

Request for Qualifications For Construction Management Services

The Lucas County Engineer's Office is requesting qualifications to provide construction management services in connection with the design and construction of a new Road Maintenance Facility for the Lucas County Engineer's Office. The new building will be located at 1049 South McCord Road in Holland, Ohio. The new construction will be approximately 35,605 square feet comprised of pre-engineered and conventional construction methods and materials including: automatic fire sprinkler protection, plumbing fixtures and piping, HVAC units, ductwork and controls, electrical power and lighting and data/communication system, fixed equipment and the associated site development including utilities, pavement, sidewalks and perimeter fencing. This project also includes a salt dome and an underground storage tank fueling station.

The project estimate is \$3.9 million and is scheduled to be let in July, 2012 with a completion date in June, 2013.

Scope of Construction Management Services

ROLES AND RESPONSIBILITIES:

Owner –Board of Lucas County Commissioners

Tenant –Lucas County Engineer's Office

Project Manager – Owner-appointed and/or Tenant-appointed representative(s) responsible for the oversight of the project and represent the Owner's interests in decisions on procedures, budget and Owner's space needs program.

Architect of Record – The Owner has secured the services of a local architectural firm, The Collaborative Inc. and their associated consultants to provide architectural/engineering design and document the project in both graphic and written format for the purposes of bidding and construction. Where the word "Architect" is used later in this document is shall mean the same as the Architect of Record.

Construction Manager – The firm to be selected responsible for pre-construction services related to the strategy for procurement of multiple trade contractors; the assembly and distribution of bid packages in coordination with the Architect of Record; bid opening, evaluation, recommendation, award, and contracting; construction management and administration of trade contractors; utilizing multiple trade contractors.

SCOPE OF SERVICES

The Construction Manager Basic Services shall, at a minimum, consist of performing the duties enumerated below by phase.

Preconstruction Phase

1. Construction Manager will review the space needs program furnished by the Owner and any evaluation of the Owner's space needs program provided by the Architect, to ascertain the requirements of the Project and shall arrive at the mutual understanding of such requirements with the Owner and Architect.
2. Construction Manager will prepare a written Construction Management Plan that includes at a minimum, the following: (1) a Project schedule, (2) cost estimates, (3) recommendations for Project delivery method, (4) Contractors' scope of Work. The Construction Manager will periodically update the Construction Management Plan over the course of the Project.
3. Based on drawing and written information the Construction Manager will prepare preliminary estimate of the cost of the work using area, volume or similar conceptual estimating technique for the Architect's review and Owner's approval. The Construction Manager will evaluate alternative materials and systems suggested by the Architect and also make suggestions of its own.
4. The Construction Manager will review design document and advise the Owner and Architect on proposed site use and improvements, selection of materials, and building systems and equipment. The Construction Manager will also provide recommendations to the Owner and Architect on constructability, value engineering, availability of materials and labor, logistics, phased construction and time requirements for procurement, installation and construction.
5. The Construction Manager will provide recommendations to the Owner and Architect regarding design details when they may adversely affect constructability, cost or schedules.
6. The Construction Manager will provide recommendations and information to the Owner regarding the allocation of responsibilities for safety programs among Contractors.
7. The Construction Manager will provide recommendations to the Owner on the division of the Project into individual Contracts for the construction of the work, including method to be used in selecting Contractors and awarding of multiple contracts.
8. The Construction Manager will assist the Owner in selecting, retaining and coordinating the professional services of surveyors, special consultants and testing laboratories required for the Project.
9. The Construction Manager will assist the Owner in obtaining the necessary building permits, except for permits required to be obtained directly by the various Multiple Contractors.
10. The Construction Manager, in conjunction with the Owner, shall schedule and conduct the mandatory pre-bid and post-bid interview meetings. The Construction Manager will assist the Owner and Architect with the issuing of bid documents, bid forms, receipt and distribution of questions from bidders and the issuance of any addenda.

11. The Construction Manager will review the final Contract Documents and prepare a final estimate of Project construction cost and present to the Owner and Architect. The final estimate of Project construction cost by Multiple Contract will be used for publication with invitation to bid.
12. The Construction Manager will work with the Owner to prepare the required notices for publication, invitation to bid and other documents required for public bidding.
13. The Construction Manager will assist the Owner in receiving bids, prepare bid analyses and make recommendation to the Owner for the Owner's award of Contracts or rejection of bids.

Construction Phase

1. The Construction Manager's responsibilities to provide Construction Phase Services commence with the award of the contract for construction and will terminate upon Final Acceptance of the Project by the Owner and Tenant. The Construction Manager shall at all times have access to the Project whenever any Work is in preparation or in progress.
2. The Construction Manager shall provide a staffing plan to include one or more representatives who shall be in attendance at the Project site whenever the Work is being performed.
3. The Construction Manager will provide administrative, management and related services to coordinate scheduled activities and responsibilities of the Multiple Contractors with each other and with those of the Construction Manager, the Owner and the Architect.
4. The Construction Manager will coordinate with Contractors all tests and inspections required by the Contract Documents or governmental authorities, and arrange for the delivery of test and inspection reports to the Owner and Architect.
5. The Construction Manager will schedule and conduct meetings on a regular basis to discuss procedures, progress, coordination, schedule and quality control with the Multiple Contractors, Owner's representatives and Architect. Construction Manager will prepare and distribute minutes from such meeting to the Contractors, Owner and Architect.
6. The Construction Manager will track the cost of work completed and uncompleted and advise Owner and Architect as to variances between actual and budgeted or estimated costs.
7. The Construction Manager will develop a cash flow forecast for the Project and provide to the Owner for anticipated payment amounts.
8. The Construction Manager will maintain accounting records on authorized Work performed under unit costs, additional Work performed on the basis of actual costs of labor and materials, and other Work requiring accounting records.
9. The Construction Manager will develop and implement procedures for the review and processing of Applications for Payment for Multiple Contractors for progress and final payments. Construction Manager will review intervals and procedures with Owner and obtain Owner's approval.
10. The Construction Manager, at least on a monthly basis, shall review and approve Multiple Contractors Applications for Payment including obtaining the required forms for certified payroll, partial waivers of lien,

insurance documentation if reimbursement for stored materials is requested, and similar application for payment documents necessary for the Owner to process payment.

11. The Construction Manager will determine in general that the work is being performed in accordance with the requirements of the Contract Documents.
12. The Construction Manager will receive, catalog and transmit Contractors' request for interpretations and request for information as to the meaning and intent of the Drawings and Specifications to the Architect along with any written recommendations on resolutions.
13. The Construction Manager will receive, review and catalog all construction product submittals, samples, and means and methods.
14. The Construction Manager will review requests for changes, review proposed costs and assist in negotiating Contractors' proposals, submit recommendations to the Architect and Owner and prepare Change Orders as necessary.
15. The Construction Manager will assist in defining, coordinating with the Multiple Contractors and tracking information necessary for submittal to obtain LEED® Building Certification Level –LEED Certified for Construction Activities in accordance with the current requirement of LEED® Certification.
16. The Construction Manager will assist the Owner and Architect with preparation of the Project punchlist, obtaining of the required closeout documents including Contractors' marked as-constructed drawings and specifications, and overseeing completion of punchlist corrections.

Proposal Submittal

Proposals, as a minimum, shall respond to the following:

Firm Organization: Name, address, phone number, years in existence, bonding capacity and most recent five-year history of litigation and claims

Experience: Describe five projects most similar to this project size (including: size, general description, estimated cost vs. final cost (reasons for deviation), estimated schedule for completion at start of construction vs. actual completion date (reasons for deviation), names of your staff members involved and their responsibilities. Document how many projects that your firm has completed that are LEED certified and what level of certification was received.

Staffing: Provide the name, title and detailed resumes for all members of the team you are proposing for this project including a summary of each person's authority and responsibilities

Procedures: Describe your procedures for meeting schedules, meeting budgets, quality control, owner/architect/construction manager interrelationships, show drawings, and inspections.

References: Contact information and phone numbers for three references from past projects similar in size to this one.

Selection Criteria

Each proposal will be evaluated based on the following criteria:

Experience with similar size projects = 20pts
Availability of qualified personnel = 15 pts
References from 3 past clients = 20pts
Past Performance for Lucas County = 20pts
Proposed plan of approach = 20pts
Overall quality of submittal = 5pts

As well as financial responsibility as evidenced by the capability to provide a letter of credit pursuant to Chapter 1305 of the Ohio Revised Code, a surety bond, certified check, or cashier's check in an amount equal to the value of the construction management contract.

Pre-Submittal Conference

A pre-submittal Mandatory Conference will be held on May 2, 2012 at 8:30am at 1049 South McCord Road, Holland, Ohio 43528. Parking is available on site. This conference will be followed by a tour of the proposed site. Attendance of this conference and tour is **mandatory**. Please R.S.V.P. to Kelly Roberts, Director, Office of Management and Budget at (419) 213-4536 or kroberts@co.lucas.oh.us with firm name and number of attendees.

Submittal Deadline

Sealed proposals are due in the office of Lucas County Commissioners. Two (2) hard copies of the proposals shall be submitted no later than 2:00 PM on May 24, 2012 to the Board of Lucas County Commissioners, One Government Center, Suite 800, Toledo, Ohio 43604-2259, Attention: Kelly Roberts, Director, Office of Management and Budget. Proposals shall be clearly marked "Construction Management Proposals –Lucas County Engineer –New Road Maintenance Facility."

Note: Late Submittals will not be considered.

Selection Process

A Review Team will evaluate each firm's proposal based upon the criteria stated above. The top (2) two rated firms will be invited to make oral presentations of their proposal to the evaluation team. Each firm will be allotted twenty (20) minutes to present with time for questions.

One firm will be selected from the oral presentations. Fee negotiations will commence with this firm. If agreement cannot be reached, the next highest-ranking firm will be engaged in negotiations.

Questions regarding the project should be directed to Kelly Roberts, Director, Office of Management and Budget, Board of Lucas County Commissioners, One Government Center, Suite 800, Toledo, Ohio 43604 at 419-213-4536.

Insurance and Workers' Compensation Requirements

Successful proposer must provide County requirements for insurance and workers' compensation during the negotiation process.