



**REQUEST FOR QUALIFICATIONS
CONSTRUCTION MANAGER AT RISK SERVICES
FOR
THE CONSTRUCTION OF
CLEARCREEK FIRE DISTRICT
NEW FIRE STATION 24 PROJECT**

SEPTEMBER 26, 2022

**Clearcreek Fire District
925 South Main Street
Springboro, OH 45066**

**New Fire Station 24
Gardner Road
Springboro, OH 45066**

Response Deadline: October 19, 2022 – 10:00am Local Time

Project Overview:

A. Project Description:

- a. The Clearcreek Fire District (“Owner”) is seeking Statements of Qualification (SOQ) from firms interested in providing Construction Manager at Risk (CM-R) services for the Clearcreek Fire District New Fire Station 24 Project to be delivered in a single-phase delivery program.
- b. Estimated Total Project Cost (By Project, includes soft costs and contingencies):
 - i. New Fire Station 24 Headquarters: \$10,000,000
 - ii. New Salt Storage Building: \$500,000
 - iii. New Road Maintenance Department Storage Building: \$200,000
- c. Preliminary professional design services are being acquired by the Clearcreek Fire District under separate contract with KZF Design, Cincinnati, OH.
- d. The scope of the program includes the construction related to a new fire station, new salt storage facility and equipment storage building on a 4-acre commercial parcel located on Gardner Road, Springboro, OH. The general scope of each project is as follows:
 - i. New Fire Station 24 Headquarters: A new freestanding fire headquarters building including administrative offices, specialized operational spaces, training room, apparatus bays, decon areas, living quarters, and bunk areas. The new facility is anticipated to be approximately 18,000-20,000SF on a single floor.
 - ii. New Salt Storage Building: A new freestanding road salt storage building of approximately 2,400 SF.
 - iii. New Equipment Storage Building: A new freestanding equipment storage building of approximately 1,000 SF.
- e. Green Build Policy: Although the Clearcreek Fire District 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 the Clearcreek Fire District’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 project 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, permit submittal coordination, 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. 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 or terminate 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 2023 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: November 2022
 - b. Construction Stage Notice to Proceed: April 2023
 - c. Substantial Completion of Work: May 2024
 - d. CM-R Services Complete: July 2024 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 are 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 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 will 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 19, 2022, 10:00am
 - CM-R Firms Short-Listed / RFP Issued: October 24, 2022
 - Proposals Due: November 02, 2022
 - Interviews (Optional): week of November 7, 2022
 - Selection of CM-R: November 10, 2022
- 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 the Clearcreek Fire District staff or Board of Trustees. 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, the Clearcreek Fire District 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 fire station / public safety facility experience with recent history.
 - iv. Firm's project experience with CM-R project delivery method on projects in excess of \$3,000,000 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, original project budget, final construction cost, and 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 \$2,500,000 and \$7,500,000 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 \$2,500,000 and \$7,500,000 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 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.
- xiv. 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?
- xv. 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.

- xvi. 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 fire station / public safety facility experience with recent history.
 - ii. Firm's project experience with CM-R project delivery method on projects in excess of \$3,000,000 construction cost.
 - iii. Firm's project team qualifications / credentials / experience / education.
 - iv. Budget Management success by firm
 - v. Schedule Management success by firm
 - d. Respondent must complete and include the attached Certification Letter (Attachment A).
- F. Submittal Instructions:
- b. RFQ Submittal Instructions:
 - i. Each Respondent must submit 4 bound paper copies & 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 Fire Station 21, 925 South Main Street, Springboro, OH 45066.
 - iii. Envelopes containing proposal materials must be sealed and addressed to the Clearcreek Fire District, attention Assistant Chief Steve Cox and the project name (Clearcreek Fire District – Fire Station 24 Project – CM Services) 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 Fire District – New Fire Station 24 Project – CM Services) and the Respondent firm's name. Use the "print" feature of Adobe Acrobat or similar software for creating a single 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 the Clearcreek Fire District.
 - b. The Clearcreek Fire District 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 Fire District
925 South Main Street
Springboro, OH 45066

RE: Statement of Qualifications for Construction Manager at Risk
for the Construction of the
Clearcreek Fire District New Fire Station 24 Project

_____ (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 the Clearcreek Fire District.

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
_____	_____
_____	_____
_____	_____

- 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
_____	_____
_____	_____
_____	_____
_____	_____

- e. All information and statements contained in the SOQ are current, correct, and complete, and are made with the full knowledge that the Clearcreek Fire District 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, City of Springboro, or Warren County property taxes.

- j. The Respondent's contact person who will serve as the interface between the Clearcreek Fire District 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 _____, 2022, 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 _____