

Solicitation RFQ 091-19/JW

Project Mgmt. Services for the Design & Construction of New Parking Facilities

Bid Designation: Public



Hamilton County

Hamilton County

Bid RFQ 091-19/JW

Project Mgmt. Services for the Design & Construction of New Parking Facilities

Bid Number RFQ 091-19/JW
Bid Title Project Mgmt. Services for the Design & Construction of New Parking Facilities

Bid Start Date Dec 2, 2019 8:01:21 AM EST
Bid End Date Dec 16, 2019 11:00:00 AM EST
Question &
Answer End Date Dec 10, 2019 12:00:00 PM EST

Bid Contact Jill E Williams
Purchasing Agent I
Purchasing
HAMCOPurchasingQuotes@hamilton-co.org

Description

Project Management. Services for the Design & Construction of New Parking Facilities. The selected firm will serve as the "Project Manager" to the Board of County Commissioners and will provide project management services related to the design and construction of new parking facilities in Hamilton County ("Projects").

This Project will require the daily management of pre-construction, bidding, construction and commissioning for an initial 800-space 5-level garage (exceeding 250,000 gross square feet), and a subsequent 300-space garage and 1,200-space surface lot – all to be constructed in downtown Cincinnati. The Owner will utilize Design-Bid-Build delivery methodology to manage the design and construction of the Projects and coordinate with the Architect and Project Manager on preparation of the bid packages.

**BOARD OF COMMISSIONERS
HAMILTON COUNTY, OHIO**



**REQUEST FOR STATEMENT OF QUALIFICATIONS (“RFQ”)
FOR A CONSULTANT TO PROVIDE
PROJECT MANAGEMENT SERVICES FOR THE DESIGN AND
CONSTRUCTION OF NEW PARKING FACILITIES**

**County Administrator – Jeffrey Aluotto
County Construction Executive – Phil Beck**

RFQ #091-19

OWNER: Board of County Commissioners
Hamilton County, Ohio

ISSUED: December 2, 2019

STATEMENTS DUE: December 16, 2019

CONTACT: Jill Williams PSCM-C, Purchasing Agent III
Hamilton County Purchasing Department
138 East Court Street, Room 507
Cincinnati, OH 45202
HAMCOPurchasingQuotes@hamilton-co.org
Fax: (513) 946-4335

REQUEST FOR QUALIFICATION STATEMENTS TO PROVIDE
SUPPLEMENTARY PROFESSIONAL PROJECT MANAGEMENT/OWNERS REPRESENTATIVE
SERVICES FOR THE CONSTRUCTION OF NEW PARKING FACILITIES

SECTION 1 **INTRODUCTION**

The Board of Commissioners of Hamilton County, Ohio (hereinafter referred to as the “Owner”) hereby gives notice of its intent to contract (hereinafter referred to as the “Agreement”) for professional services. The selected professional services firm will serve as the “Project Manager” to the Board of County Commissioners and will provide project management services related to the design and construction of new parking facilities in Hamilton County (“Projects”).

The Owner will enter into a contract with a Project Manager for project management services. The initial garage has an estimated project budget of \$21 million. Design is currently in progress, and construction will commence in March 2020. An additional garage and surface lots will commence between 2020 and 2022.

The Owner invites parties interested in providing project management services as the Project Manager to submit Statements of Qualifications (SOQs) for consideration by the Owner. SOQs will be reviewed, and a Professional Project Management Firm (Project Manager) will be selected.

Below is the schedule of the selection process:

<u>Task</u>	<u>DATE</u>
Initial RFQ Public Advertisement	December 2, 2019
Second RFQ Public Advertisement	December 9, 2019
Deadline for Receiving Final RFQ Questions	December 10, 2019 by 12 Noon
Deadline for Issuing Final RFQ Answers	December 12, 2019 by 12 Noon
Deadline for SOQs to be Received by Issuing Officer	December 16, 2019 by 11 AM
Proposal Review Completed (Approximately)	December 2019
Written Decision Issued (Approximately)	December 2019
Contract Negotiations/Contract Executed	December 2019/January 2020
Estimated Project Start-Up	December 2019/January 2020

SECTION 2 **PROJECT OVERVIEW**

This Project will require the daily management of pre-construction, bidding, construction and commissioning for an initial 800-space 5-level garage (exceeding 250,000 gross square feet), and a subsequent 300-space garage and 1,200-space surface lot – all to be constructed in downtown Cincinnati. The Owner will utilize Design-Bid-Build delivery methodology to manage the design and construction of the Projects and coordinate with the Architect and Project Manager on preparation of the bid packages.

REQUEST FOR QUALIFICATION STATEMENTS TO PROVIDE
SUPPLEMENTARY PROFESSIONAL PROJECT MANAGEMENT/OWNERS REPRESENTATIVE
SERVICES FOR THE CONSTRUCTION OF NEW PARKING FACILITIES

SECTION 3
ANTICIPATED SCOPE OF SERVICES

The Project Manager will provide project management services as requested for the Project. As required by the Agreement, and as properly authorized, the Project Manager shall be capable of providing the following categories of services as required by the County (Note: required scope may change in response to County staff capacity and project needs):

1. Develop cost estimates.
2. Project scheduling, including facilitating Push Planning schedule with contractors.
3. Site logistics and manage use of site.
4. Define and manage the multiple bid packages.
5. Development of front end and Division 1 specifications.
6. Define scope of work for each trade contractor and/or general contractor.
7. Manage bidding and pre-award process (including facilitating post-bid meetings) and pre-construction meetings.
8. If applicable, manage adherence to MBE/WBE/SBE requirements.
9. If applicable, manage project labor agreement requirements.
10. Lead and document weekly design/construction meetings.
11. Jobsite safety oversight (Contractor is responsible for safety control).
12. Coordination with the work on nearby/adjacent projects.
13. Manage submittals, RFI's, etc.
14. Review and approve pay requests.
15. Coordination of special inspection services.
16. Review and approve proposed costs for Change Orders, and prepare documentation.
17. Coordinate/assemble monthly project reports.
18. Perform claim analysis.
19. Manage commissioning services.
20. Perform and coordinate project close out services.
21. Provide other support staff, as needed, to supplement County staff activities.

The Owner anticipates executing an Agreement with the selected Project Manager which sets forth the general terms and conditions governing the relationship as well as the hourly rates and/or fees to be charged for services.

SECTION 4
PROJECT MANAGER'S QUALIFICATIONS

For purposes of this Request, the Project Manager's qualifications include, but are not limited to the following:

REQUEST FOR QUALIFICATION STATEMENTS TO PROVIDE
SUPPLEMENTARY PROFESSIONAL PROJECT MANAGEMENT/OWNERS REPRESENTATIVE
SERVICES FOR THE CONSTRUCTION OF NEW PARKING FACILITIES

1. Competence of the project management firm to perform the required project management services as indicated by the technical training, education, and experience of the firm's personnel, especially the technical training, education, and experience of the employees within the firm who would be assigned to perform the services;
2. Ability of the firm in terms of its workload and the availability of qualified personnel, equipment, and facilities to perform the required professional project management services competently and expeditiously;
3. Past performance of the firm as reflected by the evaluations of previous clients with respect to factors such as control of costs, quality of work and meeting of deadlines;
4. Other similar factors, including specific relevant experience of the firm and assigned personnel.

SECTION 5
INQUIRIES

All inquiries to this Request may be submitted by facsimile or in writing to:

Jill Williams PSCM-C, Purchasing Agent III
Hamilton County Purchasing Department
138 East Court Street, Room 507
Cincinnati, Ohio 45202
HAMCOPurchasingQuotes@hamilton-co.org
Fax: 513-946-4335

Inquiries should make reference to specific sections of the Request (including page and paragraph references). All questions must be received by December 10, 2019 by 12 Noon to receive a response. All questions and answers to the inquiries will be communicated to all firms or individuals participating in this Request. The County will not be bound by any responses provided to questions that are not submitted through this process. Inappropriate inquiries may constitute a basis for a negative evaluation.

SECTION 6
STATEMENT FORMAT/CONTENT

The format/content provisions listed below have been established to assist the Owner in its review and evaluation of all Project Management SOQs. All statements must comply with the following format to allow the selection committee to fairly evaluate submittals:

COVER LETTER

- An introductory cover letter of not more than one (1) page.

EXECUTIVE SUMMARY

- A two (2)-page summary highlighting the contents of the Qualification Statement.

REQUEST FOR QUALIFICATION STATEMENTS TO PROVIDE
SUPPLEMENTARY PROFESSIONAL PROJECT MANAGEMENT/OWNERS REPRESENTATIVE
SERVICES FOR THE CONSTRUCTION OF NEW PARKING FACILITIES

BACKGROUND/OVERVIEW

- ❑ Firm's name, address, email address, telephone number and name of person to contact.
- ❑ Provide a brief firm history including years in existence and geographic office locations.
- ❑ Explain the structure of firm ownership (example – corporation, limited partnership etc.).
- ❑ Firm's total number of in-house, full-time employees, their professional disciplines, local presence, and the number of employees in each discipline.
- ❑ Provide evidence of the firm's financial stability, responsibility (submit your firm's most recent audited financial statement).
- ❑ Current and projected workloads for the years 2020, 2021 and 2022 and ability to provide a long-term commitment to the Project.
- ❑ Provide your litigation, mediation, and arbitration history over the last five (5) years.

EXPERIENCE/REFERENCES

- ❑ List three recently completed projects of similar size and scope to this request. This should include a description of your past experience with the management of the pre-construction and construction of parking garages and surface parking lots. Include the following for each project identified:
 - Brief description and size; services provided by your firm and names of your staff members involved and their responsibilities.
 - Summarize project results in terms of budget, cost and schedule.
 - Owner's name, address, phone number, email address, and contact person.
- ❑ Current and recent contracts with Hamilton County (last five years).
- ❑ Current and recent experience with Government projects not included above.

PROJECT APPROACH

Describe your proposed methodology in providing Project Management Services for this Project. Include within the description the following:

- ❑ Provide a brief explanation of your firm's current project management services.
- ❑ Provide a brief explanation of your firm's project management documentation process and reports provided to the owner.
- ❑ Practice with respect to oversight of the Project.
- ❑ Provide a list and description of any consultant(s) your firm proposes to use.

REQUEST FOR QUALIFICATION STATEMENTS TO PROVIDE
SUPPLEMENTARY PROFESSIONAL PROJECT MANAGEMENT/OWNERS REPRESENTATIVE
SERVICES FOR THE CONSTRUCTION OF NEW PARKING FACILITIES

SAFETY

- Provide a brief overview of your firm's oversight of the trade contractor's and/or general contractor's safety program and how that oversight is implemented.

QUALITY CONTROL

- Provide a brief overview of your firm's quality assurance plan and how that program is implemented.

COST CONTROL

- Explain the proposed method and system used by your firm to control the budget as the task progresses through each phase of the Project.

SCHEDULING

- Indicate the process your firm would use to contribute to the development and oversight of a project schedule and the process used to control this schedule during the design, construction and close-out phases.

PROJECT PERSONNEL

- Provide an organization chart showing the relationships between your personnel and those of your suggested consultants (if any). Include a one-page resume for each that highlights relevant experience and any professional qualifications for your firm's proposed Project Management personnel. List only individuals who will be assigned to the tasks and their role in the Project.

FINAL STATEMENT AND OPTIONAL INFORMATION

- Describe why your firm is the best choice for this Project.
- Include any additional information or description of resources supporting your firm's qualifications or any other information you find appropriate to the Owner's selection.

SECTION 7
SELECTION CRITERIA

Owner will review, evaluate and rank all statements of qualifications (see Exhibit A) received based on the following criteria and the qualifications previously described:

1. Competence of the firm to perform the professional project management services as evidenced by the technical training, education and experience of the personnel within the firm who would be assigned to this Project;
2. Ability of the firm in terms of its workload and the availability of qualified personnel, equipment and facilities to complete the Project competently and on a timely basis;

REQUEST FOR QUALIFICATION STATEMENTS TO PROVIDE
SUPPLEMENTARY PROFESSIONAL PROJECT MANAGEMENT/OWNERS REPRESENTATIVE
SERVICES FOR THE CONSTRUCTION OF NEW PARKING FACILITIES

3. Past performance of the firm as reflected by the evaluations of previous clients, including Owner, with respect to factors such as, but not limited to, control of costs, quality of work and meeting of deadlines;
4. Location of firm in relation to the Project sites;
5. Firm's project approach.

SECTION 8
INSURANCE, INDEMNIFICATION AND HOLD HARMLESS

A. Indemnification and Hold Harmless

To the fullest extent permitted by and in compliance with applicable law, Project Manager shall defend, indemnify and hold harmless Hamilton County Board of County Commissioners and their employees, officials, agents and volunteers from any and all liability, losses, claims, suits, actions, administrative proceedings, regulatory proceedings / hearings, expenses, judgments, subrogation's (of any party involved in the subject of this contract), attorneys' fees, court costs, defense costs or other injury or damage, whether actual, alleged or threatened, resulting from injury or damages of any kind whatsoever to any business, entity or person (including death), or damage to property (including destruction, loss of, loss of use of resulting without injury damage or destruction) of whatsoever nature, arising out of or incident to in any way, performance of the terms of this contract including, without limitation, by the Project Manager, its subcontractor(s), the Project Manager's or its subcontractor's (s') employees and agents, assigns, and those designated by the Project Manager to perform the work or services encompassed by this contract.

B. Insurance

As required by Ohio Revised Code Section 153.70:

The Project Manager agrees to procure and maintain for the duration of this contract the following insurance: insurance against claims for injuries to persons or damages to property which may arise from or in connection with the Project Manager's products or services as described in this contract (commercial general liability); auto liability; professional liability and umbrella / excess insurance. Further, the Project Manager agrees to procure and maintain for the duration of this contract workers' compensation and Employer's Liability (Ohio Stop Gap) insurance. The cost of all insurance shall be borne by the Project Manager. Insurance shall be purchased from a company licensed to provide insurance in Ohio. Insurance is to be placed with an insurer provided an A. M. Best rating of no less than A: VII. The Project Manager shall purchase the following coverage and minimum limits:

- Commercial General Liability insurance policy with coverage contained in Insurance Services Office Occurrence with limits of at least \$1,000,000 per

REQUEST FOR QUALIFICATION STATEMENTS TO PROVIDE
SUPPLEMENTARY PROFESSIONAL PROJECT MANAGEMENT/OWNERS REPRESENTATIVE
SERVICES FOR THE CONSTRUCTION OF NEW PARKING FACILITIES

occurrence and \$2,000,000 in the aggregate and at least \$300,000 coverage in legal liability fire damage. Coverage will include:

1. Additional insured endorsement
 2. Blanket contractual liability
 3. Broad form property damage
 4. Severability of interests
 5. Personal injury
 6. Joint venture as named insured (if applicable)
 7. Waiver of Subrogation
- Business auto liability insurance of at least \$1,000,000 combined single limit, on all owned, non-owned, leased and hired automobiles. Coverage will include:
 1. Additional insured endorsement
 2. Waiver of Subrogation
 3. Contractual Liability
 - Umbrella and excess liability insurance policy with limits of at least \$5,000,000 per occurrence and in the aggregate, above the commercial general and business auto primary policies and containing the following coverage:
 1. Additional insured endorsement
 2. Pay on behalf of wording
 3. Concurrency of umbrella / excess insurance effective dates with primary effective dates
 4. Blanket contractual liability
 5. Punitive damages coverage (where not prohibited by law)
 6. Aggregate attachments: apply where applicable in the primary policy
 7. Each Umbrella / excess policy follows form of the primary policy, not underlying excess or umbrella policy.
 8. Drop down feature
 - Workers' Compensation insurance at the statutory limits required by Ohio Revised Code and Employer's Liability coverage of at least \$1,000,000 per accident for bodily injury or disease for individuals employed by the Project Manager.
 - Professional liability insurance coverage of at least \$2,000,000 per claim

Further the Project Manager agrees with the following provisions:

- Hamilton County Board of Commissioners and its employees, officials, agents and volunteers will be endorsed as additional insureds on the commercial general, business auto, umbrella / excess and employer liability policies. An endorsement specifying "Hamilton County Board of County Commissioners and

REQUEST FOR QUALIFICATION STATEMENTS TO PROVIDE
SUPPLEMENTARY PROFESSIONAL PROJECT MANAGEMENT/OWNERS REPRESENTATIVE
SERVICES FOR THE CONSTRUCTION OF NEW PARKING FACILITIES

their employees, officials, agents and volunteers” will be attached to the Certificate of Insurance sent to the Hamilton County Risk Manager.

- Project Manager shall declare any self-insured retention to Hamilton County pertaining to liability insurance. The Project Manager shall provide a financial guarantee satisfactory to Hamilton County guaranteeing payment of losses and related investigations, claims administration and defense expenses for any self-insured retention.
- If the Project Manager provides insurance coverage under a “claims-made” basis, the Project Manager shall provide evidence of either of the following for each type of insurance which is provided on a claims made basis: unlimited extended reporting period coverage which allows for an unlimited period of time to report claims from incidents that occurred after the policy’s retroactive date and before the end of the policy period (tail coverage), or; continuous coverage from the original retroactive date of coverage. The original retroactive date of coverage means original effective date of the first claims-made policy issued for a similar coverage while the Project Manager was under contract with the Board of County Commissioners.
- The Project Manager will require all insurance policies in any way related to the work and secured and maintained by the Project Manager to include endorsements stating each underwriter will waive all rights of recovery, under subrogation or otherwise, against Hamilton County Board of County Commissioners. The Project Manager will require of subcontractors, by appropriate written agreements, similar waivers each in favor of all parties enumerated in this section.
- The Project Manager and the Board of Commissioners agree to fully cooperate, participate, and comply with all reasonable requirements and recommendations of the insurers and insurance brokers issuing or arranging for issuance of the policies required here, in all areas of safety, insurance program administration, claim reporting and investigating, and audit procedures.
- The Project Manager’s insurance coverage shall be primary insurance with respect to Hamilton County Board of County Commissioners, and its employees, officials, agents and volunteers. Any insurance maintained by Hamilton County Board of County Commissioners shall be excess of the Project Manager’s insurance and shall not contribute to it.
- Each insurance policy required by this clause shall be endorsed to state that coverage shall not be cancelled or materially changed except when thirty (30) days prior written notice, including reasoning, has been given to:

Risk Manager
Hamilton County
138 East Court Street (Room 707)
Cincinnati, OH 45202
- Project Manager shall furnish the Hamilton County Risk Manager with original certificates and amendatory endorsements effecting coverage required by this clause. All certificates and endorsements are to be received by Hamilton County before contract commences. Hamilton County reserves the right at any time to

REQUEST FOR QUALIFICATION STATEMENTS TO PROVIDE
SUPPLEMENTARY PROFESSIONAL PROJECT MANAGEMENT/OWNERS REPRESENTATIVE
SERVICES FOR THE CONSTRUCTION OF NEW PARKING FACILITIES

require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications.

- Maintenance of the proper insurance for the duration of the contract is a material element of the contract. Material changes in the required coverage or cancellation of the coverage shall constitute a material breach of the contract.

If any or all of the work or services contemplated by this contract is sublet, the Project Manager will ensure the subcontractor(s) comply with all insurance requirements contained therein.

SECTION 9
CONCLUSION

Following submittal, the County will rank the firms using the selection criteria set forth in Exhibit A and forward a recommendation for contract award to the County Administrator. Upon County Administrator approval of the recommendation, the County will negotiate a contract with the highest ranked firm. If the parties are able to successfully negotiate a contract, the County Administrator will forward the contract to the BOCC for formal approval. If the parties are unable to successfully negotiate a contract, negotiations will commence with the next highest ranked firm.

One (1) original copy, four (4) copies, and one (1) electronic copy (CD or Thumb Drive in one printable pdf file) of the statements shall be submitted no later than **December 16, 2019 at 11:00 AM local time**. Statements received after this deadline will not be considered.

Statements shall be submitted to:

Jill Williams PSCM-C, Purchasing Agent III
Hamilton County Purchasing Department
138 East Court Street, Room 507
Cincinnati, Ohio 45202

Statements shall be clearly marked:
RFQ #091-19

PROJECT MANAGEMENT SERVICES FOR NEW PARKING FACILITIES

REQUEST FOR QUALIFICATION STATEMENTS TO PROVIDE
SUPPLEMENTARY PROFESSIONAL PROJECT MANAGEMENT/OWNERS REPRESENTATIVE
SERVICES FOR THE CONSTRUCTION OF NEW PARKING FACILITIES

EXHIBIT A
HAMILTON COUNTY SELECTION RATING GUIDE
FOR PROJECT MANAGEMENT SERVICES

Firm: _____

Evaluator's Name: _____ Department: _____

Project Name: _____ Date: _____

RFQ #091-19

		VALUE	RATING	WEIGHT	SCORE
A. FIRM'S LOCATION (Proximity of office where majority of work is to be performed to project site)	0-50 miles	5			
	50-100	3		1	
	100 +	1			
B. PROJECT INTEREST AND UNDERSTANDING	Level of understanding of the project scope	1-5		2	
C. PROPOSED PROJECT MANAGER	Proposed person with prior similar project experience	1-5		2	
D. OFFICE STAFFING AND AVAILABILITY	Adequate staff available with technical skill	1-5		2	
	Proposed personnel's prior experience	1-5		2	
E. FIRM'S PAST AND CURRENT PERFORMANCE	BOCC County Projects	0-5		3	
	Other government agencies	0-5		2	
	Other clients	1-5		2	
F. REFERENCES	Rate firm's quality of key personnel	1-5		1	
	Rate firm's ability to meet schedules	1-5		1	
	Rate firm's ability to control project cost	1-5		1	
	Rate firm's ability to communicate	1-5		1	
	Rate firm's creativity	1-5		1	
NOTES: 1. Score = rating x weight.				TOTAL SCORE	

Question and Answers for Bid #RFQ 091-19/JW - Project Mgmt. Services for the Design & Construction of New Parking Facilities

Overall Bid Questions

There are no questions associated with this bid.

Question Deadline: Dec 10, 2019 12:00:00 PM EST