

**Clearcreek Township
7539 Bunnell Hill Road
Springboro, OH 45066**

Primary Government Center Projects:

New Police Department Headquarters
Existing Administration Building Renovation
Existing Road Maintenance Building Renovations
New Road Maintenance Department Storage Building

Response Deadline: October 29, 2020 – 12:00pm Local Time

Project Overview:

A. Project Description:

- a. Clearcreek Township (“Owner”) is seeking Statements of Qualification (SOQ) from firms interested in providing Construction Manager at Risk (CM-R) services for the new Clearcreek Township Government Center Projects to be delivered in a single, phased delivery program.
- b. Estimated Total Project Cost (By Project, includes soft costs and contingencies):
 - i. New Police Department Headquarters: \$4,500,000
 - ii. Existing Administration Building Renovation: \$1,375,000
 - iii. Existing Road Maintenance Building Renovations: \$400,000
 - iv. New Road Maintenance Department Storage Building: \$1,150,000
- c. Preliminary professional design services are being acquired by Clearcreek Township under separate contract with KZF Design, Cincinnati, OH.
- d. The scope of the program includes the construction related to four separate facilities all located on the site of the existing Clearcreek Township Government Center located at 7593 Bunnell Hill Road and an adjacent Township owned parcel. The general scope of each projects is as follows:
 - i. New Police Department Headquarters: A new freestanding police headquarters building including administrative offices, specialized operational spaces, training room, sallyport, and support spaces. The new facility is anticipated to be approximately 17,000SF on a single floor.
 - ii. Existing Administration Building Renovation: The existing Township Administration and Police Building which totals approximately 8,500SF on a single floor is expected to have the interior completely renovated to house Township Administration departments only. Includes complete interior renovation / reconfiguration, new MEP systems within the existing building envelope.
 - iii. Existing Road Maintenance Building Renovations: The existing Township Road Department building is expected to have minor renovations to the office and support spaces only.
 - iv. New Road Maintenance Department Storage Building: A new freestanding road maintenance vehicle storage building of approximately 16,000 SF.
- e. Green Build Policy: Although Clearcreek Township does not have a formal Green Build Policy, it is anticipated that this project will include sustainable design initiatives and materials where economically feasible and operationally practical.
- f. All aspects of the project and related issues will be implemented and operated consistent with Clearcreek Township’s policies and procedures.

B. Scope of Services:

- a. The project will be constructed using a “Construction Manager-At-Risk” (CM-R) project delivery method to deliver the four primary individual projects in a single building program.
- b. The selected Construction Manager at Risk (“CM-R”), as a portion of its required Scope of Services and prior to submitting its proposal, will discuss and clarify with the Owner, the breakdown of the Agreement detailed cost components, to address the Owner’s project requirements and refine the project schedule.

- c. **Preconstruction Services:** The CM-R will work cooperatively with the Owner, A/E, and Project Team, and will provide, among other services, project schedule development / maintenance, estimate development, budgeting / develop and maintain estimates of probable construction cost, constructability review, permits, value engineering, and preconstruction planning throughout the preconstruction stages, Guaranteed Maximum Price (GMP) proposal, subcontractor prequalification and bidding, lead and manage the Subcontractor Prequalification and Bidding process. When the drawings and specifications are at the stage of completion specified in the Agreement, such partially completed documents (the "Basis Documents") shall be provided to the CM-R, together with the A/EOR's listing of any incomplete design elements and the A/EOR's statement of intended scope with respect to such incomplete elements (the "Design Intent Statement"). Upon Owner's approval of the GMP, the parties will enter into an amendment to the Agreement establishing the Contract Sum ("GMP Amendment"). If the proposed Contract Sum exceeds the Project Budget established for construction, then the Owner may terminate the agreement with the CM-R and seek proposals from other firms for completion of the Project.
 - d. **Construction Services:** The CM-R will work cooperatively with the Owner, A/E, and Project Team, and will provide, among other services, construction schedule compliance, budget maintenance, quality control / quality assurance, construction management and supervision, general conditions, testing / inspection / commissioning, lead the Construction and Closeout Stage, and construct the Project pursuant to the construction documents and in accordance with the schedule requirements. The CM-R 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 preconstruction phase, compliance with all applicable laws and regulations including monitoring compliance with all equal employment, and prevailing wage requirements, and submitting monthly reports of these activities to the Owner. All subcontracts shall be on the subcontract form prescribed by the Owner, which are presumed to be based on standard AIA Forms of Contract. The Owner reserves the right to approve the CM-R's selection of subcontractors and any supplemental terms to the form subcontract.
- C. **Anticipated Project Schedule:** The construction of these Projects is expected to commence in April 2021 following the execution of a contract with the successful CM-R. Subsequent to commencement the anticipated construction schedule is anticipated to be phased as follows:
- a. CM-R Pre-Construction Services Commencement: December 2020
 - b. Construction Stage Notice to Proceed:
 - i. New Police Department Headquarters: April 2021
 - ii. New Road Maintenance Department Storage Building: May 2021
 - iii. Existing Road Maintenance Building Renovations: November 2021
 - iv. Existing Administration Building Renovation: April 2022
 - c. Substantial Completion of Work:
 - i. New Police Department Headquarters: April 2022
 - ii. New Road Maintenance Department Storage Building: November 2021
 - iii. Existing Road Maintenance Building Renovations: February 2022
 - iv. Existing Administration Building Renovation: December 2022
 - d. CM-R Services Complete: January 2023 or earlier
- D. **Evaluation Criteria For Selection**
- a. **Selection Criteria:** The CM-R will be selected using (i) qualifications-based process during the Request for Qualifications (RFQ) stage to develop a short list and (ii) best value process during the Request for Proposal stage. The qualifications-based criteria for the RFQ is included in this announcement. The best value criteria used in evaluating proposals from short listed firms will include such factors that are determined to derive or offer the greatest value to the Owner, combining both qualifications and fee, with an emphasis on Respondent's experience as a CM-R on projects of similar scope, size and cost.
 - b. **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. 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.

- c. Request for Proposal: The short-listed firms shall be sent a Request for Proposal (“RFP”) that will invite the firms to submit pricing proposals containing their proposed preconstruction stage compensation, construction stage personnel costs, itemized construction stage general conditions costs, construction stage contingency percentage, and construction stage fee percentage. The short-listed candidates will also receive (i) form of Agreement with the Owner containing the contract terms and conditions, (ii) set of the most recent design documents and (iii) proposed Project schedule.
- d. Interview (Optional): 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 proposed Project team, become familiar with key personnel, and understand the project approach and ability to meet the stated objectives for the Project. Please be prepared to discuss with specificity the firm’s capacity to conduct this work in compliance with the timetable, and budget expectations. The Owner will notify each short-listed firm to schedule individual times for the interviews.
- e. Selection: Upon final scoring and ranking of RFP Respondents, Owner will attempt to negotiate a Contract with the Respondent considered to be the best qualified, and, if unsuccessful, will attempt to negotiate a Contract with the Respondent deemed next best qualified, and so on until either a Contract is successfully negotiated, or in the opinion of Owner it is not in the best interest of Owner to negotiate with any other Respondents.
- f. Selection Schedule: Schedule is tentative and subject to change.

Qualifications Due:	October 29, 2020
CM-R Firms Short-Listed / RFP Issued:	November 5, 2020
Proposals Due:	November 19, 2020
Interviews (Optional):	week of November 30, 2020
Selection of CM-R:	December 15, 2020

- g. Cancellation and Rejection: The Owner reserves the right to reject all proposals and cancel at any time for any reason this solicitation, any portion of this solicitation or any phase of the Project. 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.
- h. Owner, at its sole discretion, shall have the right to seek clarifications from any of the Respondents in order to fully understand the nature of the submissions and to evaluate and rank the Respondents.
- i. Communication: Firms considering responding to this RFQ are strictly prohibited from communicating with any member of Clearcreek Township staff. All questions and Requests for Information (RFI's) shall be directed to the A/EOR:

Scott F. Csendes, AIA, PMP
KZF Design
700 Broadway Street
Cincinnati, OH 45202
Phone 513-621-6211
E-Mail: scott.csendes@kzf.com

E. Submittal Instructions:

- a. Unless otherwise noted or exempt, all documents submitted to the Owner in response to this RFQ and subsequent RFP are public and will be available for inspection at the conclusion of the selection process. The following information, which must be marked in the submittal as confidential (“CONFIDENTIAL” typed in large font) shall remain confidential and will not be released: (1) Financial Capacity; and (2) Bonding/Insurance.
- b. Technical Qualifications / Requested Submissions: To accurately assess each Respondents qualifications for this project, Clearcreek Township requests that each Respondent submit the requested submission information in the order and format that it is presented below. Responses must be limited to the experience of the branch office and / or individuals that will have primary responsibility for the project. The Evaluation Committee reserves the right to conduct an independent investigation of the Respondent's technical qualifications by contacting Project references, accessing public information, and contacting other third parties. Additional information may be requested during the evaluation of technical qualifications

- i. Summary: Provide a summary, on one page or less, describing why your firm/team is the most qualified for the Project.
- ii. Executive Summary / General Team Information: List all Project Team Member firms (if applicable), office locations, responsibility on the Project Team, Project Team Lead / Contact Info, Organization Chart, and a brief bio on each firm, maximum 2 pages total.
- iii. Firm's relevant civic / public safety facility experience with recent history.
- iv. Firm's project experience with CM-R project delivery method on projects in excess of \$1,000,000 construction cost.
- v. Firm's average annual revenue for construction projects (Average of past 5 years) – List average revenue only.
- vi. Proximity of the 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.
- vii. Firm's project team qualifications / credentials / experience / education; provide bios for Project Executive, Project Manager, Project Superintendent, Pre-Construction Team, and Construction Technical Staff (Estimating, Budgeting, Scheduling) only.
- viii. Demonstrate Project Team's past success in completing past CM-R projects, provide a brief one paragraph summary for each, up to 5 projects may be listed. Include Owner's reference contact information or reference letter for each.
- ix. Representative project experience detailed information. Provide detailed project information including project name, project location, project completion year, project owner, owner contact name, owner contact phone number / email, brief description of the project and its relevance to this RFQ, role on the project, construction cost, project size. Up to 10 projects may be listed from members of the Project Team.
- x. Preconstruction Services Experience. Describe the experience of the Respondent and the experience of the Respondent's employees who would be assigned to the Project in performing preconstruction services, including but not limited to, working with designers, architects and engineers, preparing estimates, value engineering, and review of construction documents for constructability. If the Respondent intends to use any third-party entities to assist with the preconstruction services on the Project, the Respondent must also describe the experience of the third-party entity in this section.
- xi. Budget Management success by firm on any project type between \$1,000,000 and \$5,000,000 construction cost for which original estimates / pricing were prepared "in-house". Show comparison in a matrix format original estimates versus actual final construction bid costs and variance percentage only, up to 10 projects may be listed.
- xii. Schedule Management success by firm on any project type between \$1,000,000 and \$5,000,000 construction cost managed to the original schedule. List a brief summary for each of the circumstances, up to 5 projects may be listed.
- xiii. Management of a multiple project program delivery success to a single client over an extended project schedule on any project type between \$1,000,000 and \$10,000,000 construction cost managed.
- xiv. Management Systems: Describe the scheduling and cost control systems the firm would propose to use for the Project including the process proposed to be used to monitor and control costs during the design phase.
- xv. Financial Responsibility including evidence of the capability to provide a surety bond in accordance with paragraph (A) of rule 153:1-4-02 of the Administrative Code - Provide annual financial reports for the Respondent (the most recent year), prepared in accordance with Generally Accepted Accounting Principles ("GAAP"), and all relevant notes.
 1. Has the Respondent ever filed for bankruptcy? If so, when, and describe the impact it would have on the ability to honor contractual commitments?
 2. List and briefly describe any threatened, pending or past legal proceeding and judgment, or any contingent liabilities, in which the Respondent, or any parents, affiliates and subsidiaries of the Respondent was or is a party that

would adversely affect the Respondent's financial position or ability to honor its contractual commitments to the Owner.

3. Has the Respondent failed to complete any contract, or has any contract been terminated due to alleged poor performance or default, or has the Respondent been found to be in violation of any provision of international, federal, state, or local regulations? If so, provide explanation.
 4. Has the Respondent been convicted of any criminal conduct or been found in violation of any federal, state, or local statute, regulation, or court order concerning antitrust, public contracting, employment discrimination, or prevailing wages? If so, describe the circumstances.
 5. Has the Respondent been barred from bidding on public contracts by the federal government or by any governmental entity in Ohio or any other state? If so, describe the circumstances. Is the decision under review or was it upheld by formal legal and/or grievance process?
- xvi. Self-Performed Work: Indicate whether the firm intends to self-perform any work on the Project through a competitive process and, if so, the nature of the work and capability to self-perform.
- xvii. Claim History. The Respondent shall disclose (1) all claims that have been made against it on construction projects in the past five years and the reason for each, (2) all claims made by the Respondent on construction projects in the past five years and the reason for each and (3) all claims or challenges against the owner by Respondent as a result of not being selected as the construction manager, design-builder or general contractor during any request for qualification or bidding process. As used in this paragraph, the phrase "claims" should not be construed to be limited to formal litigation. The phrase "claims" should be construed to include any demand by Respondent for additional compensation under a construction project and any request by an owner of a construction project that Respondent replace, or repair work installed on a construction project. The Respondent shall provide the names of the Respondent's employee(s) who was responsible for monitoring and resolving any claims and the names of the owner of the project which had a claim arise.
- c. Qualifications Selection Criteria Information: Unless noted otherwise below, for each of the listed Selection Criteria items noted below, Respondents shall provide a chronologically ordered list (most recent first) of projects with specific relevance to the specific criteria, and the requested project information only. Projects may appear on more than one list. Recent history for all Selection Criteria is considered to be within the past 7 years. For each project, list only the project name, client name and contact info, project location, year of completion, project cost, project size (area) on a single line, in the order noted below.
- i. Firm's relevant civic / public safety facility experience with recent history.
 - ii. Firm's project experience with CM-R project delivery method on projects in excess of \$1,000,000 construction cost.
 - iii. Firm's project team qualifications / credentials / experience / education.
 - iv. Budget Management success by firm
 - v. Schedule Management success by firm
 - vi. Multiple project program delivery management success by a firm
- d. Respondent must complete and include the attached Certification Letter (Attachment A).

F. Submittal Instructions:

b. RFQ Submittal Instructions:

- i. Each Respondent must submit 5 paper copies (4 bound, 1 un-bound) & 1 electronic copy in PDF format on USB Flash Drive of its response to this RFQ by the deadline listed herein. Late responses will not be accepted. No electronic submittals will be accepted.
- ii. Submittals will be received at the Clearcreek Township Offices, 7593 Bunnell Hill Road, Springboro, OH 45066.
- iii. Envelopes containing proposal materials must be sealed and addressed to Clearcreek Township, attention Matthew Clark, Township Administrator and the project name (Clearcreek Township Government Center Project) must be listed on the envelope, as well as the Respondent firm's name.

- iv. Submittals / narrative pages are to be 8½"x 11". All information provided shall be bound in a single volume. A clear and concise presentation of information is encouraged with a total maximum page limit of 30 double-sided pages for all requested information and supporting data.
 - v. Electronic file portions of the submittal must be combined into a single PDF format file names with the project's name (Clearcreek Township Government Center Projects) and the Respondent firm's name. Use the "print" feature of Adobe Acrobat or similar software for creating a PDF rather than using a scanner. If possible, reduce the size of the PDF.
 - vi. Owner reserves the right to waive any informalities, irregularities or technical defects in the responses to this RFQ. Submittals received after the stated deadline will not be accepted, no exceptions.
 - vii. Respondents shall confirm with the Owners Procurement website for any addenda issued prior to submittal, and shall confirm receipt of all addenda in the Attachment A - Certification Letter.
- G. Evaluation Criteria for Selection:
- a. All proposals will be afforded equal consideration by the members of the selection committee. The criteria to be used during the initial RFQ stage to develop a short-list of qualified candidates is a qualifications-based selection process. The committee will review and rank each proposal submitted in terms of the firm's qualifications with emphasis on the experience of the CM-R on projects of similar scope, size and cost.
- H. Security for Performance: Respondents selected to submit final project bids (short-listed) will be required, at their own expense, to provide and maintain a performance / payment bond equal to 100% of the submitted project bid if selected as the CM-R firm for the project. The bonding company shall have an A.M. Best rating of "A" or above. Each short-listed Respondent must submit a letter from its surety's agent expressing its intent to issue the required bond if the Respondent is selected as the CM-R.
- I. General Information:
- a. Owner reserves the right to determine the "best value" offer on the basis of an individual item, group of items, or in any way determined to be in the best interests of Clearcreek Township.
 - b. Clearcreek Township shall have no liability for the costs and expenses incurred by the Respondents in responding to the RFQ, the forthcoming RFP, responses to clarification requests and resubmittals, potential interviews, and / or subsequent negotiations
 - c. Owner is not subject to federal excise taxes. Per ORC, Owner is exempt from state and local sales taxes.
 - d. Offerors shall promptly notify Owner of any ambiguity, inconsistency or error which they may discover upon examination of the documents. Interpretations, corrections and changes will be made by addendum. Each Offeror shall ascertain prior to submitting a proposal that all addenda have been received and acknowledged in the proposal.
 - e. Prevailing Wage requirements as provided in Ohio law will be incorporated by reference into any agreement. Project must be delivered using current prevailing wage rates.
 - f. Respondents must have or obtain all necessary local, state and federal occupational licenses prior to performing any work on the project.
 - g. Contracts entered into will be governed by and construed according to the laws of the State of Ohio.
 - h. Respondents selected to the short-list will be required to supply a current Workers Compensation certificate. Owner may request proof of Workers Compensation at such other times during the life of the Contract as it deems necessary.

Attachment A - Certification Letter

Clearcreek Township
7593 Bunnell Hill Road
Springboro, OH 45066

RE: Statement of Qualifications for Construction Manager at Risk
for the Construction of the
Clearcreek Township Government Center Projects

_____ (the "Respondent") hereby submits its Statement of Qualifications (SOQ) in response to the Request for Qualifications for the Clearcreek Township Government Center Projects issued by Clearcreek Township.

As a duly authorized representative of the Respondent, I hereby certify, represent and warrant as follows in connections with the SOQ:

- a. The Respondent acknowledges receipt of the RFQ and the following addenda:

No.	Date
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- b. The submittal of the SOQ has been duly authorized by, and in all respects is binding upon the Respondent. This Certification Letter evidences my authority to submit the SOQ and bind the Respondent to its terms.
- c. The Respondent has completely reviewed and understands and agrees to be bound by the requirements of the RFQ.
- d. The firms that will be members of the Respondents Project team include as follows (must list all disciplines):

Name	Responsibility
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- e. All information and statements contained in the SOQ are current, correct and complete, and are made with the full knowledge that Clearcreek Township will rely on such information and statements in short listing the Respondents.
- f. The SOQ has been prepared and is submitted without collusion, fraud or any other action taken in restraint of free and open competition for the services contemplated by the RFQ.
- g. The Respondent will comply with any applicable state and federal equal opportunity and affirmative action requirements associated with the funding of this Project.
- h. Neither the Respondent, nor any of the listed team members are currently suspended or debarred from doing business with any governmental entity.
- i. Neither the Respondent, nor any of the listed team members are currently in arrears or delinquent on any Clearcreek Township or Warren County property taxes.

- j. The Respondent's contact person who will serve as the interface between Clearcreek Township and the Respondent is:

Name:

Title:

Address:

Phone:

Fax:

E-Mail:

Name of Respondent

Name of Designated Signatory

Signature

Title

Date

(Notary Public)

State of

County of

On this _____ day of _____, 2020, before me appeared _____ personally known to me to be the person described in and who executed this Certification Letter and acknowledged that (he / she) signed the same freely and voluntarily for the uses and purposes therein described.

In witness thereof, I have hereunto set my hand and affixed my official seal the day and year last written above.

(Seal)

Notary Public in and for the State of _____

(Name Printed)

Residing at _____

My Commission Expires _____