



## CONSTRUCTION MANAGER AS CONSTRUCTOR (CMc) SERVICES REQUEST FOR PROPOSALS (RFP)

### PROJECT BACKGROUND

Thank you for your interest in working with the Summit County Land Bank (SCLB). The SCLB is requesting proposals, including statements of qualifications, for construction management services to oversee the construction of a consolidated Summit County Board of Elections (BOE) facility, located at 1040 E. Tallmadge Avenue, Akron, Ohio 44310. The Ohio Means Job Center (OMJC) is also located within the same building and this project will include the relocation and buildout of certain OMJC spaces to accommodate construction of the BOE facility. The SCLB owns the property and is assisting the County of Summit (County), the BOE, and the OMJC, as developer, in constructing a facility that will allow the BOE to consolidate the entirety of its operations under a single roof. The project will consist of the buildout and renovation of approximately 57,600 square feet of space to accommodate the BOE and 10,400 square feet of space to accommodate the OMJC, within the existing facility.

Hasenstab Architects (HAI) has been awarded the design contract and is preparing documents for phased construction consisting of two phases, for which a general schedule is attached to this RFP as **Exhibit A**. Phase 1 is anticipated to complete in August 2024 and Phase 2 is anticipated to complete in July 2025. Drawings depicting preliminary Phase 1 and Phase 2 activity have been attached to this RFP as **Exhibits B and C**.

### PROJECT DELIVERY, CONSTRUCTION MANAGER AS CONSTRUCTOR, GUARANTEED MAXIMUM PRICE

The SCLB will award a Construction Manager as Constructor (CMc) contract for all construction managements services required for this project and contemplated within this RFP. Unless otherwise directed, this project shall meet the latest applicable building, health, zoning, fire, and safety codes and ADA accessibility requirements. Various alterations to the project site, including landscaping and parking, will also be required.

As noted above, HAI has been selected to serve as the architect/engineer (A/E) to provide A/E services for this project. The selected CMc will construct the project and will be expected to assist the SCLB, County, BOE, OMJC, and HAI (Project Team) with, among other responsibilities, preconstruction services, cost estimating, scheduling, bidding, identifying long-lead purchasing items, performing constructability reviews, and overseeing construction. The CMc shall collaborate and work with HAI and the Project Team to identify any issues with the design and construction documents. Specifically, the CMc shall work with HAI to perform constructability reviews, identify missing elements in the project design documents, and provide ongoing cost estimates and adjustments as the design documents progress through the Design Development (DD) and final Construction Document (CD) levels, among other responsibilities, and at all times advise the SCLB and the Project Team on whether the proposed designs are consistent with the SCLB's budget and schedule for the project and make appropriate recommendations.

It is anticipated that the CD set will serve as the basis for the Guaranteed Maximum Price (GMP) proposal that will be further outlined in any agreement between the selected CMc and the SCLB.

This RFP and AIA Document A133 – 2019 will serve as a basis for the negotiation of a final CMc agreement and this RFP may be included as an attachment to any CMc agreement. The basis of payment for the CMc agreement will be the cost of work, plus a fixed fee, with a Guaranteed Maximum Price (GMP).

Respondents to this RFP are not required to submit any estimated trade costs or proposed GMP with their response.

Respondents to this RFP are to base their proposals on the SCLB's construction cost funding limitation for the project, currently budgeted at \$12,500,000.00.

#### **SUMMIT COUNTY LAND BANK A NONPROFIT**

The SCLB is a **nonprofit** community improvement corporation and is **not** an agency, division, or department of county government. The SCLB is **not** subject to public bidding requirements. The SCLB is **not** prohibited from incentivizing and/or enforcing diversity in contracting requirements.

#### **PROJECT LABOR AGREEMENT & PREVAILING WAGE REQUIREMENTS**

While not technically required, to ensure timely completion of the project at, or under, budget, a reliable source of highly skilled workers, diversity in contracting, and worker health and safety, a Project Labor Agreement **will be** required for this project. The SCLB will also require this project be subject to the Davis Bacon prevailing wage requirements and wage rates which are attached to this RFP as **Exhibit D** and can be found at <https://sam.gov/wage-determination/OH20240100/1>. All regulations in the HUD-4010, attached as **Exhibit E**, apply to this project. Prevailing wage regulations apply to the CMc and any sub-contractors.

#### **BUILD AMERICA, BUY AMERICA ACT**

This project will also be subject to all regulatory requirements in the Build America, Buy America Act 2 CFR Part 184.

#### **UNIQUE ENTITY IDENTIFIER (UEI) NUMBER**

The CMc and all sub-contractors are **required** to have a public Unique Entity Identifier Number (UEI) and CAGE code from Sam.gov. Applications for UEI and CAGE Code can be completed at <https://sam.gov/content/home>. Sam.gov does not charge anyone to obtain a UEI or CAGE code. Companies that are not issued a UEI and CAGE Code and/or those debarred at the local, county, state, and/or federal level, **will not** be eligible to receive any contracts for this project. Please note, the UEI is **not** the same number as the FEIN.

#### **MINORITY AND DISADVANTAGED COMPANIES**

To the greatest extent possible diverse, minority, and disadvantaged subcontractors shall be utilized. Sub-contracting opportunities shall be provided to minority, diverse, and disadvantaged sub-contractors. Diverse, minority, and disadvantaged data collection will be a requirement of the project. The SCLB is not prohibited from prioritizing and/or incentivizing the utilization of diverse and/or disadvantaged subcontractors.

#### **POINT OF CONTACT**

The point of contact for this RFP is Jim Davis, Program Director for the SCLB. Please contact Jim, via email only, at [jjdavis@summitlandbank.org](mailto:jjdavis@summitlandbank.org). **Communication to any other person or by any other method may be a reason for disqualification.** Additional project points of contact will be provided to the selected CMc. The SCLB disclaims the accuracy of information derived from *any* other source other than the point of contact identified here, and the use of such information is at the sole risk of the respondent to this RFP.

Respondents to this RFP must provide the name, address, phone number, and email address of its designated point of contact (POC) to the SCLB as part of any response to this RFP, and shall be responsible for updating any changes to the information provided.

#### **VENDOR PRE-QUALIFICATION, REGISTRATION, INSURANCE, & BONDING**

The selected CMc will be required to complete and submit a Vendor Pre-Qualification Packet **and** Vendor Registration Form and must agree to accept an electronic form of payment for services. Vendors, whether selected for this project or not, may complete and submit these forms at any time by visiting the [Vendor Registration](#) page of the SCLB website. Completed information may be submitted in the 'Additional Information & Attachments' section of the online portal – please **do not** email any completed vendor registration documents or any other information or documents related to this RFP, as they will not be reviewed.

The selected CMc must be bonded and insured and will be required to submit proof of the same. The selected CMc must not be on any local, county, state, or federal debarment list. The SCLB reserves the right to require additional information, documentation, etc.

#### **ADHERENCE TO SAFETY STANDARDS, GUIDELINES, RULES, LAWS, AND OTHER INDUSTRY STANDARDS**

The selected CMc will be responsible for ensuring contractors and other vendors, including their agents and/or assigns, performing work as part of this project adhere to any, and all, applicable local, state, and/or federal safety standards, guidelines, rules, laws, and other industry standards and/or best practices related to the work being performed and will also be required to acknowledge the same as part of any contract with the SCLB.

#### **SCOPE OF WORK, GENERALLY**

The selected CMc will construct the project and provide construction management services including, **but not limited to**, the following:

- A. Project cost estimating and value engineering;
- B. Constructability reviews;
- C. Bid package scope development;
- D. Project schedule development;
- E. Bid review and evaluation;
- F. Pre-construction and progress meetings;
- G. Construction inspection and field orders;
- H. Shop drawing review;
- I. Payment requests and change orders;
- J. Equipment startup and punch lists;
- K. Document control and distribution, including O&M manuals and record drawings;
- L. A web-based project management information system that can be easily configured for this project to log and store all project-related information, in addition to any project management information system utilized by SCLB in the overall administration of the project.

#### **PROFESSIONAL QUALIFICATIONS, GENERALLY**

Qualification statements must include, but may not be limited to, the following:

- A. Company/Firm Information
  - 1. FEIN (different from UEI number below)

2. Federal Unique Entity Identifier (UEI) and CAGE Code (available from Sam.gov)
  3. Location of primary office
  4. Total number and location of offices
  5. Proximity to project site
  6. Number of years in business
  7. Identification, qualifications, and experience of key personnel
  8. Identification of expected project superintendent
  9. Firm's background and experience with projects of similar size and scope
- B. Capacity
1. Size/Availability of staff
  2. Firm's equipment and facilities
  3. Sub-consultants
  4. Current and similar projects in-progress
- C. References
1. Indicate other county land banks or county, municipal, or township governments for which the firm has performed similar work in the past three (3) years;
  2. Indicate other projects for which the firm has performed similar work in the past three (3) years.

#### **MANDATORY PROJECT MEETING & TOUR**

Respondents to this RFP must attend a **mandatory** project meeting on **Monday, March 25, 2024, at 9:00 a.m.**, at the project site located at **1040 E. Tallmadge Avenue, Akron, Ohio 44310, in Room 119A**. The meeting and tour are expected to last approximately 60 minutes and at least one representative from each entity submitting a response to this RFP must sign in and be present for the entire project meeting and tour. Failure to sign in, attend, and/or stay for the entirety of the project meeting and tour will result in disqualification from this RFP process.

#### **QUESTIONS/FAQs**

Questions related to this RFP must be submitted in writing and via email no later than **12:00 p.m. (EST), Tuesday, March 26, 2024**. Answers to submitted questions will be posted to the SCLB website for all interested respondents by 12:00 p.m., Thursday, March 27, 2024. Questions submitted after the deadline above will not be answered or included in the FAQ section on the SCLB website. Questions may be consolidated, or otherwise edited, for clarity, brevity, etc.

#### **SUBMISSION PROCESS**

All responses to this RFP must be submitted electronically through an online portal accessible by visiting the Opportunities page of the SCLB website. The online portal will open on Monday, March 18, 2024, and responses must be submitted **no later than 11:59:59 p.m. (EST) on Thursday, March 28, 2024**, after which the online portal will automatically close. Late or incomplete submissions **will not** be accepted or reviewed. SCLB staff **will not** be available after normal business hours to assist with any submission-related issues. It is the responsibility of any respondents to this RFP to ensure successful submission prior to the established deadline. Normal business hours for the SCLB are Monday through Friday, 8:00 a.m. to 4:00 p.m.

To access the online portal and to submit a response to this RFP, please visit the SCLB website by following [this link](#) or by visiting [www.summitlandbank.org/opportunities](http://www.summitlandbank.org/opportunities).

## **SELECTION PROCESS**

The SCLB will review all submissions for completeness and adherence to submission requirements. Additional evaluation criteria may include, but shall not be limited to:

- A. Overall responsiveness to the RFP and the quality of the submitted response;
- B. Demonstrated ability to perform the work required;
- C. Demonstrated expertise and proficiency in construction management services;
- D. Demonstrated expertise with Project Labor Agreements and Prevailing Wage requirements;
- E. Level of satisfaction of current and/or previous clients.

Certain entities may be invited, at the sole discretion of the SCLB, to an interview with the SCLB to discuss their proposal.

## **DISCLAIMERS & LIMITATIONS**

This RFP is being issued by the Summit County Land Bank (SCLB), a nonprofit community improvement corporation. Submission of a response to this RFP is not a guarantee the SCLB will accept, review, or select any submission or award any contract. The SCLB is a nonprofit corporation and is not subject to public bidding requirements. The SCLB may accept and review, or refuse to accept or review, any submission, and may choose any vendor or no vendor, for any reason or for no reason. Acceptance and review of any submission and the selection of any vendor is at the sole discretion of the SCLB. The SCLB reserves the right to reject any, and all, submissions, require additional information or documentation, and/or waive any irregularities in the selection process. No rights, express or implied, or responsibilities are intended or created by, or for, any party within, or because of, this RFP. Failure by the SCLB, by and through its board of directors, officers, staff, agents, or assigns, to comply with the guidelines established in this RFP shall not give any party the right to contest, appeal, change, rescind, delay, or overturn, any decision or transaction, and shall not provide for any claim for damages or other relief, nor is a failure to comply with this RFP a failure of a duty, of any kind, of the SCLB, its board of directors, staff, officers, agents, or assigns. **Submission of a response to this RFP shall be deemed as an understanding and acceptance of these terms.** These terms shall be incorporated and restated within any agreement arising from this RFP.