

Hillsboro City School District

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HILLSBORO CITY SCHOOL DISTRICT REQUEST FOR QUALIFICATIONS FOR CONSTRUCTION MANAGER AT RISK SERVICES

The Hillsboro City School District Board of Education (Board) plans to use the construction manager at risk (CMR) delivery method for 1 (one) new eight hundred (800) seat Auditorium, (all of which is referred to as the "Project"), which will be funded with permanent improvement funds in the district treasury. Preconstruction services will begin immediately after selection.

Woolpert, Inc. Architects is the design firm for the Project. The estimated total construction budget for the Auditorium is \$5,900,000. Based upon the budget prepared by Woolpert, Inc. The anticipated completion date for the Project is: September 2020.

Firms interested in serving as the CMR for the Project to provide services during preconstruction, and continuing through construction and close-out of the Project, are invited to submit their qualifications and a statement of interest for consideration. Submittals will be reviewed and evaluated to identify a short-list of 3 (three) qualified firms to be considered for the Project. The firm selected will be the firm determined to provide the best value for the Project at the conclusion of the proposal phase of the selection process.

The Board wishes to use the services of a company experience with the CMR delivery method for the Project; the Board does not anticipate allowing the selected CMR to self-perform any of the work on the Project, but reserves the right to consider a request from the selected CMR for self-performing work based upon specific circumstances. As required by Ohio Revised Code (ORC) Section 9.33, et seq., qualifications are requested from experienced CMR firms to provide CMR services to the Board in connection with the Project. This Request for Qualifications (RFQ) includes criteria against which qualifications submitted will be reviewed and evaluated to develop the short-list of firms from which pricing and technical proposals will be requested in the second phase of the selection process. Proposals submitted will be reviewed and evaluated to determine the CMR firm that will provide the best value for the Project.

Interested firms may submit qualifications electronically to Mr. Tim Davis, Superintendent, Hillsboro City Schools, at tdavis@hillsboro-indians.org or by delivery to Mr. Tim Davis at 39 Willettsville Pike, Hillsboro, Ohio 45133; if submitted by delivery, include two (2) paper copies and one (1) digital copy of the requested qualifications and other information. Submittals are due no later than 4 P.M. on Monday, August 19th, 2019. Qualifications received after this time will not be considered. Direct all questions about the Project to Mr. Todd Ford (513.527.2525; todd.ford@woolpert.com).

"An Equal Opportunity Employer"

"We provide a well-rounded experience that prepares each student to be successful in life".

SERVICES REQUIRED:

CMR services will begin immediately upon selection and will include, but not be limited to, design review and pre-construction, participation in developing the budget and updated construction cost estimates, participation in preparing the construction budget (including identification of significant milestones for completion of the Work), prequalification of subcontractors to perform the required work, construction, and close-out phases for the Project. All work on the Project must be performed with prequalified subcontractors. The Board plans to select a CMR firm to provide services for the Project; it is anticipated that the early site work will be completed prior to the Board's selection of a CMR. CMR services will be defined in an agreement with the Board; the form of agreement, including general conditions of the contract for construction, will be provided to the short-listed firms at the beginning of Phase Two of the selection process.

SELECTION PROCESS:

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

1. Phase One. The first phase includes review and evaluation of qualifications submitted by firms interested in providing the required CMR services. The evaluation committee will review and evaluate the qualifications received. Firms may be invited to meet with the Board prior to the release of the short-list of CMR firms. Following these meetings, a list of short-list of firms that are determined to be qualified to provide the required CMR services will be released.
2. Phase Two. Technical and pricing proposals will be requested, using a request for proposal for that purpose, from the short-listed CMR firms. The technical and pricing proposals received will be reviewed and evaluated and, considering both technical proposals for the Project and pricing information, the CMR firm determined to provide the best value for the Project will be selected. The Board may meet individually or as a group with the short-listed firms prior to submission of proposals to address questions about the Project. The short-listed firms will each be invited to a mandatory interview with the Board following submission of the proposals and prior to the final ranking of firms by the Board before the best value firm is selected by the Board.

Phase One – Qualifications: Note, short-listed firms will be expected to expand this area when preparing the technical proposal during Phase Two of the selection process. Information requested should show evidence of the CMR's ability to meet the identified criteria and should be of a general nature.

The qualifications for the CMR and the basis for the evaluation of qualifications submitted are:

- Competence to perform the required management services as indicated by the technical training, education, and general experience of the CMR's personnel, especially the technical training, education, and experience of the CMR's employees to be assigned to the project (the CMR's project manager and job-site superintendents (s) are expected to have 5-10 years of hands-on experience with construction and preferably Ohio public school construction);
 - a. Provide information about CMR's procedures for preparing budget estimates, performing and constructability reviews, and value engineering.
 - b. Provide general information about the CMR's approach to GMP Amendment preparation and timing.
- 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 (specifically experience as a construction manager in an agency role on Ohio public school construction projects, as a general trades contractor on Ohio public school construction projects, as a CMR on current Ohio public school construction projects, as a CMR on private construction projects, and as a general contractor on private construction projects of similar size and scope);
 - a. Proximity of the CMR's office and staff to the jobsite; ability to respond to situations in a quick efficient manner.
- Past performance as reflected by the evaluation of previous clients, including the Board and the Design Professional, with respect to factors such as control of costs, quality of work, dispute resolution, administration of contracts, and ability to meet deadlines;
- Financial responsibility, including evidence of the capability to provide the payment and performance bonds in accordance with OAC 153:1-4-02(A), and insurance coverages carried by the CMR, including claims history information;
- 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. The State of Ohio's EDGE requirements are not applicable to this Project. The Board does not have specific diversity and inclusion or affirmative action programs. However, the Board is interested in involving local contractors and businesses in the Project.
- Other qualifications that are consistent with the scope and needs of the projects, including, but not limited to, knowledge of the local area and working relationships with local subcontractors and suppliers. Short-listed firms will be asked to address their approach to involving local contractors and businesses in Phase Two of the selection process.
- Experience with multiple phase construction projects as well as controlling construction around active schools.

When preparing the submittal providing information about your firm's qualifications and how they meet each of the 7 criteria listed above, organize the information based upon Sections A (Firm Executive Overview) and B (Experience) and include the following information for consideration:

- **Firm Executive overview.** When providing the following information, if the firm is a national firm with a branch office in Ohio, provide information limited to the firm's Ohio office projects and experience unless the proposed team for this project was specifically on a job out of town.

Include:

1. History and philosophy of the firm. What is it that makes the firm unique? Describe the aspects of the firm's approach to construction management and the CMR delivery method specifically that have made it successful.
 2. Describe the firm's composition—i.e., in-house, full-time employees and in-house professional disciplines. Include consultants used and the firm's experience with each on past projects.
 3. Highlight three (3) reasons why your firm should make the short list.
- **Experience**
 1. Provide information with respect to school district projects in which the firm has been involved as CMR or a contractor (general or specialty trade) over the past five (5) years in Ohio. Include the following for each project identified:
 - a. Brief description of project, including construction cost;
 - b. Owner's name, address, phone number and contact person;
 - c. Architect's name, address, phone number and contact person.
 2. Provide information about the firm's experience with the CMR project delivery method on public construction projects, including any school projects in Ohio or other states.
 3. Provide information about the firm's experience with the CMR project delivery method on private construction projects.
 4. If the company has no experience with the CMR delivery method, provide information about its experience as a construction manager in an agency role.

Phase Two – Pricing and Technical Proposals.

A separate request for pricing and technical proposals (RFP) will be issued by the Board to all short-listed firms. The RFP will include the criteria for pricing and technical proposal, the form of CMR agreement to be used for the Project, the general conditions of the contract for construction, the scoring matrix for determining the best value, and other documents.

Qualifications received through Phase One of the selection process will be reviewed and firms will be notified if they are included on the short-list of qualified firms. Short-listed firms will be asked to submit pricing and technical proposals to the District. The Board anticipates selecting the best value CMR firm by its regular September Board Meeting at the latest.

The Board appreciates your interest in the Project and looks forward to reviewing your qualifications and statements of interest for the Project.