

**Request for Qualifications for Construction Manager-At Risk Services  
("RFQ")  
2011**

**A. PROJECT DESCRIPTION**

The Perkins Township Trustees is requesting interested firms/individuals to submit proposals to provide pre-construction and construction services as a Construction Manager At Risk for construction of a new Perkins Township Office Complex and Police Station project name "Perkins Township Service Complex".

**Construction Budget:** Is estimated between \$1,850,000.00 to \$2,575,000.00

**Location:** Project site location is 2610 Columbus Avenue, located in Perkins Township

**Architect of Record:** Poulos + Schmid Design Group  
1717 East Perkins Avenue  
Sandusky, Ohio 44870  
419-625-0009

**Project Description:** This building is a proposed approximately 12,000 square foot single story building

**B. PROJECT DELIVERY**

The Project will be constructed using the "construction manager at risk" project delivery format generally described below. The pre-construction and construction phase services shall be set forth in more detail in the Construction Management Agreement.

1. **Pre-Construction Services** The Construction Manager will work cooperatively with the Owner, design professional and Project team, and will provide, among other services, cost estimating, budgeting, value engineering, constructability review, scheduling and pre-construction planning throughout pre-construction. When the construction documents are at a stage of completion specified in the Construction Management Agreement (CM at Risk), such partially completed documents (the "95% set of Construction Documents") shall be provided to the Construction Manager, who will work together with the design professional to reduce the Construction Manager's adjustments and clarifications of the Construction Documents to writing and submit then to the Owner. The Construction Manager shall submit to the Owner and the design professional its proposed guaranteed maximum price (the "GMP Proposal") and its clarifications and assumptions based upon the Construction Documents. The Construction Manager, the Owner and the design professional (along with selected engineers and consultants) shall meet to reconcile any questions, discrepancies or disagreements relating to the GMP Proposal. The Reconciliation shall be documented by revision to the GMP Proposal. The Construction Manager shall then submit to the Owner, for the Owner's approval, the Construction Manager's final proposed GMP. Contingent upon the Owner's approval of the final proposed GMP, the parties will enter into a GMP Amendment establishing the GMP. The final negotiated GMP shall not exceed the Project budget established. If the proposed GMP exceeds such budget, then the Owner may terminate its agreement with the Construction Manager and may select an alternative delivery method for the project.

2. **Construction Phase Services** The parties will engage in an “open book” pricing method in which the Owner shall have access to all books, records, documents and other data in the Construction Manager’s possession related to itself, its subcontractors and material suppliers pertaining to bidding or performance of the Construction Management Agreement (CM at Risk). The Construction Manager shall construct the Project pursuant to the construction documents and in accordance with the Owner’s schedule requirements. The Construction Manager shall select subcontractors based on proposals submitted by prequalified subcontractors in accordance with criteria approved by the Owner. The Construction Manager shall hold all subcontracts and shall be responsible for the means and methods of construction, project safety, project completion within the schedule agreed upon in the pre-construction phase, monitoring compliance with all EDGE, equal employment, and prevailing wage requirements, and submitting monthly reports of these activities to the Owner.

**C. INTERVIEWS AND CM SECTION**

1. **Selection Criteria** The Construction Manager shall be selected using “best value criteria” in which award is based upon a combination of qualifications and price considerations. Qualifications include competence to perform the required management services; ability to manage the required workload and provide qualified personnel, equipment, and facilities; past performance as reflected by the evaluation of previous clients with respect to factors such as control of costs, quality of work, and meeting deadlines; financial responsibility as evidenced by the capability to provide a surety bond equal to one hundred per cent of the contract sum; and other similar factors.

2. **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. The Owner may hold discussions with individual firms to explore further their qualifications, the scope and the nature of the services they would provide, and the various technical approaches they may take regarding the project. After evaluating the responses to this RFQ, the Owner will select a short-list of no fewer than three candidates that it considers to be the most qualified, except if the Owner determines that fewer than three firms are qualified, it will only select the qualified firms.

3. **RFP** The Owner will provide the short-list firms a Request for Proposal (“RFP”) that will contain a description of the project, including a statement of statement of available design detail, a description of how the Guaranteed Maximum Price (“GMP”) for the Project shall be determined, including the estimated level of design detail upon which the GMP shall be based, the form of the construction management contract, and a request for a pricing proposal. The RFQ will specify that the pricing proposal shall contain the technical proposal and a separate pricing document identifying: (a) the firm’s list of key personnel for the project; (b) a statement of the general conditions and contingency requirements; and (c) a fee proposal divided into: (i) a preconstruction fee, (ii) a construction fee, and (iii) the portion of the construction fee to be at risk in the GMP.

4. **Pre-Interview Meeting** Prior to submitting a response to the RFP, the short-listed firms will be invited to meet individually with the Owner. The purpose of the pre-interview meeting is to permit the short-listed firms to ask the Owner questions in an individual setting to help the firms prepare their responses to the RFP. The pre-proposal meeting will be held at 1717 E. Perkins Avenue, Sandusky, Ohio. The Owner will notify each short-listed firm to schedule individual times for the pre-interview meetings.

5. **Interview** After submitting responses to the RFP, the short-listed firms will be interviewed by the 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 Owner's stated objectives for the project. Please be prepared to discuss with specificity the firm's capacity to conduct this work in compliance with the Owner's timetable, budget and EDGE expectations. The interviews will be held at 1717 E. Perkins Avenue, Sandusky, Ohio. The Owner will notify each short-listed firm to schedule individual times for the interviews.

6. **Selection Schedule**

• Qualifications Due	January 6, 2012
• Short-Listing of Firms	January 13, 2012
• RFP Issued to the Short-Listed Firms*	January 17, 2012
• Pre-Proposal Meeting*	January 19, 2012
• Proposals Due*	January 26, 2012
• Interviews*	February 2, 2012
• Selection of Construction Manager*	February 6, 2012
• Execution of the GMP Agreement	TBA

\*\* Dates are subject to change based on the effective reform Provisions in House Bill 153

7. **Communication** Firms considering responding to this RFQ are strictly prohibited from communicating with any member of the Owner's staff, as all questions should be directed to the person identified in Section E2 hereof.

8. **Cancellation and Rejection** The Owner reserves the right to cancel at any time for any reason this solicitation and to reject all proposals. The Owner shall have no liability to any proposer arising out of such cancellation or rejection. The Owner reserves the right to waive minor variations in the selection process.

#### D. **REQUESTED SUBMISSIONS**

Proposers are requested to submit the following information in response to this RFQ:

##### **Firm Profile**

1. **Business** Identify the business form of contracting entity. If the proposed form of entity is a joint venture, please identify each venture their respective percentage of participation. Provide a summary, on three pages or less, describing why your firm/team is the most qualified for the Project.

2. **Standard Qualifications** Complete and provide a current contractor's qualification statement.

3. **Bonding/Insurance** Provide evidence of capacity to provide bonding 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.

4. Similar Experience Provide names, addresses and telephone numbers of references for projects where your firm (or top firm principal or officer) has led or managed construction of a project similar in scope and complexity as the Project.

5. Personnel/Staffing Provide a project organizational chart containing the names and titles or the proposed staff for the Project. At a minimum, the chart should include at least (3) officers or senior employees (e.g. Project executive, Principal-in-charge, Project Manager or Project Superintendent or similar Designation) who will be available for work on the Project. For every person listed on the chart, provide a one-page resume highlighting relevant experience and identify the phases(s) of the Project to which the individual will be assigned and the percentage of that individual's time to be devoted to the Project.

6. Management Systems Describe the record keeping, reporting, monitoring and other information management systems that the firm would propose to use for the Project. Describe the scheduling and cost control systems the firm would propose to use for the Project.

7. Self-Performed Work Indicate whether the firm intends to self-perform any work on the Project through an acceptable competitive process and, if so, the nature of the work and capability to self-perform.

8. Estimating Demonstrated capability of in-house estimating on projects comparable to the Project.

9. Other considerations Describe the firm's willingness to accept liquidated damages and experience with such provisions on other similar projects. Describe any prior experience with a construction manager at-risk project delivery method.

**E. INSTRUCTIONS FOR DELIVERY AND DEADLINE**

1. Six (6) copies of the proposed must be submitted in sealed envelopes clearly marked "Proposal for Construction Manager at Risk Services for Perkins Township Service Complex" and delivered to:

Attention: Diane Schaefer  
Perkins Township  
1210 E. Bogart Road  
Sandusky, Ohio 44870-6411

2. Questions must be in writing and directed to George Poulos, email address at [Georgepoulos@poulosarchitects.com](mailto:Georgepoulos@poulosarchitects.com). Answers to any questions shall be in writing and shall be sent to all firms who received this RFQ.

3. Responses to this RFQ must be received at the address listed in Section E1 by 4:00 p.m. Local Time on January 6, 2012.