



## Delaware County Regional Sewer District

50 Channing Street, Delaware, Ohio 4305

PHONE: (740) 833-2240 FAX: (740) 833-2239

WEB: [www.co.delaware.oh.us/sanitary](http://www.co.delaware.oh.us/sanitary)

### **PUBLIC NOTICE**

#### **REQUEST FOR PROPOSALS**

#### **CONSTRUCTION MANAGER AT RISK**

#### **Alum Creek Water Reclamation Facility**

#### **Clarifier Upgrades**

#### ***DELAWARE COUNTY, OHIO***

The Delaware County Board of Commissioners, in accordance with Section 9.33, *et seq.*, of the Ohio Revised Code, hereby gives notice of its intent to employ a Construction Manager at Risk (CMAR) for the Alum Creek Water Reclamation Facility Clarifier Upgrades project for Delaware County, Ohio (the "Project") and invites interested parties to submit proposals for consideration.

The work is to involve the associated preconstruction services and at risk construction services for the Project. Firms are to be experienced in, but not limited to, CMAR services of scheduling, cost estimating, constructability review, "GMP" and open book pricing, and experience in public sector construction, specifically wastewater treatment facilities construction.

The complete Request for Proposals may be obtained at the County's web page, [www.co.delaware.oh.us/sanitary](http://www.co.delaware.oh.us/sanitary) under the heading Contractor>Advertisement for Bids or by contacting the Delaware County Regional Sewer District Office at (740) 833-2240, email [bstanton@co.delaware.oh.us](mailto:bstanton@co.delaware.oh.us).

Proposals will be received at the Delaware County Regional Sewer District Office, Attention: Mr. Brad Stanton, 50 Channing Street, Delaware, Ohio 43015 by 12:00 P.M., September 23, 2019. Five (5) copies of all submittals are to be included. Submittals pursuant to this invitation will not be received after the hour and date stated above.

*End of Advertisement*

# Delaware County Regional Sewer District RFP for Construction Manager at Risk

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Project Name: Alum Creek WRF Clarifier Upgrades  
Project Number: \_\_\_\_\_  
Project Location: 7767 Walker Wood Blvd., Lewis Center, Ohio 43035  
Owner: Delaware County Board of Commissioners  
Address: 101 North Sandusky St., Delaware, Ohio 43015  
Project Manager: Brad Stanton  
Prevailing Wages: State  
Response Deadline: 09/23/2019, 12:00PM local time  
No. of paper copies requested: 1 original and 4 copies  
No. of electronic copies requested on a USB drive (PDF) 1

Submit the requested number of Proposals directly to:

Brad Stanton  
Construction Administrator  
Delaware County Regional Sewer District  
50 Channing Street  
Delaware, OH 43015.

See Section F of this RFP for additional submittal instructions.

Delaware County will release all communications regarding this RFP via e-mail and it will be posted to the County's website: [www.co.delaware.oh.us/sanitary](http://www.co.delaware.oh.us/sanitary) under Contractor>Advertisement for Bids. Interested firms should submit a "Notice of Intent" via email to Brad Stanton at [bstanton@co.delaware.oh.us](mailto:bstanton@co.delaware.oh.us). Include in the notice the firm's name, address, telephone, and the contact name and email address of the individual to receive all communications. Delaware County is not responsible for missed communications due to incorrect e-mail addresses, mailboxes that have exceeded their limit, or other e-mail or Internet service provider problems. Those interested in submitting a response to this RFP are encouraged to monitor the web site for any addenda or clarifications to ensure complete compliance with specifications, terms and conditions. Submitting a "Notice of Intent" is not a commitment to submit a proposal.

Submit all questions regarding this RFP in writing (no phone calls please) to Brad Stanton at [bstanton@co.delaware.oh.us](mailto:bstanton@co.delaware.oh.us) on or before September 6, 2019. Responses will be distributed and posted by September 13, 2019. The name of the party submitting a question will not be included on the Q&A document.

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## Project Overview

### A. Project Description

The Delaware County Board of Commissioners (the "Owner") is requesting interested firms to submit proposals to provide pre-construction and construction services as a Construction Manager at Risk for the project referred to as the Alum Creek Clarifier Upgrades project (the "Project").

The Project scope is expected to include:

- Replacement of existing secondary clarifier organ pipe collection mechanisms with new solids collection mechanisms.
- Replacement of existing clarifier energy dissipation inlets.
- Replacement of existing secondary scum baffles and effluent weirs.

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- Rehabilitation of existing secondary clarifier concrete, including pressure relief valves and potential base slab modifications to accommodate suction header type solids collection mechanisms.
- Construction of new aeration tank effluent distribution upstream of existing secondary clarifier distribution box.
- Replacement of existing buried clarifier drain valves with new valves and access manholes.
- Modifications to return activated (RAS) pump suction piping to provide direct connection of pumps to individual clarifiers. Modifications are anticipated to consist of new piping, valves, and supports, and demolition of existing telescoping valves, piping and supports located in the existing RAS wet wells.

The Owner has contracted with Hazen and Sawyer (Hazen) to provide professional design services for the project. The CMAR firm being solicited under this Request for Proposal will be part of a collaborative team including the Owner and Hazen (Engineer).

The Program of Requirements (POR) will be developed as a part of this project by the Engineer.

All aspects of the project and related issues will be implemented and operated consistent with the Owner's policies and procedures.

The total project budget is currently estimated at \$4,000,000.

### **B. Scope of Services**

As required by the Agreement, and as properly authorized, the CMAR will provide the following categories of services: provide constructability review comments on documents produced by the Engineer during the Design Development, and Construction Document stages; develop and maintain estimates of probable construction cost, value engineering, project schedules, and construction schedules; lead and manage the Subcontractor Prequalification and Bidding process, Construction and Closeout Stage.

The preconstruction and construction services are generally described below. Subcontracts will be awarded by the CMAR to prequalified vendors using a competitive process. The parties will engage in an "open book" pricing method in which all subcontracted work shall be based upon competitive pricing that will be reviewed by the Owner, the Engineer and the CMAR. The Owner shall have access to all books, records, documents and other data in the CMAR's possession related to itself, its subcontractors and material suppliers pertaining to bidding, pricing or performance of the Agreement.

Preconstruction Services: The CMAR will work cooperatively with the Owner, Engineer and Project Team, and will provide, among other services, cost estimating, budgeting, value engineering, constructability review, scheduling and preconstruction planning throughout the preconstruction stages. When the drawings and specifications are at a stage of completion specified in the Agreement, such partially completed documents (the "Basis Documents") shall be provided to the CMAR, together with the Engineer's detailed listing of any incomplete design elements and the Engineer's statement of intended scope with respect to such incomplete elements (the "Design Intent Statement"). The CMAR shall submit to the Owner and the Engineer their proposed Guaranteed Maximum Price (the "Contract Sum") and its qualifications and assumptions based upon the Basis Documents and the Design Intent Statement. The CMAR, the Owner and the Engineer shall meet to reconcile any questions, discrepancies or disagreements relating to the qualifications and assumptions, the Basis Documents or the Design Intent Statement. The reconciliation shall be documented by an addendum to the qualifications and assumptions that shall be approved in writing by the Owner, the Engineer and the CMAR. The CMAR shall then submit to the Owner, for approval, the CMAR's proposed final Contract Sum based upon the Basis Documents, the approved qualifications and assumptions and the Design Intent Statement. Contingent upon the Owner's approval of the final Contract Sum, the parties will enter into an amendment to the Agreement establishing the Contract Sum ("GMP Amendment"). The final

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negotiated Contract Sum shall not exceed the Project Budget established for construction. If the proposed Contract Sum exceeds such budget, then the Contracting Authority may terminate the agreement with the CMAR and seek from other firms, proposals for completion of the Project.

Construction Services: The CMAR shall construct the Project pursuant to the construction documents and in accordance with the schedule requirements. The CMAR shall hold all subcontracts and shall be fully responsible for the means and methods of construction, project safety, project completion within the schedule agreed upon in the preconstruction phase, compliance with all applicable laws and regulations including monitoring compliance with all equal employment, and prevailing wage requirements, and submitting monthly reports of these activities to the Contracting Authority. All subcontracts shall be on the subcontract form prescribed by OAC Section 153:1-03-02. The Contracting Authority reserves the right to approve the CMAR's selection of subcontractors and any supplemental terms to the form subcontract.

### C. Anticipated Schedule

CMAR Services Start (mm/yy): 12/01/19

GMP Approval (mm/yy): 6/01/20

Construction Stage Start (mm/yy): 8/01/20

Construction Stage Completed (mm/yy): 6/01/21

CMAR Services Completed (mm/yy): 8/01/21

### D. Non Discrimination/Equal Opportunity

The contract shall contain provisions as required by the Delaware County discrimination policies and by Section 153.59 of the Ohio Revised Code which state in part:

- A. That, in the hiring of employees for the performance of work under the contract or any subcontract, no contractor, subcontractor, or any person acting on a contractor's or subcontractor's behalf, by reason of race, creed, sex, disability or military status as defined in section 4112.01 of the Revised Code, or color, shall discriminate against any citizen of the state in the employment of labor or workers who is qualified and available to perform the work to which the employment relates.
- B. That no contractor, subcontractor, or any person on a contractor's or subcontractor's behalf, in any manner, shall discriminate against or intimidate any employee hired for the performance of work under the contract on account of race, creed, sex, disability or military status as defined in section 4112.01 of the Revised Code, or color.

### E. Selection Process and Evaluation Criteria

#### Selection Criteria:

The CMAR will be selected using (i) a qualification based selection process during the initial Request for Proposal (RFP) stage to develop a short list and (ii) a best value selection process during the final Pricing Proposal stage for the final CMAR selection. The qualifications-based selection criteria for the RFP is included in this announcement. The best value criteria used in evaluating proposals from the short listed firms will include such factors that are determined to derive or offer the greatest value to the Owner, combining both qualifications and fee.

#### Short List:

Each firm responding to this RFP will be evaluated and selected based on its qualifications and the qualifications and experience of the particular individuals identified as the candidate's proposed team

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for the Project. After evaluating the responses to this RFP, the Owner will select a short list of no fewer than three candidates that it considers to be the most qualified, except if the Owner determines that fewer than three firms are qualified, it will only select the qualified firms.

### Pricing Proposal:

The Owner shall provide each short-listed firm with a description of the project, including a statement of available design detail, a description of how the guaranteed maximum price (GMP) for the project shall be determined, including the estimated level of design detail upon which the GMP shall be based, the form of the construction management contract, and a request for a pricing proposal. The pricing proposals shall contain, at a minimum, a list of key personnel for the Project, a statement of the general conditions and contingency requirements and, a fee proposal for preconstruction services.

### Firm's Project Approach:

Provide a description of your general approach to the Project, including the overall make-up of your project team, and a project-specific plan for the delivery of the CMAR services during the preconstruction and construction phase.

### Preconstruction Scope of Services

- a. Participate in regularly scheduled design process meetings with the Design Professional, the various Consultants, and the Owner. The CMAR shall provide on-going input with respect to Project site assessment, budget, development, constructability, construction cost estimates, and any and all design issues, material selection/evaluations, construction duration and phasing, sequence of construction, preparing the construction schedule (including identification of significant milestones for the completion of the Work) and scheduling services, along with construction means and methods.
- b. Coordinate/participate in meetings with the Owner and Design Professional, and regulatory agencies in order to expedite the design/permit process.
- c. Identify and detail plan for construction phasing and scheduling, minimizing interruptions to Owner operations, if applicable.
- d. Develop comments, suggestions, and cost estimates throughout the phases of design.
- e. Develop a detailed, open book cost model for the GMP proposal, based on interim cost estimates.
- f. Develop constructability and value engineering suggestions throughout all design phases, considering different design/material/life cycle elements, technology, and systems that support wastewater facility functions and minimize operating costs.
- g. Identify and advise regarding inconsistencies or omissions that might affect the accuracy of the GMP.
- h. Permit Acquisition/Approval.
- i. Develop prequalification criteria for subcontractors and prequalify subcontractors for the Work, in accordance with Ohio law.
- j. Manage the effort of the development of potential subcontractor bidder's lists.

### Interview:

After submitting pricing proposals, the short-listed firms will be interviewed by representatives of the Owner. The purpose of the interview will be to meet the proposed Project team, become familiar with key personnel, and understand the project approach and ability to meet the stated objectives for the Project. Please be prepared to discuss with specificity the firm's capacity to conduct this work in compliance with the timetable and budget expectations. The Owner will notify each short-listed firm to schedule individual times for the interviews.

### Selection Schedule:

Tentative schedule is subject to change.

RFP Posted and Advertised	August 19, 2019
Initial Proposals Due	September 23, 2019
Short List and Pricing Proposals Requested (Board approval)	October 7, 2019

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Proposals Due	October 21, 2019
Interviews	October 29-30, 2019
Selection of CMAR (Board approval)	November 5, 2019

## Cancellation and Rejection:

The Owner reserves the right to reject all proposals and cancel at any time for any reason this solicitation, any portion of this solicitation or any phase of the Project. The Owner shall have no liability to any proposer arising out of such cancellation or rejection. The Owner reserves the right to waive minor variations in the selection process. Acceptance of a proposal shall not constitute an agreement between the submitter and the Owner.

## **F. Submittal Instructions**

One original, four copies, and one electronic copy of submittals shall be delivered to the following addressee on or before September 23, 2019 at 12:00PM local time.

Brad Stanton, Construction Administrator  
Delaware County Regional Sewer District  
50 Channing Street  
Delaware, Ohio 43015

To enable efficient evaluation of the submittals, respondents should prepare their submittal on 8.5 x 11 paper (Maximum 15 pages total, front and back) utilizing the general format guidelines described below.

Electronic submittals should be combined into one PDF file named with the project number listed on the RFP and your firm's name. Use the "print" feature of Adobe Acrobat Professional or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Adobe Acrobat Professional, go to Advanced, then PDF Optimizer.

Facsimile or e-mailed copies of the Proposals will not be accepted.

Unless otherwise noted or exempt, all documents submitted to the Owner in response to this RFP are public and will be available for inspection at the conclusion of the selection process. Subject to the applicable Ohio public records law, the following information will remain confidential and will not be released: (1) Proposal Form(s), except for cost category subtotals which will be transferred to the Best Value Rating Form; (2) Financial Capacity; and (3) Bonding/Insurance.

Under no circumstance will the Owner be responsible for any costs incurred by anyone in (a) the submittal of qualifications, (b) in any subsequent follow up to the submittal, (c) in any subsequent negotiations of a contract, or (d) in any other aspect of the effort to select the construction manager team.

Proposers are requested to submit the following information in response to this RFP:

1. Firm Contact: The name, address, telephone number, fax, and email address of the individual who will serve as the firm's contact for any questions or correspondence regarding the submittal and the RFP process.
2. Summary: Provide a summary, on one page or less, describing why your firm/team is the most qualified for the Project.
3. Profile and Organization: Information describing the firm's current organization, date of incorporation, ownership, corporate office, number of years in business, services offered, operating philosophy, number of employees, and employee demographics. If applicable, provide the same

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information for any other participating. Provide a description of the firm's proposed organization for the project. Identify key team members and describe the services, roles, and responsibilities of each. Discuss the relationship of key team members to each other, the prime firm and other member firms. Indicate the availability of key members throughout the project.

4. Resumes of Key Individuals: Provide professional resumes and job descriptions of the key individuals that will be assigned to this project; describing each member's education, technical training, qualifications, and experience with similar projects.
5. Bonding/Insurance: Provide evidence of capacity to provide bonding in the amount of the project budget and a copy of the firm's certificate of insurance showing the firm's current limits of liability for commercial general liability, employer's liability, business automobile liability and professional liability.
6. Experience: Provide brief descriptions of relevant projects that the firm has participated in during the past five years that are similar in size, scope, and type to the project referenced in this RFP and/or include the following scope of work:
  - a. CMAR – preconstruction and construction services experience
  - b. CMAR – contract sum (GMP) pricing and “open book” pricing experience
  - c. Constructability review experience
  - d. Project CPM scheduling, phased bid packaging and associated schedule and cost tracking
  - e. Experience with the construction of Wastewater Treatment Facilities
  - f. Experience with the operation of wastewater treatment facilities.
  - g. Experience with ORC 153, State of Ohio standard requirements and public sector construction.

The firm's role in each project should be clearly identified as well as the role of the team members for this project. Information should include a description of services provided, completion date, project cost and examples of how the firm controlled costs, resolved disputes, administered subcontractors, and met deadlines. Include references for each which include a contact person, address, phone number, and email. References should be prepared to be contacted by the RFP evaluation committee.

7. Self-Performed Work: Indicate whether the firm intends to self-perform any work on the Project through a competitive process and, if so, the nature of the work and capability to self-perform.
8. Management Systems: Describe the scheduling and cost control systems the firm would propose to use for the Project
9. Estimating: Demonstrated track record of performance of in-house estimating on projects comparable to the Project.
10. Scheduling: Demonstrated track record of performance of managing projects to the original schedule.
11. Claims/Litigation: Provide information on whether the firm is currently or has in the past five years, been involved in any claims, litigation, and/or arbitration.

