



BOARD OF COUNTY COMMISSIONERS

WARREN COUNTY, OHIO

406 Justice Drive, Lebanon, Ohio 45036

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Telephone (513) 695-1250

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TOM GROSSMANN

SHANNON JONES

DAVID G. YOUNG

AUTHORIZE THE EXECUTION OF A CONSTRUCTION MANAGER AT RISK SERVICES CONTRACT WITH CONGER CONSTRUCTION GROUP FOR CONSTRUCTION OF THE WARREN COUNTY FAIRGROUNDS EVENT CENTER

WHEREAS, this Board of County Commissioners (the "Board") has sought to procure construction services for a new Warren County Fairgrounds Event Center (the "Project"); and

WHEREAS, the Board on August 22, 2017, by Resolution Number 17-1322 authorized the County Administrator to negotiate a construction manager at risk contract (the "Agreement") with Conger Construction Group ("Conger") after it was determined to be the best value firm pursuant to Section 9.334 of the Ohio Revised Code and Section 153:1-6-01 of the Ohio Administrative Code; and

WHEREAS, negotiations are complete; the terms and conditions of the Agreement are satisfactory to both parties, and the cost of preconstruction services and contemplated professional fees and rates have been deemed fair and reasonable to the Board; and

WHEREAS, after execution of the Agreement, Conger shall proceed with preconstruction services as the parties will work towards an agreed upon Guaranteed Maximum Price for the Project to be executed at a later date;

NOW THEREFORE BE RESOLVED, to authorize the President or Vice President of the Board of County Commissioners to execute the Construction Manager at Risk Service Contract with Conger Construction Group for the construction of the Warren County Fairgrounds Event Center.

Mrs. Jones moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mr. Grossmann – yea

Mr. Young – yea

Mrs. Jones – yea

Resolution adopted this 3rd day of October 2017.

BOARD OF COUNTY COMMISSIONERS

Tina Osborne, Clerk

cc: c/a – Conger Construction Group
Fairgrounds (file)

OMB Bid file

Martin Russell



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TOM GROSSMANN

SHANNON JONES

DAVID G. YOUNG

AUTHORIZE THE COUNTY ADMINISTRATOR TO INITIATE NEGOTIATIONS OF A CONSTRUCTION MANAGER AT RISK SERVICES CONTRACT WITH CONGER CONSTRUCTION GROUP FOR THE EVENT CENTER AT THE WARREN COUNTY FAIRGROUNDS

WHEREAS, this Board of County Commissioners (the "Board") recognizing the need for a Construction Manager at Risk ("CMR") firm for the purpose of construction services for a new Event Center (the "Project") at the Warren County Fairgrounds issued a Request for Qualifications and Request for Proposals relative thereto; and

WHEREAS, Section 9.334 of the Ohio Revised Code, and Section 153:1-6-01 of the Ohio Administrative Code identify the requirements and procedures for procuring CMR construction services for the aforementioned Project; and

WHEREAS, four Statements of Qualifications and subsequently four proposals for CMR services were received, reviewed and evaluated by an Evaluation Committee (the "Committee") selected by the Board; and

WHEREAS, on August 14, 2017 the Committee interviewed all four firms; and

WHEREAS, on August 16, 2017 the Committee evaluated each proposal, considering the proposed cost and qualifications, and ranked Conger Construction Group as the best value to perform CMR services for the Project.

NOW THEREFORE BE RESOLVED, to authorize the Warren County Administrator to initiate negotiations of a CMR services contract with Conger Construction Group to perform the services at compensation determined to be fair and reasonable to the Board, as well as considering the other factors required by Section 9.334 of the Ohio Revised Code.

Mrs. Jones moved for adoption of the foregoing resolution being seconded by Mr. Grossmann. Upon call of the roll, the following vote resulted:

Mr. Young – absent
Mr. Grossmann – yea
Mrs. Jones – yea

Resolution adopted this 22nd day of August 2017.

BOARD OF COUNTY COMMISSIONERS

Tina Osborne, Clerk

cc: Fairgrounds (file)
Martin Russell
T. Zindel
OMB

**Request for Qualifications for
Construction Management at Risk Services
WARREN COUNTY FAIRGROUNDS – EVENT CENTER**

Introduction:

The Warren County Board of Commissioners (the Owner) is requesting Statements of Qualification (SOQ) from Construction Management Firms for the purposes of providing Construction Manager at Risk (CMR) services for all work related to the Warren County Fairgrounds Event Center (the Project), located at, 665 North Broadway, Lebanon, OH. Firms interested in providing CMR services for the Project are invited to submit an SOQ to the Owner at the address listed below.

The project delivery method for the project will be Construction Manager at Risk (CM-R) with a Guaranteed Maximum Price (GMP). As required by Ohio Revised Code Section 9.33, et seq., the Owner requests SOQs from experienced CMR firms to provide CMR services, this Request for Qualifications (RFQ) includes criteria against which qualifications submitted will be reviewed and evaluated. The Owner will develop the short-list of firms from which pricing will be requested in the second phase of the selection process (the Request for Proposals or RFP phase). During the RFP phase, the short-listed firms will be asked to provide both pricing and technical proposals, which will be evaluated along with the SOQs to select the CMR firm that will provide the best value to the Owner. The Owner anticipates requesting a Guaranteed Maximum Price (GMP) upon completion of pre-construction services,

General Information

Owner:

Warren County Board of Commissioners, managed by the Warren County Agricultural Society

Project Title:

Warren County Fairgrounds Event Center

Submission Deadline:

June 23, 2017 @ 4:00 P.M., local time. Submittals received after this time may be considered solely in Owner's discretion. Submit the

Delivery Method:

Construction Manager at Risk, with Guaranteed Maximum Price, per Ohio Revised Code Section 9.33, et seq.

Submission Requirements:

Submit six (6) complete copies of the Statement of Qualifications ("SOQ") with all required supporting documentation and information in bound 8 ½" x 11" format, and one (1) electronic PDF copy, by the submission deadline to:

Warren County Office of Management & Budget
Attention: Erynn Hartmann
406 Justice Drive
Lebanon, OH 45036
513.695.1947
erynn.hartmann@co.warren.oh.us

Package(s) must be in sealed boxes or envelopes and labeled on the outside with the following information: **“SOQ for CMR Services – Warren County Fairgrounds Event Center,”** along with the CMR firm’s name, business address, email address, and telephone number. See below for specific requested information.

Status of Request for Qualifications

This Request for Qualifications is solely a request for information. It does not represent an offer nor does it confer any rights on any respondent. The Owner shall not be responsible under any circumstances for any costs incurred by any respondents to this RFQ. The Owner reserves the right to modify, suspend or cancel this selection process at any time at its sole discretion.

Communication Protocol

Direct all questions regarding this RFQ to Martin Russell, Warren County Deputy County Administrator, and Rebecca Osborne, Warren County Agricultural Society at the following email addresses:

Martin Russell:
Martin.Russell@co.warren.oh.us

Rebecca Osborne:
ROsborne@warrencountyfairhio.org

Communication with Architects

Project information including a preliminary project schedule may be obtained by contacting the Architects:

McGill Smith Punshon, Inc.
Emily Krieger
3700 Park 42 Drive, Suite 190B
Cincinnati, OH 45241
Direct: 513.759.3212
Fax: 513.563.7099
EKrieger@mcgillsmithpunshon.com

Project Description and Budget

The Project owner is the Warren County Board of Commissioners. However, the site will be leased, managed, and operated by the Warren County Agricultural Society (the Lessee), and it will be an additional necessary party to all communications and will manage the Project. The Project is a new one-story building approx 18,000 SF containing one primary event space which can sub-divided using folding partitions, office space for administrative personnel, a catering / warming kitchen, public restrooms, storage and mechanical spaces. The building will be located on the Warren County Fairgrounds on the site previously occupied by the grandstand building, and constructed using a pre-engineered building system.

The grandstand building is currently being demolished by Complete Clearing, Inc. This work is scheduled to be completed by June 1, 2017. The Lessee will supply an as-built survey and geotechnical report following the demolition.

The project is currently in the Schematic Design phase and all project elements are subject to revision. The total project budget is capped at \$3m, with \$1.77m allocated for the Building, and \$250k for the site work associated. Funds for additional soft costs may be available from another source. A Preliminary Project Budget is included in the attachments. The Preliminary Site Plan, Preliminary Floor Plans and concept renderings are available upon request from McGill, Smith and Punshon, Inc.

The detailed design for this project is currently scheduled to be completed by July 31, 2017, with construction to begin in September 2017. It is the owner's desire to have the building construction sufficiently completed (dried in) to allow interior construction to continue over the winter of 2017-2018. The project completion date is currently set for June of 2018. A Preliminary Project Schedule is included in the attachments.

Scope of Services

CMR services for the Project will begin immediately upon the selection and will include but not be limited to, design review and preconstruction services, participation in developing the budget and updated construction cost estimates, participation in preparing the construction schedule, including identifying significant work milestones, prequalification of subcontractors to perform the required Work, construction, and close-out phases of the Project. All Work on the Project will be performed with prequalified subcontractors. CMR services will be defined in an agreement with the Owner; the form of agreement, including general conditions of the contract for construction, will be provided to the short-listed firms during the RFP phase. The scope of the selected CMR firm's services will likely include, but may not be limited to the following:

A. Pre-Construction Services

1. Participate in regularly scheduled design progress meetings with the Architect, the various consultants, and the Owner and the Lessee. The CMR shall provide ongoing input with respect to constructability, construction costs, material selection/evaluations, construction duration and phasing, sequence of construction, other scheduling services, along with construction means and methods.
2. Coordinate/participate in meetings with the Owner, Lessee and Architect, utility companies, and regulatory agencies in order to expedite the design/permit process.
3. Identify and detail for construction phasing and scheduling that will minimize Interruptions to Owner operations.
4. Facilitate long-lead procurement studies and initiate procurement of long-lead items.
5. Develop comments, suggestions and cost models (estimates) throughout the phases of design.
6. Develop constructability and value engineering suggestions throughout the phases of design – considering different design/material/life cycle elements.
7. Manage the effort of the development of potential subcontractor bidders' lists.
8. Develop a detailed, open book cost model and updates based on interim submittals for the Guaranteed Maximum Price (GMP) based on the nearly complete Construction Documents.

B. Construction Services

1. Coordinate with the Owner, the Lessee, the Architect, and other stakeholders as necessary.
2. Arrange for procurement of materials.

3. Schedule and manage construction operations.
4. Bid award (with Owner input, per Ohio law) and manage all construction related contracts.
5. Provide quality control.
6. Bond and insure the construction per Ohio law and the Contract Documents.
7. Address all construction related permitting requirements.
8. Provide prevailing wage reporting/accounting.
9. Maintain safe work site.
10. Provide closeout documentation (final wage reports, lien releases, O&M manuals, as-built, etc.)

Project Documents

These Project Documents may not be complete, Owner makes no guarantees with regards to documents' accuracy, and such documents may not be relied upon by Respondent as they are for reference only

- **Preliminary Project Budget**
- **Preliminary Project Schedule – available by contacting Architect**

Selection Process

Pursuant to Ohio Revised Code and Ohio Administrative code, the selection process will be conducted as follows:

RFQ Phase: The first phase includes review and evaluation of qualifications submitted by firms interested in providing the required CMR services by the Owner's Evaluation Committee, in accordance with Ohio law. The evaluation committee will review and evaluate the qualifications received. Firms may be invited to meet with the Evaluation Committee prior to the release of the short-list of CMR firms. A minimum of three (3) short-listed firms that are determined to be qualified to provide the required CMR services will be released, unless it is determined that there are less than three (3) qualified firms.

RFP Phase: Technical and pricing proposals will be requested, using a request for proposals for that purpose, from the short-listed CMR firms. The technical and pricing proposals received will be reviewed and evaluated and, considering qualifications and technical/pricing information, the CMR firm determined to provide the best value for the Project will be selected. Owner anticipates requesting Guaranteed Maximum Price "GMP" upon completion of pre-construction services.

Anticipated Selection Process Schedule

- | | |
|--|---------------|
| • RFQ Issued | May 22, 2017 |
| • SOQ due to Owner | June 23, 2017 |
| • Short-List of Qualified CMR Firms Announced | June 28, 2017 |
| • Pre-Proposal Meeting with Short-Listed Firms | June 30, 2017 |
| • Deadline for Submitted Technical Proposals | July 14, 2017 |
| • Interviews Final Selection "Best Value" Proposal | July 24, 2017 |
| • CM-R Approved | July 27, 2017 |

The Owner reserves the right to modify any or all of the above dates.

Rights of the Owner

The issuance of this RFQ constitutes only an invitation to present qualifications. The rights reserved by the Owner, which shall be exercised in its sole and absolute discretion, include without limitation the right to:

1. Require additional information from one or more Respondents
2. Conduct investigations with respect to the qualifications and experience of each Respondent
3. Visit and examine any facilities or projects referenced in the SOQs
4. Waive any defect or technicality in any SOQ received
5. Determine which Respondents are qualified to be short-listed to receive the RFP and submit Proposals to Owner in response to the RFP
6. Eliminate any Respondent that submits an incomplete, inadequate, or nonresponsive SOQ
7. Supplement or modify this RFQ prior to the date of submission of the SOQs
8. Issue one or more amendments to this RFQ extending the due dates for SOQs
9. Receive questions concerning this RFQ from Respondents, and to provide the same questions and corresponding answers to all Respondents
10. Cancel this RFQ in whole or in part if it is determined to be in the best interest of the Owner
11. Take any action affecting the RFQ, RFP, or the Project that is in the best interest of the Owner
12. Make public any and all documents associated with the Project, including documents submitted to the Owner by the Respondents

SOQ Required Format and Information:

A. SOQ Format

The format of the SOQ must be as outlined below. Narrative pages are to be 8-1/2 inches by 11 inches. All information provided shall be bound into a single volume. A clear and concise presentation of information is encouraged with a maximum page limit of 50 single-sided pages (or 25 double-sided pages), not including resumes of key staff, standard brochures, and financial information and supporting data. Audiovisual materials will not be accepted. Sales brochures are not desired unless directly related to the response and referenced in the text. Below is additional information about the submission requirements to this RFQ.

Only those persons or firms who have obtained an official copy of this RFQ from the Owner will receive any official addenda to this RFQ. Receipt of all addenda shall be acknowledged by Respondents in a transmittal letter with the SOQ.

B. SOQ Required Information

Provide the following information for consideration by the Owner as part of the evaluation or Respondent's qualifications. The SOQ must be separated into tabbed sections as follows:

1. **Competence and Services.** When providing the following information, if the firm is a national firm with a branch office in Ohio, provide information limited to the firm's Ohio office projects.

- a. Include an Executive Summary of the team proposed for the Project (CMR Team), including any key consultants
 - b. Describe the CMR Firm and proposed CMR Team in more detail, building from the Executive Summary, for example, in-house, fulltime employees and professionals. Include consultants to be used for the Project and past experiences with said consultants.
 - c. CMR Firm's relevant Event Center, conference center, or convention center project experience within recent history
 - d. CMR Team members' professional licenses and certification to perform the services and Work required for the Project
 - e. CMR Firm's project team qualifications, credentials, experience, education; provide short biographies for Project Executive or Manager, Administrator, and Construction Technical Staff (estimating, budgeting, and scheduling) only.
- 2. Ability to Provide the Required Services.**
- a. Capacity or availability of the CMR Firm and CMR Team to provide the required services and Work for the Project. Include a list of current projects and the status of each and relevant information, for example budget, type of work, stage of completion, committed staff. Include percentage of time available of key staff to be committed to this Project.
 - b. Note geographic distribution of key staff and the suitability of this distribution for projects of this size and complexity
 - c. Document the length of time practicing in the profession.
 - d. CMR Firm's project experience with CMR delivery method on projects with construction costs near \$3,000,000 and above
 - e. Examples of previous collaboration of the CMR Team member on any other projects.
 - f. Provide representative project experience detailed information. Provide detailed project information including project name, location, completion year, project owner and contact information, brief description of the project and its relevance to this RFQ, firms from team associated with project and their role[s] on the project, construction cost, and project size. Respondent may include up to 10 projects.
- 3. Past Performance.**
- a. Budget Management success by CMR Firm on any project type between \$2,000,000 and \$6,000,000 construction costs for which original estimates were prepared by CMR Firm. Show comparison of original estimates versus actual final costs and variance percentage only. Respondent may include up to 10 projects.
 - b. Schedule Management success by CMR Firm on any project type between \$2,000,000 and \$6,000,000 construction costs for which actual completion dates were significantly shortened versus original contracted completion date or original completion dates were held despite unexpected challenges. Summarize each circumstance, and include up to 5 projects.
 - c. References for the CMR Firm providing information on:
 - i. Control of costs
 - ii. Quality of Work
 - iii. Dispute Resolution with subcontractor or supplier
 - iv. Administration of subcontractors and suppliers
 - v. Meeting deadlines and maintain schedule

4. **Financial Responsibility.**

Demonstrate bonding capacity as evidenced by a recently dated letter from the CMR Firm's surety agent listing current available bonding capacity, as well as total maximum bonding capacity. The letter should also state the surety agent's commitment to provide the required payment and performance bonds for the CMR Agreement if the CMR Firm is determined to be the firm that will provide the best value for the Project.

5. **Other qualifications consistent with needs of the Project**

- a. Firm History. What has made the CMR firm successful, or more successful than other firms? What about its approach to the CMR delivery method has made it successful. Is the firm a newly created subsidiary of a parent company? If so, when was the subsidiary formed, what are the reasons for this action if they relate to this RFQ? How long has the CMR Firm existed, and how long have the key employees been associated with the firm?
- b. Average Annual Revenue. What is the CMR Firm's average annual revenue for construction projects over the last seven (7) years?
- c. Location. What is the CMR Firm's proximity of its office to the Project site?
- d. Value added experience. Describe the CMR Team's past success through creative or innovative design review/preconstruction services, construction techniques or other similar methods. Provide a brief summary and include up to 5 examples.
- e. Insurance and Claims History. Describe the CMR Firm's insurance coverage, and list the last ten years' claims history.
- f. Prior Performance with the Owner. Has the CMR Firm or part of the CMR Team worked on past projects with the Owner or Lessee or Architect, and describe why it may have been a success
- g. Familiarity with Area. Does the CMR Firm or Team have knowledge of the local area and good working relationships with local subcontractors and suppliers.

SOQ Evaluation Process:

The Owner's Evaluation Committee will review the qualifications received and will notify firms if they are included on the short-list of qualified firms.

- A. Review for Responsiveness. Respondents will be considered responsive if the SOQ responds to the RFQ in all material respects and contains no irregularities or deviations from the RFQ. Each Respondent that is rejected for being nonresponsive will be provided a notice and explanation in writing of such a rejection.
- B. Qualifications Criteria. The qualifications criteria and basis of evaluation of SOQs are as follows:
 1. Competence to perform the required management services as indicated by the training, education, general experience of CMR Firm and employees to be assigned to this Project.

2. Availability of qualified personnel, equipment, and facilities to perform the CMR services competently and in a timely manner, and experience working on similar types of Event Center, conference center, or convention center projects.
3. Past performance of the CMR Firm as reflected by evaluations of past clients, specifically considering factors of control of costs, quality of work, dispute resolution, administration of subcontracts and suppliers, and meeting deadlines
4. Financial responsibility including evidence of the capability to provide the payment and performance bonds in accordance with Section 153:1-4-02 of the Ohio Administrative Code.
5. Other qualifications that are consistent with the needs of the Project, including but not limited to:
 - a. Firm History
 - b. Average Annual Revenue
 - c. Location or proximity of CMR Team offices to Project site
 - d. Value added experience as described above
 - e. Insurance and Claims History
 - f. Prior Performance with Owner, Lessee, or Architect
 - g. Familiarity with local area, subcontractors, and suppliers

Notice that all responses to this RFQ and any future RFP are public record, and may be made available for inspection pursuant to Section 149.43 of the Ohio Revised Code at the conclusion of the procurement process.

Each Respondent is responsible for all costs associated with preparing their submissions and participating in the selection or procurement process.

The Owner may reject any or all qualification statements received or cancel this process at any time for any reason and the Owner will have no liability for taking such action. The owner reserves the right to waive minor variations in the selection process.



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**REQUEST FOR QUALIFICATIONS FOR CONSTRUCTION MANAGEMENT AT RISK
SERVICES FOR THE WARREN COUNTY FAIRGROUNDS – EVENT CENTER**

Sealed RFQ's for Construction Management at Risk Services for the Warren County Fairgrounds – Event Center will be received by the Warren County Office of Management and Budget, Warren County, Ohio, 406 Justice Drive, Lebanon, Ohio, 45036, until 4:00 p.m., June 23, 2017.

Statement of Qualifications documents may be obtained by contacting Erynn Hartmann, Warren County Office of Management and Budget, 406 Justice Drive, Lebanon, Ohio, at (513)695-1947 or by email at erynn.hartmann@co.warren.oh.us. Questions regarding the RFQ should be directed to Martin Russell, Warren County Deputy County Administrator via email at Martin.Russell@co.warren.oh.us and Rebecca Osborne, Warren County Agricultural Society via email at ROsborne@warrencountyfairhio.org.

This notice is posted on the Warren County Government internet site on the World Wide Web. The Warren County Government Web Site can be accessed by logging onto the internet and typing in the following address <http://www.co.warren.oh.us/commissioners/Resources/Bids/Default.aspx>. To access bid project information, under the "Your Government" heading click on the "Board of Commissioners" tab, then click on the "Bid Projects" tab and choose the project you wish to obtain information about. Please contact the Warren County Office of Management and Budget Financial Division at (513) 695-1947 if you have trouble with this procedure or if you need additional information on accessing bid project information on our web site.

By order of the Board of County Commissioners, Warren County, Ohio.

Tina Osborne, Clerk