

Posting Date: October 14, 2020

**Lost Creek Community Building**

**Miami County Park District**

Response Due Date: October 28, 2020

The Miami County Park District (MCPD) is requesting sealed and marked Letters of Interest (LOI) due October 28, 2020 from qualified firms to provide Construction Management (CM) services for the Lost Creek Community Building, located at Lost Creek Reserve, 2385 State Route 41, 45373, in Staunton Township, Miami County, Ohio.

The 465-acre Lost Creek Reserve is located at 2385 State Route 41, Troy, Ohio near the intersection of State Routes 41 and 202. The property was originally owned by the Knoop Family for five generations and became part of the Park District in 2006. As a part of our planning, the need for a permanent restroom at Lost Creek was identified as a priority and the decision was made to proceed with the planning for that. During the planning it was decided that Park District would like to add a 125-person community space to that plan. It will be the first indoor public programming space for the Park District.

The planned building will feature a multiple purpose meeting and event space, restrooms accessible to visitors both within and outside the building, a demonstration kitchen, storage space and office.

Candace Goodall has been identified by Miami County Park District staff as the most qualified person to support the design of project. She will be serving as the project architect in partnership with Choice One Engineering, the civil engineer, Shell & Meyer Associates, the construction engineer, and Garmann Miller, the HVAC, plumbing and electrical design, which have been adopted by the Owner.

**Selection Subfactors**

Experience in the fabrication and/or construction of timber or exposed frame wooden structures; experience with construction of recreational structures in a public environment; technical approach; understanding of the project, project specific cost containment practices; availability of personnel, equipment and facilities to complete the project within the required time-frame.

**Project Schedule**

The Construction Manager's preconstruction Notice to Proceed is expected to be issued on or about November 24, 2020. The construction start and completion dates will be established during the preconstruction phase.

**Selection Procedures**

MCPD will select three firms based on the Letters of Interest (LOI). The requirements for the LOI and the Programmatic Selection Rating Form that will be used to make the selections are shown below. Each selected firm will be requested to provide a Pricing Proposal, to include the Pre- Construction CM fee.

Firms interested in being considered for selection should respond by submitting four (4) copies of their Letter of Interest to the following address **by 2:00 PM on the response due date** listed above:

**J. Scott Myers, Executive Director**

**Miami County Park District**

**2645 East State Route 41, Troy, OH 45373**

Responses received after 2:00 PM on the response due date will not be considered.

## **Scope of Services**

During the Preconstruction Phase, the Construction Manager shall advise the Owner and the Architect on the proposed site use and improvements, selection of materials, and provide recommendations consistent with the project requirements on constructability, availability of materials and labor, time requirements for procurement, installation and construction, and factors related to construction cost including, but not limited to, costs of alternative designs or materials, preliminary budgets, life-cycle data, and possible cost reductions. The Construction Manager's input will be critical to the development of the final drawings and specifications. During the Construction Phase, the Construction Manager, in conjunction with the Owner and Architect, and based on the approved drawings and specifications, shall be responsible for developing the Guaranteed Maximum Price and the Construction Schedule. The Construction Manager will provide or contract for the labor, materials, and equipment necessary to complete the work described in the approved drawings and specifications.

## **Requirements for Letters of Interest, Programmatic Selection Process**

### **A. Instructions for Preparing and Submitting a Letter of Interest**

1. Provide the information requested in the Letter of Interest Content (Item B below), in the same order listed, in a letter signed by an officer of the firm. Do not send additional forms, resumes, brochures or other materials.
2. Letters of Interest shall be limited to 10 single-sided 8-½" x 11" pages.
3. Adhere to the following requirements in preparing and binding your Letter of Interest
  - a. Use a minimum font size of 12-point and maintain margins not less than 1" on all four sides. Page numbers should be centered at the bottom of the page.
  - b. Bind Letters of Interest only by stapling at the upper left corner. Do not utilize any other binding system.
  - c. Do not provide tabbed inserts, dividers, or any other features that will interfere with machine copying.

### **B. Letter of Interest Content and Scoring Criteria**

1. List the Project Manager and other key staff members. Address the experience of the key staff members on similar projects, and the staff qualifications relative to the selection subfactors noted.
2. Describe your firm's cost-containment practices.
3. Describe the capacity of your staff and their ability to perform the work in a timely manner, relative to present workload, and the availability of the staff assigned.
4. Provide a description of your project approach, not to exceed two pages. Confirm that the firm has visited the site and address your firm's technical approach, understanding of the project, project-specific cost-containment practices, innovative ideas and other relevant information concerning your firm's qualifications for the project, including, but not limited to the firm's knowledge of the local area, and working relationships with local subcontractors and suppliers.
5. An unrated factor will be the firm's ability to provide a surety bond as required. Failure to meet this requirement shall be disqualifying.

Scoring Criteria Nos. 1-4 must be included within the 10-page body of the LOI. Remaining space within the 10 pages may be utilized to provide personnel resumes or additional information concerning general

qualifications. It is not mandatory to use all 10 pages.

## **SELECTION PROCESS**

The selection process shall be in accordance with the requirements of Ohio Revised Code (ORC) Paragraph 9.33, and the Ohio Administrative Code (OAC) Chapter 153:6-1, as applicable. The construction managers will be ranked based on the Letters of Interest and within the sole discretion of FRMP, as noted above. The top three firms will submit Pricing Proposals for the pre- construction fee and key personnel billing rates, based on the Scope of Services to be provided.

After determining the most qualified firm, MCPD will attempt to negotiate an acceptable maximum contract fee for the work based on the Scope of Services. If the firm and MCPD are unable to reach an agreement, MCPD will then negotiate for these services with the second ranked firm, and so on.

The Miami County Park District reserves the right to reject any or all proposals, modify or postpone the proposed scope of services, or accept the proposal that, in MCPD's sole judgement, is in its best interest. MCPD also reserves the right to waive any minor defects or informalities in the selection process.

## **AGREEMENT**

Construction Management services to be provided are as described in the AIA Document A133- 2019, "Standard Form of Agreement Between Owner and Construction Manager as Constructor, where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price." Also, where referenced, AIA Document A201-2017, General Conditions of the Contract for Construction," shall apply to the work performed during the Construction Phase. The Standard Agreements will be amended to be consistent with Ohio law. Samples are attached.

CONSTRUCTION MANAGER SELECTION RATING FORM FOR PROGRAMMATIC SELECTIONS

Project: **Lost Creek Reserve Community Building**  
 Project Type: **Construction Management Services**

Miami County Park District  
 Selection Committee Members: S. Myers; K. Swanson; D. Gade

Firm Name \_\_\_\_\_ Date \_\_\_\_\_

Category	Total Value	Scoring Criteria	Score
Project Manager	20	1	
Strength/ Experience of Assigned Staff	15	1	
Past Performance	15	1	
Cost Containment Practices	15	2	
Firm's Current Workload & Availability of Personnel	10	3	
Project Approach	25	4	
TOTAL	100		