



**LUCAS COUNTY OHIO
REQUEST FOR QUALIFICATIONS**

**OWNER REPRESENTATIVE –
RENOVATIONS AND MODIFICATIONS
OF THE EXISTING BUILDINGS AT
1819 CANTON AVENUE AND 1301
MONROE STREET**

**LUCAS COUNTY FACILITIES
COUNTY AGENCY**

**19-001 CIP
RFQ NUMBER**

**JANUARY 25, 2018 AT 2:00 PM (local time)
DATE AND TIME OF PROPOSAL OPENING**

A PRE-PROPOSAL CONFERENCE WILL BE HELD AT 2:00 PM (local time), JANUARY 18, 2019. PARTIES ARE TO MEET AT ONE GOVERNMENT CENTER, SUITE 800, TOLEDO, OHIO 43604

REQUEST FOR QUALIFICATIONS FOR OWNER REPRESENTATIVE

The Lucas County Facilities Department, (LCFD), seeks the services of an Owner Representative ("OR") to work with members of the LCFD staff and an architecture and engineering firm yet to be determined, during the initial master planning phase to address facility needs as defined by LCFD ("Project"). The Project at this time addresses the renovation and modification of the existing building located at 1819 Canton Avenue and renovation and modification of the current Ohio Means Jobs building located at 1301 Monroe Street and the associated parking lots.

FACILITY	TYPE OF CONSTRUCTION	TOTAL COST
Existing Lucas County Facilities and Board of Elections Building – 1819 Canton Avenue, Toledo, Ohio	Renovation and relocation of Board of Elections in this facility	TBD
Existing Ohio Means Jobs – 1301 Monroe Street, Toledo, Ohio	Renovation of the existing building including an addition to house Lucas County Jobs And Family Services, Ohio Means Jobs, and Child Support Enforcement Agency	TBD

LCFD invites firms interested in serving as the OR during the design/preconstruction, construction and close-out of capital improvements, to submit a proposal, including qualifications, statement of interest, for consideration. Proposals will be reviewed and evaluated to determine the firm best qualified to provide the needed services for design/preconstruction, construction and close-out of improvements; price will be considered, but will not be determinative of the best firm. The LCFD plans to use the design/bid/build delivery model for facility improvements and reserves the right to use a different delivery method for any aspect of this project.

The OR will be the LCFD’s representative throughout design/preconstruction, construction and close-out of improvements included in the Project and will have such authority as is expressly authorized by LCFD in the agreement negotiated and signed by the LCFD and the OR. Each firm submitting a response to this RFQ is asked to suggest additional or modified responsibilities and services that can be provided by the OR to enhance the assistance provided by the OR to the LCFD throughout the Project.

The LCFD expects the OR to use its resources to provide effective insight and administration of the design/preconstruction, construction and close-out phases for the 2 aspects of the overall project and coordination with the various team members. The OR selected must also:

- Coordination of Lucas County Stakeholders, Architects and Engineers, contractors, and other involved parties.
- Communicate up-to-date information to the LCFD and its representatives, so that there are no surprises during any phase of the Project;

- Communicate in an open and effective manner;
- Be proactive and anticipate problems before they occur, propose appropriate action to minimize or eliminate those problems, and coordinate implementation of the agreed action with the LCFD, its representatives, and the Design team;
- Be innovative and creative in its approach to oversight of the design/preconstruction, construction and close-out phases;
- Be aware of and take into account both applicable law and Lucas County policy (including the Lucas County Project Labor Agreement) and procedures related to design/preconstruction, construction and close-out phases;
- Attend meetings as requested and provide updates and pertinent information to the LCFD on the design/preconstruction, construction and close-out phases.

Selection Process and Criteria.

Introduction. LCFD seeks an OR with sufficient staff and appropriate experience to provide effective administration and support for design/preconstruction, construction and close-out of the Project. In addition to this general staff and experience requirement, the LCEDC requires the OR to work efficiently and proactively with LCFD Staff and its design professional of record throughout design/preconstruction, construction and close-out of the Project phases.

Selection Process. Firms experienced with design/preconstruction, construction and closeout phase for public projects in the role of an OR are invited to submit proposals for the services described in the RFQ. The responses received will be reviewed and evaluated by the LCFD. Determination of the firm to provide the required services will be based upon the information provided in response to this RFQ, and any additional information requested, with the firm selected that is determined to provide the most benefit to the Board for design/preconstruction, construction and close-out of the Project, considering both experience and cost for services. Price for services will be considered, but will not be determinative of the firm selected. The firm determined to provide the most benefit for the Project will be recommended by the LCFD to provide the OR services for the Project. It is the expectation that the OR will participate in the selection of the contractor(s) for the identified projects. Once selected, the costs associated with the services to be provided will be negotiated for inclusion in the Agreement for Owner Representative Services.

Submission of Proposals. Proposals must be submitted no later than 2:00 pm on **January 25, 2019** to:

Jeff Nowak, Capital Projects Manager
 Lucas County Facilities Department
 One Government Center, Suite 800
 Toledo, OH 43604-2259 T: 419 213-6453
 email: jnowak@co.lucas.oh.us

Pre-Proposal Meeting: A pre-proposal meeting will be held on January 18, 2019 at 2:00pm at One Government Center, Suite 800, Toledo, Ohio 43604. The pre-proposal meeting is not mandatory.

Each firm is responsible for delivery of its proposal to the specified individual and location prior to the deadline for receipt of proposals. A total of four original four (4) bound copies are required. The LCFD, in its sole discretion, may accept a proposal delivered after the deadline if it finds a reasonable basis for doing so.

Proposals must contain the information requested in this RFQ to be considered.

Evaluation Criteria. In evaluating candidates, the following criteria will be considered:

- Ability to provide the OR services to accomplish the LCFD's objective, as indicated by:
 - Successful experience on capital projects in a similar or related capacity;
 - Qualifications (education and experience) of its staff and, in particular, the persons who will be assigned to the Project. If short-listed, it is the LCFD's expectation that these individuals will attend the interviews to be conducted;
 - Ability to plan for large, complex projects that could include multiple buildings and phases situated on small project sites requiring extensive coordination;
 - Other similar factors.

Services Requested. The services listed in Item 1 have been identified by the LCFD as being necessary for efficient and effective administration of the Improvements; additional detail about these services is described in Items 2 through 5.

1. Specific Services Requested:

- a. Assistance with the design/preconstruction, construction and close-out of identified facility improvements, along with review of budgets developed for those facility improvements and schedules for design/preconstruction, construction and close-out.
- b. Design plan review and budget estimating of potential costs utilizing EXISTING and FUTURE designs to be used as a comparison to estimates prepared by the design professional and Contractor.
- c. Attend progress meetings at the job site and be present on job site as needed.
- d. Expertise in project phasing and the ability to help the LCFD understand the best way to phase the Project improvements.
- e. Provide insight on coordination and scheduling of any future work.
- f. Provide insight and comments on how to transition space between multiple building projects during the proposed renovations and swing space options for new construction.
- g. Provide oversight of construction activities during construction.
- h. Assist with administration of Project paperwork, including reviewing bids, applications for payment, change requests, and change orders and monitoring close-out of each improvement.

- i. Provide technical assistance as needed with project issues and claims.
2. **Schedules.** Review and comment on the design and project schedules prepared for the individual phases and the overall Project; review and comment on the proposed construction schedule for each improvement included in the Project. Monitor the schedule and provide reports during design/preconstruction, construction and close-out to track the schedule.
3. **Budget.** Prepare a budget for each improvement included in the Project for comparison with the budget estimates prepared by the design professional and CM at Risk. Review and comment on the proposed budget developed for each improvement included in the Project; monitor the budget and provide reports during design/preconstruction, construction and close-out to track the budget.
4. **Progress Reports.** Review, comment and provide suggestions on all progress reports prepared during all phases of the design/preconstruction, construction and close-out of the Project.
5. **LCFD Team Meetings.** Attend meetings as requested and present a report on the status of design/preconstruction, construction and close-out of each improvement included in the Project to keep the LCFD informed and up to date on both design and any issues being addressed for the preconstruction, construction, and close-out phases.

These services may be modified and/or supplemented during negotiation of the agreement for OR services with the LCFD. Firms are encouraged to identify other services that would enhance the role of the OR and provide more effective administration of the design/preconstruction, construction and close-out of the Project improvements.

Requested Information.

A. Firm Overview. Include:

1. History and philosophy of the firm. What makes the firm unique? Describe the aspects of the firm's approach to OR services that have made it successful.
2. Describe the firm's composition -- *i.e.*, in-house, full-time employees and in-house professional disciplines, as well as any outside consultants used to provide the requested OR services.
3. Explain why the firm is the most qualified to provide the requested services for design/preconstruction, construction and close-out of the Project improvements; what is different about the firm's approach than other firms.
4. Identify at least one capital facilities project for which the firm has served as an OR or Construction Manager in an agency role. Describe for each project identified the scope, number of buildings, cost, and schedule for design/preconstruction, construction and closeout (including a breakdown by building if there are multiple buildings), and identify appropriate contact persons at the institution and from the architect's and construction manager's, if appropriate, office who are familiar with the project.

5. Provide any information related to claims and dispute resolution, including mediation, arbitration, litigation, or other claims resolution process, with which the firm has been involved related to capital facility projects, as either a party or a consultant to a party involved in the issue.
6. Describe the firm's experience involving new technology such as a one to one instruction model and other integrated technology systems.
7. Describe the firm's experience involving both design/preconstruction, construction and close-out and its role in making sure all stakeholders are represented.

C. **Project Approach.**

1. Provide the firm's suggestions for developing effective communications with the LCFD, and the Design team.

D. **Proposed Staffing and Compensation.**

1. Include an organization chart with proposed staffing (including any consultants) for the Project, consistent with the requested services and achieving the LCFD's goal. Include a one-page resume for each proposed team member, including consultant employees, that highlights relevant experience, education, and any professional qualifications, such as whether the individual is a registered architect or professional engineer. List only individuals who will be assigned to the design/preconstruction, construction and close-out phases of the Project.
2. Include the cost for providing the requested services ("Fee"), including pricing for different services proposed that the firm believes would enhance the design/preconstruction, construction and close-out phases of the Project. Detail how the Fee was calculated and include the components that make up the overall cost of services. For certain services or expenses that may not be quantified with specificity at the time the agreement is negotiated and prepared, an allowance for those services and/or expenses will be included in the Fee, which will be used as services are provided for that item or expenses are incurred. Any unused allowance amounts will be returned to the Board at the conclusion of the services to be provided by the selected firm.

Note that while the LCFD intends for the term of the agreement with the OR to be for the duration of the Project, the LCFD will include a termination for convenience clause in the Agreement. Under this clause the Board will be able to terminate the Agreement at any time on 15 days written notice for any reason, including but not limited to performance issues, or for no reason.

E. **References.**

1. Provide the last four (4) clients for which the firm has provided services with contact names and phone numbers.

F. Special Considerations and Comments

1. Provide an overview of what you believe the LCFD can do to help make the design/preconstruction, construction and close-out of the Project successful.

G. Preliminary Schedule for the Selection of an OR

The preliminary timeline and tasks for the selection of an OR is outlined below:

Post RFQ for OR services	January 16, 2019
Deadline for submitting proposals by OR firms	January 25, 2019 @ 2:00pm
Review, rank, and short-list firms; invite to short-listed firms to interview	February 1, 2019
Interview short-listed OR firms	February 4-7, 2019
Submit recommendation for best OR firm	February 8, 2019