



STATEMENT OF QUALIFICATIONS (“SOQ”) CONSTRUCTION MANAGER AT RISK SERVICES

PROJECT DESCRIPTION:

The City of Loveland (the “City”) is soliciting Statements of Qualifications from qualified firms (“Firm” or “Firms”) to provide pre-construction and construction services as a “Construction Manager at Risk” (CMR) for construction of a 40,000 +/- Mixed Use Building (“Project”). The new facility will replace the existing City Hall, adding retail and residential components to the existing site. Firms with relevant CMR experience and qualifications are encouraged to submit Statements of Qualification. The purpose of the SOQ process is to identify the most qualified Firms.

The City has concluded a Facility Assessment Study and has determined that a new facility is desired and needed to enhance and Downtown Center of the City.

Project Description: The Project will include the demolition of the existing City Hall and the construction of a New Building, Site Work and Parking Lot

Project Locations: 120 West Loveland Avenue
City of Loveland, Ohio 45140

Design Team: TBD

City’s Representative: David Kennedy
120 West Loveland Avenue
Loveland, Ohio 45104
(513) 707-1454

Copies of the Facility Assessment Study, completed by McGill Smith Punshon Architects is available upon request to:

David Kennedy
120 West Loveland Avenue
Loveland, Ohio 45104
(513) 707-1454

The Firm ultimately selected by the City will provide full CMR services for the construction administration of the Project as directed by the City.

PROJECT DELIVERY:

The project will be constructed using the “Construction Manager at Risk” project delivery format generally described below and further described in Ohio Revised Code Sections 9.33 through and Ohio Administrative Code Sections 153:1-6-01, and related statutory and regulatory provisions. The preconstruction and construction phase services will be set forth in more detail in a contract based on AIA Document A133-2009 (Standard Form of Agreement Between Construction Manager as Constructor where the basis of payment is the Cost of Work Plus a Fee with a Guaranteed Maximum Price) (“CM Agreement” or “A133”).

Pre-Construction Services Per A133.

The Construction Manager (CM) will provide preconstruction phase services for the Project. The Construction Manager (CM) will work cooperatively with the City and Design Team, and will provide, among other services, cost estimating, budgeting, value engineering, constructability review, scheduling, a GMP for the Project, and pre-construction planning. The Construction Manager shall provide recommendations with regard to accelerated or fast-track scheduling, procurement, and phased construction.

When the drawings and specifications (“Construction Documents”) are completed for the Project, the Construction Manager will work together with the Design Team to reduce any allowances and clarifications of the Construction Documents to writing and submit them to the City. The CM shall submit to the City and Design Team its proposed guaranteed maximum price (“GMP”) for the Project and its clarifications and assumptions based on the Construction Documents (the “GMP Proposal”). The Construction Manager, City and Design Team will meet to reconcile any questions, discrepancies, or disagreements relating to the GMP Proposal for the Project. The reconciliation shall be documented by revision to each GMP Proposal. The Construction Manager shall then submit to the City for approval the Construction Manager’s final proposed GMP for the Project. Contingent upon the City’s approval of the final proposed GMP for the Project, the parties will enter into a GMP Amendment to the CM Agreement establishing the GMP. The final negotiated GMP shall not exceed the Project budget. If

the proposed GMP exceeds such budget, then the City may terminate the CM Agreement and may select an alternative delivery method for the Project.

Construction Phase Services Per A133.

The parties will engage in an “open book” pricing method in which the City shall have access to all books, records, documents, and other data in the Construction Manager’s possession related to itself, its subcontractors and material suppliers pertaining to bidding, pricing or performance of the CM Agreement. The Construction Manager shall construct the Project pursuant to the construction documents and in accordance with the Project bidding schedule requirements. The Construction Manager shall select subcontractors based on competitive pricing submitted by prequalified subcontractors in accordance with criteria approved by the City. The Construction Manager 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, monitoring compliance with all equal employment and prevailing wage requirements, and submitting monthly reports of these activities to the City.

INTERVIEWS AND CM SELECTION

The Construction Manager will be selected using (i) a qualification based selection process during the initial Statement of Qualifications (SOQ) stage to develop a short list of construction management firms, and then (ii) a subsequent “best value” selection process during the final SOQ stage for the final Construction Manager selection. The qualifications-based selection criteria for the SOQ is included in this announcement. The best value criteria used in evaluating proposals from the short-listed Firms will include such factors that are determined to derive or offer the greatest value to the City, combining both qualifications and fee. Neither this SOQ, nor any SOQ or RFP proposal submitted, nor the selection of any proposals, nor any evaluations of or negotiations with any construction manager will impose any obligation or liability on the City.

A. Qualifications Phase/Short-Listing of Firms. Each Firm responding to this SOQ 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. The City may hold discussions with individual Firms to explore further their qualifications, the scope and nature of the services they provide, and the various technical approaches they may take regarding the Project. After evaluating the responses to this SOQ, the City will select a short- list of no fewer than three Firms that it considers to be the most qualified, except if the City determines that fewer than three Firms are qualified, it will only select the qualified Firms.

B. Request for Pricing and Technical Proposals. The City will provide the short- listed Firms a Request for Proposal (RFP) for the Project that will contain a description of the Project, including available design details, the form of the CM Agreement, proposed Project schedules and budgets, and other pertinent information. With respect to pricing, the RFP shall include cost criteria as set forth in the A133 for

preconstruction services (paragraphs 2.1 and 2.2 and Article 4), fee criteria as set forth in the A133 (Article 5) for construction at risk services, general conditions cost breakdowns, and recommended contingency requirements. The RFP shall also specify that the pricing proposal shall contain the technical proposal and a separate pricing document identifying: (a) the Firm's list of key personnel for the Project; (b) Project specific approach for self-performed work; (c) a specific plan for the Project.

C. **Interview.** After submitting responses to the RFP, the short-listed Firms will be interviewed by the City and representatives of the City. 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 City's timetable and budget. The City will notify each short-listed Firm to schedule individual times for the interviews.

D. **Cancellation and Rejection.** The City 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 City shall have no liability to any proposer arising out of such cancellation or rejection. The City reserves the right to waive minor variations in the selection process.

SUBMITTAL INSTRUCTIONS/CONTENTS

The following format requirements were developed to aid Firms in the development of their SOQ submittals. They also provide a structured format so reviewers can systematically evaluate several submissions. These directions apply to all submissions submitted. The

purpose of the SOQ is to demonstrate a Firm's technical capabilities, professional qualifications, past project experiences, and knowledge within this industry for Project.

Unless otherwise noted or exempt, all documents submitted to the City in response to this SOQ are public and will be available for inspection at the conclusion of the selection process.

Firms submitting a statement of qualifications in response to this SOQ are requested to submit to the City the following information:

SUBMITTAL FORMAT - RESPONSE TO THIS STATEMENT OF QUALIFICATIONS MUST INCLUDE THE FOLLOWING SECTIONS:

A. **Introductory Information:**

- An introductory information section shall include:

(1) Reference to this SOQ.

(2) Name of the Firm responding, including mailing address, e-mail address, telephone number, and name of contact person.

(3) An executive summary stating the Firm's understanding of the Project, team capabilities, construction management approach, and opinion why the Firm should be chosen. Include any general information the Firm wishes the City to consider about its Statement of Qualifications.

B. Firm's Work History and References:

(1) Provide a brief description of any City, County, Public, Municipal, Mixed Use Development or similar projects of comparable size and complexity for which the Firm provided construction manager at risk services within the past ten (10) years. Limit information to no more than five (5) projects. All such descriptions should include:

- a) Project location.
- b) Size (sf).
- c) Renovation and/or Replacement.
- d) Description of cost estimates.
- e) Duration of construction and construction cost.
- f) Name and contact information for a reference with knowledge of the Firm's work on the specified project.

C. Project Team:

(1) The submittal should clearly outline the background and experience of the Firm's project team. The project team consists of those members from the CM Firm assigned to work on the project. Include a one page summary resume of each project team member. Understand once the City issues a contract, no change in personnel assigned to the Project will be permitted without prior written approval from the designated City representative. At a minimum, provide the following information for each proposed project team member:

- a) Name.
- b) Job title for this Project.
- c) Professional Discipline /Applicable Registrations.
- d) Specific duties assigned on this Project.

D. Construction Manager at Risk Philosophy and Approach:

(1) Provide a brief explanation of your team's construction manager at risk philosophy and approach that would be used in the City's project.

(2) Provide a brief explanation of your team's construction documentation process and reports to the owner.

(3) Provide a brief explanation of your team's ability to coordinate and communicate with multiple end users.

E. Budget / Schedule:

(1) Provide team examples of effective budget and schedule management for projects of similar size and complexity.

(2) Provide a budget analysis of the last three project your team has completed including anticipated versus actual cost.

F. References:

(1) Provide contact information of 3 to 5 references for similar project type and size.

G. Litigation:

(1) Identify any litigation, or pending litigation, for your construction manager at risk team members over the past five (5) years

H. Bonding/Insurance:

Provide (1) evidence of the Firm's capacity to provide bonding in the amount of the Project's construction budget, (2) evidence of the Firm's workers' compensation insurance, and

(2) a copy of the Firm's certificate of insurance showing the Firm's current limits of liability for employer's liability, commercial general liability, business automobile liability and professional liability.

I. Additional Information:

In addition to the information required as described above, Firms may submit other supplemental information that it feels may be useful to the City in evaluating its Proposal.

SUBMITTAL PROCESS AND DEADLINE

Those Firms interested in providing the construction manager at risk services for this Project must **submit seven (7) bound copies of its Qualifications and one (1) CD in a PDF format** to the City by February 16, 2017 at 4:30 p.m. (Cincinnati time). Qualifications are to be submitted in a sealed package clearly marked "Qualifications for Project" – CM AT RISK" to the attention of:

David Kennedy
120 West Loveland Avenue
Loveland, Ohio 45104
(513) 707-1454

PROPOSAL EVALUATION CRITERIA

The following criteria will be used by the City to evaluate each Firm:

1. Responsiveness to this SOQ. Completeness of qualifications in responding to the information requested and in the designated format.
2. Current and past experiences of the Firm and its identified personnel on projects of similar size, scope and complexity.
3. Qualifications (including technical training and education) and relevant experience of the key personnel.
4. Ability of the Firm in terms of its workload and availability of qualified personnel, company resources, and facilities to perform the required services competently and expeditiously. This includes the availability of the key personnel to commence active engagement on the Project.
5. Demonstrated knowledge of the Firm's ability to manage the Project schedule and team activities in a timely manner.
6. The Firm's understanding of the strategies to complete the Project's objectives as completely and effectively as possible.
7. Relevant project and client references and evidence of successfully executing similar projects for the Firm and designated project personnel, including sub-consultants, for projects of a similar nature.
8. Any other relevant criteria as determined by the City.

MODIFICATION OF CRITERIA, PROCEDURE, AND TERMS

This SOQ sets forth the intent of the City as to the procedure and criteria by which a Construction Manager at Risk will be selected for the Project and the proposed terms of the agreement between the City and the successful Firm. Except as required by statute, the City reserves the right, in its sole discretion, to modify this procedure and criteria until an agreement between the City and a successful Firm is executed.

CLARIFICATION AND SUPPLEMENTATION OF SUBMITTALS

The City reserves the right, in its sole discretion, to have any Firm clarify or supplement its submittal, including making such request through direct contact with the Firm.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the policy of the City that race, religion, sex, color, ethnicity, and national origin will not be used as criteria in its business contracting practices. Every effort will be made to ensure that all persons regardless of race, religion, sex, color, ethnicity and national origin have equal access to contracts and other business opportunities with the City. The City will establish effective outreach programs to assure equal opportunity in business contracting.

**END OF
STATEMENT OF
QUALIFICATIONS**