



Request for Qualifications

Streetsboro City Hall
Construction Manager at Risk Services

November 17, 2023



REQUEST FOR QUALIFICATIONS

The City of Streetsboro, Ohio, is seeking qualifications for Construction Manager at Risk (CMR) to provide pre-construction, bidding, and construction implementation for a single-story City Hall. The new building will be set on the City Center parcel located at 9184 State Route 43. The parcel is currently in development and will include a central green, splash park, playground, and additional amenities. City Hall is to be located at the western portion of the parcel.

Qualifications Due: Companies interested in being considered shall submit a statement of qualifications that include the information as detailed in the RFQ document. Statement of qualifications shall be sent to Streetsboro City Hall at 555 Frost Road, Suite 100, Streetsboro, OH 44241 **by 10:00 a.m. EST on December 6, 2023**. Interested companies shall submit **four (4) hardcopy sets** of the qualification documents.

PROJECT DESCRIPTION

The City of Streetsboro is seeking qualifications for Construction Management at Risk (CMR) services to implement a single-story City Hall building that is responsive and responsible to the public which it serves, as well as being efficient and accommodating for the city departments housed within. The City Hall will occupy the western portion of the City Center property, as indicated in the Master Plan (**Refer to Exhibit 1**), located at 9184 State Route 43. The main oval and infrastructure for the City Center is slated to be completed by June 1, 2023. Construction of the bathroom and splashpad, referred to as the Amenity Package, is slated to begin immediately after the infrastructure is complete. The park at the southeastern end of the Master Plan will not be included in this project and will be a future phase of development. The 9-acre property is currently city-owned and located near the intersection of State Routes 14 and 43.

The City Hall will replace the current location at 555 Frost Road, centralizing the city functions in a cohesive building. The building will be sited to complement the recently built fire station, and oriented to have a prominent presence on State Route 43 (near the primary site entry). The building will terminate the west side of the site and a planned greenspace and further site development that will eventually unify all elements on the site.

The site design concept includes making the City Hall building the anchor amenity for the City Center quad project and create the connectivity to Route 43 and the community. All four sides of the building will be important facades due to the building being situated in the round. However, the building's main entrance, and most aesthetically-featured façade, will be facing the City Center oval. (**Refer to Exhibit 2**)

The building concept divides the program into two halves, public (ease of access) and employee areas (secured). Most residents visiting City Hall will frequent the (1) water department, (2) building department and (3) Council Chambers. Upon arrival they will be immediately greeted by an interior, landscaped courtyard which continues the City Park theme inside the building. From the gallery space, visitors will orient to the three (3) primary public destinations. Behind secured doors, all of the departments will be organized by two distinct suites. One suite will include planning/zoning and engineering, and the other for executive staff, including the mayor. (**Refer to Exhibit 3**)

PROJECT QUICK FACTS

- Total Project Budget: \$6,000,000.00 (Hard and Soft Costs)
- Site will include a dedicated 34-car parking lot for employees (**Refer to Exhibit 2**)
- City Hall building will be a single-story facility with approximately 14,500 gross square feet. (**Refer to Exhibit 3**).
- Construction Delivery Model: Construction Manager at Risk
- Use: Mixed Use (A3/B)
- Type of Construction: TBD
- Max Building Height: 40'
- Max no of Stories: 1
- Sprinklered: YES, fully
- Surface runoff on-site detention: Yes
- Main program components:
 - Council Chambers w/raised platform
 - Entry Vestibule and Gallery space

- Interior Courtyard – providing daylighting to Council Chambers and main public resources
- Water and Building Departments accessible at main entrance
- Employee entrance to north side of building. Proximity to building MEP support spaces and breakroom
- Secured office suites for all City departments
- Other building features and project mentions:
 - Skylights/clerestory windows
 - Council Chambers windows to courtyard
 - Demountable partitions in select locations
 - Relocated FFE + supplemental procurement for new spaces
 - Main entry free-standing canopy for pedestrian entry
 - Generator and trash enclosure within employee parking lot
 - Rooftop AHUs
 - Site lighting to match rest of park
 - Exterior design will have similarities with fire station pertaining to the following:
 - Mix of gable and flat roofs
 - Colors
 - Select materials
 - City Hall A/E team - levelHEADS/Scheeser-Buckley-Mayfield
 - Oval/Splashpad/playground designer - Environmental Design Group

SUBMISSION OF PROPOSAL & QUALIFICATIONS

Interested Construction Manager at Risk (CMR) candidates who wish to be considered for this work shall provide four (4) sets of the following information in a sealed envelope marked, "**Construction Management Services for the Streetsboro City Hall**" to the address noted above.

The qualification package shall be divided in eight (8) sections as detailed below and shall include:

1. Letter of Introduction (2-page limit) including the following:
 - Indicate CMR's main points of contact for RFQ engagement process and pre-con services;
 - why your company is best suited for this specific project (top three (3) differentiators only);
 - indicate when your company usually provides a GMP for a project during Contract Document phase (percent (%) complete of CDs);
 - top risk factors (be specific) facing this project up to GMP in relation to costs, supply chain for certain products/services, or other factors for consideration;
 - will your company bid to self-perform any work on this project (list potential service lines);
 - and CMR's thoughts on cost/sf estimate range for project described through this RFQ for division work (site/building), NOT including contingencies, GC, CMR Fees, etc;
2. Firm's General Qualifications and Information Package, including brief firm history, discussion of current workload, similar project examples (particularly those using CMR delivery), and challenges to be anticipated/overcome on similar projects with CMR delivery;
3. A brief narrative of the firm's understanding of the Project and project approach to meet requirements of the Scope of Services (maximum four (4) pages, Size 10 font);
4. Resumes any personnel who will materially contribute to the Project; resumes shall be limited to one page;
5. A maximum of five (5) projects of similar size, project delivery method (CMR), scope, and budget

- (including contact person and phone number); project descriptions shall be limited to one page;
6. Project schedule with anticipated milestones. A 2025 second quarter completion date is anticipated for construction;
 7. List of all litigation/claims history in the last five years;
 8. Any additional information or unique qualities that will assist in evaluating the CMR's qualifications.

SCOPE OF SERVICES - GENERAL

The successful selected CMR will perform the following tasks at a minimum:

1. Work Collaboratively with the A/E team, led by levelHEADS, Inc. (Christopher P. Trotta, AIA) Architect of Record, to determine best materials/products, details, and bid packages to deliver the project within the Owner's overall project budget and schedule. A/E team will publish a cost estimate at the end of the Schematic Design Phase and will review CMR's concurrent phase estimates.
2. Provide Pre-Construction Services to assist the Owner with validation of overall Construction/Procurement schedule, budget, and plant logistics. Provide Value Engineering advice through duration of design and bidding process with subcontractors. Costs for these services will be waived if the project proceeds to the construction phase.
3. Develop bidder's lists for all major trades and coordinate with Owner, and any Owner's lists/requirements. Manage the bid process and perform scope review meetings with subcontractors to validate their bid meets ALL Contract Documents by their work, and related work/drawings.
4. Provide a GMP (Guaranteed Maximum Price) for the project during Contract Documentation Phase.
5. Obtain all required project permits.
6. Conduct weekly, in person, construction meetings with Owner and develop meeting minutes accordingly. Minutes to include construction and safety updates, old business, new business, RFI/Submittal logs, etc. In addition, attend a RFI/Submittal pre-weekly construction meeting with A/E team to discuss all open items.
7. Implement/oversee the construction of the project through project close-out, including and not limited to, completing punch-lists, turning over warranties, operation's manuals, and training of City staff, as required, in relations to infrastructure systems and operations.

SELECTION OF QUALIFIED CONSTRUCTION MANAGER AT RISK

A review panel made up of three members will select no fewer than three firms from the submittals to interview with the city. These firms will be interviewed in-person according to the anticipated schedule below. The review panel will select the firm they deem most qualified to provide services and will attempt in good faith to negotiate a contract at a compensation determined in writing to be fair and reasonable to all parties. Upon failure to negotiate a contract with the firm deemed most qualified, the review panel shall inform the firm in writing of the termination of negotiations and may enter into negotiations with the firm next most qualified. If negotiations again fail, the same procedure may be followed with each next most qualified firm selected pursuant to this section, in order of ranking, until a contract is negotiated.

The City reserves the right to accept or reject any or all qualifications in whole or in part, as deemed to be in the best interest of the City.

ANTICIPATED SCHEDULE

RFQ Distribution:	November 20, 2023
Submission Due:	December 6, 10:00 a.m.
Shortlist Announcement	December 8, 2023
Shortlist Interviews:	December 13-15, 2023
Consultant Selection:	December 18, 2023
Finalize Fee and Contract:	January 16, 2024
Information to Council:	January 17, 2024
Council/Finance:	January 22, 2024
Execute Contract:	January 23, 2024

CONTACT INFORMATION

Any questions and requests for additional information should be directed to Justin Czekaj, City Engineer, and Melissa Procop, Executive Assistant, via email to jczekaj@cityofstreetsboro.com and mprocop@cityofstreetsboro.com during the qualifications period.

EXHIBITS

Exhibit 1: Original City Center Master Plan

Exhibit 2: City Hall Schematic Site Plan

Exhibit 3: City Hall Schematic Floor Plan

Exhibit 1: Original City Center Master Plan



CITY OF STREETSBORO
CITY CENTER MASTER PLAN
AUGUST 2022



Exhibit 2: City Hall Schematic Site Plan

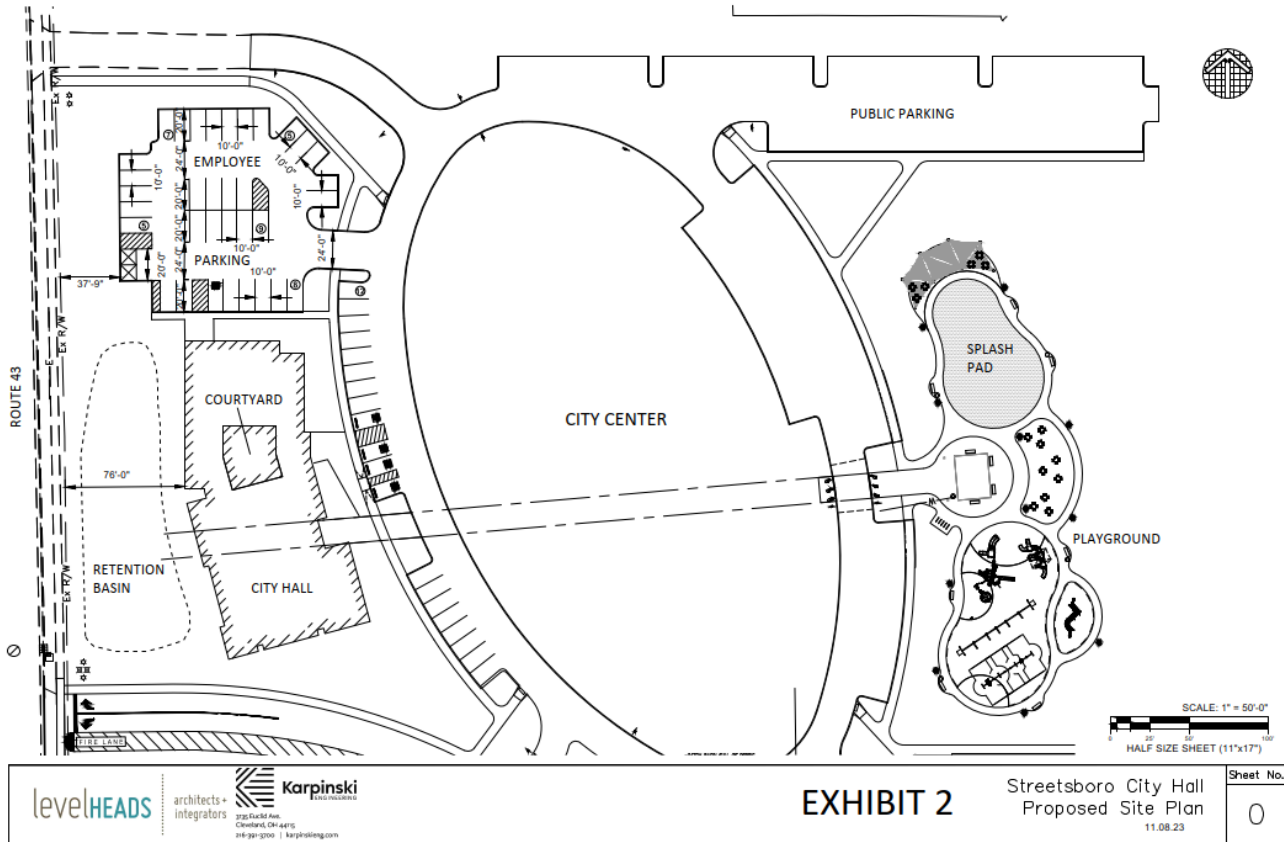


Exhibit 3: City Hall Schematic Floor Plan



SCALE: 1/8" = 1'-0"

	EXHIBIT 3	Streetsboro City Hall Proposed Floor Plan	Sheet No. 1
	11.13.23		