



DELHI TOWNSHIP

THE FLORAL PARADISE OF OHIO



REQUEST FOR QUALIFICATIONS
FOR
CONSTRUCTION MANAGEMENT at RISK SERVICES
5025 Delhi Road, Cincinnati, OH 45238
DUE 11/12/20 10:00 a.m.

1. INVITATION:

The RFQ is available on our website <https://delhi.oh.us/download/admin/delhi-mixed-use-project/cmrfq.pdf> or by contacting Delhi Township, Administrator Jack Cameron, (513) 922-3111 or jcameron@delhi.oh.us.

The services requested will be for pre-construction services and construction services as detailed below:

- Work with the Township and Architect to analyze scope and align work within budget.
- Perform document reviews for constructability and completeness.
- Develop a master schedule including design, construction and project close-out.
- Develop detailed cost estimates for all phases based on architectural design.
- Track cost estimates against budgets monthly.
- Assist and manage team meetings with the Owner and Architect.
- Prepare a detailed project schedule, including sites, and phasing. Provide regular schedule updates.
- Provide a monthly progress report to the Township.
- Provide services to the Township that include the advertising of the requests for bids, securing bids, analyzing bid results, and furnishing recommendations on award of contracts.
- Attend project, construction and coordination meetings.
- Provide comprehensive construction phase administration which would include on-going full-time supervision, project management and inspection of work, review shop drawings, preparation of change orders and contractor payment estimates, final inspections, and submit project completion reports.
- Depending on the scope of the project, it is expected that each project be organized into at least 15-20 bid divisions/packages.
- The construction manager will not be allowed to "self-perform" any divisions of the work.
- The construction manager will not be allowed to bid any divisions of the work.
- Provide review and comment during all phases of design and construction document preparation.
- Participate in all team coordination meetings during design and document preparation.
- Perform all other related work as required by the Township.

2. PROJECT DEFINITION:

Delhi Township is soliciting Construction Management at Risk (CMr) Qualifications for the construction of a new 36,000 s.f. to 40,000 s.f. recreation center including a 25 yard - 8 lane competition pool and a warm water therapy pool. The project also includes a 24,000 s.f. to 28,000 s.f. cultural center with pre-school and continuing education classrooms, display areas, offices, and an auditorium. Site work includes development of 14.75 acres with esplanade, utilities, parking, walkways, and landscaping. The CMr will be responsible to coordinate work on-site with the independent contractor responsible for constructing 224 apartment units. A pad ready site with utilities and established set-up areas will be provided to the contractor responsible for the apartment units.

The total cost of the project including all fees and Owner expenses is \$25,000,000.

3. RESPONSES:

The response to this RFQ shall be submitted in such form and quantity and at the location provided under the Submittal Requirements in Section 7 below.

The schedule for responding to this RFQ is as follows:

- 10/12/20 - Issuance of RFQ
- 10/29/20 – RFIs due by 2pm via email to mcollins@jsheld.com
- 11/5/20 – Issuance of Addendum 01
- 11/12/20 - Qualifications for Construction Manager at Risk Services Due
- 11/16/20 – Shortlisted firms notified

The Proposed Schedule for the shortlisted RFP is as follows:

- 11/17/20 – Issuance of CMr RFP to shortlisted firms
- 12/8/20 – RFPs Due
- 12/10/20 – CMr Interviews
- 12/16/20 – Board Selection of CMr
- 1/4/21 – CMr Services Begin
- March/ April 2021 – Site Work Begins
- Summer 2022 – Substantial Completion of all Projects

4. PROJECT PARTICIPANTS:

Delhi Township's Planning and Design Committee members will be responsible for reviewing each firm's Construction Management Qualifications and ranking them according to the criteria for selection below. Delhi Township's Planning and Design Committee will make a recommendation based upon the documents submitted by each firm.

5. CRITERIA FOR SELECTION:

The purpose of this RFQ process is to identify a short list of qualified construction management firms to provide the Basic Services. The firm's submittal to this RFQ should be organized to clearly address the following criteria which, among others, will be used in the evaluation of qualifications:

- A. Construction Management philosophy and approach to construction management in general.
- B. Prior construction management experience with projects of similar scale and complexity. Specifically, township and or municipal construction of public facilities.
- C. Prior experience with public-sector clients and processes for projects of similar scale and complexity.
- D. Clear understanding of the functional and operational aspects of township services.
- E. Professional qualifications of individuals assigned to the Project.
- F. History of effective schedule and budget management for projects of similar scale and complexity.
- G. Use of processes that creatively engage appropriate stakeholders in all stages of design; and commitment to developing an energy efficient and healthy building.

6. SUBMITTAL REQUIREMENTS:

A. Submittal Documents - Format

Follow these instructions carefully:

- In total, six (6) copies of the Submittals, including attachments, are required.
- All six (6) of the copies shall be spirally bound (or other semi-permanent binding method) to ensure that pages are not lost.
- One (1) digital pdf copy of the Submittals, including attachments, is required to be emailed to jcameron@delhi.oh.us; and
- The envelope in which the Submittals are delivered must be clearly labeled on the outside with the firm's name and the project identification, "Delhi Township Qualifications for Construction Management at Risk Services".

**Submittals MUST be delivered to the following address on or before
Thursday, November 12, 2020 at 10:00 a.m.**

ATTN: Jack Cameron
Township Administrator
Delhi Township
934 Neeb Road
Cincinnati, Ohio 45233

Late submittals will not be accepted by Delhi Township.

B. Submittal Content: Each Submittal shall be organized in the following order:

- (i) Outside Cover and First Page: Include:
 - The title, "Qualifications for Construction Management at Risk Services",
 - The name of the firm, and
 - The Submittal dates.
- (ii) Table of Contents: Include a table of contents.
- (iii) Transmittal Letter: Include a short Transmittal Letter that:
 - Summarizes why the firm believes itself to be the most qualified,
 - Contains the statement that to the best of the firm's abilities, all information contained in the RFQ Submittal is complete and accurate,
 - Contains a statement granting Delhi Township and its representatives' authorization to contact any previous client of the firm (or a firm's team member) for purposes of ascertaining an independent evaluation of the firm's or a firm's team member's performance, and
 - Includes at least one copy of the Transmittal Letter with the original signature of an officer of the firm.
- (iv) Description of the firm: Include a complete narrative description of the firm. Information should include:
 - The firm's area of specialization,
 - Firm history, including how many years the firm has provided professional construction management services, specifically CMr services,
 - Honors and awards,

- Location of home and branch offices,
 - Names of the principal officers of the firm,
 - Identification of the major consultants if known, and
 - Additional services your firm presently provides besides professional construction management.
- (v) Organization Chart: Include a simple organization chart showing how the firm, if selected as the construction manager at risk, would organize its personnel for the Project.
- (vi) Basic safety and financial information:
- a. Employee Modification Ratio
 - b. Payment Bond Capacity
 - c. Payment Bonding Rate
 - d. Performance Bond Capacity
 - e. Performance Bonding Rate
 - f. Subcontractor Default Insurance Rate
 - g. Builder's Risk Insurance Rate (approximate)
 - h. Copy of Insurance Certificate
- (vii) Key Professionals: Identify the key members of your team that would be involved in the Project and describe their area of expertise and what role they will perform in the firm's team. Indicate their availability for this Project schedule.
- (viii) Resumes: Provide resumes of any person identified as a key professional. The resumes should contain the following:
- Name,
 - Educational background,
 - Employment history,
 - Proposed role in the Project,
 - An identification of other relevant projects in which the person has been involved and a name/phone number of a representative of any project cited that can be contacted for a reference,
 - Proposed superintendents, managers, and staff may be changes only with the express prior written permission of the Township, however, the Township retains the right to approve or reject replacements, and
 - Other information you believe to be relevant.
- (ix) Narrative: Your Qualifications should be organized to clearly address how your firm best satisfies the Selection Criteria identified in Section 6(A) through (H) above.
- (x) A Summary of relevant projects where the firm was the Construction Manager at Risk for Public Projects: List no more than six relevant public projects. A relevant project is one which best exemplifies your qualifications for this Project:
- Name of project,
 - Type of building(s),
 - Project location,
 - Total project cost,
 - Project description,
 - Project delivery method,
 - Describe the services your firm provided,

- Indicate which team members were involved in the project and specify their role,
- Provide a statement acknowledging if the project was completed on time/on budget, and
- Provide a few illustrative photographs or renderings, if available.

7. RESERVATIONS OF RIGHTS

- A. Delhi Township reserves the right to reject all firms, decline to proceed with selection of any candidates, to request additional qualifications, and to make inquiries as may be necessary to verify qualifications; and
- B. Nothing in this document shall require Delhi Township to proceed with design and/or construction services.

8. ADDITIONAL INSTRUCTIONS, NOTIFICATIONS, AND INFORMATION

- A. A complete package of this RFQ including attachments can be obtained from Delhi Township website at <http://www.delhi.oh.us> , or at Delhi Township Administrative offices located at 934 Neeb Road, Cincinnati, Ohio 45233.
- B. Project related information can be found at:
 - a. <https://delhi.oh.us/delhi-mixed-use-project/>
- C. Delhi Township reserves the sole right to (1) evaluate the qualifications submitted; (2) waive any irregularities therein; (3) reject any or all firms submitting qualifications, should it be deemed in Delhi Township's best interest to do so; (4) to make selection based solely on qualification and past experiences without an interview process;
- D. If interviews are conducted, the Interview Committee will be the same as the Planning and Design Committee; and
- E. Direct all questions to Michael Collins of J.S. Held, LLC, mcollins@jsheld.com