**Administration of Project:**

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| Project Name | Avon Lake CSD | |  | Response Deadline | July 16 |  | Noon | | local time |
| Project Location | various | |  | Project Number | NA | | | | |
| City / County | Avon Lake / Lorain | |  | Project Manager | Joelle Magyar | | | | |
| Owner | Avon Lake City School District | |  | Contracting Authority |  | | | | |
| Delivery Method | CM at Risk | |  | Prevailing Wages |  | | | | |
| No. of paper copies requested (stapled, not bound) | | 4 |  | No. of electronic copies requested (PDF) | | | | 4 | |

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| Submit the requested number of Statements of Qualifications (Form F110-330) directly to Joelle Magyar at Joelle.Magyar@alcsoh.org. See Section G of this RFQ for additional submittal instruction |
|  |
| Submit all questions regarding this RFQ in writing to [Joelle.Magyar@alcsoh.org](mailto:Joelle.Magyar@alcsoh.org) with the project name included in the subject line (no phone calls please). Questions will be answered and posted on a regular basis until one week before the response deadline. The name of the party submitting a question will not be included on the Q&A document. |
|  |

**Project Overview**

**A. Project Description**

The project consists of a new 5-8 grade Middle School and renovations to three elementary schools. The planned improvements to the elementaries include:

**HVAC System Overhaul**

* **Ducted systems installation:** Replacing outdated systems to improve air quality and efficiency.
* **Air conditioning addition:** Ensuring comfortable classrooms year-round.
* **Enhanced ventilation:** Upgrading exhaust systems for better airflow.

**Roof Replacement**

* Replacement/reconfiguration of boilers as needed
* **Priority-based updates:** Addressing the most critical areas.

**Electrical System Upgrades**

* **Panel replacements:** Modernizing electrical panels to meet current standards.
* **Additional circuits:** Supporting the increased demand of modern educational technology.
* **Lighting enhancements:** Transitioning to energy-efficient LED lighting.

**Plumbing System Repairs**

* **Sanitary piping replacement:** Updating old pipes to prevent leaks and ensure clean water supply.
* **Replace fixtures.**

**Accessibility Improvements**

* **Handicap access upgrades:** Making schools more inclusive and accessible to all.

**Safety Enhancements**

* **Fire suppression systems:** Installing or upgrading sprinkler systems for enhanced fire safety.
* **Emergency generators:** Ensuring schools remain operational during power outages.
* **Replace Doors and windows.**

**Cafeteria Modernization**

* **Kitchen equipment replacement:** Upgrading to efficient and safe kitchen appliances.

**Site Condition Improvements (Budget Permitting)**

* **Asphalt and sidewalk repairs:** Enhancing the safety and appearance of school grounds.
* **Addressing building-specific needs:** Tailoring improvements to each school’s unique requirements.

Professional design services are being acquired by the Contracting Authority under a separate contract through ThenDesign Architecture (TDA).

The Program of Requirements (“POR”) will be developed as a part of this project by TDA.

All aspects of the project and related issues will be implemented and operated consistently with the Ohio Revised Code and Owner’s policies and procedures.

B. Scope of Services

The selected Construction Manager at Risk (“CM”), 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.

As required by the Agreement, and as properly authorized, provide the following categories of services: provide constructability review comments on documents produced by the A/E during the Schematic Design, Design Development, and Construction Document stages; develop and maintain estimates of probable construction cost, value engineering, project schedules, and construction schedules; lead and manage the Subcontractor Prequalification and Bidding process, Construction and Closeout Stage.

Refer to the for additional information about the type and extent of services required for each. A copy of the standard Agreement can be obtained at the OFCC website at <https://ofcc.ohio.gov>.

The OFCC is not involved in the Project. References to the OSDM and OFCC Agreements are general. The School District may deviate from the OSDM in its discretion. OFCC Agreements will be modified to reflect that they are not involved.

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 CM to prequalified vendors using a competitive process. 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 A/E and the CM. The Owner shall have access to all books, records, documents and other data in the CM's possession related to itself, its subcontractors and material suppliers pertaining to bidding, pricing or performance of the Agreement.

Preconstruction Services: The CM will work cooperatively with the Owner, A/E, and Project Team, and will provide, among other services, schedule development, estimate development, Guaranteed Maximum Price (“GMP”) proposal, subcontractor prequalification and bidding, constructability review, permits, budgeting, value engineering, and preconstruction planning throughout the preconstruction stages. When the drawings and specifications are at 85% completed, such partially completed documents (the “Basis Documents”) shall be provided to the CM, together with the A/E's detailed listing of any incomplete design elements and the A/E’s statement of intended scope with respect to such incomplete elements (the “Design Intent Statement”). Contingent upon the 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 and seek proposals from other firms for completion of the Project.

Construction Services: The CM shall construct the Project pursuant to the construction documents and in accordance with the schedule requirements. The CM 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 requirements and submitting monthly reports of these activities to the Owner. All subcontracts shall be on the subcontract form prescribed by OAC Section 153:1-03-02. The Owner reserves the right to approve the CM’s selection of subcontractors and any supplemental terms to the form subcontract.

For purposes of completing the Relevant Project Experience Matrix in Section F of the *Statement of Qualifications* (Form F110-330), below is a list of relevant scope of work requirements for this RFQ:

1. Project Delivery Method (MP, GC, CMR, DB)
2. Role on Project (CMA, OA, CMR, DB, GC, Trade)
3. LEED Status (Reg., Cert., Silv., Gold, Plat.)
4. Relevant Scope
5. Relevant Scope

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| C. Funding / Estimated Budget | | |  |  | | |
| Total Project Cost | $88,000,000 | |  | State Funding | $**0** | |
| Construction Cost | $73.920.000 | |  | Other Funding | $**3,500,000 potential interest earnings** | |
|  | | | | | | |
| D. Anticipated Schedule | | |  | **E. EDGE Participation Goal** | | |
| CM Preconstruction Services Start | | / |  | Percent of the CM’s total compensation excluding CM’s Contingency\* | | .0% |
| Construction Stage Notice to Proceed | | / |  |
| Substantial Completion of all Work | | / |  | \*Preconstruction Stage Compensation plus Contract Sum minus CM’s Contingency | | |
| CM Services Completed | | / |  |

**F. Evaluation Criteria for Selection**

Selection Criteria: The CM 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.

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.

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.

Pre-Proposal Meeting: Prior to submitting a response to the RFP, the short-listed firms will be invited to meet with the Owner. The purpose of the pre-proposal meeting is to permit the short-listed firms an opportunity to ask the Owner questions in an individual setting to help the firms prepare their responses to the RFP. The Owner will notify each short-listed firm to schedule times for the pre-proposal meetings.

Interview: After submitting responses to the RFP, the short-listed firms will 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. The Owner will notify each short-listed firm to schedule individual times for the interviews.

Selection Schedule: Tentative schedule is subject to change.

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| RFP issued to the Short-Listed Firms | Week of July 21, 2025 |
| Interviews | Week of August 11, 2025 |
| Selection of CM | September 16, 2025 |

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

Interested CM firms are required to address how they will implement Building Information Modeling (“BIM”) on the project, experience and level of training of staff related to BIM, incorporation of team partners that have previous BIM experience, and an understanding of collaborative BIM processes, including but not limited to the *State of Ohio BIM Protocol* available at the OFCC website at <https://ofcc.ohio.gov>.

Interested CM firms must indicate on their *Statement of Qualifications*, the locations where their services will be performed in the spaces provided or by attachment in accordance with the requirements of Executive Order 2019-12D related to providing services only within the United States and the requirements of Executive Order 2022-02D prohibiting purchases from or investment in any Russian institution or company. Failure to do so may cause their *Statement of Qualifications* to be rejected.

**G. Submittal Instructions**

Firms are required to submit the current version of *Statement of Qualifications* (Form F110-330) available via the OFCC website at <https://ofcc.ohio.gov>.

Electronic submittals should be combined into one PDF file and your firm’s name. Use the “print” feature of Adobe Acrobat or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Acrobat, go to Advanced, then PDF Optimizer. Also, please label the CD or thumb drive with the project name.

Paper copies of the *Statement of Qualifications* should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary.

Facsimile copies of the *Statement of Qualifications* will not be accepted.

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 shall 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.

Proposers are requested to submit the following information in response to this RFQ within Section H of Form F110-330.

1. Summary: Provide a summary, on one page or less, describing why your firm/team is the most qualified for the Project.
2. Bonding/Insurance: Provide evidence of capacity to provide bonding in the amount of the construction budget (e.g. a letter from your Surety agent stating that one or more Sureties will issue Bonds in the amount of the construction budget if your team is selected) and a copy of the firm's certificate of insurance showing the firm's current limits of liability for commercial general liability, employer's liability, business automobile liability, and professional liability insurance.
3. Management Systems: Describe the scheduling and cost control systems the firm would propose to use for the Project
4. 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.
5. Estimating: Demonstrated track record of performance of in-house estimating on projects comparable to the Project.
6. Scheduling: Demonstrated track record of performance of managing projects to the original schedule.

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, CPE, DBIA, and any other appropriate design and construction industry credentials. Identify that information on the resume page for individual in Block 22, Section E of the F110-330 form.

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| --- | --- | --- | --- | --- |
| Project Name | Project Name |  | Proposer Firm |  |
| Project Number | Project Number |  | City, State, Zip |  |

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| **Selection Criteria** | | **Value** | | | **Score** |
| **1.** **Primary Firm Location and Workload** (Maximum 10 points) | | | | | |
| a. Proximity of firm to project site | Less than  miles | 5 | | |  |
| miles to  miles | 2 | | |
| More than miles | 0 | | |
| b. Amount of contracts awarded by Contracting Authority in previous 24 months | Less than $ | 5 | | |  |
| $ to $ | 2 | | |
| More than $ | 0 | | |
| **2. Primary Qualifications** (Maximum 40 points) | | | | | |
| a. Project management lead | Experience / ability of project manager to manage scope / budget / schedule / quality | 0 - 10 | |  |  |
| b. Project administration lead | Experience / ability to effectively administer project controls and processes | 0 - | | Max = 30 |  |
| c. Technical staff | Experience / ability of technical staff to develop accurate estimates and schedules | 0 - | |  |
| d. Construction administration staff | Experience / ability of field representative to identify and solve issues during construction | 0 - | |  |
| **3. Key Consultant Qualifications** (Maximum 10 points) | | | | | |
| a. Key consultants | Experience / ability of key consultants to perform effectively and collaboratively | 0 - 5 | | |  |
| b. Proposed EDGE-certified Consultant participation\* | One point for every 2 percent increase in Services compensation\*\* over the EDGE participation goal | 0 - 5 | | |  |
| **4. Overall Team Qualifications** (Maximum 10 points) | | | | | |
| a. Previous team collaboration | Less than  sample projects | 1 | Max = 3 | |  |
| to  sample projects | 2 |
| More than sample projects | 3 |
| b. LEED\*\*\* Registered / Certified project experience | Registered LEED v4 or v4.1 projects | 1 | Max = 2 | |  |
| Certified LEED v4 or v4.1 projects | 2 |
| c. BIM project experience | Training and knowledge | 1 | Max = 3 | |  |
| Direct project experience | 3 |
| d. Team organization | Clarity of responsibility / communication demonstrated by table of organization | 0 - 2 | | |  |
| **5. Overall Team Experience** (Maximum 30 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  projects | 0 - 3 | | |  |
| to  projects | 4 - 6 | | |
| More than projects | 7 - 10 | | |
| c. Budget and schedule management | Performance in completing projects within original construction budget and schedule | 0 - 5 | | |  |
| d. Knowledge of Ohio Capital Improvements process | Less than  projects | 0 - 1 | | |  |
| to  projects | 2 - 3 | | |
| More than projects | 4 - 5 | | |
|  | | | | | |
| \* Must be comprised of consulting firm(s) and NOT the lead firm - For more information on scoring this and other criteria refer to [Document F199-01 - PS Selection Rating Rubric](https://ofcc.ohio.gov/Portals/0/Documents/Forms/Procurement/F199-01-RFQ_Rubric_2021.pdf).  \*\* Preconstruction Stage Compensation plus Contract Sum minus Subcontracted Work, Self-performed Work, and CM’s Contingency  \*\*\* Leadership in Energy & Environmental Design administered by Green Business Certification Inc. | | **Subtotal** | | |  |

|  |  |  |  |  |  |  |
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| **Notes:** |  | **Evaluator:** | | | | |
|  |  |  | Name |  | | |
|  |  | | |
|  |  |  | |  |  |
|  |  | Signature | |  | Date |