



CUYAHOGA COMMUNITY COLLEGE  
CAPITAL AND CONSTRUCTION DEPARTMENT

REQUEST FOR QUALIFICATIONS  
ON-CALL PROJECT DEVELOPMENT SUPPORT SERVICES (PDSS)  
COLLEGE-WIDE  
PROJECT NUMBER C20211138

## **BACKGROUND**

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

Cuyahoga Community College was opened in 1963 as Ohio’s first community college and has since been providing high quality, accessible and affordable educational services. It serves more than 60,000 credit and non-credit students each year at four campuses, two Corporate College locations, other off-campus sites and distance learning options. The College is accredited by the Higher Education Learning Commission of the North Central Association of Colleges and Schools. For over 50 years Tri-C has provided its services to more than 900,000 members of our community. Historically, more than 85% of Tri-C’s students 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 4 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. Tri-C also has its 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. 22<sup>nd</sup> St. which houses Tri-C’s Human Resources, ITS and Integrated Communications functions.

The College completed the documentation of its current Facility Master Plan in 2008. Minor updates have occurred between then and 2018. Estimates of the Master Plan led to a program in excess of \$300,000,000. Phase I and II projects have been completed, with a new Facility Master Plan planned to be done between 2022 and 2023.

Cuyahoga Community College has in the past retained services of Architects, Engineers and Construction Consulting for projects. Program and Equipment/FFE Management Services have also been provided on select projects. The provider of these PDSS services may work in conjunction with other Consultants under the direction of the College’s Office of Capital & Construction.



This PDSS contract duration will be two (2) years beginning on July 1, 2021 and terminating on June 30, 2023 and it is anticipated that fees associated with these services for each selected firm will be less than \$200,000. Potential projects for which these services will be provided are currently undefined, but they will likely range in scope from small renovations and internal moves to larger additions & renovations, and could also include standalone site and/or building systems improvements. Because of the potential diversity of these project types and scopes, we encourage architectural firms, interior design firms, engineering firms, environmental service firms, AV services, signage consultation/design/estimating firms, building integration services, fire alarm and suppression design/integration and owners representative services, intrusion/access control and surveillance systems services, door and hardware services and construction management firms to submit qualifications in order to afford Tri-C the best possible choice in terms of range of on-call providers/services from whom to choose.

The College reserves the right to award these services to multiple companies. Proposers for these services should understand that providing these PDSS services may exempt them from eligibility to provide Architectural, Engineering, Interior Design, Construction Management, Construction, and other professional services to Tri-C for future individual projects if there is a conflict of interest. Tri-C will evaluate on a project by project basis for conflicts of interest.

## **SCOPE OF SERVICES**

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

### **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 Tri-C. 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 monthly basis or weekly basis (depending on project size)



5. Assistance in evaluation of existing sites, buildings and/or building systems, including those currently owned or leased by Tri-C as well as possible new property acquisitions or leases
6. Coordination of LEED certification and Sustainability activities
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**

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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 is available at this early stage of the project

## **ACQUISITION PHASE**

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1. Assistance to Tri-C 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 Tri-C in the review of responses and the selection of these consultants

## **DESIGN PHASE**

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All normal services (including but not limited to Civil Engineering, Landscape Architecture, Architecture, MEP Engineering, Communications Engineering and Technology Engineering) associated with Programming/Program Verification, Conceptual Design, Schematic Design, Design Development and Construction Documents, as well as:

- 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**

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1. Review and analysis of bids
2. Participation in pre-bid and 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**

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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 audit services on certain projects.
7. Assistance with coordination of other Campus Construction Activities
8. Assistance with receipt, inventorying, placement and installation of furniture and equipment
9. Assistance with Move Management
10. Assistance with Art Consulting services.
11. Assistance in expediting Punch List and Project Closeout activities
12. Assistance in Commissioning activities.



13. Assistance with Delivery method training and facilitation services at all stages.

## **OTHER SERVICES / REQUIREMENTS**

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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. **In your response to this RFQ, please submit your specific plan for participation relative to these expectations.**

## **SOQ CONTENT**

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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**

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

Cuyahoga Community College  
 Supplier Managed Services Department  
 700 Carnegie Avenue  
 Cleveland, Ohio 44115  
 Attn: Robert Ruppe

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:

Check box if able to provide this service	Service description
	Engineering Services
	Architectural Services
	Environmental Services
	Abatement Services
	Scheduling Services
	Estimating Services
	Construction Management Services
	Project Management Services
	Commissioning Services
	Building Systems Control Integration Services



	Signage Consultation, Estimating and Design Services
	Audio/visual Consultation, Estimating and Design Services
	Fire Alarm Design, Integration and Owner's Rep. Services
	Fire Suppression Design, Integration and Owner's Rep. Services
	Intrusion, Access Control and Surveillance Systems, Integration and Owner's Rep. Services
	Door/Hardware Specification, Integration and Owner's Rep. Services
	Training & Facilitation Services
	Art Consulting Services
	Move Management Services

Submittals should be formatted using the F110-330 form. Additional information can be attached as appendices to the 330. Submittals are due on **Monday, May 3, by 2:00 PM.** Late or incomplete proposals might not be considered for this contract.

Cuyahoga Community College  
 Supplier Managed Services Department  
 700 Carnegie Avenue  
 Cleveland, Ohio 44115  
 Attn: Robert Ruppe

**Decisions will be made based on the F110-330 form and content, there will not be any interviews.**

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Plain Dealer: April 9, 16, 23  
 Call & Post: Week of April 12  
 La Prensa: Week of April 12