

**REQUEST FOR QUALIFICATIONS**  
**Construction Manager-At-Risk**  
**Warren City School District Board of Education**

The Board of Education of the Warren City School District (the “Owner”) is seeking sealed, signed, written qualification statements from qualified Construction Management firms to provide Construction Management at-Risk Services according to the requirements described in the Scope and other documents included with this Request For Qualifications (RFQ).

This RFQ sets forth the intent of the Owner as to the procedure and criteria through which a Candidate will be selected but is not to be construed as setting forth specific terms of a contract between the Candidate and Owner. Except as required by law, the Owner reserves the right in its sole discretion, to modify this procedure and criteria. The Owner reserves the right to issue Addenda changing, altering, or supplementing the Contract Documents, prior to the time set for receiving statements. The Owner, through its duly authorized officials, reserves the right to reject any, part of, or all statements and to waive any formality pertaining to any proposal, without the imposition of any form of liability.

**I. PROJECT DESCRIPTION**

Warren City Schools would like to construct an approximately 3500 sq. ft. office space located in the Student Recreation & Wellness Center at Warren G. Harding High School (the “Project”). The scope of work includes, but is not limited to, the following:

Completion of medical office space.

The total hard construction cost budget for the project is anticipated to be \$700,000.

**II. PROJECT DELIVERY SCOPE OF SERVICES**

The Project will be constructed using the Construction Manager at-risk project delivery format generally described below. The pre-construction and construction phase services shall be set forth in more detail in the Construction Management at Risk Agreement and General Conditions, the form of which will be provided to short-listed firms, as described in this RFQ. The parties will engage in an "open book" pricing method in which the Owner 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 Agreement.

**a. Pre-Construction Phase**

The Construction Manager will work cooperatively with the Owner, the Owner's architect/engineer and Project team throughout the Design Development and Construction Document stages, 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. The Construction Manager will participate in regularly-scheduled design progress meetings with the Design Professional, the various consultants, and the District.

**b. Construction Phase**

The Construction Manager will construct the Project pursuant to the Construction Documents and in accordance with the Owner's schedule requirements. The Construction Manager shall select subcontractors based on competitive pricing submitted by prequalified subcontractors in accordance with criteria approved by the Owner. 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 schedule agreed upon in the pre-construction phase, compliance with all applicable laws and regulations, and submitting reports of these activities to the Owner. Other construction stage services include:

**c. Bid/Award/Construction Phase Services Required**

- In concert with Architect, conduct a pre-bid meeting
- Assist the Architect in answering questions and developing addenda
- Review Contractor bids and make recommendation for award
- Establish a document control system for all project documents
- Conduct a preconstruction conference and periodic progress meetings; develop and distribute meeting minutes
- Process, act upon, and track all project correspondences, including letters, emails, submittals, shop drawings, requests for information, others, etc.
- Review Contractor payment requests and make recommendations for payment
- If changes to the construction contract are required, issue requests for proposal for the change, review the Contractor's cost proposal, and negotiate fair compensation for the changed work; make recommendations to Owner
- Provide quality assurance inspection of the construction work
- Coordinate all QA material testing by independent testing firms
- Provide monthly progress reports to Owner
- Coordinate training of Owner personnel with the Contractor(s)
- Address all construction related permitting requirements.

#### **d. Post-Construction Phase**

- Develop and distribute punch lists; track Contractor's remedial actions
- Make recommendations to the Owner for substantial completion and final completion
- Collect all required warranties and guarantees
- Review all as-built drawings for accuracy and provide as-built drawings to the Owner

### **III. SELECTION PROCESS**

The Construction Manager shall be selected using (i) a qualifications-based selection process during this 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 Request for Proposal stage for the final Construction Manager selection.

#### **1. QUALIFICATIONS PHASE (SHORTLISTING OF FIRMS)**

Each firm responding to this RFQ by submitting, no more than a 25-page, Statement of Qualifications will be evaluated based on its qualifications and the experience of the particular individuals identified as the candidate's proposed team for the Project. Qualifications include:

- i. Competence to perform the required management services as indicated by the technical training, education, and experience of the construction manager at-risk's personnel, especially the technical training, education, and experience of the construction manager at-risk's employees who would be assigned to perform the services;
- ii. Ability in terms of workload and the availability of qualified personnel, equipment, and facilities to perform the required services competently and expeditiously, and experience working on similar types of projects;
- iii. Past performance as reflected by the evaluation of previous clients with respect to factors such as control of costs, quality of work, dispute resolution, administration of subcontractors, and meeting of deadlines;
- iv. Financial responsibility including evidence of the capability to provide a surety bond in accordance with paragraph (A) of rule 153:1-4-02 of the Administrative Code;<sup>1</sup>
- v. History of performance with meeting goals of any diversity and inclusion programs required by a public authority or by applicable law, and compliance with applicable affirmative action programs; and

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<sup>1</sup> This rule requires the CMR to provide both a performance and a payment bond, each of which shall equal one hundred per cent of the contract sum.

- vi. Other qualifications that are consistent with the scope and needs of the project including, but not limited to, knowledge of the local area and working relationships with local subcontractors and suppliers.

The Owner may hold discussions with individual firms to explore further their qualifications, the scope and nature of the services they would provide, and the various technical approaches they may take regarding the project. After evaluating the Statements of Qualifications, the Owner will select a short-list of no fewer than (3) candidates in no particular order of preference that the Owner considers to be the most qualified to perform the services for the Project, except if the Owner determines that fewer than (3) firms are qualified, it will only select the qualified firms.

**2. REQUEST FOR PROPOSAL**

The Owner will provide each short-listed firm a Request for Proposal ("RFP") that will invite the firm to submit technical and pricing proposals containing their proposed preconstruction stage compensation fee, construction stage personnel costs, construction stage itemized general conditions cost percentage, construction stage contingency percentage and construction stage fee percentage. The short-listed firms will also receive (i) a form of the Agreement with the Owner containing the contract terms and conditions, (ii) a set of the most recent design documents and (iii) a proposed Project schedule.

**3. SELECTION TIMELINE** (dates are subject to change at the discretion of the Owner)

If a change is made to the RFQ process, it will be communicated to those organizations reflecting an interest in responding to the opportunity.

Activity	Target Completion Date
Issuance of RFQ, Inquiry Period Begins	01/09/2025
Inquiry Period Ends	02/10/2025
Final Response to Bidder Questions	TBA
Statement of Qualifications Due	
Evaluation and Selection of Short-list Firms	
RFP Issued to the Short-Listed Firms	
Pre-Proposal Meetings	
Proposals Due	
Firm Presentations & Interviews	
Selection of Construction Manager at Risk	
Board Approval	

**IV. REQUESTED SUBMISSIONS**

Firms are requested to submit, in a no more than a 25-page document, the following information when submitting a Statement of Qualifications in response to this RFQ:

**a. BUSINESS**

Identify the business form of contracting entity. If the proposed form of entity is a joint venture, please identify each venturer and their respective percentage of participation. Provide a summary, on three pages or less, describing why your firm/team is the most qualified for the Project. This should include an overview statement of the firm's particular abilities and qualifications, including the number of years the firm has been in business, the geographical area of operations and professional affiliations. Please also indicate the principals in the organization and the size and composition of the organization.

**b. PERSONNEL/STAFFING**

Provide a project organizational chart containing the names and titles of the proposed staff for the Project. At a minimum, the chart should include at least three (3) officers or senior employees (e.g., Project executive, Principal-in-charge, Project Manager or Project Superintendent or similar designation) who will be available for work on the Project. For every person listed on the chart, provide a one-page resume highlighting relevant experience and identify the phase(s) of the Project to which the individual will be assigned and the percentage of that individual's time to be devoted to the Project.

**c. SIMILAR EXPERIENCE**

- 1. Construction Manager At-Risk Experience.** Describe the typical relationship between the Owner, Architect and Construction Manager and the value a construction manager brings to a construction project, including the impact of a construction manager at-risk on overall project costs. Provide a list of projects completed using the construction management at-risk contract. Please include reference names and contact information.
- 2. Experience With Chosen Architect.** Provide a list of projects completed with (Phillips/Sekanick, Inc.) if any.
- 3. Similar Experience in Energy Efficient Projects.** Experience with innovative, energy efficient building systems.
- 4. Similar Experience in Learning Institutions.** Provide names, addresses and telephone numbers of references for projects where your firm (or top firm principal or officer) has led or managed construction of a project similar in scope and complexity as the Project. For each project please include:
  - Brief description of the project, including square footage, etc.
  - Construction cost
  - Owner's name, address, contact person and phone number
- 5. Project Approach.** A summary statement, in clear terms, of your understanding of the proposed project and description to your approach, including a proposed work plan. Describe the firm's process, approach and methodology related to:

- Pre-Construction Phase Services
  - Construction Phase Services
  - Value Engineering
  - Estimating
  - Scheduling - Demonstrated track record of performance of managing projects to the original schedule.
  - Document Preparation - Briefly describe the provisions and procedures that the firm would recommend including in the Construction Documents to best protect the Owner with respect to project controls and cost savings approaches.
  - Management Systems - Describe the record keeping, reporting, monitoring and other information management systems that the firm would propose to use for the Project. Describe the scheduling and cost control systems the firm would propose to use for the Project.
  - Self-Performed Work - Indicate whether the firm intends to self-perform any work on the Project through an acceptable competitive process and, if so, the nature of the work and capability to self-perform.
  - Communication with Owner - Provide examples of reports used to document the progress and status of the project.
- 6. Quality Control.** Provide information about your quality control/quality assurance processes as it relates to overall project success and sub-contractor selection. Describe your sub-contractor pre-qualification process.
- 7. Financial Responsibility/Bonding/Insurance.** Provide evidence of capacity to provide bonding 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. Provide latest audited financial statements and/or any other documentation that provides evidence of financial responsibility.
- 8. Other Considerations.** Describe the firm's willingness to accept liquidated damages and experience with such provisions on other similar projects. Disclose all information concerning any suits filed, judgments entered or claims made against the firm during the last five years or any declaration of default or termination for cause against the firm with respect to Construction Manager services. In addition, state whether during the past five years the firm has been suspended from submitting proposal or entering into any government contract.

## **V. SUBMITTAL INSTRUCTIONS**

Statements of qualifications must be identified by the following: “STATEMENT OF QUALIFICATIONS FOR CONSTRUCTION MANAGER AT-RISK SERVICES”

(1) PDF electronic copy of the statement of qualifications must be submitted to:

John Lacy  
Executive Director of Business Operations  
Warren City Schools  
105 High Street, NE  
Warren, Ohio 44481  
John.Lacy@warrencityschools.org

Statements shall be received no later than 3:00 PM on February 10, 2025. Any statements arriving after 4:00 PM will be marked late and will receive no consideration for selection to provide the specified equipment, supplies and/or services. Statements may also be delivered in person. The Owner will return, unopened, any statements that are received after the deadline.

Questions must be in writing and directed by mail or e-mail to John Lacy, Executive Director of Business Operations, John.Lacy@neomin.org.

Answers to any questions shall be in writing and shall be sent to all firms who are on record with the Owner as having requested and been furnished a copy of this Request for Qualifications. It is therefore imperative that firms provide full and accurate contact information to the Owner.

### **COMMUNICATIONS**

Firms considering responding to this Request for Qualifications are strictly prohibited from communicating with any member of Owner’s staff other than as identified above.

### **CANCELLATION; REJECTION**

Owner reserves the right to cancel at any time for any reason this solicitation and to reject all qualifications statements. Owner shall have no liability to any firm arising out of such cancellation or rejection. Owner reserves the right to waive minor variations or defects in the selection process.

### **PROPOSER COSTS**

Owner assumes no responsibility for costs incurred in the preparation, presentation or submission of the qualifications statements.

### **PREVAILING WAGES**

This Project may be funded in part by federal funds in which case, prevailing wages in accordance with the Davis Bacon Act will be required for this Project. Funding sources for the Project are to be determined.

**PUBLIC RECORDS**

Interested firms should be advised that the Owner is subject to Ohio's public records laws. The Owner cannot guarantee the confidentiality of statements, financial records, or business records that are submitted by a firm to the Owner. The Owner may be required to make such records publicly available. The law does provide for certain exemptions from disclosure requirements, including an exemption for confidential proprietary information. While this exemption may not always include a firm's financial and business records, we ask that you clearly stamp "Confidential and Proprietary Information" upon each page of each financial and/or business record that you believe to be confidential information. Such a stamp does not guarantee that your documents will be exempt from disclosure requirements, but will assist the Owner in responding to any public records requests.

**[END OF DOCUMENT]**