

REQUEST FOR QUALIFICATIONS

The Lorain County Board of Commissioners is seeking proposals from qualified interested parties to serve as CONSTRUCTION MANAGER for the review of bidding documents, contract documents and construction of new passenger rail platforms for use by Amtrak.

PROJECT DESCRIPTION:

The Lorain County Board of Commissioners has selected the Richard L. Bowen & Associates Team to design a new Amtrak Station at the recently renovated Lorain County Transportation and Community Center. The design includes three new elevator and stair towers, all of which will be connected together by a new glass-enclosed pedestrian bridge, which span over the existing Norfolk Southern tracks. The two northern-most elevator/stair towers are designed to lead passengers to two new 550' long passenger waiting and board platforms. When completed, the relocation of Amtrak services to the Lorain County Transportation and Community Center will restore the facility's original use as a train station and will provide a modern, convenient and comfortable station for Amtrak passengers as they arrive or depart from Lorain County.

I. QUALIFICATIONS

“QUALIFIED” as defined by ORC 9.33 means having the following qualifications:

1. Competent to perform the required management services as indicated by the technical training, education, and experience of the CONSTRUCTION MANAGER's personnel, especially the technical training, education and experience of the CONSTRUCTION MANAGER's personnel who would be assigned to perform the services.
2. Ability in terms of workload and the availability of the qualified personnel, equipment, and facilities to perform the required services competently and expeditiously.
3. Past performance as reflected by the evaluation of previous clients with respect to factors such as control of costs, quality of work and meeting deadlines.
4. Financial responsibility as evidenced by the capability to provide a letter of credit pursuant to Chapter 1305 of the Revised Code, a surety bond, certified check, or cashier's check in an amount equal to the value of the construction management contract or by other means acceptable to the County.
5. Previous experience and success working with railroad companies (Norfolk Southern)
6. Indemnification of the County.
 - A. The proposer shall be liable for, and shall indemnify, defend and hold the County, and any agencies or personnel thereof, harmless for all claims, suits, judgements or damages arising from the negligence or omissions of the proposer in providing

the contracted services during the term of the contract and for any statute of limitations period beyond the term of said contract.

B. Insurance.

Indicate principle amount of insurance and deductible amount for your firm or joint venture, and for the consultants you anticipate using for each of the following:

1. Directors and officers errors and omissions.
2. Professional liability.
3. Other liability.
4. Indicate whether your firm has ever had to use this coverage.

II. DUTIES

The duties of the CONSTRUCTION MANAGER are as follows:

DESIGN DEVELOPMENT PHASE:

1. Consult with, advise, and make recommendations to the Lorain County Board of Commissioners or its designee, and the Architect (or their respective project representatives) on all aspects of project planning.
2. Make recommendations on construction feasibility, constructability, alternatives and procurement of materials and equipment.
3. Develop a master project schedule incorporating reasonable design and approval duration for all entities having jurisdiction or involvement in the project.
4. Develop a complete project cost budget at the conclusion of each design phase and other cost estimates as needed. Allowances should be included for scope change and/or items not fully detailed or designed but typical for a facility of this type. Make value-engineering recommendations.
5. Review plans and specifications as they are being prepared to eliminate areas of conflict, overlap or omission.
6. The CONSTRUCTION MANAGER shall be required to provide a project price at the conclusion of the design phase, and shall include all fees, expenses and costs of construction including construction and architectural services, Owner contingency and construction management contingency.
7. Establish bid packages to take advantage of market condition.

8. Develop Bid Specifications in accordance with County bidding requirements and scope of work documents with the assistance of the Architect and Owner. Assist Owner in reviewing bid responses and assist Owner during Owner's selection process.
9. The CONSTRUCTION Manager shall assist the Owner in communicating and coordinating with the Norfolk Southern (NS) Railroad and Amtrak throught the course of the work to ensure that all parties understand the schedule and are coordinating their efforts as required.
9. Obtain approvals from Norfolk Southern and Amtrak as required before and during construction.

BID PHASE:

1. Administer contract document distribution to interested bidders and maintain list of plan holders.
2. Issue addenda as deemed necessary by Construction Team.
3. Conduct pre-bid and post-bid meetings to review project scope, and construction schedule.
4. Open and tabulate bids at the designated time and place.
5. Evaluate bids for compliance with the bidding requirements, ability to perform the work, and the bidder's understanding of the project.
6. Prepare duplicate construction contracts and obtain recommended bidder's signature on all construction documents. Receive and review all required pre-award submittals and forward to Owner with formal recommendation for award.

CONSTRUCTION PHASE:

1. Provide overall project direction, coordination, and guidance to the trade contractors and material suppliers.
2. Provide a full time staff of construction professionals at the job site and maintain the field office.
3. Establish on-site organization and lines of authority.
4. Monitor Project Schedule as construction progresses. Provide updated monthly status reports to Owner. Identify variances between scheduled and probable completion dates. After advising the Owner, take appropriate action with Trade Contractors to meet the Project Schedule.
5. Coordinate the work with local utilities.

6. Receive all RFI's from the Contractor. Review each one and determine if it needs to be sent to Architect for a formal response. If it does, submit the RFI to the Architect. Upon receipt of the response, distribute it to the Contractor and all pertinent parties.
7. Receive all submittal and shop drawings from the Contractors. Review and stamp each one. If the submittal or shop drawing is incorrect or incomplete, reject it first and send it back to the contractor for revisions.
8. Communicate with governmental agencies to coordinate the work with their regulations.
9. Schedule all activities throughout the construction phase for proper sequencing of all trade contractors.
10. Coordinate and manage the use of the construction site at all times during the construction period.
11. Expedite the approval process for all submittals.
12. Arrange for the performance of all general condition items.
13. Maintain on-site records.
14. Schedule, conduct and record regular job progress meetings with Trade Contractors, Architects and Owner, or its designee, to coordinate and give direction to the Trade Contractors.
15. Establish, monitor, and report on the quality control and assurance programs.
16. Establish and monitor the job site safety and security programs.
17. Expedite the delivery of critical materials.
18. Review and certify all applications for payment of trade contractors. Forward to Owner and Architect for final review and payment.
19. Obtain and review cost breakdowns for change proposals from trade contractors. Prepare change orders.
20. Arrange for the operation and maintenance of all mechanical and electrical systems.
21. Secure all guarantees and warranties.
22. The CONSTRUCTION Manager shall schedule and coordinate a punch list effort with the Architect to ensure that the Work is completed to the standards of the Contract Documents

23. Prepare and submit all final reports.
24. Attend meetings at request of Owner, which may include meetings to address community concerns.

CLOSE OUT AND ADDITIONAL SERVICES

1. The CONSTRUCTION MANAGER shall monitor the overall quality of the work and shall notify the Contractor immediately of any defective elements
2. The CONSTRUCTION MANAGER shall assist the Owner in documenting, analyzing, negotiating and working towards the resolution of any claims or change orders that may arise on the Project.
3. The CONSTRUCTION MANAGER shall coordinate all of the Close-Out efforts required to complete all documentation needed to close out all of the contracts for the completed work.

III. DESIGN/CONSTRUCTION TIMETABLE

Prepare a preliminary Design/Construction Timetable with the assistance of the Architect.

CONSTRUCTION MANAGER shall be required to meet specific completion deadlines on the project and shall be assessed liquidated damages for failing to meet said deadlines after the deadlines have been set.

Project Schedule:

Bid Package #1 – Early procurement of elevators and precast concrete vertical panels for elevator hoistway exterior walls.

February 16, 2018:	Bid Package delivered to Lorain County
February 20, 2018:	Project Bid Advertisement
March 15, 2018	Public Bid Opening
March 28, 2018:	Contract Award
October 31, 2018:	Products Fabricated and delivered to site
December 21, 2018	Contract Close-Out

Bid Package #2 – All Remaining elements of the Construction documents to complete the remainder of the Project.

February 23, 2018	90% Stakeholder Review Package
March 7, 2018	Stakeholder Review Work Session
March 30, 2018	Bid Package delivered to Lorain County
April 3, 2018	Project Bid Advertisement
May 3, 2018	Public Bid Opening

May 17, 2018 Contract Award
 September 13, 2019 Substantial Completion
 October 18, 2019 Contract Close-out

Selection of Construction Manager by February 28, 2018

IV. SELECTION PROCEDURE

Proposals will be reviewed by the Owner and shortlisted in accordance with R.C. 9.332. These shortlisted firms will be interviewed and ranked. A contract will then be negotiated with the firm which they have ranked the highest. If a satisfactory contract cannot be negotiated, the Owner will enter into negotiations with the Owner’s second choice. The Owner reserves the right to reject any and all proposals or call for additional submittals. The project may be modified or cancelled at any time prior to the contract being awarded.

Proposals shall include the following:

Proposals should be in the form of bound reports, easy to open flat. Pages are to be 8 ½” by 11”, with optional foldouts only when necessary. Compliance with these guidelines is essential to the ability of the Owner to evaluate submittals fairly.

The responses shall include the following elements:

<u>SECTION</u>	<u>CONTENT</u>
1.	Cover Letter
2.	Executive Summary
3.	Identification of Respondent and Team Members
4.	Biographies of Primary Team Members
5.	Project Approach
	Cost Control
	Construction Management Philosophy
	Schedule Control
	Project Organization
	Estimating
6.	Team Experience
7.	Prevailing Wage Law
8.	EEO Compliance Statement
9.	Fee Proposal
10.	Litigation and Significant Claims
11.	References – Emphasis on similar type and size project
12.	Combined Affidavit/Collusion/Discrimination/Tax Disclosure Form (Included)

The following summarizes the desired information for each of the above sections.

Attach any additional data you feel is appropriate to provide better understanding of your firm, its management structure, philosophy, why you should be considered for this project, and your ability to undertake the Project at this time (in terms of services, experience, personnel or other commitments).

Cover Letter

A cover letter of not more than two pages may be provided at the front of your response which should list the contact name from the firm for the receipt of any questions or correspondence from the Owner.

Executive Summary

A two page summary highlighting the proposal.

Identification of Respondent and Team Members

On a single page, identify all members of the respondent team. This must include any joint venture partner if such participation is contemplated. Elements of this section should include:

Name of CONSTRUCTION MANAGER, firm, joint venture, or association, contact person and telephone number.

The legal status of the Proposer (i.e. sole practitioner, partnership, corporation, joint venture).

Identification of location and size of your home office and any regional offices and designation of which office will be primarily responsible for providing services for this project.

Primary Team Members

Please provide detailed biographies of each of the key members of the construction management team. Also, provide a description of the role to be undertaken by the principals of the proposed team. Please describe in some detail the method of participation by senior staff and the level of activity in the Project.

Support Team Members

This section should provide additional information about the personnel who will be responsible for the day-to-day execution of the project. For each individual, please provide a brief statement of their role in the Project, percentage of their time that would be committed, and documentation of any related experience.

Joint Venture Partners or Associates

If the respondent is proposing an association with a joint venture firm, provide a brief statement describing their capabilities and role. This section should describe the personnel who would be

involved and the mechanism for communication between the members of the joint venture. Also, please document those projects, if any, on which the firms have cooperated previously.

Project Approach

The Owner is particularly interested in the respondent's approach to this project. Please briefly describe your firm's approach to participation with the Owner and the Design Team during planning, design and construction phases of major construction projects. Describe your methodology for review of architectural design including evaluation and control of cost, constructability and availability of materials and equipment.

Cost control, estimating, setting and maintaining a GMP are vital to the success of this Project. Describe your firm's ability and experience in these areas and any consultants that you intend to engage in these areas.

Another vital component to the success of the Project is the issue of quality control. As a significant component of the Project's quality control, regularly scheduled partnering sessions between the Owner, Design Team and Construction Manager are anticipated. Please describe your experience with this process including potential benefits to this Project.

Please describe your proposed organization for the Project and indicate individuals whom you propose for the project. Provide organization charts and a clear understanding of the roles and responsibilities of each firm and individual.

Team Experience

Provide a statement of similar project experience by members of the proposed team. Include the job name, dates and location; description which shall include the original construction budget and whether a GMP was provided and met, final construction value, start and completion dates (original and final), Owner's representative, address and phone number; Architect, address and phone number. Indicate the type of contractual arrangement that governed your work on each project.

Describe your experience working with railroad and Amtrak, if any.

Prevailing Wage Law

Please describe your familiarity and experience with the Ohio Prevailing Wage Law.

Fee Proposal

Describe the approach that you would recommend for compensation for your services. Regardless of your preferred choice for reimbursement, please indicate a range, by percentage of total fixed construction cost for your compensation. Clearly describe the services and expenses included in this cost. Please include all service and expenses in this percentage. In other words, do not give a percentage plus "other" such as personnel salaries, benefits, general operating expenses, capital expenses transportation, insurance, field office expense, printing, consultant fees etc. quote.

Litigation and Significant Claims

Describe the circumstance and outcome of any litigation, arbitration or significant claims that you have been, or are currently involved in as a party within the last five years.

References

Please list references on at least four (4) projects of similar scale for which respondent had primary responsibility as CONSTRUCTION MANAGER. Provide client contact and current telephone numbers.

V. CRITERIA FOR EVALUATION

The Owner will evaluate the following aspects of all proposals received:

- background and demonstrated experience of the firm in providing similar services.
- background and demonstrated experience on projects of a similar nature of the named individuals proposed by the firm to be assigned to this project.
- ability to manage a public project on time and on budget (setting a GMP, and meeting the GMP).
- technical skill and competence to review constructability of design for the project.
- methodology and approach of the firm to this project.
- desire, commitment and ability to perform the work within the prescribed timeframe and GMP.

VI. CONFLICT OF INTEREST

A contractor or an affiliate of a Contractor who serves as CONSTRUCTION MANAGER for this project will be barred from submitting competitive bids for construction of all or any part of this project.

VII. FINANCIAL STATEMENTS

The Owner may request financial statements from the selected finalists prior to final selection.

VIII. INTERVIEWS

Interviews may be held with a limited number of firms responding to this request. It is anticipated that the interviews will most likely occur within several weeks of the submission date.

IX. SUBMISSION DEADLINE

Four (4) copies of the proposals shall be submitted no later than 2:00 p.m. on February 23, 2018 to Lorain County Commissioners, Purchasing Department, Lorain County Administration Building, Fourth Floor, 226 Middle Avenue, Elyria, Ohio 44035. Proposals must be clearly marked “CONSTRUCTION MANAGER – PASSENGER RAIL PLATFORMS”.

X. UNACCEPTABLE PROPOSALS

No proposal will be accepted from, or contract awarded to any person, firm, or corporation that is in arrears or is in default to Lorain County upon any debt or contract, or that is in default as surety or otherwise, upon any obligation to the County or has failed to perform faithfully any previous contract with the County.

XI. REJECTION OR ACCEPTANCE OF PROPOSALS

The County of Lorain reserves the right to reject any or all proposals, and any part or parts of any proposal, and the right to waive any informality in the proposal.

The County has a right to hold proposals for up to ninety (90) days before acting thereon. In awarding a contract, the County has the right to consider all elements entering into the questions of determining the responsibility of the proposer. Any proposal which is incomplete, conditional or obscure, may be cause for rejection of such proposal.

XII. EEO COMPLIANCE

The successful proposer must furnish documentation complying with State of Ohio and Federal laws relating to discrimination and equal employment opportunity.

State of Ohio
County of _____

I, _____, _____ swear that on _____, 20____,
(name of signing party) (title)

I/we submitted a competitive bid for a contract with Lorain County, Ohio for _____.
(Project Name)

NON-COLLUSION

_____ its agents, officers, or employees have not directly or indirectly entered
(Insert name of individual, partnership, corporation)
into any agreement, participated in a collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this proposal.

ANTI-DISCRIMINATION STATEMENT

_____ does hereby agree that in the hiring of employees for the performance of
(Insert name of individual, partnership, corporation)
work under this contract or any subcontract hereunder, no contractor or sub-contractor or any person acting on behalf of such contractor shall by reason of race, creed or color, or handicap, discriminate against any citizen of the State of Ohio in the employment of laborers or workers who qualify and who are available to perform the work to which this contract relates.
_____ further agrees that no contractor, subcontractor nor any person acting
(Insert name of individual, partnership, corporation)
in his behalf shall in any manner discriminate against or intimidate any employee hired for the performance of work under this contract on account of race, creed or color, or handicap.

PERSONAL PROPERTY TAX DISCLOSURE

_____ hereby state:
(Insert name of individual, partnership, corporation)

1. That on _____, 20__, I/we received an award from Lorain County for the contract.
2. That at the time the competitive bid was submitted I/we had/had not been charged with delinquent personal property taxes on general tax list of personal property of Lorain County, Ohio.
3. That the amount of due and unpaid delinquent taxes is \$_____.
4. And that the amount of due and unpaid penalties and interest is \$_____.

REAL ESTATE TAX DISCLOSURE

_____ hereby state:
(Insert name of individual, partnership, corporation)

1. That on _____, 20__, I/we received an award from Lorain County for the contract.
2. That at the time the competitive bid was submitted I/we had/had not been charged with delinquent Real Estate taxes on any parcel of real estate within Lorain County, Ohio.
3. That the amount of due and unpaid delinquent taxes is \$_____.
4. And that the amount of due and unpaid penalties and interest is \$_____.

(Signature – Title) (Company Name)

Sworn to and subscribed before me this ____ day of _____, 20__.

Notary Public

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR BID