

# COLUMBUS METROPOLITAN LIBRARY

# Request for Qualifications

Maintenance and Improvements

Construction Management at Risk (CMAR)

Task Order Project – CMAR Qualifications

**Issue Date: October 22, 2024**

**RFQ Number: CML # 24-024**

**Issued by:**

Procurement Department

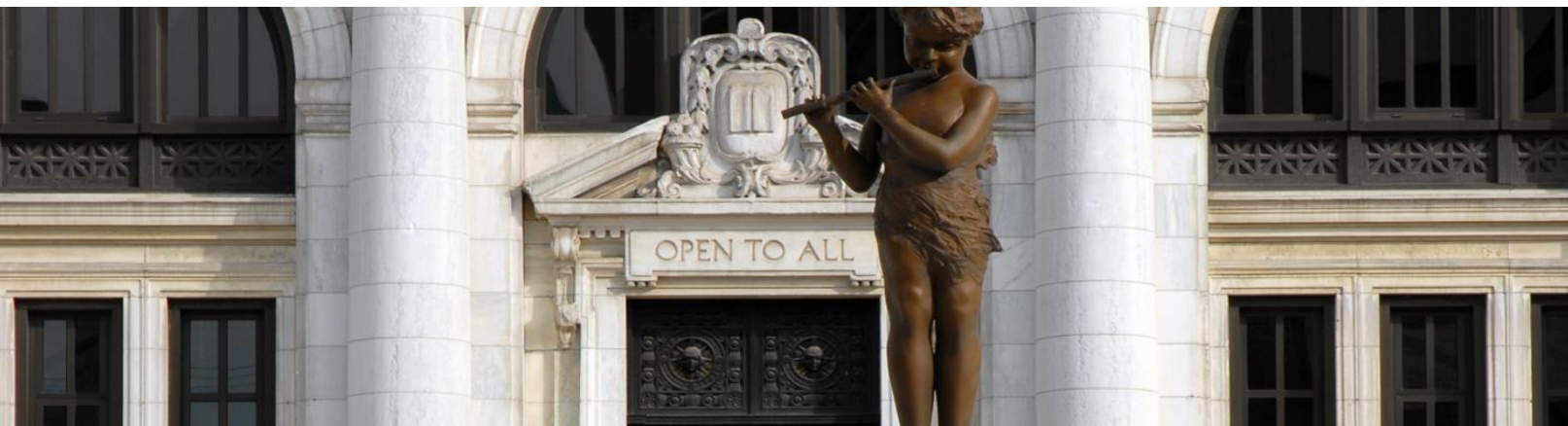
96 S. Grant Avenue

Columbus, OH 43215

**Deadline for Submittal:**

November 25, 2024

No later than 12:00 Noon EST



# 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 #24-024**.

Statement of Qualifications (SOQ) must be received by the Procurement staff at the Columbus Metropolitan Library via email to [procurement@columbuslibrary.org](mailto:procurement@columbuslibrary.org) **no later than 12:00 PM EST on November 25, 2024**. The Library reserves the right to waive any defect or technicality in any SOQ received or to eliminate any firm that submits an incomplete or inadequate SOQ or that is not responsive to the requirements of the RFQ.

All questions or requests for clarifications must be submitted in writing via email no later than 12 p.m., November 15, 2024 to [procurement@columbuslibrary.org](mailto:procurement@columbuslibrary.org), and reference the Identification Number (CML #24-024) and Maintenance and Improvements Task Order CMAR. All questions will be answered in the form of an addendum and posted on the “Doing Business with the Library” page of the Library’s website at [www.columbuslibrary.org/about/doing-business](http://www.columbuslibrary.org/about/doing-business). The Library anticipates that responses will be posted on or around November 19, 2024. Respondents are responsible for accessing, reviewing, and acknowledging any addenda in accordance with this RFQ, prior to submitting an SOQ. CML shall not be held liable for technical or other issues or obstructions.

The Respondent declares to have read and understood and agrees 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 services at the prices proposed.

The Respondent certifies, by signature affixed to this Request for Qualifications Cover Sheet, that the information provided by it in response to the RFQ, including certified statements, is accurate and complete. By submitting a response to this Request for Qualification, the Respondent acknowledges that it complies with applicable federal, state, and local laws and regulations.

Federal Taxpayer Identification Number (TIN)		
Name of Person Signing the Submittal (Please print or type)		Title
Respondent Name		
Mailing Address		
City	State	ZIP
Telephone		
Contact Person		
E-mail Address		
Authorized Signature (Original signature, Adobe Sign or DocuSign only).		

**THIS FORM MUST BE SIGNED AND SUBMITTED WITH THE SOQ.**

# PROCUREMENT PROCESS OVERVIEW

## REQUEST FOR QUALIFICATIONS FOR CONSTRUCTION MANAGER AT RISK SERVICES OCTOBER 22, 2024

**Project Owner:** The Columbus Metropolitan Library (the Library)

**Project:** Maintenance and Improvements Task Order CMAR Project

**CML Identification Number:** CML #24-024

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

**Respondent Question Deadline:** 12:00 PM Noon, **November 15, 2024**

**RFQ Response Deadline:** 12:00 PM Noon, **November 25, 2024**

The Columbus Metropolitan Library (the Library or Owner) 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.) This time period may be extended by the Owner in writing, in its discretion and the Owner may enter into separate agreement(s) with different CMAR or contractor firms for these or any construction projects, in its sole discretion.

### **Procurement Process Overview**

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

**Request for Qualifications (RFQ).** The first phase includes the 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.

**Request for Proposals (RFP).** Technical and pricing proposals will be requested from the short-listed CMAR firms, using a request for proposals. 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 that will be authorized 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 improvements are anticipated for several locations including, but not limited to (subject to change in the Library's sole discretion):

1. Case Road Branch (working project title) – The Library will be adding a new standalone facility in the new West Case Park (<https://westcaseroadpark.com>). This library branch will become the 24th location in the Library system.  
Anticipated size = up to 30,000 square foot – one story.  
Timeline – Design to begin 1Q25.  
Construction start 2026.
2. Main Library Elevator Replacement.
3. Driving Park exterior –new rain screen for the Driving Park Branch to replace the brown Geolam product. Timeline – Design 2025; construct 2026.
4. Whetstone – Scope and timeline to be determined.
5. South High – Scope and timeline to be determined.
6. New Albany – Add a rear entrance to existing building. Full scope and timeline to be determined.
7. Miscellaneous operational renovations.
8. Swing space improvements for temporary locations that may be required if an existing building needs to be closed due to renovation and/or demolition.
9. Leased space improvements for potential new locations the Library determines to add.
10. Potential new standalone builds, renovations to existing buildings, additions to existing buildings that may be added to the Library's master facility plan, and other maintenance and renovation projects, as well as lease build outs, in various buildings currently owned and not yet owned or leased, by the Library to be determined, 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, mobile 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. CML consists of 22 branches and Main Library within Franklin County, Ohio. The Library is financially and operationally independent from the City of Columbus and Franklin County. The Library is a political subdivision and receives the majority of its funding from the State of Ohio's Public Library Fund and locally voted property taxes.

The Library identified guiding principles to shape the design of new libraries. The list of guiding principles are included in Appendix A.

## **SCOPE OF SERVICES**

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 and/or leading the development of project budgets and updated construction cost estimates, 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
- Provide guidance on current market conditions
- 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, will be awarded by the CMAR to prequalified vendors using a competitive process per Ohio law. 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
- Identify, invite, and host a supplier diversity & inclusion event for MBE and WBE subcontractors and encourage participation on CML projects
- Assist CML in efforts to meet our supplier diversity & inclusion participation aspirations
- 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

#### 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 bi-weekly progress meetings (owner, architect, CMAR); 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
- Coordinate work of separate contractors directly hired by CML examples include but are not limited to, Low Voltage Cabling, Technology/AV, Security Equipment, Signage, Shelving, Furniture & Fixtures
- 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
- Provide supplier diversity & inclusion data on a quarterly basis to the CML Finance Team
- 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 and Architect 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 obligations

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

## **GENERAL INSTRUCTIONS**

Respondents shall comply with the specifications and attachments in the Request for Qualifications documents. The Respondent shall examine attachments prior to submitting a SOQ. The submission of a SOQ shall be evidence that this requirement has been met.

### **SUBMITTAL REQUIREMENTS TO BE INCLUDED IN THE PRE-QUALIFIED LIST**

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.

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.

To facilitate comparison of SOQs, each page should state the firm's name, the RFQ number (RFQ #24-024), and the page number and be submitted in a format that corresponds to the order below.

- A. RFQ Cover Sheet – signed by an officer of your company.
- B. Appendix B - Acknowledgement of Addenda Form – completed and signed

**C. 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.

**D. 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.

#### **E. 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. Demonstrate budget management success on projects with similar construction costs for which original estimates/pricing were prepared by the firm. Show comparison of original estimates versus actual final construction costs and variance in percentage only, up to 10 projects may be listed.
- c. Describe your firm's history of completing similar projects in accordance with the original substantial completion date in the GMP.
- d. 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:
  - i. Project owner, owner contact name/phone number/email;
  - ii. Design Professional and Owner's Representative, if any
  - iii. Brief description of the project and its relevance to this Project;
  - iv. 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);
  - v. Project delivery model (e.g., general contractor, construction manager at risk, design-build, etc.), and whether the CMAR Firm performed preconstruction and construction services;
  - vi. Construction cost, including both the initial construction costs with in the original GMP and the final construction costs;
  - vii. Members of CMAR Team associated with project and their role on the project;
  - viii. Describe CMAR Firm's:

1. Control of costs;
2. Quality of Work performed;
3. Dispute Resolution (dealing with subcontractor and supplier issues);
4. Management of subcontractors and suppliers;
5. Meeting deadlines and maintaining the original project schedule, including the initial scheduled completion date and the actual date services were completed or the current anticipated completion date.

**F. 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.

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

- a. Local trade contractor participation goals; and
- b. Woman and/or minority owned contractor participation goals.
- c. Identify any projects where the firm has been denied a contract for failure to meet goals for Disadvantaged Business Enterprise ("DBE") or other diversity and inclusion participation or to demonstrate good faith compliance towards meeting DBE goals.

**H. Other qualifications consistent with the scope and needs for the Project**

**a. Firm's History / Revenue.**

- i. 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.
- ii. What percentage of the CMAR Firm's library construction volume over the past two years has been performed as a Construction Manager?
- iii. 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:
- i. Professional Liability coverage of the CMAR Firm, including claims history for the last 10 years.
  - ii. Commercial General Liability coverage of the CMAR Firm, including claims history for the last 10 years.
  - iii. Specific information about any claims asserted by or against the firm within the last 10 years, including the resolution of the claim(s).
  - iv. Identify any claims asserted against the firm's performance or payment bond(s) on other projects within the last 10 years, including the resolution of the claim(s).
  - v. 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 sent to [procurement@columbuslibrary.org](mailto:procurement@columbuslibrary.org) and received no later than the Deadline for Submittal, with attachments with appropriate titles that include “**CML 24-024 Maintenance and Improvements Task Order CMAR RFQ**” along with the firm's name and any other identification regarding documents as needed.

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.

## EVALUATION AND QUALIFICATION PROCESS

The Library's Evaluation Committee, consisting of selected members of Library staff, will evaluate responses received in response to this RFQ (#24-024) and select short-listed firms for the Project. If requested by the Library, firms may be required to meet in person, in Columbus, Ohio, with the Evaluation Committee for a presentation and interview, prior to the shortlisting of firms.

### EVALUATION OF QUALIFICATIONS

#### **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:

- a. History and philosophy of the firm
- b. Number of years in business
- c. Average revenue
- d. Insurance and claims history
- e. Value added experience
- f. Prior performance with the Library
- g. Proximity to the site
- h. 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.

**Procurement Timeline**

The anticipated projected timeline for this RFQ/RFP 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.

<b>Activity</b>	<b>Target Completion Date</b>
Issue RFQ, Inquiry Period Begins	October 22, 2024
Respondent Questions Due Date	November 15, 2024, at 12:00 PM EST
Responses to Respondent Questions Issued	November 19, 2024
Qualifications Due Date	November 25, 2024 at 12:00 PM EST
Evaluation and Selection of Short-Listed Firms	TBD
Short-Listed Firms Notified	TBD
RFP Issued	TBD
Pricing & Technical Proposal Due Date	TBD
Short-Listed Firm Interviews	TBD

*The Library reserves the right to modify this schedule in its sole discretion. Notification of changes in the response due date would be posted on the Library website or as otherwise stated herein. All times are Eastern Time*

Every effort has been made to include enough information within this RFQ to enable firms to prepare a response that thoroughly and fairly represents their respective capabilities to meet the Library’s requirements. Questions concerning the contents of this document, shall be submitted in accordance with this RFQ and the Library will determine in as timely a manner as possible whether any addenda should be issued as a result of any pertinent or substantive inquiries. The Library reserves the right to take any action affecting the RFQ/prequalification process or the project(s) that it deems to be in its best interest.

**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.*

## Appendix A

# CML Guiding Principles

1. **Transparency** Broad vistas into our buildings will pique curiosity about what happens in the library and draw the public inside.
2. **Flexibility** The spaces will have maximum flexibility: few fixed walls and open floor plans for future changes.
3. **Iconic Contemporary Design** A bold design makes our innovative and forward-thinking drive for “a thriving community where wisdom prevails” visible to all.
4. **Sustainability** We'll use sustainable practices and help educate the community on their value.
5. **Technology** Technologies are key library services and integrating creative applications is a must-have in our buildings.
6. **Innovative Programming** We'll partner with community organizations to enhance our offerings to the public.
7. **Customer Experience** How do we best meet customer expectations and provide world-class service to world-class customers? It's what we work on every day.
8. **Young Minds** The children of our community are our top priority, and our buildings will reflect this commitment.
9. **Showcase Our Collection** We'll bring our collection to the forefront of the customer experience, not hidden in rows of shelves.



# Appendix B

## CML #24-024 Maintenance and Improvements Construction Management at Risk (CMAR) Task Order Project – CMAR Qualifications Acknowledgment of Addenda

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

Instructions: The respondent is to complete Part I or Part II of this form, whichever is applicable, and sign and date this form. This form serves as the respondent's acknowledgment of the Addenda to this solicitation which may have been issued by the CML prior to the Deadline for Submittal.

Part I: Check Box if Applicable:

Listed below are the dates of issue for each Addendum acknowledged in connection with this solicitation.

Addendum # 1, dated: \_\_\_\_/\_\_\_\_/\_\_\_\_ Addendum # 2, dated: \_\_\_\_/\_\_\_\_/\_\_\_\_

Addendum # 3, dated: \_\_\_\_/\_\_\_\_/\_\_\_\_ Addendum # 4, dated: \_\_\_\_/\_\_\_\_/\_\_\_\_

Addendum # 5, dated: \_\_\_\_/\_\_\_\_/\_\_\_\_ Addendum # 6, dated: \_\_\_\_/\_\_\_\_/\_\_\_\_

Part II: Check Box if Applicable:  NO ADDENDUM IS ACKNOWLEDGED IN CONNECTION WITH THIS STATEMENT OF QUALIFICATIONS.

NOTE: THE RESPONDENT MUST SIGN AND COMPLETE THIS FORM

Company Name: \_\_\_\_\_

Authorized Representative:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_