both parties with its *Statement of Qualifications*.

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.

Interested CM firms must indicate on their *Statement of Qualifications*, the locations where their services will be performed in the spaces provided or by attachment in accordance with the requirements of Executive Order 2019-12D related to providing services only within the United States and the requirements of Executive Order 2022-02D prohibiting purchases from or investment in any Russian institution or company. Failure to do so may cause their *Statement of Qualifications* to be rejected.

G. Submittal Instructions

Firms are required to submit the current version of *Statement of Qualifications* (Form F110-330) available via the OFCC website at <https://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.

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 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.

CM at Risk Selection Rating Form

State of Ohio Standard Forms and Documents

Project Name Midtown Collaboration Center Buildout Proposer Firm _____
 Project Number 20250919 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 25 miles	5	
	25 miles to 50 miles	2	
	More than 50 miles	0	
b. Amount of contracts awarded by Contracting Authority in previous 24 months	Less than \$500,000	5	
	\$500,000 to \$2,000,000	2	
	More than \$2,000,000	0	
2. Primary Qualifications (Maximum 40 points)			
a. Project management lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	Max = 30
b. Project administration lead	Experience / ability to effectively administer project controls and processes	0 - 5	
c. Technical staff	Experience / ability of technical staff to develop accurate estimates and schedules	0 - 5	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 10	
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 2 sample projects	1	Max = 3
	3 to 4 sample projects	2	
	More than 4 sample projects	3	
b. LEED*** Registered / Certified project experience	Registered LEED v4 or v4.1 projects	1	Max = 2
	Certified LEED v4 or v4.1 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 2 projects	0 - 3	
	4 to 6 projects	4 - 6	
	More than 7 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 3 projects	0 - 1	
	4 to 6 projects	2 - 3	
	More than 6 projects	4 - 5	

* Must be comprised of consulting firm(s) and NOT the lead firm - For more information on scoring this and other criteria refer to [Document F199-01 - PS Selection Rating Rubric](#).

** Preconstruction Stage Compensation plus Contract Sum minus Subcontracted Work, Self-performed Work, and CM's Contingency

*** Leadership in Energy & Environmental Design administered by Green Business Certification Inc.

Subtotal	
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Notes:

Evaluator:

Name _____

Signature _____ Date _____