

CUYAHOGA COMMUNITY COLLEGE
CAPITAL AND CONSTRUCTION DEPARTMENT

REQUEST FOR
QUALIFICATIONS FOR
PROJECT MANAGEMENT SERVICES COLLEGE-WIDE
PROJECT NUMBER C20171130

BACKGROUND

College Mission ... “to provide high quality, accessible and affordable educational opportunities, and services”

Cuyahoga Community College opened in 1963 as Ohio’s first community college and has since been providing high quality, accessible and affordable educational services. The College serves more than 55,000 credit and non-credit students annually at four campuses, two Corporate College locations, other off-campus sites and through distance learning options. The College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. For over 50 years, the College has provided services to more than 900,000 members of our community. Historically, more than 85% of Tri-C’s graduates continue to live and work in Northeast Ohio.

Cuyahoga Community College consists of a total of 11 locations, approximately 50 buildings and more than 3,200,000 square feet of space. There are four main campuses (the Eastern Campus, the Metropolitan Campus, the Western Campus and the Westshore Campus) and the Brunswick University Center in Brunswick, Ohio. There are also two corporate colleges, Corporate College West located in Westlake, Ohio; and Corporate College East located in Warrensville Heights, Ohio. The College also has the District Office Building, used primarily for administrative functions located on Carnegie Avenue directly across from Progressive Field, and the Jerry Sue Thornton Center on E. 22nd Street which houses the Colleges Human Resources, ITS and Integrated Communications functions.

The College completed the documentation of its current Facility Master Plan in May of 2008. Estimates of the Master Plan led to a program in excess of \$300,000,000. Phase I projects were completed between 2008 - 2012 and Phase II projects of the Master Plan will move forward as funding becomes available, tentatively planned for 2018 through 2020.

Cuyahoga Community College has planned the Phase II Master Plan work to be broken down into 10 major projects. The College has four Construction Directors that will lead each of these 10 projects, according to the attached master plan overview and Gantt chart.

Each Director will manage AE services, internal stakeholders/user groups, the CM (if applicable) or the lead General Contractor (single or multi prime), and the overall project budget and report in to the VP of Capital, Construction, and Facilities. The need for Program Management services is in the area of providing overall project managers, who will report to the Tri-C Construction Directors, during all phases of construction, participation in OACM meetings, estimating services, and managing contractors' schedules and budgets during the construction administration phases.

Some expertise in equipment / FFE planning services may be needed as well, on projects that are heavy lab/STEM focused. The College requires anywhere from 5 - 15 project managers on site at any given time, working directly for a Tri-C Construction Director, handling several projects that are in different phases of Design and/or Construction. The College would want to interview all viable candidates from the Program Management firm that is awarded this contract, and would require backgrounds consisting of at least 10 years of solid work experience in the field of construction management/engineering. See attached project manager description.

The Program management professional services contract would run for 3 years, 2018 - 2020 calendar years.

The College reserves the right to award these services to multiple companies. The total value of the contract over the 3-year period is estimated between \$2M - \$4M, most likely split between 2 - 3 firms.

Proposers for these services should understand that providing these Program Management services may exempt them from eligibility to provide Architectural, Engineering, Interior Design, Construction Management, Construction, and other professional services to the College for individual projects, during the term of this contract, if there is a conflict of interest. However, each case is unique and will be reviewed by the College.

SCOPE OF SERVICES

Services could include but may not be limited to the following general service as directed by the College:

ALL PHASES OF A PROJECT (GENERAL SERVICES)

1. Attendance at and documentation of meetings
2. Cost estimating and generating project budgets in a specific format prescribed by the College. Project budgets will include construction costs, FF&E costs, professional services fees, contingencies and Owner Direct Costs such as environmental and testing & inspection services, permitting costs, advertising & printing, etc.
3. Generating project schedules, including pre-design, design, bidding/award, construction, and closeout activities and phasing



4. Project reporting on a regular basis (frequency depending on project size)
5. Assistance in evaluation of existing sites, buildings and/or building systems, including those currently owned or leased by the College, as well as possible new property acquisitions or leases
6. Coordination of LEED certification and Sustainability activities; Coordination of Minority and Inclusion tracking and reporting, including outreach activities and events
7. Assistance in communication of construction activities to Campus Leadership, including quarterly update meetings with Campus Presidents and Executive Vice Presidents

In addition to these general services, the following phase-specific services may also be required:

PROJECT INITIATION PHASE

Development of an initial Project Work Plan, which defines the scope, budget, schedule, and funding parameters. This will require conceptual estimating skills, since little documentation may be available at early stages of the project.

ACQUISITION PHASE

1. Assistance to the College in the preparation of Requests for Qualifications for professional services including but not limited to A/E, Construction Management, Testing & Inspection and Commissioning Services
2. Assistance to the College in the review of responses and the selection of these consultants

DESIGN PHASE

All normal services associated with Programming/Program Verification, Conceptual Design, Schematic Design, Design Development and Construction Documents. These services can include, but are not limited to, civil engineering, landscape architecture, architecture, MEP engineering, communications engineering, and technology engineering, etc.



- a. Review of Design Submittals for compliance with program requirements, interdisciplinary coordination, completeness & correctness and constructability
- b. Participation in Value Engineering efforts to ensure project budget compliance
- c. Review and recommendations regarding bid package contracting strategies
- d. Review and recommendations regarding bid package Scopes of Work

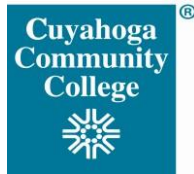
BID & AWARD PHASE

1. Review and analysis of Bids
2. Participation in Scope Reviews to confirm completeness of bids and qualifications of bidders
3. Preparation and submittal of Recommendation of Award letters to Tri-C

CONSTRUCTION/IMPLEMENTATION

Submittal Reviews --

1. Assistance in administration and management of construction and/or furniture and equipment installations in compliance with applicable contract documents
2. Review and recommendations regarding requested Change Orders
3. Assistance in Claims Management
4. Assistance in Prevailing Wage tracking & management
5. Assistance in Diversity participation & reporting
6. Assistance with coordination of other Campus Construction Activities
7. Assistance with receipt, inventorying, placement and installation of furniture and equipment
8. Assistance with Move Management
9. Assistance in expediting Punch List and Project Closeout activities
10. Assistance in Commissioning activities.



OTHER SERVICES / REQUIREMENTS

1. Provide information for and participate in presentations by Tri-C to College Leadership and other groups
2. Maintain a Cost History Library for Tri-C's current and previous projects
3. Provide Cash Flow Projections documenting projected and actual costs to complete all phases of a project
4. Tri-C is fully committed to inclusion and diversity participation opportunities for local firms. The College's contract expectations are 15% MBE, 5% FBE, 6% SBE/CSB and 2% Veteran-Owned Businesses. **In your response to this RFQ, please submit your specific plan for participation relative to these expectations.**

SOQ CONTENT

1. Cover Letter
 - A. Providing an introduction to your firm and proposal
2. Executive Summary
 - A. Intended to provide a high-level summary of the contents of the SOQ.
3. Company Overview - Profile of your company addressing the following:
 - A. Name of firm
 - B. Address
 - C. Telephone number
 - D. Email address
 - E. Main office location
 - F. Regional office location
 - G. Type of Business
 - H. Workload vs. available resources analysis
 - I. Name of person authorized to sign agreement
 - J. Number of years in business
 - K. Nature of discipline-specific services your firm has provided in the past 5 years
 1. Public Sector
 2. Private Sector
4. Ownership, Organization and Financials
5. Organizational Structure (provide a detailed Org Chart)
6. Higher Education Experience (firm and staff)
7. Key staff resumes
8. Management approach and staff implementation plan.



9. Team diversity (MBE/FBE/SBE/DBE/Veterans)
10. QA/QC Plan
11. Sustainability experience, including experience with the LEED certification process
12. Sample reporting – program and project level
13. References
14. Why this firm?

SOQ SUBMISSION – GENERAL INFORMATION

Submit six (6) hard copies plus one (1) electronic copy of the submittal to:

Cuyahoga Community College
ATTN: Robert Ruppe, SMS 700 Carnegie Avenue
Cleveland, Ohio 44115

Submittals shall be accompanied by a transmittal containing the following information:

1. College Name
2. Project / Program Name, Project Number
3. Consultant Name
4. Consultant Address
5. Contact Person, Contact Person Phone number
6. Description of content
7. Indicate which disciplines or services your firm can provide. Check the box in front of the following choices:

Submittals should be formatted using the F110-330 form. Additional information can be attached as appendices to the 330. Submittals are due on October 27th no later than 2:00 PM. Late or incomplete proposals might not be considered for this contract.

Plain Dealer: October 4, 11, 18

Call & Post: October 18