

REQUEST FOR QUALIFICATIONS FOR CONSTRUCTION MANAGER-AT-RISK SERVICES FOR A NEW HEADQUARTERS FIRE STATION



RELEASE OF RFQ: NOVEMBER 9, 2021

**DEADLINE FOR STATEMENTS OF QUALIFICATIONS: NOVEMBER 29, 2021 BY
4:00 P.M. (EST)**

1. PROJECT INFORMATION

Pursuant to the Ohio Revised and Administrative Codes, and subject to the conditions and specifications herein, the City of Wadsworth, Ohio is soliciting proposals from qualified firms (hereinafter “firm” or “firms”) interested in providing pre-construction and construction services as a “Construction Manager-at-Risk” (hereinafter “CMAR”) for the construction of a new approximate 22,441SF headquarters fire station facility for the City of Wadsworth Fire & EMS Department. Firms with relevant CMR experience and qualifications are encouraged to submit Statements of Qualifications. **Proposals will be accepted until 4:00 p.m. EST, November 29, 2021. Late or incomplete submittals will not be considered.** The purpose of the RFQ process is to identify the most qualified firm.

The project involves the construction of a new approximate 22,441SF headquarters fire station to replace the current Fire Station #1. Proposals will only be considered from qualified firms demonstrating expertise in the construction of fire stations and other public safety facilities. The city requires a qualified firm to provide all necessary CMAR pre-construction and construction services as it pertains to architectural, mechanical, electrical, civil and structural designs, specifications and drawings required for permitting, bidding, and construction of the subject fire station.

2. BACKGROUND

The City of Wadsworth is located in northeast Ohio and is comprised of 11.3 square miles. The city is situated in the southeast corner of Medina County. While classified as part of the Cleveland-Elyria metropolitan statistical area, the city is more commonly referred to as a suburb of the Akron-Canton area. The city is one of (3) cities in Medina County and was incorporated in 1931. It has been the fastest growing city in Medina County for the past decade and is the one of the fastest growing cities in Ohio, with an estimated current population of 24,046.

The Fire and EMS department currently operate out of two fire stations covering (6) response districts and maintains an Insurance Services Office (ISO) Public Protection Classification (PPC) of 4. The department is a combination style department comprised of a Fire Chief, Assistant Fire Chief, (11) full-time firefighter/paramedic/inspectors, (37) part-time paid on call firefighters/EMT/paramedics a part-time maintenance person and a department administrative assistant. The departments fleet consists of (3) fire engines, (1) aerial platform, (1) heavy rescue, (1) tanker, (1) grass fire unit, (1) maintenance vehicle; (4) administrative vehicles; (1) fire safety educational trailer and (4) advanced life support ambulances. The department responds to approximately 2,760 calls for service annually and provides Fire and EMS services in both the city proper and the surrounding Wadsworth Township (15.6 sq. miles & est. pop 4,300).

3. PROJECT DESCRIPTION

The City of Wadsworth plans to construct a new approximate 22,441SF headquarters fire station to replace current Fire Station #1 which is located at 153 North Lyman Street. The existing Station #1 is (58) years old and does not provide all of the necessary functions required of a modern Fire and EMS facility.

The City acquired approximately (3) acres consisting of (5) parcels located at 329 through 351 College Street and adjoining city-owned Memorial Park. The residences located on the parcels are vacant and the parcels are serviced by a fully developed infrastructure system.



The project specifically involves pre-construction and construction services as a “Construction Manager-at-Risk” in regards to the construction of a new approximate 22,441SF headquarters fire station facility for the City of Wadsworth Fire & EMS Department.

Fire stations are work locations where staff live. The station will include at a minimum: drive through apparatus bays, multiple bay support spaces and storage rooms, decon spaces, administrative offices, fire inspector workspaces; a conference room, a day room and dining area open to a kitchen, a training classroom/emergency operations center, training spaces, an exercise/physical training room; dorm style bedrooms, staff and public restrooms; a locker room; an assessment room; an IT, server and communications room; a dispatch center, a backup facility generator, public and staff parking areas and increased overall facility storage areas.

4. PROJECT DELIVERY METHOD

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 9.334 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 loosely based on AIA Document

A133-2009, the 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”).

Pre-Construction Services:

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 fire station, and pre-construction planning. The Construction Manager shall provide recommendations with regard to accelerated or fast-track scheduling, procurement, and phased construction.

As the drawings and specifications (“Construction Documents”) are completed, 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”) 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 fire station. The reconciliation shall be documented by revision to the GMP Proposal. The Construction Manager shall then submit to the City for approval the Construction Manager’s final proposed GMP. Contingent upon the City’s approval of the final proposed GMP, the parties will enter into a GMP Amendment to the CM Agreement establishing the GMP. The final negotiated GMP shall not exceed the total Project budget established. 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:

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 project 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.

5. ANTICIPATED PROJECT SCHEDULE*

The City and Design Team anticipate the following construction schedule for this Project (all dates are subject to change):

SCHEDULE	DATES
Schematic Design Completion	December 7, 2021
Complete Design Development Drawings	February 15, 2022
Completed Building Construction Documents	April 28, 2022
Construction Phase	May 2022 – May 2023
City Move-in Date	Thursday, June 1, 2023

***Note: The anticipated schedule provided above is based on available information at the time of the RFQ. Further clarification will be provided to the selected firm/team.**

6. INTERVIEWS AND CM SELECTION

The Construction Manager will be selected using (i) a qualification based selection process during the initial Request for Qualifications (RFQ) stage to develop a short list of Construction Management firms, and then (ii) a subsequent “best value” selection process during the final RFQ stage for the final Construction Manager selection. The qualifications-based selection criteria for the RFQ are 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 RFQ, nor any RFQ 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 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. 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 RFQ, 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) that will contain a description of the Project, including available design information, the form of the CM Agreement, proposed Project schedule and budget, and other pertinent information. With respect to pricing, the RFP shall include cost criteria for preconstruction services, fee criteria 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, and (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. 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. **Selection Schedule.** It is incumbent on each respondent to understand the importance of adhering to the schedule. Responding firms shall assume full responsibility for the timely delivery of submittals. Those received after the stated deadlines will not be considered. (Dates are subject to change.*)

RFQ Issued	November 9, 2021
Qualifications Due (ORC §9.331)	November 29, 2021
RFP issued to the Short-Listed Firms	December 10, 2021
Interviews	December 15-17, 2021
Selection of CM	December 21, 2021
Finalize CM Contract	December 28, 2021

E. **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 Firm or Firms arising out of such cancellation or rejection. The City reserves the right to waive minor variations in the selection process.

7. STATEMENTS OF QUALIFICATIONS - CONTENT & FORM

Statements of Qualifications must include information regarding the following general evaluation criteria, which the City will use to select and rank firms.

- ❖ Brief description of history and capabilities of the firm;
- ❖ Qualifications and experience of individual firm members who have been identified to work on this project. Include length of time with firm, a description of experience they have had on similar projects, a list of similar projects they have completed, professional discipline and any other information the City may find useful in evaluating the firm's qualifications, including any sub-consultants and experience with sub-consultants; and explain all firm members' proposed roles on this project.
- ❖ Identify the proposed project lead and firm members having a major role in the project and the firm principal having firm's contractual authority for this project.
- ❖ List the firm's specific experience with fire station projects completed in Ohio of a similar scope, complexity and size (no more than (5) projects). For each listed project, provide duration and completion year, references (names, email, and phone numbers), estimated and completed project cost, total square footage, duration of construction and construction costs, and identify which firm members performed the work and the role each played in the referenced project.
- ❖ Describe the firms track record constructing fire stations with minimal change orders, that were on budget and demonstrated construction quality, responsive and thorough projects performed for other municipalities or government agencies;
- ❖ Describe the firms use of technology and how it will be used on this project;
- ❖ Statement of affirmation that the team has significant resources and availability to meet the city's proposed project schedule and objectives;
- ❖ Provide an outline of a proposed schedule, showing tasks, milestones, deliverables, including review meetings with Design team and City project staff;
- ❖ Provide a brief explanation of your team's construction manager-at-risk philosophy and approach that would be used in the City's project;
- ❖ Provide a brief explanation of your team's construction documentation process and reports to the owner.
- ❖ Provide a brief explanation of your team's ability to coordinate and communicate with multiple end users (Fire Station staff and different municipal governing bodies);
- ❖ Describe any process used to creatively engage fire department staff and other stakeholders in all stages of construction;
- ❖ Provide evidence of the Firm's capacity to provide bonding in the amount of the Project's construction budget, evidence of the Firm's workers' compensation insurance, and 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, and
- ❖ Proposals must be limited to (25) pages, front and back permitted. Proposals longer than the limit will not be considered. Each firm shall submit three (3) suitably bound copies and one (1) electronic copy of their proposal. The submission must be compatible with Adobe Acrobat Reader, in a single file, and be formatted to print on standard 8.5"x 11" office paper.

8. SUBMITTAL PROCESS AND DEADLINE

Those Firms interested in providing the Construction Manager-at-Risk services for this project must submit their Statements of Qualifications by **Monday, November 29, 2021, at 4:00 p.m. (EST)**. Responses to this RFQ

received or delivered after this deadline will not be considered. Interested firms should submit their proposals to:

Matt Hiscock, Director of Public Safety
City of Wadsworth
120 Maple Street
Wadsworth, Ohio 44281
Office Phone: 330.335.2709
Email: mhiscock@wadsworthcity.org

All materials submitted in response to this RFQ become the property of the City and will not be returned. Additionally, when received all responses to the RFQ become a matter of public record and shall be regarded as public records.

The City of Wadsworth reserves the right to accept or reject any or all proposals received as a result of this RFQ. The City also reserves the right to waive any informality, technical defect or clerical error or irregularity in any proposal. Additionally, the City may, for any reason, decide not to enter into an agreement as a result of this RFQ. The City shall not be obligated to respond to any responses submitted, nor be legally bound in any manner by any RFQ submission.

9. EVALUATION CRITERIA & SELECTION PROCESS

The City will use a selection committee to review and evaluate the submitted proposals. Additionally, the City may invite firms to a meeting or interview to provide additional information and clarification of their capabilities, experience and project approach. Proposals will be evaluated based upon the following criteria:

- ❖ Responsiveness to this RFQ and completeness of qualifications in responding to the information requested and in the designated format.
- ❖ Current and past experiences of the Firm and its identified personnel on projects of similar size, scope and complexity.
- ❖ Qualifications (including technical training and education) and relevant experience of the key personnel.
- ❖ 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.
- ❖ Demonstrated knowledge of the Firm's ability to manage the Project schedule and team activities in a timely manner.
- ❖ The Firm's understanding of the strategies to complete the Project's objectives as completely and effectively as possible.
- ❖ 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.
- ❖ Firm's location relative to the project site.
- ❖ Firm's past work performed for the City of Wadsworth, Ohio or in Medina County, Ohio.

Pursuant to OAC 153:1-1-01 the City has a 5% certified EDGE participation goal for this project. All interested firms are encouraged to identify the proposed use and participation of certified EDGE business enterprises as defined and identified in OAC 123.152 and 153:1-1-01 in their proposals.

The City will select the firm that the City considers most qualified. By participating in this RFQ submittal process, interested firms acknowledge and accept the determination of "most qualified" may include subjective

judgments of the City selection committee. The most qualified firm will be asked to submit a fee proposal and to begin contract negotiations with the City for a contract for CMAR services. The City reserves the right to negotiate modifications to the Statements of Qualifications that it deems acceptable. The City also reserves the right to terminate negotiations in the event it deems the progress towards a contract to be insufficient and to reserve the right to then negotiate with other qualified firms.

10. MODIFICATION OF CRITERIA, PROCEDURE, TERMS & SUPPLEMENTATION

This RFQ 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. 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.

11. INSURANCE REQUIREMENTS

Selected firms shall be required to submit certificates of insurance in amounts deemed as adequate by the City. These insurance requirements may include, minimum Commercial General Liability and Umbrella Liability coverage in the amounts of \$5,000,000.00 per occurrence, minimum Professional Liability, Malpractice, Errors & Omissions insurance in the amount of \$2,000,000.00 per occurrence, as well as automobile, employer liability coverage and workers compensation insurance in accordance with the laws of the State of Ohio.

12. DISQUALIFICATION

Factors such as, but not limited to, any of the following may be just caused to disqualify a response to this RFQ without further consideration:

- ❖ Evidence of collusion, directly or indirectly, among firms or sub-consultants in regards to any amount, term or condition of any proposals;
- ❖ Any attempt to improperly influence any member of City selection committee;
- ❖ Existence of any lawsuit, unresolved contractual claim or dispute between the firm, any sub-consultant and the City;
- ❖ Evidence of incorrect information deliberately submitted as part of the RFQ response;
- ❖ Evidence of the firms inability to successfully complete the responsibilities and obligations of the proposed project; and
- ❖ Firms default under any previous project agreement, which resulted in termination of the underlying agreement and/or any litigation or legal dispute resolution mechanism or a failure to disclose the same in their RFQ response or submittal.

13. 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.

14. QUESTIONS AND ANSWERS

It is important that all potential respondents are given clear and consistent information. Therefore, all respondents are required to submit any questions related to this project or selection process by email so answers can be distributed to all registered respondents. Any questions regarding this RFQ should be emailed to: **Matt Hiscock, Director of Public Safety, at mhiscock@wadsworthcity.org. Email questions must be received by Monday, November 22, 2021, by 12:00 p.m. (EST).** No questions received after that date will be given any consideration. Any answers to questions that change or substantially clarify the RFQ will be included in a RFQ addendum. Any RFQ addendum will be made available to registered respondents and will be posted on [the City of Wadsworth Bids/Quotes webpage](#).

ADDITIONAL INFORMATION CAN BE FOUND AT:

Wadsworth Fire & EMS Department [HERE](#).

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