



**REQUEST FOR QUALIFICATIONS ("RFQ")  
FOR  
CONSTRUCTION MANAGER AT RISK SERVICES**

**Friday, July 22, 2022**

**Note** - The deadline for submission of qualifications statements is **Friday, August 19, 2022, 12:30 PM.**

***I. INTRODUCTION***

Cleveland Heights – University Heights Public Libraries ("Owner") is seeking qualifications for Construction Manager-at-Risk ("CMR") services during pre-construction and construction phase for the Heights Noble Road Branch Renovation and Addition Project, 2800 Noble Rd, Cleveland Heights, Ohio, (the "Project"). Bostwick Design Partners is engaged to provide Architectural and Engineering services for the project.

If your firm is interested in being considered, please respond by submitting a qualifications statement as instructed in Section IV, and V below.

The existing Heights Noble Road Branch library is a Walker & Weeks designed branch built in 1937 with a 1960 addition. The proposed approximately 9,500 square foot expansion will be to the north and will include space for youth community meeting rooms, circulation services, technology, and a makerspace as well as circulation services and supporting staff space.

Library parking is located along the west edge of the newly expanded site and provides an estimated 53 total parking spaces. The northeast corner of the site provides an opportunity to create an outdoor program space and reading garden for the Noble neighborhood. The site is proposed to include a drive-up service window along the west side of the new expansion, arranged to align with the interior workroom, which will allow staff to serve exterior and interior circulation services. The Project budget, inclusive of hard and soft costs, is approximately **\$9 M**. The Project is anticipated to commence in early April 2022 with construction documents submitted for bid by the first quarter of 2023.

The Schematic Design is included in **Exhibit A**.

**A mandatory pre-proposal meeting will be held on Tuesday, August 9, 2022, at 10:00 a.m. - Noon.** Participation is required for all firms who wish to be considered. Unescorted site walkthroughs at the Noble Road branch are available anytime during library hours. Bidders must sign in at the front reception desk prior to tour the site. **Any questions from the walkthroughs must not be directed to any library staff.** All questions must be issued in writing to Julie Criscione, Owner's Representative at [jeriscione@JMCcorep.com](mailto:jeriscione@JMCcorep.com).

## **II. AGREEMENT; PROJECT DELIVERY**

A. Agreement. Owner and CMR shall use AIA A133–2019, Owner/CMc Agreement as modified with project specific terms for Cost of Work plus Fee with a Guaranteed Maximum Price (GMP). The pre-construction and construction phase services of the CMR shall be set forth in more detail in the agreement between the Owner and CMR, which shall be a form permitted by Ohio Administrative Code 153:1-2-01, but shall include Owner and Project-specific terms and conditions ("CMR Agreement").

B. Project Delivery. The Project will be constructed using the "construction manager at-risk" project delivery format generally described below:

1. Pre-Construction Phase Services. The CMR shall work cooperatively with the Architect, Owner's Representative, and any other consultants to the Project that may be retained by the Owner, and CMR shall provide, among other services, cost estimating, budgeting, value engineering, constructability review, scheduling and pre-construction planning throughout the pre-construction phase.

The CMR will be engaged during the Design Development (DD) phase. The CMR will complete a review and evaluation of the SD estimate from documents, narratives, outline specification, and SD estimate available at the time of engagement. Upon completion of the DD documents the CMR will provide an estimate to the Owner and Architect and conduct a value engineering process to align with the Owner's budget, determine priorities, and propose scope adjustments where required to provide direction moving forward. When the construction documents (CDs) are at an agreed stage of completion, such partially completed documents (the "GMP Documents") shall be provided to CMR, together with a draft of Architect's detailed listing of any material incomplete design elements. CMR shall submit to Owner and Architect its proposed GMP, and its qualifications and assumptions based upon the GMP Documents and the Architect's list. CMR, Owner and Architect (along with selected engineers and consultants) shall meet to reconcile any questions, discrepancies or disagreements relating to the GMP qualifications and assumptions or the GMP Documents. The reconciliation shall be documented by an addendum to the GMP qualifications and assumptions that shall be approved in writing by Owner, Architect and CMR. CMR shall then submit to Owner, for Owner's approval, CMR's proposed final GMP based upon the GMP Documents, and the approved GMP qualifications and assumptions. Contingent upon Owner's approval of the final GMP, Owner and CMR will enter into an amendment to the GMP Agreement.

The parties will engage in an "open book" process in which the Owner, the Architect and the CMR will review bids for trade work, the costs proposed for general conditions/overhead of the CMR, and the fee of the CMR. The Owner and Architect shall have access to all books, records, documents and other data in the CMR's possession related to itself, its subcontractors and material suppliers pertaining to bidding, pricing or performance of the agreement.

2. Construction Phase Services. The CMR shall construct the Project pursuant to the construction documents and in accordance with the Owner's budget and schedule requirements. Selection of subcontractors shall be based on competitive pricing submitted by prequalified subcontractors in accordance with criteria approved by the Owner and in accordance with the requirements of Ohio Revised Code Section 153.502 and Ohio Administrative Code Section 153:1-7-01. The CMR shall 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 pre-construction phase, equal employment, prevailing wage requirements, and submitting monthly reports of these activities to the Owner.

### **III. INTERVIEWS AND SELECTION**

The CMR shall be selected using (i) a qualification-based selection process during this initial RFQ phase to develop a short-list of construction management firms, and then (ii) a subsequent "best value" selection process during the Request for Proposal ("RFP") stage for the final CMR selection.

A. RFQ Phase/Short-Listing of Firms. Each firm responding to this RFQ by submitting a statement of qualifications will be evaluated and selected based on its qualifications and the qualifications and experience of the particular individuals identified as the firm's proposed team for the Project. Qualifications include competence to perform the required construction 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 percent of the GMP; and other similar factors. The Owner may hold discussions with individual firms to explore further their qualifications, the scope and 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 in no particular order of preference that the Owner considers to be the most qualified to perform the services for the Project, except if the Owner determines that fewer than three firms are qualified, it will only select the qualified firms.

B. Request for Pricing and Technical Proposals. The short-listed firms will be sent the RFP that will invite the firms to submit pricing proposals containing their proposed preconstruction stage compensation fee, construction stage personnel costs, construction stage itemized general conditions cost percentage, construction stage contingency percentage and construction stage fee percentage. The short-listed candidates will also receive (i) a description of the Project, including a statement of available design detail; (ii) a description of how the GMP shall be determined, including the estimated level of design detail upon which the GMP shall be based; (iii) the form of the CM Agreement; (iv) a request for a pricing proposal; and (v) a proposed Project schedule.

C. Interview. After submitting responses to the RFP, the short-listed firms may be interviewed by the Owner. The purpose of the interview will be to meet the CMR's 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 perform the work in compliance with the Owner's timetable and budget. The Owner will notify each short-listed firm to schedule individual times for the interviews after the RFP has been issued.

D. Selection of the CMR and Negotiation of the CM Agreement. After the interviews, the Owner shall negotiate the CM Agreement with the firm whose pricing proposal the Owner determines to be the best value. Contract negotiations shall be directed toward: (i) ensuring that the CMR and the Owner mutually understand the essential requirements involved in providing the required services, including the provisions for the use of contingency funds and the possible distribution of savings in the final costs of the project; (ii) ensuring that the CMR will be able to provide the necessary personnel, equipment, and facilities to perform the services within the required timeline; and (iii) agreeing upon a procedure and schedule for determining the GMP that shall include the costs of all the work, the cost of its general conditions, the contingency, and the fee payable to the CMR.

E. Selection Schedule. The Owner's anticipated schedule for selection of the CMR is as follows:

<b>CMR SELECTION – NOBLE ROAD BRANCH</b>		
Public Notice/ Advertisement Posted for RFQ - (3) Dates:	7/22, 7/29, 8/5	
Pre-proposal meeting & walkthrough, 10:00 AM – Noon <i>Only Staff accompanied tour</i>  (Additional Noble visits anytime during open hours)	<b>8/9/22</b>	
Deadline for Submission of RFQ <b>12:45 PM</b>  <b>PUBLIC OPENING 1:00 PM - Held at Main Library Branch</b>	<b>8/19/22</b>	
<b>Review Qualifications for Candidate Shortlist / Interviewees</b>	<b>8/22/22</b>	<b>8/26/22</b>
<b>Notify (3) Shortlisted Candidates by 5:00 PM</b>  <b>Issue Request for Pricing Proposal (RFP) to Shortlist</b>	<b>8/29/22</b>	
Committee to Interview Candidates - 7:00 - 10:00 PM  <i>(Candidates to provide proposals at interview.)</i>	9/6/22	
Board Committee Review Selection Recommendation	<b>9/6/22</b>	
Board Approves and Votes on Selection	<b>9/19/22</b>	
Board Announces Successful Candidate	<b>9/20/22</b>	
Negotiate Agreement with CMR Firm	9/21/22	10/13/22
Agreement for CMR Approved by Board	10/17/22	

#### ***IV. QUALIFICATIONS STATEMENT CONTENTS***

Firms are requested to submit the following information when submitting a Statement of Qualifications in response to this RFQ:

A. Cover Letter. Cover letter must include: (a) name, address and phone number of the office where the personnel assigned to the Project will be based, (b) name, title and phone number of the principal contact person.

B. Firm Profile. The firm profile must include: (a) years of existence; (b) legal form of firm, (c) location of home office; (d) general firm history. If the proposed form of entity is a joint venture, please identify each venturer and 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.

C. Standard Qualifications. Complete and provide a Contractor's Qualification Statement using AIA Document A305-2020. Provide relevant projects of similar nature. Include: (a) description of the project and the services your firm provided for the project; (b) start and completion dates for each project; and (c) name, title and telephone number of the client contact most familiar with your services on the project.

D. 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.

E. CM-At Risk Project Delivery Experience. Describe any prior experience with the construction manager-at-risk project delivery method described above. Include experience, if any, working with public entities in construction manager-at-risk projects.

F. Personnel/Staffing. Provide a project organizational chart containing the names and titles of the proposed staff for the Project. At a minimum, the chart should include at least three (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 phase(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.

G. 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.

H. Project Management and Systems. a) Provide evidence of capability of in-house estimating on projects comparable to the Project. b) Provide evidence of track record of managing projects to the original schedule. c) Describe the firm's in-house safety program.

I. Legal. a) Provide a complete listing of any public or private construction projects for which the firm has been declared in default. b) Provide the firm's history of compliance with federal, state and local laws, rules and regulations, and any EPA, OSHA or other regulating entity issues or citations in the last ten (10) years.

J. Local SBE/MBE/FBE Participation. The Owner is committed to promoting participation in the project by small business enterprises, minority business, female business enterprises and local businesses. Describe your firm's policies for promoting and successfully implementing such programs.

K. Sustainability. Describe the firm's experience related to sustainability initiatives. Include pertinent details of past projects where your firm successfully implemented sustainable practices in demolition and construction waste management; energy savings during demolition, construction or renovation projects; and energy conservation measures during similar past projects.

L. Other Considerations. Describe the firm's willingness to accept liquidated damages and experience with such provisions on other similar projects.

## ***V. INSTRUCTIONS FOR SUBMISSIONS***

A. Response Deadline. Qualifications Statements in response to this RFQ must be received in a sealed envelope clearly marked "Statement of Qualifications for CMR Services" and

delivered to the addresses in Section V.B. below and by date noted in III.E Selection Schedule. Responses that are received after this date and time will not be considered.

B. Submission. Three hard copies and one electronic copy (under 10MB or through an electronic transfer link) of the qualifications statement must be sent to:

Nancy Levin, Director  
Heights Libraries  
2345 Lee Road  
Cleveland Heights, OH 44118  
E-mail: [nlevin@heightslibrary.org](mailto:nlevin@heightslibrary.org)

One electronic copy (under 10MB or through an electronic transfer link) of the qualifications statement must also be sent to Julie Criscione at [jcriscione@JMCorep.com](mailto:jcriscione@JMCorep.com)

C. Questions; Inquiries. Questions regarding interpretation of the content of this RFQ or site walkthroughs must be directed in writing through email to:

Julie Criscione, Owner's Representative  
JMC Owner's Rep Services, LLC  
E-mail: [jcriscione@JMCorep.com](mailto:jcriscione@JMCorep.com)  
Questions by email only, please.

Answers to any questions shall be in writing and shall be sent to all firms who are on record with Owner as having requested and been furnished a copy of this RFQ. It is therefore imperative that firms provide full and accurate contact information to Owner and sign in at all facilities during site visits. The name of the party submitting the question will not be identified in the answers.

D. Communications. Firms considering responding to this RFQ are strictly prohibited from communicating with any member of Owner's staff, as all questions must be directed to the Owner's Representative.

E. Public Records. All documents submitted to Owner in response to this RFQ are public and will be available for inspection under ORC § 149.43 at the conclusion of the selection process. Insurance certificates and policies shall remain confidential, except under proper order of a court.

F. Cancellation; Rejection. Owner reserves the right to accept or reject any or all qualifications statements and cancel at any time for any reason during this RFQ process, any portion of this RFQ or any phase of the Project. Owner shall have no liability to any proposer arising out of such cancellation or rejection. Owner reserves the right to waive minor variations in the selection process.

G. Costs. Owner assumes no responsibility for costs incurred in the preparation, presentation or submission of the qualification statements.

H. Amendments to RFQ. At its discretion, Owner may amend this RFQ at any time prior to the deadline for receipt of qualifications statements and distribute the amendments to all firms who are on record with Owner as having requested and been furnished a copy of this RFQ.

## ***VI. ATTACHMENTS***

EXHIBIT A: Preliminary Schematic Design Package including, narratives, and SD estimate

EXHIBIT B: Existing Building Information

EXHIBIT C: Preliminary Project Schedule



**Exhibit A**

Schematic Design Package



**Exhibit B**

Existing Building Information



## Exhibit C

### Preliminary Project Schedule

#### Heights Libraries: Noble Road Branch Addition & Renovation

Complete Schematic Design	5/16/22	7/29/22
Utility Relocation Coordination and Work	4/4/22	2/21/23
RFQ development for Construction Manager at Risk (CMR)	6/17/22	7/29/22
<b>BC Meeting:</b> Review DRAFT CMR Request for Qualifications (RFQ)	<b>7/5/22</b>	
<b>BOD Meeting:</b> Approve RFQ Process & Advertisement for CMR	<b>7/18/22</b>	
Issue and Administer CMR RFQ	8/1/22	8/22/22
Review and Evaluate CMR Qualification Statements	8/23/22	8/26/22
<b>BC Meeting:</b> Determine Shortlist CMR Candidates and Issue Request for Proposal (RFP)	<b>9/6/22</b>	
<b>Announce Shortlist CMR Candidates and Issue Request for Proposal (RFP)</b>	<b>9/7/22</b>	
Committee Interviews CMR Candidates <i>[RFP issued at interview]</i>	Week of 9/12/22	
<b>BOD Meeting:</b> Approve CMR Candidate	<b>9/19/22</b>	
<b>Announce CMR Successful Candidate</b>	<b>9/20/22</b>	
Design Development	8/1/22	10/7/22
Construction Documents	10/10/22	12/16/22
Develop GMP	11/18/22	12/16/22
<b>BOD Meeting:</b> Approve GMP	<b>12/19/22</b>	
Bid/ Permitting Process	1/9/23	2/6/23
Review bids and CMR prep contracts	2/6/23	2/11/23
<b>BOD Meeting:</b> Approval to proceed with Construction	<b>2/20/23</b>	
Construction Duration	<b>2/21/23</b>	<b>3/4/24</b>