



Delaware County Facilities Management

1610 State Route 521, Delaware, Ohio
PHONE: (740) 833-2280 FAX: (740) 833-2279

PUBLIC NOTICE

REQUEST FOR PROPOSALS

CONSTRUCTION MANAGER AT RISK

DELAWARE COUNTY NEW SOCIAL SERVICES ADMINISTRATION FACILITY

DELAWARE COUNTY, OHIO

The Delaware County Board of Commissioners, in accordance with Section 9.33, *et seq.*, of the Ohio Revised Code, hereby gives notice of its intent to employ a Construction Manager at Risk (CMAR) for the construction of a new Social Services Administration facility (the "Project") at the Delaware County Byxbe Campus, located at the intersection of State Route 521 and Byxbe Parkway, Delaware, Ohio, for Delaware County, Ohio and invites interested parties to submit proposals for consideration.

The work includes preconstruction and at-risk construction management services for the Project. Firms are to be experienced in, but services will not be limited to, CMAR services of scheduling, review of design progress submittals, value engineering, "GMP" and open book pricing, and experience in public sector construction.

The complete Request for Proposals may be obtained at the County's web page, <http://www.co.delaware.oh.us> under the heading "Public Notices and Bids" or by contacting the Delaware County Facilities Management Office at (740) 833-2280, email jmelvin@co.delaware.oh.us, or in person at 1610 State Route 521, Delaware, OH 43015 during normal business hours.

Proposals will be received at the Delaware County Commissioners' Office, Attention: Mr. Jon Melvin, Director of Facilities, 91 North Sandusky Street, Delaware, Ohio 43015 until **4:00 PM on September 20, 2024**. One original hard copy, and one electronic copy (**in PDF format**) of all submittals are to be included. Submittals pursuant to this invitation will not be received after the hour and date stated above.

End of Advertisement

Delaware County Facilities Management RFP for Construction Manager at Risk

Project Name: Delaware County New Social Services Administration Facility
Project Number: TBD
Project Location: Intersection of State Route 521 and Byxbe Parkway, Delaware, Ohio 43015
Owner: Delaware County Board of Commissioners
Address: 91 North Sandusky St., Delaware, Ohio 43015
Project Manager: Jon Melvin, Director of Facilities
Prevailing Wages: State of Ohio
Response Deadline: 4:00 PM on September 20, 2024 local time
No. of copies requested: One (1) original hard copy, and one (1) electronic copy (in PDF format).

Submit the requested number of Proposals directly to:

Delaware County Commissioners Office
Attn: Mr. Jon Melvin, Director of Facilities
91 North Sandusky Street
Delaware, OH 43015

See Section F of this RFP for additional submittal instructions.

Delaware County will release all communications regarding this RFP via e-mail and it will be posted to the County's website: <http://www.co.delaware.oh.us> under "Quick Links" - "Public Notices and Bids". Interested firms should submit a "Notice of Intent" via email to Jon Melvin at jmelvin@co.delaware.oh.us. Include in the notice the firm's name, address, telephone, and the contact name and email address of the individual to receive all communications. Delaware County is not responsible for missed communications due to incorrect e-mail addresses, mailboxes that have exceeded their limit, or other e-mail or Internet service provider problems. Those interested in submitting a response to this RFP are encouraged to monitor the web site for any addenda or clarifications to assure complete compliance with specifications, terms and conditions. Submitting a "Notice of Intent" is not a commitment to submit a proposal.

Submit all questions regarding this RFP in writing (no phone calls) to Jon Melvin at jmelvin@co.delaware.oh.us on or before 4:00 PM on September 11, 2024. Responses will be distributed and posted by September 16, 2024. The name of the party submitting a question will not be included on the Q&A document.

Project Overview

A. Project Description

The Delaware County Board of Commissioners (the "Owner") is requesting interested firms to submit proposals for the project referred to as the "New Social Services Administration Facility." The County Selection Committee will rank all submittals and prepare a short list of the respondents deemed to be most qualified. The short-listed firms will then be asked to provide a pricing proposal to provide pre-construction and construction services as a Construction Manager at Risk ("CMAR") for the Project.

The site is owned by the Delaware County Board of Commissioners and is approximately 10.2 acres in size. The site is located on the east side of Byxbe Parkway immediately south of State Route 521. As a rapidly growing County, Delaware County requires a budget compliant new facility planned for future expansion and will consider flexible and creative design options meeting the current and future needs of its social services organizations. This facility will include offices and meeting spaces for Delaware County Job and Family Services, Ohio Means Jobs, the Delaware-Morrow Mental Health

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and Recovery Services Board, the Delaware County Board of Developmental Disabilities, and other agencies (if any) as directed by Delaware County. The preliminary program area is estimated at approximately 69,500 gross square feet.

Delaware County has engaged Pizzuti Solutions as their Owner Representative for this project.

The Owner is hiring an Architect-of-Record (AoR) to provide professional design services for the project. The AoR will validate the previously completed space program developed for this facility.

The owner wishes to utilize a CMAR to assist the Owner in meeting the project goals and to add value during the planning and design phases with cost and schedule estimating, cost control strategies, constructability reviews, and management of the bidding process.

All aspects of the project and related issues will be implemented and operated consistent with the Owner's policies and procedures.

The anticipated project budget is \$25.0MM.

B. Scope of Services

As required by the Agreement, and as properly authorized, the CMAR will provide the following general categories of services: provide constructability review comments on design documents produced by the AoR, review and maintain estimates of probable construction cost, provide value engineering/analysis, prepare the construction schedules, develop construction phasing, lead and manage the subcontractor prequalification and bidding process, construction, and project closeout stages.

The preconstruction and construction services are generally described below. Subcontracts including but not limited to Plumbing, Fire Protection, HVAC, Electrical and AV/Technology will be awarded by the CMAR to prequalified vendors using a competitive bidding process based on design documents produced by the AoR. The parties will engage in an "open book" pricing method in which all subcontracted work shall be based upon competitive pricing that will be reviewed by the Owner, the AoR and the CMAR. The Owner shall have access to all books, records, documents and other data in the CMAR's possession related to itself, its subcontractors and material suppliers pertaining to bidding, pricing or performance of the Agreement.

Preconstruction Services: The CMAR will work cooperatively with the Owner, AoR and Project Team, and will provide, among other services based on the current design documents prepared by the AoR, an opinion of probable construction cost, constructability review, value engineering analysis and workshops, scheduling and preconstruction planning, and strategy for material purchasing and subcontractor packaging. After the drawings and specifications have been updated per the design reviews and are at a stage of completion specified in the Agreement, such documents (the "Basis Documents") shall be provided to the CMAR. If the Agreement specifies that partially completed design documents shall be used as the Basis Documents, the AoR shall provide a detailed listing of any materially incomplete design elements along with the AoR's statement of intended scope with respect to such incomplete elements (the "Design Intent Statement"). The CMAR shall then bid the Basis Documents to interested Subcontractors in compliance with any requirements of the Owner. On completion of bidding and review of all bids, the CMAR shall then prepare and submit to the Owner and the AoR their proposed Guaranteed Maximum Price (the "Contract Sum") and its qualifications and assumptions based upon the Basis Documents and the Design Intent Statement (if applicable). The CMAR, the Owner, and the AoR (along with the AoR's engineers and consultants) shall meet to reconcile any questions, discrepancies or disagreements relating to the qualifications and assumptions, the Basis Documents or the Design Intent Statement (if applicable). The reconciliation shall be documented by an addendum to the qualifications and assumptions that shall be approved in writing by the Owner, the AoR and the CMAR. The CMAR shall then submit to the Owner, for approval, the

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CMAR's proposed final Contract Sum based upon the Basis Documents, the approved qualifications and assumptions and the Design Intent Statement (if applicable). Contingent upon the Owner's approval of the final Contract Sum, the parties will enter into an amendment to the Agreement establishing the Contract Sum ("GMP Amendment"). The final negotiated Contract Sum shall not exceed the Project Budget established for construction. If the proposed Contract Sum exceeds such budget, then the Owner may terminate the agreement with the CMAR and seek proposals from other firms for completion of the Project. Upon approval of the Contract Sum by the Owner, the Owner shall issue a Notice to Proceed to the CMAR.

Construction Services: The CMAR shall construct the Project pursuant to the construction documents and in accordance with the schedule requirements. The CMAR shall either self-perform (through a competitive bid process) or 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 agreement, 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 Contracting Authority. All subcontracts shall be on the subcontract form prescribed by OAC Section 153:1-3-02. The Contracting Authority reserves the right to approve the CMAR's selection of subcontractors and any supplemental terms to the form subcontract.

C. Anticipated Project Schedule

CM shortlist/ interviews/ selection	September - October 2024
CM Services Start:	November 2024
Design completion	July 2025
Bidding	July-August 2025
GMP Approval:	September 2025
NTP/ Construction Stage Start:	September 2025
Construction Stage Completed:	June 2027
CM Services Completed:	August 2027

D. Non Discrimination/Equal Opportunity

The contract shall contain provisions as required by Delaware County discrimination policies and by Section 153.59 of the Ohio Revised Code which state in part:

- A. That, in the hiring of employees for the performance of work under the contract or any subcontract, no contractor, subcontractor, or any person acting on a contractor's or subcontractor's behalf, by reason of race, creed, sex, disability or military status as defined in section 4112.01 of the Revised Code, or color, shall discriminate against any citizen of the state in the employment of labor or workers who is qualified and available to perform the work to which the employment relates.
- B. That no contractor, subcontractor, or any person on a contractor's or subcontractor's behalf, in any manner, shall discriminate against or intimidate any employee hired for the performance of work under the contract on account of race, creed, sex, disability or military status as defined in section 4112.01 of the Revised Code, or color.

E. Selection Process and Evaluation Criteria

Selection Criteria:

The CMAR will be selected using (i) a qualifications-based selection process during the initial Request for Proposal (RFP) stage to develop a short list and (ii) a best value selection process during the final Pricing Proposal stage for the final CMAR selection. The qualifications-based selection criteria for the RFP 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 Owner, combining both qualifications and fee.

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Short List:

Each firm responding to this RFP 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 RFP, the Owner's Evaluation/Selection Committee will recommend a short list of no fewer than three candidates that it considers to be the most qualified, except if the Committee determines that fewer than three firms are qualified, it will only recommend the qualified firms. The Owner will then consider the Committee's recommendation and formally select the firms considered to be the most qualified.

Pricing Proposal:

The Owner shall then provide each short-listed firm with a description of the project, including a statement of available design detail, a description of how the guaranteed maximum price (GMP) for the project shall be determined, including the estimated level of design detail upon which the GMP shall be based, the form of the construction management contract, and a request for a pricing proposal. The pricing proposals shall contain, at a minimum, a list of key personnel for the Project, a statement of the general conditions and contingency requirements, a fee proposal divided into a preconstruction fee, a construction fee, and the portion of the construction fee to be at risk in a GMP.

Interview:

After submitting pricing proposals, the short-listed firms may be interviewed by representatives of the Owner (the Evaluation/ Selection Committee). 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.

Best Value Ranking:

After evaluating the proposals, and conducting any interviews, the Owner will rank the short-listed CMAR candidates based on the Owner's evaluation of the value of each pricing proposal, including proposed cost and qualifications. Negotiations will be conducted with the CMAR whose pricing proposal is determined to be the best value. If negotiations fail with the CMAR ranked as the best value, the Owner will inform the candidate of the termination of negotiations and may enter into negotiations with CMAR ranked next highest.

Selection Schedule:

Tentative schedule is subject to change.

RFP Posted and Advertised	August 12, 2024
Initial Proposals Due	September 20, 2024
Short List and Pricing Proposals Requested (Board approval)	October 7, 2024
Pricing Proposals Due	October 22, 2024
Interviews	Week of October 28, 2024
Selection of CMAR (Board approval)	November 14, 2024

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. Acceptance of a proposal shall not constitute an agreement between the submitter and the Owner.

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F. Submittal Instructions

One original hard copy and one electronic copy (in PDF format) of submittals shall be delivered to the following addressee on or before **September 20 at 4:00 PM** local time.

Delaware County Commissioners Office
Attn: Mr. Jon Melvin, Director of Facilities
91 North Sandusky Street
Delaware, OH 43015

To enable efficient evaluation of the submittals, respondents should prepare their submittal on 8.5 x 11 paper utilizing the general format guidelines described below. Please feel free to include other materials, such as covers, table of contents, transmittal letter, appendices, brochures, etc. at your discretion.

Electronic submittals should be combined into one PDF file named with the project number listed on the RFP and your firm's name. Use the "print" feature of Adobe Acrobat Professional or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Adobe Acrobat Professional, go to Advanced, then PDF Optimizer.

Facsimile or e-mailed copies of the Proposals will not be accepted.

Unless otherwise noted or exempt, all documents submitted to the Owner in response to this RFP are public and will be available for inspection at the conclusion of the selection process. Subject to the applicable Ohio public records law, the following information will remain confidential and will not be released: (1) Proposal Form(s), except for cost category subtotals which will be transferred to the Best Value Rating Form; (2) Financial Capacity; and (3) Bonding/Insurance.

Under no circumstance will the Owner be responsible for any costs incurred by anyone in (a) the submittal of qualifications, (b) in any subsequent follow up to the submittal, (c) in any subsequent negotiations of a contract, or (d) in any other aspect of the effort to select the construction manager team.

Proposers are requested to submit the following information in response to this RFP:

1. Firm Contact: The name, address, telephone number, and email address of the individual who will serve as the firm's contact for any questions or correspondence regarding the submittal and the RFP process.
2. Summary: Provide a summary on one page or less, describing why your firm/team is the most qualified for the Project.
3. Profile and Organization: Information describing the firm's current organization, date of incorporation, ownership, corporate office, number of years in business, services offered, operating philosophy, number of employees, and employee demographics. If applicable, provide the same information for any other participating. Provide a description of the firm's proposed organization for the project. Identify key team members and describe the services, roles, and responsibilities of each. Discuss the relationship of key team members to each other, the prime firm and other member firms. Indicate the availability of key members throughout the project.
4. Resumes of Key Individuals: Provide professional resumes and job descriptions of the key individuals that will be assigned to this project; describing each member's education, technical training, qualifications, and experience with similar projects.
5. Bonding/Insurance: Provide evidence of capacity to provide bonding in the amount of the project budget and a copy of the firm's certificate of insurance showing the firm's current limits of liability

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for commercial general liability, employer's liability, business automobile liability and professional liability.

6. Experience: Provide brief descriptions of relevant projects that the firm has participated in during the past five years that are similar in size, scope, and type to the project referenced in this RFP and/or include the following scope of work:
 - a. CMAR – preconstruction and construction services experience
 - b. CMAR – contract sum (GMP) pricing and “open book” pricing experience
 - c. Constructability review experience
 - d. Project CPM scheduling, phased bid packaging and associated schedule and cost tracking
 - e. Experience with renovation construction.
 - f. Experience with the construction of public buildings and pre-engineered metal buildings.
 - g. Experience with ORC 153, State of Ohio standard requirements and public sector construction.

The firm's role in each project should be clearly identified as well as the role of the team members for this project. Information should include a description of services provided, completion date, project cost and examples of how the firm controlled costs, resolved disputes, administered subcontractors, and met deadlines. Include references for each which include a contact person, address, phone number, and email. References should be prepared to be contacted by the RFP evaluation committee.

7. 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.
8. Management Systems: Describe the scheduling and cost control systems the firm would propose to use for the Project
9. Estimating: Demonstrated track record of performance of in-house estimating on projects comparable to the Project.
10. Scheduling: Demonstrated track record of performance of managing projects to the original schedule.
11. Project Approach: Outline strategies that would be used on phasing of the project and development of work packages and material procurement to address the current market conditions.
12. Value Engineering: Outline strategy used to work with design documents to make sure owner receives maximum value of this process and preliminary value engineering considerations based on the current documents.
13. Claims/Litigation: Provide information on whether the firm is currently or has in the past five years, been involved in any claims, litigation, and/or arbitration.

Firms are requested to identify professional registrations, memberships and credentials including but not limited to: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, DBIA, and any other appropriate design and construction industry credentials. Identify that information on the resume page for individuals.

LEED Credentials: Leadership in Energy & Environmental
Design (Green Building Certification Institute)

GA: Green Associate

AP: LEED AP (Legacy LEED Accredited Professional
without specialty)

AP +: (see below):

LEED AP BD+C (Building Design and Construction
specialty)

LEED AP ID+C (Interior Design and Construction
specialty)

LEED AP O+M (Operations and Maintenance specialty)

LEED AP ND (Neighborhood Development specialty)

LEED AP Homes (Specialty for residential LEED
construction)

Other Industry Credentials

CCCA: Certified Construction Contract Administrator (CS)

CCM: Certified Construction Manager (CMAA)

CCS: Certified Construction Specifier (CSI)

CDT: Construction Document Technologist (CSI)

DBIA: Design-Build Institute of America

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Project Name New Social Services Administration Facility Project Number TBD

Proposer Firm _____

City, State, Zip _____

Selection Criteria		Value	Score
1. Primary Firm Location and Workload (Maximum 10 points)			
a. Proximity of firm to project site	Less than 100 miles	4 - 5	
	100 miles to 150 miles	2 - 3	
	More than 150 miles	0 - 1	
b. Workload	Availability of qualified personnel, equipment, and facilities.	0 - 5	
2. Qualifications of Firm/ Key Personnel (Maximum 25 points)			
a. Project Management Lead (e.g., education, experience, credentials)	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	
b. Project Administration Lead (e.g., awards, publications, appropriateness, innovation)	Experience / creativity of project admin staff to achieve owner's vision and requirements	0 - 5	
c. Technical Staff (e.g., BIM/CAD capabilities / scheduling / estimating, education, experience, CDT or CCS* credentials)	Experience / ability of technical staff to fully coordinate construction documents	0 - 5	
d. Construction Administration Staff (e.g., education, experience, CDT or CCCA* credentials)	Experience / ability of field representative to identify and solve issues during construction	0 - 5	
3. Past Performance and Approach to this Project (Maximum 55 points)			
a. Previous team performance	Past performance as indicated by evaluations and letters of reference	0 - 10	
b. Experience with similar projects / delivery methods	Less than 5 projects	0 - 3	
	5 to 9 projects	4 - 6	
	More than 9 projects	7 - 10	
c. Project Approach	Approach to project tailored specifically to the needs of this project	0 - 15	
d. Budget and schedule management	Performance in completing projects within original construction budget and schedule	0 - 5	
e. Value Engineering Strategy	Process to complete Value Engineering on design documents	0-15	
4. Financial Responsibility (Maximum 10 points)			
a. Financial Responsibility	Evidenced by the capability to provide documentation as required in ORC 9.33(E)(4) & 9.333	0 - 10	
Subtotal			

Notes:

Evaluator:

Name

Signature/Date