



**REQUEST FOR QUALIFICATIONS #21338**

**FOR**

**DESIGN-BUILD SERVICES for MEMORIAL SCHOOL HVAC PROJECT**

FOR THE  
CLEVELAND MUNICIPAL SCHOOL DISTRICT

DBA: CLEVELAND METROPOLITAN SCHOOL DISTRICT  
BOARD OF EDUCATION, 1111 SUPERIOR AVENUE E, SUITE 1800  
CLEVELAND, OHIO 44114

UNDER THE DIRECTION OF THE OPERATIONS DIVISION FOR THE BOARD OF EDUCATION OF THE  
CLEVELAND METROPOLITAN SCHOOL DISTRICT CUYAHOGA COUNTY, OHIO

## Part I: NOTICE OF REQUEST FOR QUALIFICATIONS #21338

### DESIGN-BUILD SERVICES for MEMORIAL SCHOOL HVAC PROJECT

Separate Sealed Request for Statement of Qualifications (SOQ) for the requirement set forth below will be received in the Cashier's Office of the Cleveland Metropolitan School District located at 1111 Superior Avenue E, Cleveland, Ohio 44114, until **1:00 pm current local time on February 17, 2022**. Statements of Qualifications must be identified on the outside of the envelope by the following: "REQUEST FOR QUALIFICATIONS FOR DESIGN-BUILD SERVICES: MEMORIAL." Responses to this SOQ **will not** be publicly opened.

All submissions must include **One (1) original, with blue ink signatures, two (2) copies (stapled only), and one (1) electronic format bid on a USB flash drive (make sure the document is accessible for printing).**

Statement of Qualifications (SOQ) may not exceed thirty (30) letter size (8.5" x 11") one-sided sheet count pages. A two-sided page counts as two pages. SOQ's that exceed (30) pages may not be reviewed or included in the score of the SOQ.

Please submit the requested number of Request for Qualifications and subsequent Request for Proposal to: Seletha Thompson, Cashier's Office of the Cleveland Metropolitan School District located at 1111 Superior Avenue E, Cleveland, Ohio 44114.

Please submit all questions regarding this RFQ in writing to Seletha Thompson at [seletha.thompson@clevelandmetroschools.org](mailto:seletha.thompson@clevelandmetroschools.org) with the project name included in the subject line (no phone calls please). Answers to any questions shall be in writing and shall be sent to all firms who are on record with the District as having requested and been furnished a copy of this RFQ. Any interpretation of questions, which in the opinion of the District or its representative require interpretation, will be issued by addenda via email and blind copied to all interested parties. **The deadline for questions is February 9, 2022 at 12:00 pm.** The name of the party submitting a question will not be included on the Q&A response email. It is therefore imperative that firms provide full and accurate contact information to the District/Criteria Architect. The Criteria Engineer is Andre Goosby of AGM Energy Services.

Statements of Qualifications must be received at the time noted in the table below (see Schedule).

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#### A. Project Description

The Board of Education of the Cleveland Municipal School District, Ohio (the "District"), in accordance with Sections 153.65 through 153.72 of the Ohio Revised Code and Ohio Administrative Code 153:1 is using ESSER Funding to implement a design-build facility improvement project at the Memorial school facility. The crux of the project is the replacement of the cooling tower at the school. It is expected that this work will conclude no later than August 1st, 2022. The Design Criteria Requirements for this design-build project will be developed by a Criteria Architect/Engineer representing the District.

All aspects of this project and related issues will be implemented and operated consistent with the District's policies and procedures. This project will also be implemented using an open book format with a guaranteed maximum price (GMP). Additionally, all subcontracts will be awarded by the Design-Build Entity (DBE) using a competitive bid process. As such, the District will have access to all books, records, documents, and other data in the DBE's possession related to itself, its subcontractors and material providers pertaining to bidding, pricing or performance of the Agreement.

**B. Scope of Services and Key Requirements**

The Project will be constructed using the Design-Build project delivery method generally described below that is consistent with the criteria established by the Criteria Architect/Engineer and in accordance with the District's schedule requirements.

i. Preconstruction and Construction Phase Services

The DBE will provide pre-construction and construction phase services as more particularly detailed in the Design-Build Agreement as described herein. Preconstruction phase services may include, but are not limited to schedule development, estimate development, program verification, schematic design, design development, Guaranteed Maximum Price (GMP) proposal, subcontractor prequalification and bidding, construction documents preparation, constructability review, permits, budgeting, and pre-project planning throughout the preconstruction and construction phases.

ii. Project Design-Build Services

The DBE shall implement the project pursuant to the construction documents and in accordance with the schedule requirements. The DBE shall hold all contracts and

shall be fully responsible for the means and methods of construction, construction execution, progress schedule, weekly progress meetings, testing and inspection, project safety, project completion within the schedule agreed upon in the preconstruction phase, compliance with all applicable laws and regulations, and submitting monthly reports of these activities to the District. The District reserves the right to reject the DBE's selection of subcontractors and any supplemental terms to the subcontract form.

iii. Guaranteed Maximum Price

The DBE shall submit to the Criteria Architect/Engineer its proposed guaranteed maximum price (the GMP proposal). The DBE shall include Davis Bacon Act prevailing wage rates for all labor associated within the GMP. If required, the DBE, the District, and the Criteria Engineer/Architect shall meet to reconcile any questions, discrepancies or disagreements relating to the GMP proposal. The reconciliation shall be documented by revision to the GMP proposal. The DBE shall then submit to the District, for the District's approval, the DBE's final proposed GMP. Contingent upon the District's approval of the final proposed GMP, the parties will enter into an amendment to the Design-Build Agreement establishing the GMP. The final negotiated GMP shall not exceed the project budget established. If the proposed GMP exceeds such budget, then the District may require the DBE to re-perform the previously completed preconstruction services as necessary to reconcile the GMP with the project budget or terminate the agreement with the DBE and select an alternative delivery method for the project.

iv. Open Book Pricing Method

The parties will engage in an "open book" pricing method in which the District shall have access to all books, records, documents, contracts, subcontracts, purchase orders and other data in the DBE's possession related to itself, its subcontractors, and material suppliers pertaining to bidding, pricing, or performance of the Design-Build Agreement. The DBE shall select subcontractors based on proposals submitted by prequalified subcontractors in accordance with criteria approved by the District. The DBE shall hold all contracts and shall be fully responsible for the means and methods of construction, project safety, project completion within the schedule agreed upon in the preconstruction phase, and submitting monthly reports of these activities to the

District.

v. Design-Build Entity

The DBE shall be selected using best value criteria in which award is given using a combination of pricing, performance, and qualification-based considerations. The contract will be written using the OFCC K-12 School Design-Build Agreement Form and GMP Amendment form.

**Design-Builder Request for Qualifications:**

Each DBE is asked to submit a Statement of Qualifications that will be evaluated by the District, in consultation with the Criteria Architect/Engineer, based on the firm's qualifications. Qualifications include the following criteria:

I. Firm Background (Maximum 20 Points)

Provide general information on the responding firm including: name, business address, telephone number, officers of the firm, and contact person(s) for this project. Provide the year the DBE's firm was established, former firm name(s), and relationships with professional organizations, if applicable. If the DBE is a separate legal entity from a manufacturer, for example a distributorship or manufacturer's representative or engineering firm, specify the legal business classification of the responding firm, if any. Please list any business relationships and/or trade alliances associated with any HVAC or other industry entities.

II. Team Experience (Maximum 30 Points)

Provide a project organizational chart that identifies the employees of the DBE's firm that would work on the project. Specify the team members that will actually be on the project by their name, job title, roles, and training. Provide a one-page resume including education, experience, and any other pertinent information for each member of the DBE's project team. Provide the names of (i) at least one (1) full-time Mechanical Engineer and one electrical engineer on the team. A minimum 10 years of Design Build experience is required.

III. Past Performance (Maximum 30 Points)

Provide four (4) ORC 153 design-build references performed in K-12 over the last five (5)

years that have similar size, scope, and complexity, indicating the DBE's recent experience with these types of projects. Each reference shall describe the services provided, scope of work, project cost, and benefits provided to the District. Provide the reference's name, address, current telephone number, and contact person for each reference. Provide a brief description of the projects, such as the type of facility, scope of work, duration of project, and key personnel involved with the project. References should be for projects where the DBE was the prime contractor. Indicate whether the firm intends to self-perform any work on the project and plans for subjecting these services to competitive bid.

IV. Project Administration (Maximum 20 Points)

Provide evidence of financial responsibility including the capability to provide a surety bond in the in accordance with Ohio Administrative Code Chapter 153:1-4-02, including 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 a demonstrated track record of performance of in-house estimating on projects comparable to the project. Provide a demonstrated track record of performance of managing projects to the original schedule.

**Selection**

I. Short List

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. After evaluating the responses to this RFQ, CMSD will select a short list of up to three firms that it considers to be the most qualified. Do not submit a fee proposal with the SOQ response.

II. Request for Proposal

The short-listed firms shall be sent a Request for Proposal ("RFP") that will invite the firms to submit pricing proposals containing their proposed preconstruction stage compensation, construction stage personnel costs, itemized construction stage general

costs, construction stage contingency percentage, construction stage design fee percentage, and design-build fee percentage. The short-listed candidates will also receive (i) form of the Agreement with CMSD containing the contract terms and conditions, (ii) set of the most recent criteria documents and (iii) proposed Project schedule.

### III. Pre-Proposal Meeting

Prior to submitting a response to the RFP, the short-listed firms will be invited to meet individually with CMSD. The purpose of the pre-proposal meeting is to permit the short-listed firms an opportunity to ask CMSD questions in an individual setting to help the firms prepare their responses to the RFP. CMSDs will notify each short-listed firm to schedule individual times for the pre-proposal meetings.

### IV. Interview

After submitting responses to the RFP, the short-listed firms may be interviewed by CMSD. 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. If the interviews are desired by CMSD, please be prepared to discuss with specificity the firm's capacity to conduct this work in compliance with the timetable, and budget. Each short-listed firm to schedule individual times for the interviews.

### V. Schedule

The District may hold discussions with individual firms to further explore 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 District will select a short-list of no fewer than three firms that it considers to be the most qualified to perform the design-build services for the project. If the District determines that fewer than three firms are qualified, it will only select the qualified firms. The RFP will be distributed only to the short-listed firms.

*Dates are subject to change at the discretion of the District.*

- Announcement (RFQ)

2/3/2022

- Request for Qualifications Due 02/17/2022
- Distribute RFP 02/25/2022
- Facility Site Visit 03/03/2022
- Request for Proposals Due 03/25/2022
- Post-Proposal Interviews Week of 03/28/2022
- Selection of Design-Builder 04/04/2022

VI. Communication

Firms considering responding to this RFQ should do so as provided or herein. Communication with any member of the District's staff may be viewed negatively in the selection process.

VII. Cancellation and Rejection

The District reserves the right to cancel at any time for any reason this solicitation and to reject all proposals.

The District also reserves the right to change the schedule as described in Section V at their discretion.

The District shall have no liability to any proposer arising out of such cancellation or rejection. The District reserves the right to waive minor variations in the selection process.



# Design-Build Selection Rating Form

*CMSD Design-Build Facility Improvement Project*

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Project Name: CMSD Design-Build Facility Project

Proposer Firm: \_\_\_\_\_

Qualification Criteria Category	Max Point Value	Response %	Score
<b><i>I. Company Background</i></b> a. Firm Profile b. Firm Proximity c. Firm History d. Firm Objectivity	20		
<b><i>II. Team Experience</i></b> a Project Resumes b Team Qualifications c Architectural/ Engineering Staff d Estimating capabilities	30		
<b><i>III. Past Performance</i></b> a K-12 Project Experience b Delivery Method Experience c Project Role (Prime vs Sub) d Project Self Performance	30		
<b><i>IV. Project Administration</i></b> a Schedule Management b Bonding Capability c Insurance Coverage	20		