

FRANKLIN COUNTY CONVENTION FACILITIES AUTHORITY



REQUEST FOR QUALIFICATIONS:

Construction Manager at Risk Services

for the Renovation of the Hyatt Regency Ballroom

Issued: October 8, 2021

Due: November 22, 2021

Issued By:

Franklin County Convention Facilities Authority
400 North High Street, 4th Floor
Columbus, Ohio 43215
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The Franklin County Convention Facilities Authority (the “FCCFA”) is seeking submittals of qualifications from firms interested in providing construction manager at risk services for the renovation of the Hyatt Regency Ballroom at the Greater Columbus Convention Center. The FCCFA is seeking firms who have extensive experience in providing construction management services for renovation projects similar in size and scope to the proposed project as described within this request for qualifications (RFQ).

BACKGROUND

The FCCFA is the owner/developer of the Greater Columbus Convention Center, the Hilton Columbus Downtown Hotel, and Nationwide Arena; all located in downtown Columbus, Ohio. Established by the Franklin County Commissioners in July 1988 pursuant to Chapter 351 of the Ohio Revised Code, the FCCFA is a special governmental unit governed by an eleven-member board appointed by the Franklin County Commissioners, Mayor of Columbus, and suburban mayors.

As owner/developer of these facilities, the FCCFA is responsible for the improvement, management, and successful operation of these facilities. In addition, the FCCFA is responsible for ensuring the continued success and growth of the convention business within the Greater Columbus community. Both responsibilities are directly linked to the FCCFA’s continued investment in and support of services, resources, facilities, and community projects that enhance the use and improvement of the convention center, hotel and arena.

Renovation of the Hyatt Regency Ballroom

The Hyatt Regency Ballroom (“Ballroom”) is one of four ballrooms located within the Greater Columbus Convention Center (“GCCC”) and was last renovated in 2002. Totalling 24,766 square feet, the Ballroom is comprised of a 15,780 square foot ballroom floor, a 2,142 square foot balcony, a 6,844 square foot south foyer, and a 2,200 square foot north foyer. The Ballroom is licensed to the Hyatt Regency Hotel on a non-exclusive, priority use basis and plays host to both GCCC and Hyatt events.

The Ballroom renovation project consists of the demolition and replacement of ceiling tiles and ceiling grid, light fixtures, diffusers, wall panel, wall covering, carpet and doors. The Ballroom sound system will also be upgraded. The construction of additional restrooms may also be included within the scope. Primary electrical and HVAC systems will remain in place. All areas of the Ballroom will have the same level of finish.

Current project budget is \$2,500,000.

Schooley Caldwell will serve as the architect of record for the Ballroom renovation project.

The project schedule is still under development, but the FCCFA currently anticipates that design and construction of the project will take approximately 12 months to complete. A tentative construction start date of July 10, 2022 has been targeted in order to accommodate the event schedules of the Hyatt and the GCCC. The Ballroom is adjacent to a banquet kitchen and the Battelle Grand Ballroom, both of which will remain in operation throughout the renovation. Some phasing may be required to accommodate the operational needs of these facilities.

An initial time frame for the project is as follows:

Selection of CMR:	Q4 2021
Completion of Construction Documents:	March 30, 2022
GMP Execution:	May 1, 2022
Start of Construction:	July 10, 2022
Substantial Completion:	October 6, 2022

Photos and floor plans are provided in Appendix A.

SCOPE OF SERVICES

The scope of services requested under this RFQ will be for the comprehensive completion of all construction management and construction services beginning with pre-construction phase services and continuing through the construction phase services to completion and occupancy of the Hyatt Regency Ballroom (the Project) as described herein. Services will include but not be limited to the following phases.

Preconstruction Phase Services:

The Construction Manager will work cooperatively with the FCCFA, design professionals and the project team to provide, among other services: cost estimating, bidding, budget monitoring, value engineering, including life cycle cost analysis, constructability review, scheduling, sequencing of work flow and preconstruction planning throughout preconstruction.

Construction Phase Services:

The Construction Manager will coordinate, construct, and complete the Project pursuant to the construction documents and in accordance with the schedule and budget requirements. The Construction Manager shall select subcontractors based on competitive pricing submitted by prequalified subcontractors in accordance with Ohio law and criteria approved by the FCCFA. The Construction Manager shall hold all subcontracts and shall be fully responsible for the means and methods of construction, permitting, project safety, furniture, fixtures & equipment procurement and installation, and project completion within the schedule agreed upon in the preconstruction phase. The Construction Manager will be responsible for compliance with all applicable laws and regulations including monitoring compliance with prevailing wage requirements, equal employment opportunity programs and non-discrimination policies. In addition, the Construction Manager will:

- Supervise the bidding of the Project by preparing Project manuals, bid documents, addressing questions from potential bidders, conducting pre-bid meetings for the Project, reviewing bid packages, evaluating responses and recommending to the FCCFA potential contractors for the Project.
- Serve as the FCCFA's representative in matters pertaining to the contractors, manage the work of the contractors, coordinate work with agreed upon schedules and other related activities, monitor contractor performance, and ensure that all contractual requirements of contractors are met.

- Conduct regular and frequent progress meetings with the FCCFA and architect to discuss procedures, progress, schedule and potential problems. Prepare monthly Project reports for the FCCFA that will include a report on Project status, schedule and costs. The report should identify potential problems with any component of the Project and identify solutions. In addition to the monthly reports the CMR will be expected to notify the FCCFA and the design team of any Project issues as they arise.
- Obtain all building permits and other special permits as necessary. The selected CMR will be expected to begin the permitting process as early as possible to maintain the FCCFA's Project schedule. Comply with all laws, ordinances, rules, regulations, and orders of any public authority as required.
- Develop, communicate to the FCCFA, and monitor programs that will address overall Project issues, such as safety (for GCCC and Hyatt clients as well as workers and the public), waste removal and job site cleanliness, and security.
- Assemble and timely submit to the FCCFA all maintenance and operations manuals, warranty documents and "as-builts"; and providing construction management services during warranty period.

The Construction Manager is to be fully responsible for the schedule of the Project. The master schedule will detail both design and construction timelines on all phases and bid packages and be inclusive of all design and construction tasks through building furnishing and occupancy.

Establish a Contractor Controlled Insurance Program (CCIP), whereby all eligible participants involved in the Project are covered by a single insurance program.

Guaranteed Maximum Price ("GMP"):

When the construction documents prepared by the design team are at a stage of completion specified in the CM Agreement, such documents (the "Basis Documents") shall be provided to the CMR, together with the design professional's detailed listing of any materially incomplete design elements and the design professional's statement of intended scope with respect to such incomplete elements. The CMR shall submit to the FCCFA and the design professionals its proposed Substantial Completion Date and Guaranteed Maximum Price ("GMP"). The CMR, the FCCFA and the design professionals (along with selected engineers and consultants) shall meet to reconcile any questions, discrepancies or disagreements relating to the Basis Documents.

The final negotiated GMP shall not exceed the project budget established for construction. If the GMP exceeds such budget, then the FCCFA may terminate its agreement with the CMR and seek from other firms, bids for completion of the Project.

The CMR will engage in an "open book" process in which the FCCFA, the Design Team and the CMR will review bids for trade work, the costs proposed for general conditions/overhead of the CMR, and the fee of the CMR; and in which the FCCFA shall have access to all books, records, documents and other data in the CMR's possession related to itself, its subcontractors and material suppliers pertaining to bidding, pricing, or performance of the agreement.

SELECTION PROCESS and EVALUATION CRITERIA

The FCCFA will review, evaluate, and select a Construction Manager at Risk based upon a two-step best value selection process consisting of qualifications, performance and pricing as required in Section 9.334 of the Ohio Revised Code. Through review of qualifications as submitted in response to a request for qualifications (phase one of the two-step selection process) and cost/technical information as submitted in response to a request for proposals (phase two of the two-step selection process); a Construction Manager at Risk will be selected for the project that is deemed most advantageous and of the greatest value to the FCCFA. Evaluation will be made by a group of individuals selected by the FCCFA and will include members of the FCCFA board and staff.

Request for Qualifications (RFQ) – Phase One:

Firms interested in providing Construction Manager at Risk services for the Ballroom renovation project as described herein, must respond to this RFQ per the submittal instructions as provided. Each firm responding to the RFQ will be evaluated based upon the criteria and scoring as listed below:

- Qualifications of firm/experience of key individuals assigned: 20 points
- Past performance on similar projects: 20 points
- Proposed approach/implementation of project: 30 points
- Financial responsibility/availability of resources: 30 points

After evaluating the responses to the RFQ, the FCCFA will select a short-list of no fewer than three firms that it considers to be the most qualified to provide the required services, except that the FCCFA shall select and rank fewer than three firms when it determines in writing that fewer than three qualified Construction Managers at Risk are available. The firms selected and ranked in the qualifications phase shall be referred to as the “Short-Listed Firms” in the request for proposal phase.

Request for Proposals (RFP) – Phase Two:

Upon the identification of the Short-Listed Firms, the FCCFA will issue an RFP inviting the Short-Listed Firms to provide pricing (fees and general conditions) and technical information associated with the Ballroom renovation project. Included within the RFP will be additional information on the project along with design detail completed to date, a description of how the GMP for the project will be determined, including estimated level of design detail upon which the GMP will be based, the form of the construction management contract and a request for pricing proposal along with pricing requirements. Prior to the submission of the RFP, FCCFA staff will be available to meet individually with each short-listed firm to permit the firm to ask questions and tour the project site.

Upon submission of proposals, the FCCFA will interview each Short-Listed Firm who chooses to participate in the RFP process. The purpose of the interview will be to allow each firm an opportunity to clarify and respond to questions related to the proposal. The FCCFA may choose to provide questions to be addressed during the interview to the Short-Listed Firms in advance of each interview. After the interviews, the FCCFA will evaluate each proposal and will rank the Short-Listed Firms based upon performance and pricing criteria identified in the RFP documents. The FCCFA will enter into contract negotiations with the highest ranked firm.

Anticipated Selection Schedule:

The anticipated schedule for selection of the Construction Manager at Risk is as follows:

Milestone	Date
Deadline for Submittal of Questions	October 29, 2021
RFQ Submittal Date	November 22, 2021
Announcement of Short-Listed Firms	December 6, 2021
Proposals due:	December 22, 2021
Interviews/Selection	January 2022

REQUIRED SUBMITTALS

One original, ten copies, and one electronic copy of submittals shall be delivered to the following addressee on or before **November 22, 2021 at 4:00 PM EST.**

Don L. Brown, Executive Director
Franklin County Convention Facilities Authority
400 North High Street, Fourth Floor
Columbus, Ohio 43215
Phone: (614) 827-2800

Questions regarding this RFQ must be submitted in writing to Jordan Edmonds at jedmonds@fccfa.org on or before **October 29, 2021, at 5:00 PM EST.** Responses to all questions submitted to Jordan by the 10/29/21 deadline will be distributed to interested firms on record that have received a copy of the RFQ on or before close of business on November 2, 2021.

Submittal Content

To enable the FCCFA to efficiently evaluate the submittals, respondents should prepare their submittal on 8.5 x 11 paper utilizing the RFQ section headings and general format guidelines described below. Please feel free to include other materials, such as covers, table of contents, transmittal letters, appendices, brochures, etc. at your discretion.

Section I – Firm Description

General information should include, but not be limited to:

1. The name, address, telephone number, fax and email address of an individual who will serve as the firm’s contact for any questions or correspondence regarding the submittal and RFQ process.
2. A certification of accuracy provided by the highest ranking individual responsible for the firm’s submittal.
3. A short summary highlighting why the firm is uniquely qualified to successfully fulfill the requirements of the RFQ.

Section II – Approach and Project Implementation

1. Describe the firm's approach to completing the Project and how this approach will impact not only the implementation of the services requested in the RFQ but the potential success of the Project. Identify possible challenges associated with the Ballroom renovation project described in this RFQ and discuss how these challenges will be addressed through the management of the project.
2. Discuss how the firm will handle the bidding process and subcontractor pre-qualification process. Provide information on the firm's knowledge of and working relationship with local contractors and suppliers.
3. State the firm's philosophy and approach to managing costs. Provide information on tools and procedures used to monitor costs. Discuss how the firm uses contingency and how the firm will prevent the unnecessary use of contingency. Show examples of budgets and cost tracking worksheets used during projects to manage costs.
4. Provide information on the type of scheduling system the firm will use for the Project. Discuss the firm's experience in completing construction projects that are fully functional during project implementation and how this will impact schedule and project implementation. Provide information on how the firm will protect the FCCFA from schedule problems or delays. Provide information on how often schedules are updated and who will hold this responsibility.
5. Discuss how the firm will assure quality control. Provide information on the types of work the firm may self-perform and how the quality of self-performance is managed.

Section III – Profile and Description

The profile should include but not be limited to:

1. Information describing the firm's current organization, date of incorporation, ownership, corporate office, number of years in business, size of business, services offered, operating philosophy, number of employees and employee demographics.
2. If applicable, information describing any other participating firm's current organization, date of incorporation, ownership, corporate office, number of years in business, size of business, services offered, operating philosophy, number of employees and employee demographics.
3. 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 team members throughout the Project. Information should be provided that describes the firm's current workload as well as outlines the availability of necessary personnel, equipment and resources needed to satisfy the requirements of this RFQ. Please note that any key team members included in the qualifications cannot be changed by the CMR during the course of the Project without the consent of the FCCFA.

Section IV – Resumes of Key Individuals

1. Provide an organizational chart depicting the structure and lines of authority and communication.
2. Provide professional resumes and job descriptions of the key individuals that will be assigned to the Project; describing each member's role on this project, education, technical training, qualifications, and experience with similar projects.

Section V – Experience

1. Provide brief descriptions of 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 RFQ. The firm's role in each project should be clearly identified as well as the role of the team members proposed for the Project. Information should include a description of services provided; examples of successful strategies implemented that improved the outcome of the project; examples of how construction was completed while the facility was in use (if applicable), examples of how the firm controlled project costs, resolved disputes, administered subcontractors, and met deadlines; and unique characteristics that made the project interesting. Include references for each described project. References should include a contact person, address, phone number, and email. References should be prepared to be contacted by the RFQ Selection Committee.
2. Provide a history of performance with meeting goals of any diversity and inclusion programs required by a public authority or by applicable law, and compliance with applicable affirmative action programs.

Section VI – Other Requested Information

To respond to this RFQ, firms shall provide specific information regarding the following:

1. Demonstrate the firm's financial ability to perform the work requested in terms of workload and the availability of qualified personnel, equipment, and facilities to perform the required management services competently and expeditiously.
2. Provide information on whether the firm is currently or has in the past five years, been involved in any claims, litigation and/or arbitration.
3. Discuss the firm's approach and financial capability to provide a surety bond or other financial guarantee as required in Section 9.333 of the Ohio Revised Code. Provide evidence of such capability. Inability to provide such evidence may be cause for disqualification.
4. Provide information on the firm's insurance program.

ADDITIONAL INSTRUCTIONS, NOTIFICATIONS, AND INFORMATION

FCCFA's Best Interest – the FCCFA reserves the sole right to (1) evaluate the qualifications submitted; (2) waive any irregularities therein; (3) select candidates for the submittal of more detailed qualifications; (4) accept any submittal or portion of a submittal; and (5) reject any or all responses to the RFQ, should it be

deemed in the FCCFA's best interest to do so. This RFQ is not intended to be an offer, contract, obligation, or commitment of any kind.

Addenda and Modifications – Changes in the specifications or terms and conditions of this RFQ may be made in writing by the FCCFA prior to the required due date. Results of informal meetings or discussions between a Respondent and any FCCFA, Hyatt, or GCCC official may not be used as a basis for deviations from the requirements contained within this RFQ and may subject the Respondent to immediate disqualification.

All addenda, amendments, and interpretations to this RFQ shall be in writing. Any amendment or interpretation that is not in writing shall not legally bind the FCCFA. Only information supplied by the FCCFA in this RFQ, or in connection with this RFQ, shall be used in preparing submittals. All contacts that a Respondent may have had before or after receipt of this RFQ with any individuals, employees, or representatives of the FCCFA or Hyatt and any information that may have been read in any news media or seen or heard in any communications regarding this RFQ should be disregarded by Respondents in preparing responses to this RFQ.

Clarification – the FCCFA reserves the right to conduct discussions with Respondents who submit proposals for the purpose of clarifications or corrections regarding a proposal to ensure full understanding of, and responsiveness to, the requirements of this RFQ.

No Gratuities – Respondents shall not offer any gratuities, favors, or anything of monetary value to any official, director or employee of the FCCFA nor its advisors for any purpose or reason that could be construed as influencing the selection process. Any attempt by the Respondent to influence the selection process by any means, other than disclosure of qualifications and credentials through the proper channels, shall be grounds for exclusion from the selection process.

No False Information – Respondents who provide false or misleading information, whether intentional or not, in any of the documents presented to the FCCFA for consideration in the selection process shall be excluded.

Conflicts of Interests – All Respondents must disclose, within their statement of qualifications, the name(s) of any officer, director, agent, or immediate family members (spouse, parent, sibling, child) who is also an employee of the FCCFA or Hyatt or have a familial or business relationship with any FCCFA director. Further, all statements of qualifications must disclose the name of any FCCFA, Hyatt or GCCC employees who own, either directly or indirectly, an interest of ten (10%) percent or more in the Respondent or any of its affiliates or subcontractors.

Preparation Costs – Under no circumstance will the FCCFA 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 at Risk.

Confidentiality – To the extent permitted by law, the FCCFA will make reasonable efforts to safeguard the confidentiality of confidential information submitted in response to the RFQ, provided that the information is conspicuously marked "CONFIDENTIAL". The FCCFA will not be required to defend any litigation seeking disclosure of confidential information. The FCCFA will make reasonable efforts to notify a consultant to give the consultant opportunity to defend any request or litigation seeking disclosure.

Note that the wholesale use of headers/footers bearing designations such as “confidential”, “proprietary”, or “trade secret” on all or nearly all of a proposal is not acceptable and may be deemed by the FCCFA as a waiver of any exemption claim. The identification of exempt information must be sufficiently specific to allow for the FCCFA to identify the exempt data in responding to public records requests.

Public Records – Respondents are hereby notified that all proposals and qualifications, including without limitation, any and all information and documentation submitted therewith, will be available for public inspection after the award of the contract, in compliance with Ohio Revised Code Chapter 149 and other applicable public records laws.

By submitting to the FCCFA a document that the Respondent designates as “confidential” or “trade secret”, the Respondent agrees that in the event a third party brings any action against the FCCFA or any of its officials or employees to obtain disclosure of the document, the Respondent will indemnify and hold harmless the FCCFA and any affected officials and employees from all costs, including attorney’s fees incurred by or assessed against any defendant, of defending against such action. The Respondent also agrees that at the FCCFA’s request, the Respondent will intervene in any such action and assume all responsibility for defending against it, and that the Respondent’s failure to do so will relieve the FCCFA of all further obligations to protect the confidentiality of the document. The FCCFA assumes no responsibility for disclosure or use of unmarked data for any purposes.

FCCFA Policies and Ordinances – Respondents should be aware of and therefore familiar with all pertinent ordinances and policies that will relate to contracting with the FCCFA. In the event of any inconsistency or conflict between the process of requirements set forth in this RFQ and FCCFA policies and ordinances, or other requirements of law, such policies, ordinances, or other requirements shall take precedence.

Right of Refusal – the FCCFA reserves the right to reject any proposal in which the Respondent takes exception to the terms and conditions of this RFQ; fails to meet the terms and conditions of this RFQ, including but not limited to, the standards, specifications, and requirements specified in this RFQ.

NON-DISCRIMINATION POLICY

The Franklin County Convention Facilities Authority (“FCCFA”) is committed to equal opportunity and non-discrimination in all aspects of its contracting and procurement activities through the adoption of this Non-Discrimination Policy (“Non-Discrimination Policy”). Pursuant to this Non-Discrimination Policy, the FCCFA will not participate in either active or passive unlawful discrimination of any type.

The FCCFA recognizes that it has a continuing obligation to avoid unlawful discrimination in contracting and procurement activities. Therefore, all Contractors shall not have engaged, and shall not engage, in any kind of unlawful discrimination. Each Contractor, should they be engaged by the FCCFA, shall certify in writing that such Contractor, directly or indirectly, (1) has not engaged, is not engaged, and will not engage in any kind of unlawful discrimination involving race, color, sex, disability, age, religion, veteran status, or national origin, or any other basis prohibited by laws of the United States, the State of Ohio or the City of Columbus (“Other Prohibited Basis”), whether or not such discrimination is related to a contract or procurement activity with or for the FCCFA and (2) will not, for any purpose related to its engagement by the FCCFA, employ or contract with persons or businesses which the Contractor knows or has reason to know have engaged, are engaged, or will engage in any kind of unlawful discrimination involving race,

color, sex, disability, age, religion, veteran status or national origin, or Other Prohibited Basis, whether or not such unlawful discrimination is related to a contract or procurement activity with or for the FCCFA.

It is the position of the FCCFA that discrimination against business owners based on race, color, sex, disability, age, religion, veteran status or national origin, or Other Prohibited Basis, is prohibited. No person unlawfully shall be denied the benefit of, or otherwise discriminated against, in connection with the award and/or performance of any contract or award, or modification of any contract or award, between a Contractor and the FCCFA on such basis.

The fundamental tenets of this Non-Discrimination Policy are as follows:

- All Contractors should have an equal opportunity to compete with respect to contract and procurement activities of the FCCFA, regardless of race, color, sex, disability, age, religion, veteran status or national origin;
- No Contractor shall have engaged or shall engage in any kind of unlawful discrimination involving race, color, sex, disability, age, religion, veteran status or national origin, or Other Prohibited Basis, whether or not such unlawful discrimination is related to a contracting or procurement activity with or for the FCCFA;
- The FCCFA through its staff, management company and other contractors will (i) monitor and provide periodic reports to the FCCFA regarding compliance by the FCCFA and its Contractors with this Non-Discrimination Policy; (ii) collect and record information on the use of minorities and women in contracting and procurement activities and (iii) analyze data to evaluate the utilization of minorities and women in the FCCFA's contracting and procurement activities;
- The FCCFA shall review this Non-Discrimination Policy periodically to ensure that it effectively promotes and achieves non-discrimination and equal opportunity in connection with FCCFA contracting and procurement activities; and
- All Contractors shall comply with this Non-Discrimination Policy. A Contractor's success or failure to comply with this Non-Discrimination Policy will be a factor in any award of contracts or procurement from the FCCFA to such Contractor.

The FCCFA through its staff and other contractors shall be responsible for implementing, monitoring, and evaluating this Non-Discrimination Policy.

The FCCFA staff shall periodically review this Non-Discrimination Policy to ensure that it effectively promotes non-discrimination and equal opportunity in connection with the FCCFA's contracting and procurement activities and periodically report to the Board regarding compliance by the FCCFA and its contractors.

If the FCCFA determines that the objectives of this policy are not being achieved, the FCCFA may, in its discretion, direct the Executive Director to conduct further investigations into the reasons for not achieving such objectives.

RFQ – CMR Services for the Regency Ballroom Renovation

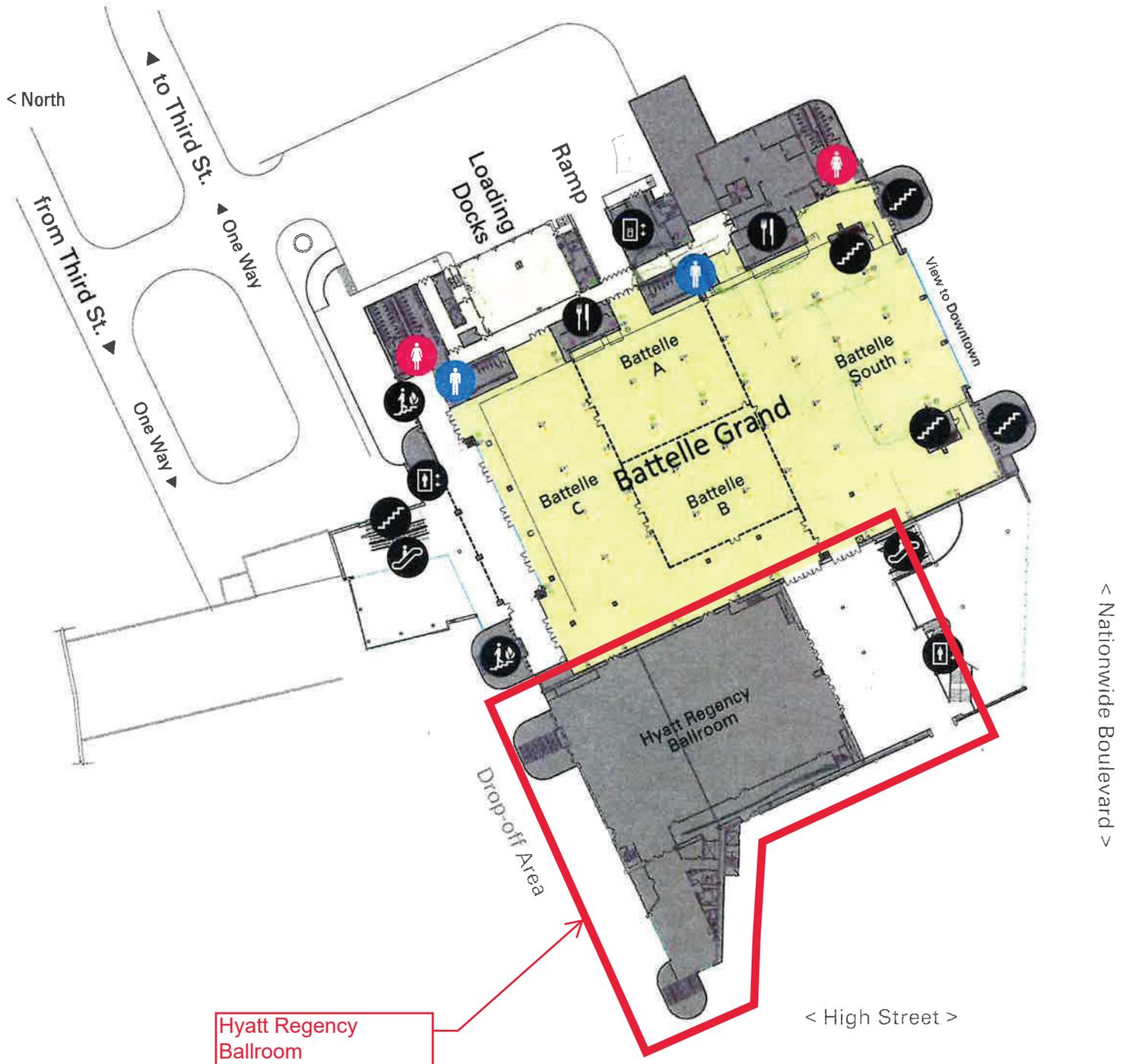
This Non-Discrimination Policy applies to all contracting and procurement activities of the FCCFA, including contracting for construction, professional and non-professional services and procurement of goods and supplies.

This Non-Discrimination Policy shall be referenced in each bid, proposal, or statement of qualifications submitted by a potential Contractor. A Contractor's failure to comply with this Non-Discrimination Policy may result in (a) debarment from participation in future FCCFA contracting opportunities, (b) liability for breach of contract and (c) the enforcement of any other remedies available under the related contract or applicable law.

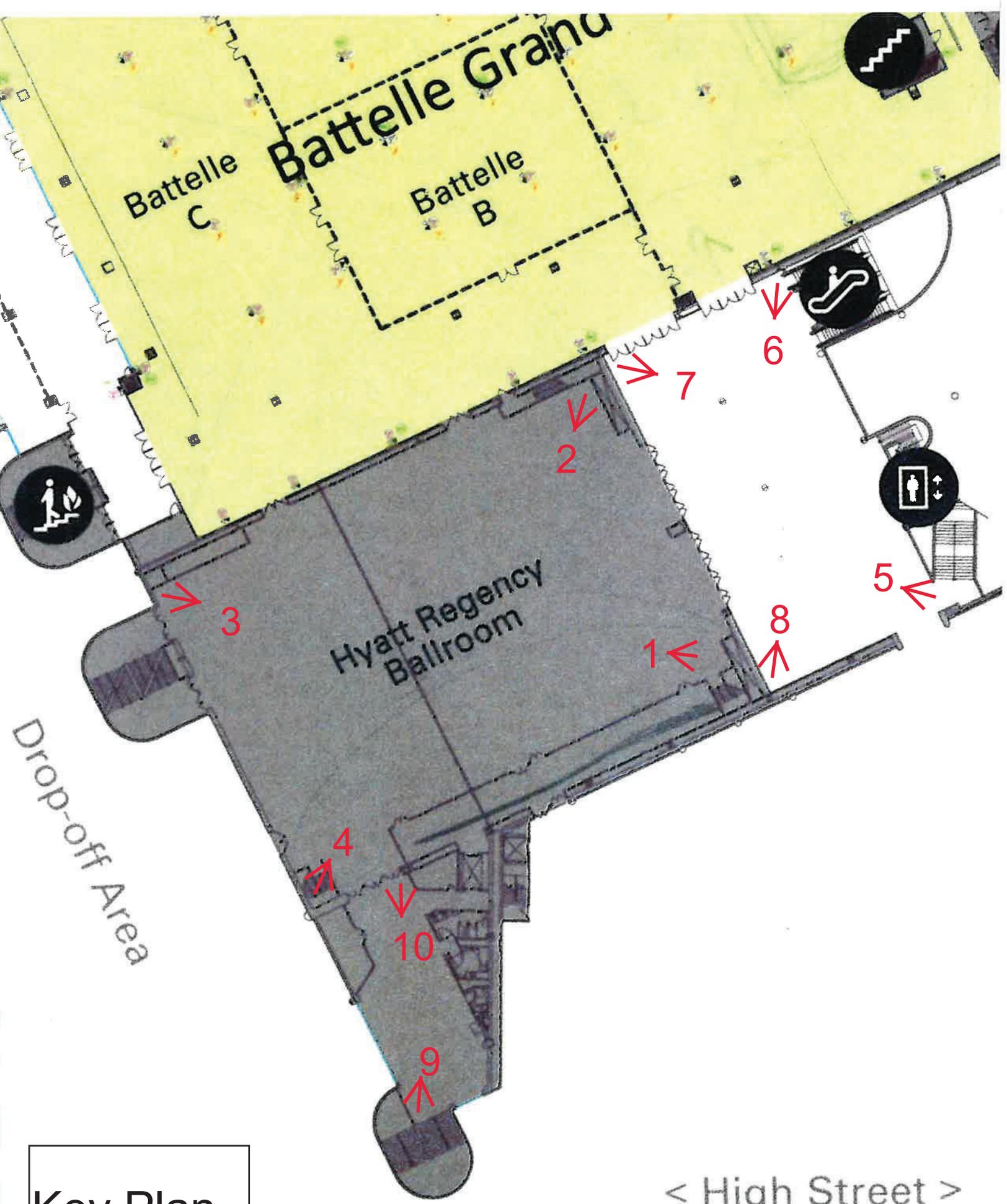
Appendix A:
Site Photos and Floor Plans

FLOOR PLANS

Battelle Grand | Greater Columbus Convention Center



Location Plan



Key Plan

< High Street >



View 1



View 2



View 3



View 4



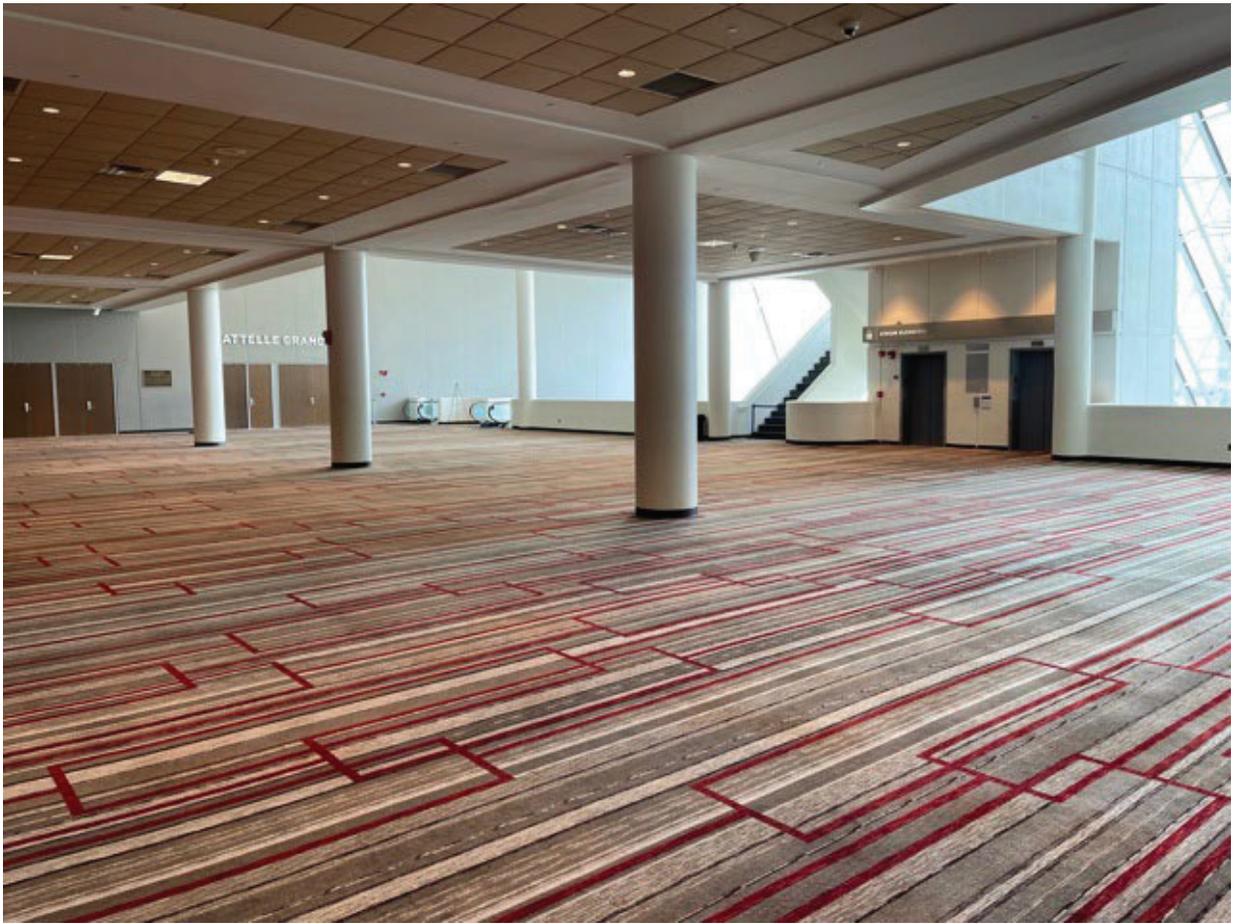
View 5



View 6



View 7



View 8



View 9



View 10