

# Request for Qualifications (CM at Risk Contract)

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## Administration of Project:

Project Name	<u>Patriot Prep Phase 3 Addition</u>	Response Deadline	<u>12-21-22</u>	<u>12:00 PM</u> local time
Project Location	<u>4938 Beatrice Dr.</u>	Project Number	<u>PPA - 3</u>	
City / County	<u>Columbus / Franklin</u>	Project Manager	<u>Sean Smith</u>	
Owner	<u>Patriot Preparatory Academy</u>	Contracting Authority	<u>Patriot Preparatory Academy</u>	
Delivery Method	<u>CM at Risk, pursuant to Ohio Revised Code</u>			
No. of paper copies requested (stapled, not bound)	<u>3</u>	No. of electronic copies requested (PDF)	<u>0</u>	

Submit the requested number of Statements of Qualifications (SOQ) directly to Sean Smith at 4938 Beatrice Dr. Columbus, OH 43227. See Section F of this RFQ for additional submittal instructions. The Request for Proposals (RFP) information will be available and posted at [www.patriotprep.com](http://www.patriotprep.com) under "Phase 3 Addition" by December 2, 2022 so that interested CMR's may prepare a financial and technical proposal for submission.

Submit all questions regarding this RFQ in writing to Sean Smith at [ssmith@patriotprep.com](mailto:ssmith@patriotprep.com) with the project number included in the subject line (no phone calls please). All questions must be submitted 5 days prior to the response deadline.

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## Project Overview

### A. Project Description

This Project creates a 24,000 square foot, two-story East Wing addition connected to Patriot Preparatory Academy's existing facility. The first floor has a vestibule and stairwell, five collaborative learning spaces, including two performing arts rooms, a library media center, an intervention room, and a multi-use "Cafegymatorium." The second floor has a vestibule and stairwell, five instructional classrooms, two sets of restrooms, janitorial and other storage, and a teacher's lounge. The building use group is Education Use, and Type 2B Construction and will include the installation of sunshades and skytubes. The site will need an additional 40+ parking spaces. Conceptual drawings of the project may be found at [www.patriotprep.com](http://www.patriotprep.com) under "Phase 3 Addition".

The Owner worked with Keiser Design Group for the Project pre-planning. Professional design services are being acquired by the Contracting Authority under a separate contract. The Owner anticipates commencement of construction by Spring 2023 and construction completion on or before June 2024.

All aspects of the project and related issues will be implemented and operated consistent with the Contracting Authority and/or 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 Contracting Authority and/or Owner, the breakdown of the Agreement detailed cost components, to address the Owner's project requirements and refine the project schedule. Refer to the "Construction Manager Responsibilities" document under "Phase 3 Addition" at [www.patriotprep.com](http://www.patriotprep.com) for additional information about the type and extent of services required.

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.

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 Contracting Authority and/or Owner, the A/E and the CM. The Contracting Authority and/or 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.

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**Preconstruction Services:** The CM will work cooperatively with the Contracting Authority and/or 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 the stage of completion specified in the Agreement, 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 Contracting Authority’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 Contracting Authority 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 equal employment, prevailing wage requirements, and submitting monthly reports of these activities to the Contracting Authority. The Contracting Authority reserves the right to approve the CM’s selection of subcontractors and any supplemental terms to the form subcontract.

### C. Funding / Estimated Budget

Total Project Cost	<u>\$6,531,956.00</u>	State Funding	<u>\$3,265,978.00</u>
Construction Cost	<u>\$6,331,956.00</u>	Other Funding	<u>\$3,265,978.00</u>

### D. Anticipated Schedule

CM Preconstruction Services Start	<u>1-2-23</u>
Construction Stage Notice to Proceed	<u>4-1-23</u>
Substantial Completion of all Work	<u>6-30-24</u>
CM Services Completed	<u>6-30-24</u>

### E. Evaluation Criteria for Selection

**Selection Criteria:** The CM will be selected using (i) qualifications-based process from the Request for Qualifications (“RFQ”) submission and (ii) best value process from the Request for Proposal submission. The qualifications-based criteria for the RFQ is included in this announcement. The best value criteria used in evaluating proposals will include such factors that are determined to derive or offer the greatest value to the State and 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 Contracting Authority will select a short list of no fewer than three candidates that it considers to be the most qualified, except if the Contracting Authority determines that fewer than three firms are qualified, it will only select the qualified firms.

**Request for Proposal:** The Request for Proposals (RFP) information will be available and posted at [www.patriotprep.com](http://www.patriotprep.com) under “Phase 3 Addition” by December 2, 2022 so that interested CMR’s may prepare a financial and technical proposal for submission. The RFP will invite 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. Interested CMR’s will have access to the (i) form of Agreement with the Contracting Authority containing the contract terms and conditions, (ii) set of the most recent design documents and (iii) proposed Project schedule.

**Interview:** After submitting responses to the RFP, the short-listed firms will be interviewed by the Construction Evaluation Committee as delegated by the governing authority. 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.

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Selection Schedule: Tentative schedule is subject to change.

RFP and documents available	Date 12-2-22
Interviews	Date 12-21-22 and 12-22-22
Selection of CM	Date 12-22-22

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.

### F. Submittal Instructions

Paper copies of the SOQ, if requested, 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 SOQ will not be accepted.

Proposers are requested to submit the following information in response to this RFQ.

1. Summary: Provide a summary, on one page or less, describing why your firm/team is the most qualified for the Project.
2. Insurance: Provide 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.
7. Additional Information: Provide resumes and qualifications of CM, designated site manager (if applicable), and other key personnel. Provide any additional details related criteria in the rating form.

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.

# CM at Risk Selection Rating Form

Project Name Patriot Prep Phase 3 Addition Proposer Firm \_\_\_\_\_  
 Project Number PPA-3 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary Firm Location and Workload (Maximum 10 points)</b>			
a. Proximity of firm to project site	Less than 20 miles	5	
	20 miles to 30 miles	3	
	More than 30 miles	1	
b. Number of hours on site weekly by CM or designated site manager	More than 40 hours	5	
	20 hours to 39 hours	3	
	Less than 20 hours	1	
<b>2. Primary Qualifications (Maximum 40 points)</b>			
a. Project management lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	Max = 20
b. Project administration lead	Experience / ability to effectively administer project controls and processes	0 - 10	
c. Technical staff	Experience / ability of technical staff to develop accurate estimates and schedules	0 - 5	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 5	
<b>3. Key Consultant Qualifications (Maximum 15 points)</b>			
a. Key consultants	Experience / ability of key consultants to perform effectively and collaboratively	0 - 15	
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
a. Previous team collaboration	Less than 1 sample projects	0 - 2	
	to 1 sample 2 projects	3 - 4	
	More than 2 sample projects	5	
b. Team organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
<b>5. Overall Team Experience (Maximum 35 points)</b>			
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 1 projects	0 - 2	
	1 to 2 projects	3 - 4	
	More than 2 projects	5	
c. Experience with Patriot Preparatory	Past performance on project with Patriot	0 - 15	
d. Experience with OFCC projects and process	Less than 1 project	0 - 2	
	1 to 2 projects	3 - 4	
	More than 2 projects	5	
		<b>Subtotal</b>	

Notes:

Evaluator:

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_