

Request for Qualifications (CM at Risk Contract)

State of Ohio Standard Forms and Documents

Administration of Project: Ohio Facilities Construction Commission

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|--|--|--|----------------------|---------------------------|
| Project Name | <u>25 S Front & NHC Elevator Modernization</u> | Response Deadline | <u>5/9/2025</u> | <u>2:00 pm</u> local time |
| Project Location | <u>25 S Front & NHC</u> | Project Number | <u>DAS-250001</u> | |
| City / County | <u>Columbus / Franklin</u> | Project Manager | <u>Phillip Haley</u> | |
| Owner | <u>Ohio Department of Administrative Services</u> | Contracting Authority | <u>OFCC</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> | |

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Procurement at procurement@ofcc.ohio.gov. See Section G of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Procurement at procurement@ofcc.ohio.gov with the project number included in the subject line (no phone calls please). Questions will be answered and posted to Opportunities page on the OFCC website at <https://ofcc.ohio.gov> on a regular basis until one week before the response deadline. The name of the party submitting a question will not be included on the Q&A document.

Project Overview

A. Project Description

The Department of Administrative Services is modernizing the existing elevators at three of their state-owned office towers: 246 North High, 35 East Chestnut (together known as the North High Complex) and 25 South Front. This work includes replacement of existing control systems with new modern integrated control systems including destination dispatch, modernizing to existing elevator/building code compliance requirements, modernizing the cab finishes and lighting, replacement and/or refurbishment of elevator machines, shaft repairs to code (fireproofing, bevells, etc.), improvements to speed and ride quality, security enhancements/new cab cameras, and other items of work as necessitated to meet the Department's requirements and permissible by project budget. An outline of the elevators are as follows:

- 246 North High (1940s): 8 Floors plus Penthouse; 8 passenger elevators + 1 Service Elevator. All elevators are traction type. The elevators are typically original to the building with controllers modernized in 1998.
- 35 East Chestnut (1960s): 8 Floors plus Penthouse; 5 passenger elevators + 1 Service Elevator. All elevators are traction type. The elevators are typically original to the building with controllers modernized in 2004.
- 25 South Front (1960s): 8 Floors plus Penthouse; 4 passenger elevators + 2 Service Elevators. Passenger elevators + 1 service car are traction type originally installed in 1965 with controls being modernized in 2000. The other service car is hydraulic installed in 1987.

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 opinion of the documents characteristics with respect to the Minimum Stage Submission Requirements, 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; prepare and submit the GMP proposal(s) and Amendment(s); agree on necessary clarifications and/or adjustments of the GMP Proposal; execute the Amendment(s); lead and manage the Subcontractor Prequalification and Bidding process, Full Implementation of all Construction and Final Closeout Stages.

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>.

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The preconstruction and construction services are generally described below. Subcontracts including but not limited to Elevators, Fire Protection, Electrical and General Trades 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, Owner, A/E, and the 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. Note that construction funding is anticipated to straddle fiscal years/biennium capital bills, as such it is expected that construction will commence at the North high Complex around March 2026 and construction will commence at the 25 S Front Building around September 2027. This has been assumed in the anticipated schedule below assumes this. The actual cash flow is not entirely known, and will be assessed closer to the end of the design process. Significant changes to the anticipated construction schedule may needed to accommodate the owner's expected completion timeframe, however it would be anticipated any schedule adjustments would allow for better overlap of construction with an overall reduction of construction time frame.

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. Identify Project's Delivery Method (MP, GC, CMR, DB)
2. Proposing Firm's role on Project (CMA, OA, CMR, DB, GC, Trade)
3. Elevator Modernization Experience
4. Mid-rise to High-rise Office Building Experience
5. Experience with projects in occupied office buildings
6. Experience with State/Gov't Owners
7. Historically Significant Building Interiors & Finishes
8. Experience with OAKS CI

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C. Funding / Estimated Budget

| | | | |
|--------------------|---------------------|---------------|---------------------|
| Total Project Cost | <u>\$27,000,000</u> | State Funding | <u>\$27,000,000</u> |
| Construction Cost | <u>\$25,250,000</u> | Other Funding | <u>\$0</u> |

D. Anticipated Schedule

| | |
|--------------------------------------|----------------|
| CM Preconstruction Services Start | <u>11 / 25</u> |
| Construction Stage Notice to Proceed | <u>03 / 26</u> |
| Substantial Completion of all Work | <u>12 / 28</u> |
| CM Services Completed | <u>02 / 29</u> |

E. EDGE Participation Goal

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

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.

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|--------------------------------------|---------------------------|
| RFP issued to the Short-Listed Firms | After May 8, 2025 |
| Interviews | On or about June 12, 2025 |
| Selection of CM | On or about June 23, 2025 |

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

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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. Also, please insert the project number and firm name followed by "SOQ" in the email subject line.

Statements of Qualifications must be submitted electronically by email. Submittals are limited to one email with a maximum file size of 25 MB.

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. **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.
4. **Estimating:** Demonstrated track record of performance of in-house estimating on projects comparable to the Project.
5. **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

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Project Name 25 S Front & NHC Elevator Modernization Proposer Firm _____
 Project Number DAS-250001 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 51 miles | 0 | |
| b. Amount of contracts awarded by Contracting Authority in previous 24 months | Less than \$50,000,000 | 5 | |
| | \$50,000,000 to \$100,000,000 | 2 | |
| | More than \$100,000,000 | 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 - 10 | |
| d. Construction administration staff | Experience / ability of field representative to identify and solve issues during construction | 0 - 15 | |
| 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 3 sample projects | 1 | Max = 3 |
| | 3 to 6 sample projects | 2 | |
| | More than 6 sample projects | 3 | |
| b. LEED*** Registered / Certified project experience | Registered LEED v4 or v4.1 projects | 1 | Max = 0 |
| | Certified LEED v4 or v4.1 projects | 2 | |
| c. BIM project experience | Training and knowledge | 1 | Max = 0 |
| | 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 6 projects | 0 - 3 | |
| | 6 to 8 projects | 4 - 6 | |
| | More than 8 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 | |
| | 3 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 | |

Notes:

Evaluator:

Name _____

Signature _____ Date _____