

# Request for Qualifications (CM at Risk Contract)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Local Higher Education

Project Name	<u>ASTC Building Renovation</u>	Response Deadline	<u>02/06/2025</u>	<u>3:00 PM</u>	local time
Project Location	<u>Zane State College</u>	Project Number	<u>MAT-250002</u>		
City / County	<u>Zanesville / Muskingum</u>	Project Manager	<u>Joseph Keating</u>		
Owner	<u>Zane State College</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>3</u>	No. of electronic copies requested (PDF)		<u>1</u>	

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Facilities Management at 1555 Newark Road, Zanesville, Ohio 43701. See Section G of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Joseph Keating at [facilities@zanestate.edu](mailto:facilities@zanestate.edu) 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.

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### Project Overview

#### A. Project Description

The College seeks the services of a Construction Manager at Risk (“CM-R”) for the ASTC Building thin brick and stone veneer façade project located at 1426 Newark RD, in Zanesville, Ohio. The project will include but not limited to pre-construction services, construction services, and post-constructions services as detailed below. The Project encompasses full removal of the failing exterior thin brick and stone veneer system and subsequent layers that may be deemed necessary from construction documentation and installation of a new building exterior system to be selected during the design phase of the project with input from the selected CM-R. The Project will be performed on an occupied building which requires the CM-R provide a plan to maintain a safe working environment. Coordination of the construction schedule will be critical to minimize the impact for occupants.

The Owner’s estimated total budget for the Project (including all construction and material costs, and construction manager at risk fees) is \$1,821,000.

The Owner anticipates that the selected CM-R will assist with developing the anticipated schedule for the Project, per the Project funding requirements. **The CM-R’s final GMP proposal for the Project will be submitted at conclusion of Pre-Con Services with Final Completion being achieved for final payment, without exception, by February 28, 2026.**

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

CM-R services for the Project will include, but not be limited to, design review and pre-construction services, participation in developing the budget and updated construction cost estimates, participate in preparing the construction schedule (including identification of significant milestones for completion of the Work, pre-qualification of subcontractors to perform the required Work, construction, and close-out phases of the Project. CM-R service will be defined in an agreement with the Owner, the form of agreement, including general conditions of contract for construction, will be provided to the short-listed firms during the RFP phase. The scope of the selected firm’s services may include but not limited to the following:

##### A. Pre-Construction Services

1. Participate in regularly-scheduled design progress meetings with the Design Professional, the various consultants, and the Owner. The CM-R shall be responsible to provide ongoing preconstruction services

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including constructability, construction costs, material selection/evaluations, construction duration and phasing, sequence of construction, and other scheduling services, along with construction means and methods.

2. Coordinate/participate in meetings with the Owner and Design Professional, utility companies, and regulatory agencies to expedite the design/permit process.
3. Identify and detail construction phasing and scheduling that will minimize interruptions to Owner operations, if applicable.
4. Identify long-lead procurement items and develop strategies to minimize effects of same.
5. Develop comments, suggestions and cost estimates throughout the phases of design.
6. Develop constructability and value engineering suggestions at all design phases – considering different design/material/life cycle elements.
7. Assist with permit acquisition/approval.
8. Develop prequalification criteria for subcontractors and prequalify subcontractors for the Work, in accordance with Ohio law.
9. Develop potential subcontractor bidders' lists.
10. Develop detailed, open book cost model budget and estimates based on interim design submittals and prepare the Guaranteed Maximum Price (GMP) proposal based on the complete or nearly complete Construction Documents.

### **B. Construction Services**

1. Coordinate with the Owner, the Design Professional, and other stakeholders as necessary.
2. Bond and insure the construction per Ohio law and the Contract Documents. Procure materials.
3. Schedule and manage construction operations.
4. Bid, award (with Owner input, per Ohio law), and manage all construction-related subcontracts.
5. Provide quality control and construction supervision.
6. Provide progress scheduling, monitor/enforce compliance with Schedule. Conduct regular progress meetings and distribute minutes.
7. Address all construction related permitting requirements.
8. Maintain safe work site.
9. Perform project closeout including documentation (final wage reports, lien releases, O&M manuals, as-builts, etc.)
10. Provide prevailing wage reporting/accounting.

### **C. Post-Construction Services**

1. Full warranty obligations.
2. Perform other post-construction services.

### **Procurement Process:**

As defined in the Ohio Revised Code and Ohio Administrative Code, the selection process will be conducted in two phases.

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1. RFQ. The first phase includes review and evaluation of qualifications submitted by firms interested in providing the required CM-R services by the Owner's Evaluation Committee, in accordance with Ohio law. The Evaluation Committee will review and evaluate the qualifications received. A minimum of three short-listed firms that are determined to be qualified to provide the required CM-R services will be identified, unless it is determined that there are less than three qualified firms.
2. RFP. Technical and pricing proposals will be requested from the short-listed firms, using a request for proposals. The technical and pricing proposals received will be reviewed and evaluated and, considering both qualifications and technical/pricing information, the firm determined to provide the best value for the Project per ORC § 9.33 et seq. and submitted the most advantageous proposal will be selected.

### Pre-Submittal Site Visit:

Respondents may visit the site from the general public's perspective. The Owner reserves the right to have a representative present. Notify the Owner's Representative prior to visiting the site.

The selected Construction Manager at Risk ("CM-R"), 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 *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, 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. CM-R
  - o Pre-Con experience working directly with design team and/or envelope consultants
  - o Construction Services

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2. Building Exterior
3. Construction Administration
4. Construction Bidding
5. State Construction Contracting
6. Payroll/Wage Reporting

### C. Funding / Estimated Budget

Total Project Cost	<u>\$2,017,690</u>	State Funding	<u>\$600,000</u>
Construction Cost	<u>\$1,821,000</u>	Other Funding	<u>\$1,417,690</u>

### D. Anticipated Schedule

CM Preconstruction Services Start	<u>02 / 25</u>
Construction Stage Notice to Proceed	<u>05 / 25</u>
Substantial Completion of all Work	<u>12 / 25</u>
CM Services Completed	<u>02 / 26</u>

### E. EDGE Participation Goal

Percent of the CM's total compensation excluding CM's Contingency*	<u>0.0%</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.

Receive RFQ	02/06/2025
RFP issued to the Short-Listed Firms	02/10/2025
Interviews	02/12/2025-02/18/2025
Selection of CM	2/20/2025

**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.

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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 label the USB device with the project number and firm name if applicable.

Three (3) Paper copies of the *Statement of Qualifications*, should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary. Submit (1) USB Drive with the submittal combined into one PDF file.

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.

# CM at Risk Selection Rating Form

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Project Name ASTC Building Proposer Firm \_\_\_\_\_  
 Project Number MAT-250002 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary Firm Location and Workload (Maximum 10 points)</b>			
a. Proximity of firm to project site	Less than 25 miles	5	
	25 miles to 100 miles	2	
	More than 100 miles	0	
b. Amount of contracts awarded by Contracting Authority in previous 24 months	Less than \$200,000	5	
	\$500,000 to \$1,000,000	2	
	More than \$1,000,000	0	
<b>2. Primary Qualifications (Maximum 40 points)</b>			
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	
<b>3. Key Consultant Qualifications (Maximum 10 points)</b>			
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	
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
a. Previous team collaboration	Less than 2 sample projects	1	Max = 3
	3 to 4 sample projects	2	
	More than 7 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	
<b>5. Overall Team Experience (Maximum 30 points)</b>			
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 3 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 2 projects	0 - 1	
	2 to 6 projects	2 - 3	
	More than 7 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.

<b>Subtotal</b>	
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**Notes:**

**Evaluator:**

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_