

**EUCLID PUBLIC LIBRARY
REQUEST FOR QUALIFICATIONS (“RFQ”) FOR
OWNER’S REPRESENTATIVE SERVICES**

The Board of Library Trustees of the Euclid Public Library, Ohio (“Owner”), is seeking statements of qualifications from firms to provide owner’s representative services in connection with the Project as described below. The construction delivery methods for the Project may include but are not limited to one or more of the following: design-build, construction management at risk, general contracting and/or multiple prime contractors.

I. PROJECT DESCRIPTION

The Project will consist of renovating, improving and equipping the Euclid Public Library located at 631 East 222nd Street, Euclid, Ohio, 44123 (the “Project”). The Owner is currently in the process of retaining the services of a professional design firm.

II. SCOPE OF SERVICES

The following is a non-exhaustive summary of the services that are likely to be expected of the owner’s representative for the Project (the specific final tasks will be determined in negotiations of the contract for services):

- Managing and overseeing the entire Project as the owner’s representative through all phases of the Project, including the planning/programming, design, construction document, bidding/negotiation/GMP, construction, and closeout phases. This entails review of financial and engineering performances as well as educational performance goal enhancements.
- Facilitating the determination of the Project delivery method.
- Working closely with the Owner’s leadership to connect the vision, priorities and master plan to all design and construction decisions, including managing, overseeing, and/or conducting such cost-benefit and total life cycle cost analyses showing the cost of owning and operating the Project facilities, as may be requested or required by Owner.
- Assisting in procuring contracts and transactional agreements required for implementation of the Project.
- Managing the selection of all consultants, including assistance in preparing requests for qualifications and request for proposals in the review of contract award recommendations.
- Managing all consultants and contractors, including architects, owner specialty consultants, construction managers, design-builders and owner supplied contractors. This includes advising on and reviewing all products from these consultants and contractors.

- Serving as liaison and managing communication on behalf of the Owner.
- Managing and monitoring the Project budget.
- Reviewing and monitoring the preconstruction, construction and Project schedules.
- Construction cost estimating and reviewing cost estimates prepared by the architect and contractors.
- Status reports.
- Review, track and manage all invoices received and payments and disbursement of Owner funds for the Project.
- Assist with and participate in any usual and customary presentations before any governmental or quasi-governmental agency having jurisdiction over the Project and assisting the Owner, architect and any contractor in the preparation and submittal of applications, plans and other documents to such agencies in order to obtain all permits, consents and approvals required for the Project.
- Assist in the coordination of securing and bringing utilities to the Project site.
- Consulting with and providing recommendations on: site use and improvements, the selection of materials, building systems, and equipment; value engineering and value analysis; constructability; logistics; long-lead items; safety and security plans; quality control; construction feasibility; actions designed to minimize adverse effects of labor or material shortages; time requirements for procurement, installation and construction completion; and factors related to construction cost, including estimates of alternative designs or materials, budgets and possible economies of scale.
- Being on the Project site, monitoring construction, and supplementing the observations made by the architect, commissioning agent and other similar consultants.
- Managing all Owner moves including swing and permanent spaces.
- Coordinating the Owner's direct purchase of materials outside of the construction contracts.
- Participating in partnering and facilitation, including executive, contractor, close-out, intervention and facilitated guaranteed maximum price sessions.
- Assisting in reviewing and negotiating guaranteed maximum price proposals and preparation of guaranteed maximum price amendments for construction manager at risk and/or design-build contracts.

- Managing the closeout process, including walk-through meetings, punchlist, operation and maintenance manuals, training and documentation.
- Establishing and maintaining all Project communication, both internal to the Owner and external to all consultants, contractors and vendors.
- Acting on behalf of the Owner with respect to decisions required by the Owner during the design and construction phases.
- Assisting and participating in planning, design, scheduling, estimating, pre-construction, budget, and progress meetings and other related construction meetings in order to vet the design and construction documents to meet the Owner's requirements, including but not limited to sustainability, usability and educational goals of the Owner, and obtain and review meeting minutes.
- Participating in activities related to final conformance, interpretations and acceptance of a consultant's or contractor's work and give approvals where appropriate or required.
- Accompanying visiting inspectors representing public or other agencies having jurisdiction over the Project.
- Reviewing on behalf of the Owner and making recommendations regarding consultant or contractor work directives and change orders, including minor substitutions of materials and equipment, and increases in any contract amounts.
- Assistance in reviewing and resolving contractor claims.
- Considering and approving requests for permits for occupancy, either in whole or in part, as may be required from Owner.
- Considering and approving consultant or contractor certifications of contract completion and certifications of warranty commencement.

III. QUALIFICATIONS STATEMENT CONTENTS AND EVALUATION CRITERIA

Statements of qualifications should include:

1. Cover letter which must: (a) name, address and phone number of the office where the personnel assigned to the Project will be based, and (b) name, title and phone number of the principal contact person;
2. A profile of the firm, to include: (a) years of existence; (b) legal form of firm, (c) location of home office; and (d) general firm history. If the proposed form of entity is a joint venture, please identify each venturer and their respective

percentage of participation. Provide a summary, on three pages or less, describing why your firm/team is the most qualified for the Project;

3. Organizational chart containing the names and titles of the firm's proposed staff for the Project, and resumes detailing the technical training, education and experience of the firm's owners and key personnel who will be assigned to perform services on the Project;
4. The firm's experience in reviewing engineering studies and understanding of how engineering studies are performed, and experience with construction administration;
5. Experience assisting Ohio public owners with selection of and soliciting statements of qualifications and proposals from construction professionals and consultants, including an architect/engineer, construction manager-at-risk and design-builder;
6. The firm's experience in reviewing, negotiating and facilitating a guaranteed maximum price, particularly in public projects;
7. Prior experience in providing owner's representative services on similar projects. Include: (a) description of the project and the services your firm provided for the project; (b) start and completion dates for each project; and (c) name, title and telephone number of the client contact most familiar with your services on the project (preferably Ohio public libraries);
8. The firm's equipment and facilities and the location, availability and accessibility of facilities and equipment to support staff activities on the Project;
9. The firm's experience in monitoring a project schedule;
10. The firm's ability to evaluate programs related to building information modeling software, and provide Owner with an overview of BIM;
11. The record keeping, reporting, monitoring and other information management systems that the firm would propose to use for the Project;
12. The firm's ability to provide estimating, value engineering, and assistance with managing budgets;
13. Experience with working within the construction management at risk, design-build, general contracting and/or multiple prime contractor delivery methods;
14. Any previous work performed in connection with the Owner or any political subdivision;
15. The firm's history of compliance with federal, state and local laws, rules and regulations, and any issues or citations in the last ten (10) years;

16. The firm's experience and familiarity with the governmental and quasi-governmental entities that will have jurisdiction over the Project and their requirements;
17. Complete listing of any public or private construction projects for which the firm has been declared in default;
18. A copy of the firm's certificates of insurance or other similar instruments evidencing the firm's current limits of liability for commercial general liability, business automobile liability and professional liability;
19. Any services the firm proposes to perform through a subconsultant; and
20. Other similar information.

IV. INTERVIEWS AND SELECTION

Responding firms will be evaluated separately and ranked in order of their qualifications. As part of this evaluation, the Owner may hold interviews with individual firms. The Owner expects to enter into contract negotiations with the firm ranked most qualified to perform the services needed. The Owner reserves the right to select one or more project delivery methods in any manner the Owner deems appropriate. The Owner also reserves the right to enter into more than one contract for components of the Project rather than a single contract for the entire Project and to rank and select more than one firm to provide services for components of the Project rather than a single firm for the entire Project in any manner the Owner deems appropriate.

V. SUBMITTAL INSTRUCTIONS

- A. Submission/Response Deadline. By not later than 5:00 p.m. on June 4, 2021, one electronic copy of the firm's statement of qualifications must be submitted by email to Kacie V. Armstrong, Director, Euclid Public Library, e-mail address at kacie.armstrong@euclidlibrary.org. The subject line of the e-mail should clearly read "Statement of Qualifications for Owner's Representative Services". Responses that are received after this date and time will not be considered.
- B. Questions; Inquiries. Questions regarding interpretation of the content of this RFQ must be directed by email to Kacie V. Armstrong, Director, Euclid Public Library, e-mail address at kacie.armstrong@euclidlibrary.org, by not later than 5:00 p.m. on May 28, 2021. Updates to this RFQ, including answers to any questions shall be in writing and shall be posted on the Owner's webpage at www.euclidlibrary.org. The Owner will also endeavor to notify firms who are on record with the Owner as having received a copy of this RFQ when an update has been posted to the Owner's webpage. It is therefore imperative that firms provide full and accurate contact information to the Owner, including e-mail addresses, and updates will be deemed to have been validly given if emailed or otherwise furnished to each firm's contact person of record. Notwithstanding the foregoing, all firms will be presumed to have actual knowledge of all information posted on

the Owner's webpage relating to this RFQ, and firms shall not avail themselves of incomplete knowledge and/or lack of familiarity of this RFQ and any addenda thereto resulting from the firm's failure to register with and provide accurate contact information to the Owner and/or a firm's failure to check the Owner's webpage. Interpretations, corrections and changes of the RFQ which are made in any manner other than a written addendum will not be binding. The name of the party submitting questions will not be identified in the answers.

- C. Communications. Firms considering responding to this RFQ are strictly prohibited from communicating with any member of Owner's staff other than as directed in Part V.B herein, as all questions must be directed to the person and in the manner identified in Part V.B.
- D. Cancellation; Rejection. Owner reserves the right at any and all times to reject all statements of qualifications, to cancel this RFQ or any portion of this RFQ, and to cancel any phase of the Project. Owner shall have no liability to any firm arising out of such cancellation or rejection. Owner reserves the right to waive minor variations in the selection process.
- E. Preparation Costs. Owner assumes no responsibility for costs incurred in the preparation, presentation or submission of the statements of qualifications.
- F. Amendments to RFQ. At its discretion, the Owner may amend this RFQ at any time prior to the deadline for receipt of statements of qualifications and to distribute the amendments in any medium as determined by the Owner.