

Request for Qualifications

The Ohio State University
400 Central Classroom Building - 2009 Millikin Road
Columbus, Ohio 43210



fod.osu.edu

v: 614.292.4458 • f: 614.292.2539

Project Name	Infrastructure Construction Management and Global Logistics (CM)	Response Deadline	03 / 09 / 2009 4:30 p.m. local time
Project Location	OSU - Columbus Campus	Project Number	OSU - 090308
City / County	Columbus / Franklin		

Local Administration

Owner / Agency	The Ohio State University	Owner/Agency	The Ohio State University
Project Manager	Glenn Yoder	Inquiries to*	Bernard Costantino, University Architect
Street	2009 Millikin Rd. room 400	Street	2009 Millikin Rd, room 400
City	Columbus Ohio	City	Columbus Ohio
Zip	43210	Zip	43210
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*Mail 4 copy(ies) of the Statement of Qualification(s) (SAO Form #F110-330 available via the State Architect's Office Web site at <http://www.das.ohio.gov/gsd/sao/documents.htm>) directly to this contact.

Project Overview

A. Project Description

The Infrastructure master plan is a strategic initiative that will enable the University to improve its infrastructure by addressing critical deferred maintenance needs as well as provide the necessary infrastructure to support University priorities in the areas of Student Life, Medical Center expansion, and general growth and demand. Part of the infrastructure master plan includes the bundling of infrastructure projects to improve project efficiency, reduce operational disruption to the campus by geographical area and improve overall utility planning. The total cost of all the bundled projects is about \$51.1M in the first five years of a 20 year plan.

This request is for an **Executive Construction Management Firm (CM)** with related experience on similar projects to provide comprehensive construction management services. Responsibilities will include management of project pre-construction and construction services to coordinate the construction management of these bundled infrastructure expansion projects including schedule, logistics and construction contract coordination. In addition, the CM would serve as a global logistics manager for all large construction projects on campus ensuring communication, logistics and coordination between projects through calendar year 2012 interacting with approximately 6-8 other large projects with construction managers.

B. Scope of Services

The CM will perform construction management services for the Project in accordance with the agreement. The CM shall not have the authority to bind the Ohio State University for payment of any cost of expenses beyond the agreement. Requested Services shall include but not be limited to:

1. Provide global oversight and an integrated management team to provide logistics and related coordination across all projects on the main campus that are identified in the 6-year physical plan. Logistical coordination to include:
 - a. Pre-Project Planning
 - b. Design and Construction phase planning
 - c. Multi-project scheduling
 - d. Communication and organizational expertise
 - e. Large, public sector, complex project coordination
2. Participate in the planning process for campus events as well as coordination with the Project Management Office (PMO) of the Medical Center Facilities Plan (Project One).
3. Provide a quarterly 12-36 month look ahead of emerging projects, and their impacts

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B. Scope of Services

4. Develop and coordinate an annual communication plan in support of all construction activities on campus. Frequent and reliable communication with all OSU and "affiliated" groups will be essential to the success of the team. This will include communicating project details that will impact campus life as a whole, and production of visuals that help define these impacts.
 - a. Develop reporting format to communicate information, issues, areas of concern and action plans to all groups in partnership with existing OSU communications teams.
 - b. Manage pre-project planning, logistics, sequencing, phasing and traffic impacts, coordinate with project managers, contractors and stakeholders as appropriate. This includes way-finding and traffic coordination activities.
5. Work with the University Project & Capital Planning Team to ensure flexibility within the management team and approach to deal with workload changes and fluctuations. Monitor and report according to schedule. Coordinate with other university resources and areas as appropriate.
6. Assist in risk analysis scenarios and make recommendations to OSU management as applicable or as plans dictate to include auditing individual projects as required.
7. Assess current and proposed decision making and change management processes. Lead on-going internal change management /dispute resolution process for the area of logistics as noted above. Serve as a neutral facilitator on project disputes as applicable.
8. Develop a global strategy for on-going monitoring, evaluation and mitigation recommendations regarding construction resource availability (materials, workforce, and equipment), centralized lay down areas or other critical solutions during the six year plan. Plan, lead and facilitate these efforts for all campus projects. Support the OSU Medical Center Project One efforts as needed to ensure coordination with campus logistical plan and efforts.
9. Assist with, manage and provide monthly reports for the cash flow analysis, monitoring and reporting at an institutional level as it relates to capital improvements projects for all central campus projects.
10. Participate in University Project & Capital Planning Team meetings to ensure all efforts are streamlined and coordinated.
11. Fully coordinate mapping, way-finding, signage efforts across the central campus projects, assist with OSUMC coordination where areas may impact the campus access areas; coordinate all efforts with applicable OSU Facilities Design and Construction Project Managers and Construction Managers.
12. Develop and manage the global coordination budget to include communications planning and way-finding, as well as staffing

The selected CM, as a portion of its required Scope of Services and prior to submitting its implementation plan and proposal, will discuss and clarify with the Owner the breakdown of the Construction Manager Agreement detailed cost components to address the Owner's project requirements and refine the project schedule. Participate in the Encouraging Growth, Diversity and Equity ("EDGE") Program as required by statute and the Agreement.

As required by the Agreement, and as properly authorized, provide the following categories of services: provide constructability review comments on documents produced by the Architect/Engineer during the Pre-design, Schematic Design, Design Development, and Construction Document stages; develop and maintain estimates of probably construction cost, value engineering, project schedules, and construction schedules; provide support during the Bid and Award Stage, Construction Stage, Post-Construction Stage, and Extra Services and Additional Services of all types. Refer to *The SAO Manual* for additional information about the type and extent of services required for each.

During the construction period, provide on-site construction management services each week as designated in the CM implementation plan, including (1) attendance at progress meetings, (2) written daily reports, (3) on-site representation comprised of the CM and its consultant staff involved in the project, all having relevant and appropriate types of construction management experience.

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C. Funding / Estimated Budget

Total Project Cost	<u>\$3,500,000</u>	State Funding	<u>NA</u>
Construction Cost	<u>NA</u>	Other Funding	<u>University Funds</u>
Estimated CM Fee	<u>\$2,500,000</u>		

NOTE: The CM fee percentage for this project includes all professional CM services, and consultant services necessary for proper completion of the Basic Services for the successful completion of the project, including but not limited to: review and verification of the Program of Requirements provided by the Owner or A/E, validation of existing site conditions (but not subsurface or hidden conditions), preparation of cost estimates and schedules for the project. Fees may be negotiated and allocated for Additional Services (e.g., extensive evaluation or validation of site conditions, extensive pre-design investigations).

D. Services Required

Primary	<u>Construction Management</u>
Secondary	<u>NA</u>
	<u></u>
	<u></u>
	<u></u>
	<u></u>

E. Anticipated Schedule

CM Services Start	<u>June 2009</u>
Construction Notice to Proceed	<u>March 2010</u>
Construction Contracts Completed	<u>June 2014</u>
Professional Services Completed	<u>June 2014</u>

F. EDGE Participation Goal

Percent of *initial* TOTAL Design Fee 5%

G. Evaluation Criteria for Selection

Demonstrated ability to meet Owner's programmed project vision, scope, budget, and schedule on previous projects. Previous experience compatible with the proposed project (e.g., type, size). Relevant past work of prospective firm's proposed consultants. Past performance of prospective firm and its proposed consultants. Qualifications and experience of individuals directly involved with the project. Proposer's previous experience (numbers of projects, sizes of projects) when working with its proposed consultants. Experience and capabilities of creating or using Critical Path Method ("CPM") schedules and of using CPM schedules as a project management tool. Experience and capabilities of developing cost estimates. Approach to and success of using partnering and Alternative Dispute Resolution. Proximity of prospective firms to the project site. Proposer's apparent resources and capacity to meet the needs of this project. The selected CM will be required to sign the Agreement for Construction Management Services, which can be accessed at fod.osu.edu/libraries/. No modifications to the requirements in the contract will be accepted.

Interested CM firms are required to submit the Commitment to Participate in the Edge Business Assistance Program form in its Statement of Qualifications (SAO Form #F110-330) submitted in response to the RFQ, to indicate its intent to contract with and use EDGE-certified Business Enterprise(s), as a part of the CM's team. The Intent to Contract and to Perform and / or waiver request letter and Demonstration of Good Faith Effort form(s) with complete documentation must be attached to the CM's Technical Proposal. Both forms can be accessed at fod.osu.edu/libraries/. The Intent to Contract and to Perform form is again required at the Fee Proposal stage.

Prior to executing the Construction Manager Agreement, the selected CM must represent and warrant that it has not provided any material assistance, as that term is defined in O.R.C. Section 2909.33(C), to an organization that is identified by, and included on, the United States Department of State Terrorist Exclusion List and that it has truthfully answered "no" to every question on the Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization, and that it has provided or shall provide such to the University (www.homelandsecurity.ohio.gov/DMA_Terrorist/HLS_0038_Contracts.pdf).

CM Selection Rating

The Ohio State University
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City, State, Zip _____
Project Number OSU - 090308

Selection Criteria		Value	Score
1. CM Firm Location			
Office proximity of primary CM firm where majority of work is to be performed in relationship to project site	0 – 50 miles	4 - 5	
	51 – 150 miles	2 - 3	
	Over 150 miles	0 - 1	
2. CM Firm Size			
Staff availability by number of project managers/superintendents within primary CM firm to perform the work	Small = 5 or less proj. management staff	1	
	Medium = 15 proj. management staff	5	
	Large = 16+ proj. management staff	5	
3. Current Workload			
Amount of fees awarded by the Contracting Authority to the primary CM Firm in the previous 24 months (exclude project on hold)	< \$500,000	4 - 5	
	\$500,000 - \$1,000,000	2 - 3	
	> \$1,000,000	0 - 1	
4. Primary CM Qualifications			
a. Project Management Lead	Experience/ability of Project Manager to manage scope/budget/schedule/quality	0 - 10	
b. Project Engineering	Experience/ability of Project Engineer to review/manage questions & changes	0 - 5	
c. Project Administration	Experience/ability of Project Admin. Staff to timely process documents	0 - 5	
d. Construction Supervision	Experience/ability of Superintendent to identify/solve issues during construction	0 - 10	
5. CM Discipline Qualifications			
Key Discipline Leads	Experience/ability of Discipline Leads in scheduling, estimating, constructability reviews & bid packaging/mkt. analysis	0 - 10	
6. Project Team Qualifications			
a. Previous Team Collaboration Projects that a majority of the team members have worked together	0 – 5 projects	0 - 1	
	6 – 10 projects	2 - 3	
	10 + projects	4 - 5	
b. LEED* Experience within Team	LEED AP(s)** on Team	0 - 1	
	LEED Registered Project(s)	0 - 2	
	LEED Certified Project(s)	0 - 2	
	Satisfies ALL above Criteria (max 5 points)	(sum = 0-5)	
c. Team Organization	Clarity of responsibility/communication demonstrated by table of organization	0 - 5	
7. Overall Project Team Experience			
a. Budget & Schedule Management	Level of performance in completing projects within original budget & schedule limitations	0 - 5	
b. Experience with Similar Building Type	0 – 5 projects	0 - 3	
	6 – 10 projects	4 - 6	
	10+ projects	7 - 10	
c. Past Performance	Level of performance as indicated by past CM evaluations/letters of reference	0 - 5	
d. Knowledge of State of Ohio Capital Project Administration Process	0 – 5 projects	0 - 3	
	6 – 9 projects	4 - 6	
	10+ projects	7 - 10	
* LEED = Leadership in Energy & Environmental Design developed by the U.S. Green Building Council ** LEED AP = LEED Accredited Professional by the U.S. Green Building Council		Subtotal	

Notes:

Owner Evaluation:

Name _____

Signature _____ Date _____