

Request for Qualifications On-Call Project Management Services

RESPONSE DEADLINE: August 13, 2021 by 1:00 p.m. local time.

BACKGROUND

Columbus State Community College is critically important to the economic vitality of Central Ohio, preparing more than 45,000 students each year for in-demand jobs while meeting growing and evolving regional employment needs. Columbus State is the region's most affordable higher education provider and is committed to accessibility, equity, diversity, and inclusion.

Columbus State's commitment to advancing student success and closing equity gaps has consistently earned the College national recognition over the past several years. In 2019, the College received the Leah Meyer Austin Award, the highest honor bestowed by the national community college advancement network Achieving the Dream (ATD), in recognition of more than doubling graduation rates from 2010-2017 and significantly closing the achievement gap for African-American and low-income students. The College first became an ATD Leader College in 2015 based on its commitment to accelerating student success and became an ATD Leader College of Distinction in 2020 in recognition of minority student performance improvement. As a national leader, Columbus State is the only community college in the nation to earn ATD Leader College status, develop next-generation academic and career pathways as part of the American Association of Community Colleges (AACC) Guided Pathways, and to be entrusted with developing a new credentialing model through the AACC Right Signals Initiative.

The College has leveraged public/private partnerships and careful use of limited State funding to maintain its infrastructure and is poised to pursue an ambitious capital construction plan. Successful partners in this plan will share the mission and values of the College and will demonstrate commitment and capacity to helping Columbus State:

- Advance priority student success objectives
- Deliver innovative and thoughtful programs and services
- Advance equity and inclusion work
- Promote institutional fiscal health
- Leverage previous work and existing resources
- Engage partners in meaningful ways
- Strengthen the College's reputation for community impact

Columbus State Community College (CSCC) intends to pre-qualify firms/individuals to provide Project Management Services (PMS) for projects that CSCC elects to outsource a portion of its Project Administration duties. CSCC reserves the right to utilize these services on any project under our responsibility.

This RFQ will be used to determine a list of pre-qualified firms that will be eligible for award of contracts for the period beginning August 13, 2021 and ending June 30, 2023. The services provided may extend beyond June 30, 2023, but no longer than the completion date of awarded projects.

The number of pre-qualified PMS firms/individuals selected through this process is within the discretion of CSCC. While the pre-qualified status means that a firm is eligible for award of contract, CSCC does not guarantee that a firm will be awarded any work. Upon receipt of an assignment, the PMS firm may decline an assignment at the consultant's discretion. Travel to project locations, including to our Delaware Campus, our Regional Learning Centers at Reynoldsburg, Dublin, Westerville, and Bolton Field, or any future local partnership locations will likely be necessary to complete the services.

When we select a firm from the prequalified list, CSCC will be selecting one PMS firm/individual for either a specific project or a specific group of related projects. The PMS firm cannot be a member, affiliate or consultant of any other team fulfilling a role on the assigned project(s). It is intended that these services are performed by one PMS representative with limited support/assistance from the PMS firm.

Professional Design services and construction contracts will be acquired by CSCC under separate agreements using the State of Ohio and OFCC Agreements and Standard Requirement templates. All aspects of the project

and related issues will be implemented and operated consistent with the State of Ohio, OFCC, and CSCC's policies and procedures.

A. SCOPE OF SERVICES

Selected PMS representative will serve as a project manager on behalf of CSCC for the planning, design and/or construction of projects. Conduct meetings with owners, architects/engineers, consultants, construction managers, subcontractors, state and local officials to provide direction and CSCC policy interpretation for assigned projects. Monitor and manage contractual compliance and performance of professional and construction services (i.e.: architectural, engineering, estimating, scheduling, constructability/compliance review, construction management, commissioning, forensic analysis). Advise owners on project delivery requirements. Review and approve design phase submissions on behalf of CSCC for proper alignment of scope, quality, budget, and schedule. Provide assistance in the identification of issues and resolution of disputes and claims. Apply judgment on all design and construction related problems and trouble shoot to expedite completion and closeout of projects.

Review and analyze bids or negotiate guaranteed maximum price (GMP) proposals on behalf of CSCC. Participate in Scope Reviews to confirm completeness of bids. Coordinate review of subcontractor prequalification criteria and prequalification list for CSCC approval. Review subcontractor bid tabs for recommendation of award by DB. Monitor progress of work, for the purposes of reviewing and approving monthly payment applications or invoices. Coordinate review and accounting of contractor's stored materials and retainage. Review change order requests or amendments to determine if a change is warranted and verify the availability of funds, accuracy of the proposed costs and impacts to the budget and schedule.

During the construction period provide approximately 4 to 8 hours (depending on assignment) on average per project for on-site construction administration services each week. PMS firms will be required to document their on-site visits with Field Reports that are shared with the project teams. In addition to standard meetings (i.e.: on-site progress meetings, etc.) CSCC will hold a minimum of a weekly meeting or conference call with the PMS firm to discuss current activities, progress and management issues for all projects within the assigned Group. The selected PMS firm as a portion of its required Scope of Services and prior to submitting its proposal, will discuss and clarify with the Contracting Authority the breakdown of the Agreement (C130-02) detailed cost components, to address the CSCC's project requirements and refine the project schedule.

Refer to the *Ohio Facilities Construction Manual* for additional information about the type and extent of services required for each of the components below. A copy of the standard Agreement can be obtained at the OFCC website at <https://ofcc.ohio.gov>. The type and extent of services generally necessary by certain parties for the completion of a project may include and are not limited to the following:

- **Program/Planning**
 - Development of Initial Concept
 - Develop Conceptual Schedule, and Budget
 - Total Project Budget Development
 - Master Schedule Development
 - Project Analysis and Reporting
 - Risk Assessment
 - Project Management Plan
- **Design**
 - A/E/Consultant Selection
 - Design Process Management
 - Design Schedule Development
 - Conceptual Estimating
 - Value Engineering
 - Progress Analysis and Reporting
 - Risk Management Planning
- **Procurement**
 - Contractor Identification
 - Scope of Work Analysis
 - Bidding Strategies
 - Contractor Pre-qualification
 - Construction Contracts
 - Negotiations

- Permit Expediting
- **Construction and/or Furniture and Equipment Installations**
 - Owner Representation
 - Project Team Leadership
 - Document Control
 - Permit Management
 - Utilities/Testing Coordination
 - Shop Drawing Management
 - Project Status Reporting
 - Site Inspections
 - Budget Updates
 - Cost Analysis
 - Change Order Management
 - Baseline Schedule Development and Reviews
 - Project Monitoring
 - Claims Management
 - Prevailing Wage Tracking and Management
 - Diversity Participation and Reporting
 - Coordination with other Campus Construction Activities
 - Receiving, Inventorying, Placement and Installation of Furniture and Equipment
 - Move Management
- **Project Close Out**
 - Close-Out Management and Scheduling
 - As-Built Documentation Management
 - Warranty/Inspection Coordination
 - Punch List Management
 - Occupancy Permit Expediting
 - Contractor, A/E Progress Payment Review/Processing
 - Final Payment Review/Processing
- **Other Services**
 - Provide Information and Participate in Presentations to College Leadership and other Groups

B. FUNDING / ESTIMATED BUDGET

	Total Budget
Total project Cost	TBD
Construction Cost	TBD

C. ANTICIPATED SCHEDULE

Each assignment will have a specific schedule for each project.

D. EVALUATION CRITERIA FOR SELECTION

It is intended that the evaluation criteria will focus on the knowledge of OFCC contractual terms and conditions, budgeting, scheduling, and the experience of the PMS firm's representative(s) with respect to the delegation of the CSCC's Project Director or Manager responsibilities and authority, supported minimally from the PMS firm. No other resumes will be evaluated. A firm may submit more than one PMS representative for consideration.

For the purposes of evaluating "experience with similar projects / delivery methods", attention will be given to the assessment of experience working with CSCC.

E SUBMITTAL INSTRUCTIONS

In response to this RFQ, we ask that you submit your Statement of Qualifications (SOQ) directly to Becky Fields at rfields26@cscs.edu or by mail at Columbus State Community College, 550 E. Spring Street, Columbus, Ohio 43215.

Due to the Columbus State Community College's response to the COVID-19 Pandemic, we will not be able to accommodate in-person deliveries to our office building. All in-person deliveries must be taken to Columbus State Community College delivery dock at 283 Cleveland Avenue, Columbus, Ohio 43215. The delivery dock is located on the west side of the Discovery Exchange Building. The hours for receiving are Monday through Friday 9:00 a.m. to 12:00 p.m. and 1:00 p.m. to 3:00 p.m. The delivery dock contact number is 614-287-2567.

Submit all questions regarding this RFQ in writing to Becky Fields at rfields26@cscs.edu with the project number "CTI-220029" included in the subject line (no phone calls please). Questions will be answered and posted on the Columbus State Community College website at <https://www.cscs.edu/for-business/purchasing/index.shtml> on a regular basis until one week before the response deadline. The name of the party submitting a question will not be included on the Q&A document.

Your submittal should include two (2) hard copies and one (1) electronic copy of your SOQ.

Electronic submittals should be combined into one PDF file named with the project number listed on the RFQ and your firm's name. Use the "print" feature of Adobe Acrobat or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Acrobat, go to Advanced, then PDF Optimizer. Also, please email the electronic submittal to rfields26@cscs.edu or include a thumb drive labeled with the project number and firm name if applicable.

Paper copies of the *Statement of Qualifications* (SOQ) should be stapled only. Do not use special bindings or coverings of any type.

Proposers may elect to include up to 10 projects per PMS Representative resume and the maximum length of each resume can be no longer than 2 pages.

Proposers are requested to submit the following information in their SOQ response:

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. Ownership
 - i. Type of Business (sole proprietor, partnership, corporation, joint venture, etc.)
 - ii. EDGE Status (Certified or Non-Certified)
 - iii. Other State of Ohio certifications, if applicable (WBE/MBE/SBE/DBE/Veterans)
 - 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
 - i. Public Sector
 - ii. Private Sector
4. Organizational Structure (provide a detailed Org Chart)
5. Higher Education Experience (firm and staff)
6. Resume for proposed PMS representative
 - a. Name
 - b. Role in project examples
 - c. Years of Experience
 - d. Firm Name and Location of firm where person currently works
 - e. Education
 - f. Current Professional Registrations
 - g. Other Professional Qualifications

- h. Relevant Projects that this individual played a significant role
 - i. Title, Client, and Location
 - ii. Building Type, Size, and Project Cost/Performance
 - iii. Type of Construction, Delivery Model, and Services
 - iv. Dates Completed
 - v. Specific Role (Benefits / Value to Client)
- 7. Management approach and staff implementation plan
- 8. QA/QC Approach
- 9. Sustainability experience, including experience with the LEED certification process
- 10. Sample reporting – program and project level
- 11. References
- 12. Provide a summary, on one page or less, describing why your firm/team is the most qualified for this PMS Pre-qualifications List

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