

COLUMBUS METROPOLITAN LIBRARY

Request for Qualifications

Maintenance and Improvements Construction Management at Risk (CMAR) Task Order Project – CMAR Qualifications

Issue Date: July 2, 2018 RFQ

Number: CML #18-012

Issued by

Procurement Department
96 S. Grant Ave.
Columbus, OH 43215

Deadline for Submittal

Friday, August 3, 2018
No later than 12:00 NOON EST



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Procurement Department
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REQUEST FOR QUALIFICATIONS COVER SHEET

The Columbus Metropolitan Library (“CML” or “Library” or “Owner”) is issuing this Request for Qualifications (“RFQ”) for *Maintenance and Improvements Task Order CMAR*. The RFQ Identification Number is: **CML #18-012**.

Submittals must be received at the Columbus Metropolitan Library, 96 South Grant Avenue, Columbus, Ohio 43215 no later than 12:00 Noon on Friday, **August 3, 2018**. Any Statements of Qualifications (“SOQ”) arriving after 12:00 Noon will be considered late and will receive no consideration for selection to provide the specified services.

All questions or requests for clarifications should be submitted no later than 12:00 Noon on **Friday, July 20, 2018** to: procurement@columbuslibrary.org.

The Offeror (“Offeror”) declares to have read, understood and affirms, by its signature below, to be bound by all the instructions, terms, conditions and specifications of this RFQ and agrees to fulfill the requirements of any contract (“Contract”) for which it is selected to provide the specified goods or services at the prices proposed.

The Offeror certifies, by signature affixed to this “Request for Qualifications Cover Sheet”, that the information provided in response to this RFQ, including certified statements, is accurate and complete.

Federal Taxpayer Identification Number (TIN)		
Name of person signing proposal (Please print or type)	Title	
Offeror Name		
Mailing address		
City	State	ZIP
Telephone	Toll Free Telephone	
Contact Person	Fax Number	
E-Mail address		
Authorized Signature (Original signature only) Please use Blue Ink.		

THIS FORM MUST BE SIGNED AND SUBMITTED WITH THE SOQ

**REQUEST FOR QUALIFICATIONS FOR
CONSTRUCTION MANAGER AT RISK SERVICES**

July 2, 2018

Project Owner: The Columbus Metropolitan Library (the Library)

Project: Maintenance and Improvements Task Order CMAR Project

CML Identification Number: CML #18-012

Delivery Method: Construction Manager at Risk, in accordance with the Ohio Revised Code

Respondent Question Deadline: 12:00 PM Noon, **Friday, July 20, 2018**

RFQ Response Deadline: 12:00 PM Noon, **Friday, August 3, 2018**

Purpose

The Columbus Metropolitan Library (the Library) is seeking qualifications from qualified construction manager at risk (CMAR) firms, required to have a presence in the State of Ohio, to provide construction manager at risk services to perform new construction of specified branches and maintenance and improvements to Library property at multiple locations on an as-needed basis, in the Library's sole discretion, over a period of up to five years (the Project.)

Procurement Process Overview

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

RFQ. The first phase includes review and evaluation of qualifications submitted by firms interested in providing the required CMAR services by the Library's Evaluation Committee, in accordance with Ohio law. The evaluation committee will review and evaluate the qualifications received. Firms may be invited to meet with the Evaluation Committee prior to the release of the short-list of CMAR firms. A minimum of three (3) short-listed firms that are determined to be qualified to provide the required CMAR services will be released, unless it is determined that there are fewer than three (3) qualified firms.

RFP. Technical and pricing proposals will be requested from the short-listed CMAR firms, using a request for proposals (RFP). The technical and pricing proposals received will be reviewed and evaluated and, considering qualifications and technical/pricing information, the CMAR firm determined to provide the best value for the Project will be selected.

Project Overview

The Project will consist of various maintenance and improvement projects to be determined in the Library's sole discretion, as such projects are identified. It is anticipated that the selected CMAR will enter into a Term Agreement with the Library, for a term of up to 5 years. When the Library identifies a project, the project-specific terms will be defined via a written, signed task order addendum to the Term Agreement. The form of Term Agreement and task order addendum will be provided to the short-listed firms during the RFP phase.

Currently maintenance and improvement services are required for several locations including, but not limited to:

- Hilltop (Renovation and Expansion) – approx. 30-32,000 sq. ft.
- Karl Rd (New Build) – approx. 40,000 sq. ft.
- Reynoldsburg (New Build or Renovation) – approx. 40,000 sq. ft.
- Gahanna (New Build or Renovation) – approx. 40,000 sq. ft.

Other maintenance and renovation projects in various buildings owned by the Library will be determined on a rolling basis over the next 5 years, in the Library's sole discretion.

The goals of the Project will include:

- To increase the space available to the public and create safe, sustainable, vibrant places that support community oriented, user-centered programs, technologies and services, providing direct access to the Library's extensive resources, current technology and exceptional staff. Additionally, there will be emphasis on comfortable seating, quiet reading spaces, children's and teen spaces, public meeting spaces, conference rooms, and tutoring rooms; all integrated into facilities that can be easily configured or reconfigured to adapt to community needs.
- To integrate technology and automation thereby providing customers and staff opportunity to utilize the latest digital advancements to serve their information needs as well as increased opportunities to deliver and participate in personalized customer service.
- To address the changing dynamics of the library service model, such as the growing influence of e-books, social media, cell phones and other devices as they pertain to customer behavior and expectations.

Background

The Library is a county district library established in accordance with §3375.20 of the Ohio Revised Code. The Library, which is a separate legal entity, is financially, managerially and operationally independent from both Franklin County and the City of Columbus. The Library is a fully funded political subdivision and receives the majority of its funding from the State of Ohio and locally voted property taxes.

Scope of Work

CMAR services for each Project will be identified in the Project-specific task order addendum and may include, but not be limited to, design review and pre-construction services, participation in developing the budget and updated construction cost estimates, participation in preparing the construction schedule (including identification of significant milestones for completion of the Work), prequalification of subcontractors to perform the required Work, construction, and close-out phases of the Project. The scope of the selected CMAR firm's services will likely include, but may not be limited to, the following:

Pre-Construction Phase

- Review Contract Documents for clarity, coordination, and constructability
- Provide estimates of probable construction costs during the design process
- Develop a preliminary project and construction schedules, including phasing plan and milestone

- Facilitate Value Engineering (VE) study
- Develop prequalification criteria for subcontractors and prequalify subcontractors for the Work, in accordance with Ohio law. Submit a list of proposed prequalified Subcontractor vendors to the Library. Subcontractors, including but not limited to Plumbing, Fire Protection, HVAC, Electrical and AV/Technology will be awarded by the CMAR 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 Owner, the A/E and the CMAR.
- Submit to Owner and the A/E proposed Guaranteed Maximum Price

Subcontractor Bid and Award

- Lead and manage the Subcontractor Prequalification and Bidding Process
- Self-performance of work must be pre-approved by the Library and CMAR must submit a sealed bid prior to receiving subcontractor bids for such work, in accordance with Ohio law
- In concert with Architect, conduct a pre-bid meeting
- Assist the Architect in answering questions and developing addenda
- State prevailing wage requirements apply to these projects

Construction Phase

- Lead and manage the Construction Phase
- Establish a document control system for all project documents
- Bond and insure the construction per Ohio law and the Contract Documents.
- Conduct periodic progress meetings; develop and distribute meeting minutes
- 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 stage
- Process, act upon, and track all project correspondences, including letters, emails, submittals, shop drawings, requests for information, others, etc.
- Review Subcontractor payment requests and determine accuracy of same
- Provide prevailing wage reporting/accounting in accordance with Ohio law
- If changes to the work 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 the Library
- Provide quality assurance inspection of the construction work
- Coordinate all QA material testing by independent testing firms
- Provide periodic progress reports to the Library
- Coordinate commissioning and start-up with the Subcontractor(s) and the Library
- Coordinate training of Library personnel with the Subcontractor(s)

Post-Construction Phase

- Lead and manage the Closeout Phase

- Develop and distribute punch lists; track and document completion of punch lists
- Make requests to the Library for substantial completion and final completion
- Collect all required warranties and guarantees and provide to the Library
- Review all as-built drawings for accuracy and provide as-built drawings to the Library
- Warranty service

Any and all services shall be according to a Term Agreement and Project-specific task order addendum with the Owner.

Reference Documents

Preliminary design and reference documents may be provided as Projects are identified by the Library.

Submittal Format

Statements of Qualifications (SOQ) submittals shall provide a straightforward, concise description of the Respondent firm's capabilities to satisfy the requirements of this RFQ and provide sufficient information to fully establish the firm's ability to perform all of the actions, activities and functions described in this RFQ. All information provided shall be bound into a single volume, with a table of contents listing all sections. Include the RFQ Cover Sheet that is signed by an officer of the firm.

Emphasis should be on conformance to the RFQ instructions, responsiveness to the RFQ requirements, completeness and clarity of content, and should minimize extraneous marketing materials. Costs for developing submittals are entirely the responsibility of the firm and shall not be chargeable to the Library.

Submittal Required Information

Provide the following information for consideration by the Library as part of the evaluation of Respondent's qualifications. The SOQ must be separated into tabbed sections as follows:

- 1. Competence and Services.** When providing the following information, if the firm is a national firm with a branch office in Ohio, indicate this and provide information limited to the firm's Ohio office projects and experience. Include:
 - a. An Executive Summary of the CMAR Firm and CMAR Team (the firm's proposed employees who would be assigned to perform services for the Project) including key consultants, if any. Demonstrate the firm's particular abilities and qualifications and include the number of years the firm has been in business as well as the geographical area of operations and professional affiliations. Please also indicate the principals in the organization and the size and composition of the organization.
 - b. Describe the CMAR Firm and proposed CMAR Team in more detail, building from the Executive Summary – i.e., credentials, technical training, experience/capabilities of estimating and scheduling personnel, education, and experience of the CMAR Team, in-house, full-time employees and in-house professional disciplines. Provide bios for Project Executive/Project Manager, Project Administrator (Site Level), and Construction Technical Staff (Estimating, Budgeting, Scheduling) only.

- c. **Provide a summary statement that demonstrates your understanding of the Project, the Project goals, and why your firm is qualified for the Project. Describe how your firm is well-suited for the term/task order engagement, potential challenges, and how your firm and CMAR Team will address those challenges.**
- d. Describe experience with similar projects - general maintenance, improvements, and construction work in occupied library (or similar) facilities, use of space, technology, and systems that support library facility functions, value engineering, and any experience minimizing operating costs.
- e. Describe the firm's qualifications with regard to construction document preparation in its role as CMAR. Briefly describe the provisions and procedures that the firm would recommend including in the Construction Documents issued to Subcontractors to best protect the Owner with respect to project controls and cost savings approaches.
- f. Describe the scopes of Work the CMAR may self-perform. List potential consultants to be used for the Project and the firm's experience with each on past projects. Roles performed by consultants must be clearly identified. Limit bios to one page in length.

2. Ability to Provide the Required Services.

- a. Capacity of the CMAR Firm and members of the CMAR Team to provide the required services for the various future Projects in terms of workload and availability. **List all projects the CMAR Firm is currently working on.** Include all current and anticipated projects, the status of each, and relevant information (e.g., project name, project location, project completion date, project owner, brief description of the project construction cost, project size, type, and complexity, project delivery model, stage of completion, committed staff and consultants.)
- b. Previous collaboration of the CMAR Team members on any project type, sample projects on which a significant number of individual team members have collaborated previously.
- c. Describe your firm's Project Management philosophy, including progress meetings and presentations to the Library's key stakeholders. Provide examples of reports used to document the progress and status of projects.

3. Past Performance.

- a. Describe the typical relationship your firm promotes between the Owner, Architect and CMAR and the value a CMAR brings to a construction project, including the impact of a CMAR on overall project costs.
- b. Describe your firm's history of completing similar projects in accordance with the original substantial completion date in the GMP.
- c. Provide references for representative project experience, **emphasizing public, Ohio library facility CMAR project experience**, if any. **Include and identify any previous or current term/task order engagements.** Include **all library projects the CMAR Firm has completed in the past five years.** For each project, provide information on:

(1) Project owner, owner contact name/phone number/email;

- (2) Brief description of the project and its relevance to this Project;
- (3) Detailed project information including project name, project location, project completion year, construction cost, project size, type, and complexity (e.g., square footage, renovation/ new freestanding/addition, phases, site management);
- (4) Project delivery model (e.g., general contractor, construction manager at risk, design-build, etc.), and whether the CMAR Firm performed preconstruction and construction services;
- (5) Construction cost, including both the initial construction costs with in the original GMP and the final construction costs;
- (6) Members of CMAR Team associated with project and their role on the project;
- (7) Describe CMAR Firm's:
 - Control of costs;
 - Quality of Work performed;
 - Dispute Resolution (dealing with subcontractor and supplier issues);
 - Administration of subcontractors and suppliers;
 - Meeting deadlines and maintaining the original project schedule.

4. Financial Responsibility.

- a. Demonstrate CMAR Firm's bonding capacity as evidenced by a recently dated letter from the CMAR Firm's surety agent listing current available bonding capacity, as well as total maximum bonding capacity. The letter should also state the surety agent's commitment to provide the required payment and performance bonds in accordance with OAC 153:1-4-02, if the CMAR Firm is determined to be the firm that will provide the best value for the Project.
- b. Provide the CMAR Firm's latest audited financial statements and/or any other documentation that provides evidence of financial responsibility.

5. History of performance with goals of diversity and inclusion. Describe CMAR Firm's approach to and history of achieving goals of diversity and inclusion, including:

- a. Local trade contractor participation goals; and
- b. Woman and/or minority owned contractor participation goals.

6. Other qualifications consistent with the scope and needs for the Project.

a. Firm's History / Revenue.

- CMAR Firm's annual revenue associated with **library** construction projects for each of the past 5 years and CMAR Firm's total annual revenue for each of the past 5 years.

- What percentage of the CMAR Firm’s library construction volume over the past two years has been performed as a Construction Manager?
 - What percentage of the CMAR Firm’s total construction volume, over the past two years, has typically been performed with the CMAR Firm’s own forces?
- b. **Insurance Coverage & Claims History.** 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 CMAR services. In addition, state whether, during the past five years, the firm has been suspended from submitting proposals or entering into any government contract. Include:
- Professional Liability coverage of the CMAR Firm, including claims history for the last 10 years.
 - Commercial General Liability coverage of the CMAR Firm, including claims history for the last 10 years.
 - A list of all convictions or fines assessed against the CMAR Firm or any of its officers or directors for violations of State or Federal Law.
- c. **Value Added Experience.** Demonstrate the CMAR Firm/CMAR Team’s past success in providing past construction manager at risk projects with value added components through the CMAR Firm/CMAR Team’s creative or innovative value engineering, construction technique or other similar methods. For each example, provide a brief one paragraph summary. **Include recommendations that added value for construction work on occupied library (or similar) facilities. Include recommendations that enhanced the user experience, cost effectiveness and functionality of library facilities.**
- d. **Prior Performance with the Library.** Has the CMAR Firm or any of CMAR Team ever worked on Projects for the Library in the past? Was the relationship successful?
- e. **Proximity to the Site.** Proximity of the CMAR Firm’s primary office where the majority of the Project work will be managed/performed to the Project site – List distance in miles, straight-line method.
- f. **Familiarity with Local Area.** Knowledge of the local area and working relationships with local and regional subcontractors and suppliers.

Submission Requirements

All SOQs must be in a sealed envelope or appropriate packaging, with the CML Identification Number and title of the Project (e.g., “CML #18-012 MAINTENANCE AND IMPROVEMENTS CMAR TASK ORDER PROJECT - CMAR QUALIFICATIONS [FIRM NAME]” clearly marked on the outside, addressed and delivered to:

Columbus Metropolitan Library
Attn: Wanda Dixon, Procurement Analyst
 96 South Grant Avenue
 Columbus, OH 43215

SOQs may also be delivered in person to the Security Desk, First Floor, Columbus Metropolitan Library, 96 South Grant Avenue, Columbus, Ohio 43215. SOQs submitted via e-mail will not be considered. Each Respondent is responsible to ensure that its submittal meets the delivery requirements to the designated delivery destination at the designated time.

The Library reserves the right to waive any defect or technicality in any SOQ received or to eliminate any Respondent that submits an incomplete or inadequate SOQ or that is not responsive to the requirements of this RFQ. Submittals will be received **until the RFQ Response Deadline set forth above**. Submittals received after this time may be considered solely in the Library's discretion.

Respondent Questions

Any questions or clarifications regarding this RFQ must be sent in writing via email to procurement@columbuslibrary.org and reference the Identification Number (CML #18-012) and title of the RFQ (Maintenance and Improvements Task Order CMAR). **All questions should be submitted no later than the Respondent Question Deadline set forth above.**

Responses to all questions will be documented and posted on the "Doing Business with the Library" page of the Library's website at www.columbuslibrary.org/about/doing-business. The Library anticipates that responses will be posted on or around July 27, 2018.

SOQ Evaluation Process:

The Library's Evaluation Committee will review the qualifications received. If requested by the Library, finalists may be required to meet in person, in Columbus, Ohio, with the Evaluation Committee for a presentation and interview.

A. Conformance Review

Respondent shall be considered responsive if the SOQ responds to the RFQ in all material respects and contains no irregularities or deviations from the RFQ. Each Respondent that is rejected as nonresponsive will be notified of the finding that it was nonresponsive and the reasons for the finding in writing.

B. Qualifications Criteria

The qualifications criteria which may be the basis for evaluation of submitted SOQs are:

1. Competence to perform the required management services as indicated by the technical training, education, and general experience of the CMAR's personnel, especially the technical training, education, and experience of the CMAR's employees and consultants who will be assigned to the Project;
2. Ability in terms of workload and the availability of qualified personnel, equipment, and facilities to perform the required services competently and expeditiously, and experience working on similar types of projects (specifically experience with Ohio library construction projects);
3. Past performance of the CMAR Firm as reflected by the evaluation of previous clients with respect to factors such as control of costs, quality of work, dispute resolution, administration of subcontracts, meeting deadlines;
4. Financial responsibility including evidence of the capability to provide the payment and performance bonds in accordance with OAC 153:1-4-02;
5. History of performance with goals of diversity and inclusion and ability and commitment to incorporate the Library's goals for diversity and inclusion; and

6. Other qualifications that are consistent with the scope and needs of the Project, including, but not limited to:
 - i. History and philosophy of the firm
 - ii. Number of years in business
 - iii. Average revenue
 - iv. Insurance and claims history
 - v. Value added experience
 - vi. Prior performance with the Library
 - vii. Proximity to the site
 - viii. Knowledge of the local area and working relationships with local subcontractors and suppliers

Rights of the Library

This RFQ constitutes only an invitation to present qualifications. The rights reserved by the Library, which shall be exercised in its sole and absolute discretion, include, without limitation, the right to:

1. Require additional information from one or more Respondents to supplement or clarify the SOQs submitted including, but not limited to, conducting interviews with Respondents if the Library, in the Library's sole discretion, deems such interviews to be helpful.
2. Conduct investigations with respect to the qualifications and experience of each Respondent.
3. Visit and examine any of the facilities referenced in the SOQs and to observe and inspect the operations at such facilities.
4. Waive any defect or technicality in any SOQ received.
5. Determine which Respondents are qualified to be short-listed to receive the RFP and submit Proposals in response to the RFP.
6. Eliminate any Respondent that submits an incomplete or inadequate SOQ or is not responsive to the requirements of this RFQ.
7. Supplement, amend, or otherwise modify this RFQ, prior to the date of submission of the SOQs.
8. Issue one or more amendments to this RFQ extending the due date for the SOQs.
9. Receive questions concerning this RFQ from Respondents and to provide such questions, and the Library's responses, to all Respondents.
10. Cancel this RFQ or the RFP in whole or in part with or without substitution of another RFQ or RFP if determined to be in the best interest of the Library.
11. Take any action affecting the RFQ process, the RFP process, or the Project that would be in the best interest of the Library, select any response as the basis for negotiation of a contract, and to exercise its discretion and apply its judgment with respect to any aspect of this request, the evaluation of responses, and the negotiation and award of any contract.

12. Make public any and all documents associated with the Project, including documents submitted to the Library by Respondents.
13. The Library is not, by virtue of issuing this RFQ, obligated to enter into a contract and reserves the right to not issue a contract as a result of this solicitation.

Projected Timeline

The anticipated projected timeline for this RFQ process is provided below. The Library may, at its sole discretion, modify the schedule as necessary to allow for thorough and complete analysis of responses.

Activity	Target Completion Date
Issue RFQ, Inquiry Period Begins	July 3, 2018
Respondent Questions Due Date	July 20, 2018
Responses to Respondent Questions Issued	July 27, 2018
Qualifications Due Date	August 3, 2018 by Noon
Evaluation and Selection of Short-Listed Firms	August 10, 2018
Short-Listed Firms Notified	August 17, 2018
RFP Issued	August 17, 2018
Pricing & Technical Proposal Due Date	September 7, 2018
Short-Listed Firm Interviews	Week of September 10, 2018

All dates are subject to change in the Library’s sole discretion.

Additional Instructions

Each CMAR firm submitting qualifications or any other information as part of this selection process is responsible for all costs associated with preparing the submission and participating in the selection process. The Library assumes no responsibility, and no liability, for costs incurred in the preparation or submission of any RFQ response.

All SOQs and subsequent Proposals received in response to the procurement documents will become the property of the Library and will not be returned. Note that all information submitted in response to this RFQ and to any subsequent RFP for CMAR services is a public record, which will be made available for inspection as required by ORC 149.43 upon request at the conclusion of the selection process. Respondents recognize and agree that the Library will not be responsible or liable in any way for any losses that the Respondent may suffer from the disclosure of information or materials to third parties.

By submitting an SOQ in response to this RFQ, the CMAR Firm agrees to preserve the confidentiality of the Library information used by CMAR Firm or to which it will be granted access in preparing an SOQ and/or in performing work under any resulting contract. The CMAR Firm shall protect any such information from disclosure and limit access thereto to those that need such information in order to perform services for the Library. The CMAR Firm shall not disclose

such information to any persons or entities without prior written consent from the Library unless such information has become otherwise generally available, without fault of the CMAR Firm.

By submitting an SOQ in response to this RFQ, the CMAR Firm agrees to provide for Equal Employment Opportunity pursuant to Section 153.59 of the Ohio Revised Code.

Except as required by statute, the Library reserves the right, in its sole discretion, to modify these procedures, criteria, and/or terms, as well as the scope of the project and related services. The Library may reject any or all qualification statements received or cancel this process at any time for any reason and the Library will have no liability for taking such action. The Library reserves the right to waive minor variations in the selection process.

Any attempt to influence any member of the Library with regard to this RFQ prior to the selection/decision will be grounds for disqualification.

The Library appreciates your interest in the Project and looks forward to reviewing your qualifications for the Project.