

LEGAL ADVERTISEMENT - REQUEST FOR QUALIFICATIONS

The City of Barberton has issued a Request for Qualifications to select a construction manager at risk for improvements to renovate its current City Hall at 576 W. Park Ave., Barberton, OH 44203, into a new Justice Center and to renovate the building at 480 W. Tuscarawas Ave., Barberton, OH 44203 into its new City Hall. Information required to respond to this RFQ is available on the City's website at cityofbarberton.com. Construction management at-risk firms wishing to be considered for this project must submit their qualifications via the instructions in the Request for Qualifications no sooner than 12:01 am on October 6, 2025, and no later than 4:00 pm on October 10, 2025. The City reserves the right to reject any and all submittals.

**REQUEST FOR QUALIFICATIONS FOR CONSTRUCTION MANAGER
AT RISK SERVICES FOR JUSTICE CENTER AND CITY HALL
RENOVATION PROJECT**

**RESPONSES DUE NO SOONER THAN 12:01 AM ON OCTOBER 6, 2025,
AND
NO LATER THAN OCTOBER 10, 2025, AT 4:00 PM**

I. Introduction

The City of Barberton, Ohio (the City or Owner) is seeking qualifications from qualified construction manager at risk (CMAR) firms, required to have a presence in the State of Ohio, to provide construction manager at risk services for improvements to renovate its current City Hall at 576 W. Park Ave., Barberton, OH 44203 into a new Justice Center (the Justice Center) and to renovate the building at 480 W. Tuscarawas Ave., Barberton, OH 44203 into its new City Hall (the New City Hall, and the renovation of the Justice Center and New City Hall, collectively to be the Project.)

The City currently operates its main administrative, legislative, public safety, and judicial functions out of its current City Hall at 576 W. Park Ave., Barberton, Ohio 44203. Within that building is currently located the City's administrative functions (HR, Planning and Zoning, Building Department, Code Maintenance, Public Service, General Administration, etc.), City Council, the Law Department, Police Department and Jail, Municipal Court, and Municipal Clerk of Courts. The Building is approximately 70 years old and has been in need of repair and renovation for many years. Additionally, that building is undersized for the City's current operations, and has been so for decades. The City's Finance Department and Parks Department also operate out of nearby facilities in Downtown Barberton.

The City has purchased a separate piece of property located at 480 W. Tuscarawas Ave., Barberton, Ohio 44203, which was previously used as a FirstMerit Bank branch and offices, as well as a general office building for other tenants. That building, which was built in 1979 and is generally in good repair, was purchased by the City with the intention that it be renovated to serve as the New City Hall for the City. After renovations, the New City Hall will house the administrative functions of the City (Finance, Parks and Recreation, HR, Planning and Zoning,

Building Department, Code Maintenance, Public Service, General Administration, etc.), City Council Offices and Chambers, and a Senior/Community Center.

Meanwhile, the existing City Hall will be renovated into the City's Justice Center and will continue to house the Police Department and Jail, Law Department, Municipal Court and Municipal Clerk of Courts. The Justice Center will also be increased in size with a new addition to accommodate public access and circulation. Minimal revisions will be made to the Jail facility itself.

The City has engaged Hasenstab Architects, and, working with key stakeholder groups and Elected Officials, has developed schematic drawings of both the renovated New City Hall and Justice Center. Those schematic drawing sets are attached hereto and should be consulted prior to any submission of qualifications. The City intends to retain Hasenstab Architects for the design development and construction documentation stages of the Project. The City may also engage a separate project manager/owner's representative as well. The City anticipates the selected CMAR will work with its stakeholders, Elected Officials, the architect, and the project manager/owner's representative to coordinate and phase the renovations in both buildings so that all functions remain open and operating with as minimal impact to the public as possible.

II. The Scope of Services

CMAR services for the Project will include, but not be limited to, design review and pre-construction services, participation in and/or leading the development of Project budgets and updated construction cost estimates, preparing the construction schedule (including identification of significant milestones for completion of the work), prequalification of subcontractors to perform the required work, and management of the construction and close-out phases of the Project. More

specifically, the scope of the selected CMAR firm's services will likely include, but may not be limited to, the following:

A. Pre-Construction Phase

1. Review Contract Documents for clarity, coordination, and constructability, working directly with, and collaborating with, the City's design professionals.
2. Provide estimates of probable construction costs during the design process.
3. Provide guidance on current market conditions.
4. Develop a preliminary Project and construction schedule, including a phasing plan and milestones. Particular attention will need to be paid to phasing the work between the Justice Center and New City Hall and the coordination of the same.
5. Facilitate Value Engineering (VE) studies.
6. Develop prequalification criteria for subcontractors and prequalify subcontractors for the work, in accordance with Ohio law. Submit a list of proposed prequalified Subcontractor vendors to the City. Subcontracts will be awarded by the CMAR to prequalified vendors using a competitive process per Ohio law. 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 Architect/Engineer (A/E) and the CMAR.
7. Submit to Owner and the A/E proposed Guaranteed Maximum Price.

B. Subcontractor Bid and Award

1. Lead and manage the Subcontractor Prequalification and Bidding Process.
2. Self-performance of work must be pre-approved by the City and CMAR must submit a sealed bid prior to receiving subcontractor bids for such work, in accordance with Ohio law.
3. In concert with A/E, conduct a pre-bid meeting.
4. Assist the A/E in answering questions and developing addenda.
5. State prevailing wage requirements apply. Additionally, the City reserves the right to use a project labor agreement in the delivery of the Project.

C. The Construction Phase

1. Utilize project management and document control software platform to document project status, communications, reports, and other construction-related records.
2. Bond and insure the construction per Ohio law and the Contract Documents.
3. Conduct weekly progress meetings (Owner, A/E, CMAR); develop and distribute meeting minutes.
4. Hold all subcontracts and be fully responsible for the means and methods of construction, Project safety, Project completion, and schedule compliance.
5. Coordinate work of separate contractors directly hired by Owner - examples include but are not limited to, Low Voltage Cabling, Technology/AV, Security Equipment, Signage, Shelving, Furniture & Fixtures.
6. Process, act upon, and track all Project correspondence, including letters, emails, submittals, shop drawings, requests for information, others, etc.
7. Review Subcontractor payment requests and determine accuracy of same.
8. Provide prevailing wage reporting/accounting in accordance with Ohio law. If a project labor agreement is utilized by the City, in addition to being a party to the same, CMAR shall also administer the same on behalf of the Owner.
9. If changes to the work are required, issue requests for proposals for the change, review the Subcontractor's cost proposal, and negotiate fair compensation for the changed work; make recommendations to the Owner.
10. Provide quality assurance inspections of the construction work.
11. Coordinate all quality assurance material testing by independent testing firms.
12. Provide progress reports to the Owner at intervals specified by Owner.
13. Coordinate commissioning and start-up with the Subcontractor(s) and the Owner.
14. Coordinate training of Owner personnel with the Subcontractor(s).

D. Post-Construction Phase

1. Lead and manage the Closeout Phase.
2. Develop and distribute punch lists; track and document completion of punch lists.

3. Make requests to the Owner and A/E for substantial completion and final completion.
4. Collect all required warranties and guarantees and provide to the Owner.
5. Review all as-built drawings for accuracy and provide as-built drawings to the Owner.
6. Organize and standardize warranty obligations.

Any and all services shall be in accordance with the agreement between Owner and CMAR to be finalized as a part of the CMAR selection process.

III. The Selection Process

The selection process will be conducted in two phases, as required by Ohio law.

A. Request for Qualifications (RFQ).

The first phase includes the review and evaluation of Statements of Qualifications (SOQs) submitted by firms interested in providing the required CMAR services by the City'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 CMAR firms. A minimum of three (3) short-listed firms that are determined to be qualified to provide the required CMAR services will be released, unless it is determined by the City's Evaluation Committee that there are fewer than three (3) qualified firms.

B. Request for Proposals (RFP).

Technical and pricing proposals will be requested from the short-listed CMAR firms, using a request for proposals. The technical and pricing proposals received will be reviewed and evaluated by the City's Evaluation Committee and, considering qualifications and technical/pricing information, the CMAR firm determined to provide the best value for the Project will be selected.

IV. Submittal Requirements

SOQ submittals shall provide a straightforward, concise description of the responding firm's capabilities to satisfy the requirements of this RFQ and provide sufficient information to fully establish the firm's ability to perform all of the actions, activities and functions described in this RFQ.

Emphasis should be on conformance to the RFQ instructions, responsiveness to the RFQ requirements, and completeness and clarity of content, and should minimize extraneous marketing materials. Costs for developing submittals are entirely the responsibility of the responding firm and shall not be chargeable to the City.

To facilitate comparison of SOQs, each page should state the firm's name and the page number and be submitted in a format that corresponds to the order below.

A. RFQ Cover Sheet – signed by an officer of your company.

B. Competence and Services.

1. When providing the following information, if the firm is a national firm with a branch office in Ohio, indicate this and provide information limited to the firm's Ohio office projects and experience. Include:
2. An Executive Summary of the responding firm and CMAR Team (the firm's proposed employees who would be assigned to perform services for the Project) including key consultants, if any. Demonstrate the firm's particular abilities and qualifications and include the number of years the firm has been in business as well as the geographical area of operations and professional affiliations. Please also indicate the principals in the organization and the size and composition of the organization.
3. Describe the responding firm and proposed CMAR Team in more detail, building from the Executive Summary – i.e., credentials, technical training, experience/capabilities of estimating and scheduling personnel, education, and experience of the CMAR Team, in-house, full-time employees and inhouse professional disciplines. Provide bios for Project Executive/Project Manager, Project Administrator (Site Level), and Construction Technical Staff (Estimating, Budgeting, Scheduling) only.

4. Provide a summary statement that demonstrates your understanding of the Project, the Project goals, and why your firm is qualified for the Project. Describe how your firm is well-suited for the term/task order engagement, potential challenges, and how your firm and CMAR Team will address those challenges.
5. Describe experience with similar projects - general maintenance, improvements, and construction work in occupied government facility, city hall, justice center, police department and courthouse (or similar) facilities, use of space, technology, and systems that support such functions and uses, value engineering, and any experience minimizing operating costs.
6. Describe the firm's qualifications with regard to construction document preparation in its role as CMAR. Briefly describe the provisions and procedures that the firm would recommend including in the Construction Documents issued to Subcontractors to best protect the Owner with respect to project controls and cost savings approaches.
7. Describe the scopes of work the CMAR may self-perform. List potential consultants to be used for the Project and the firm's experience with each on past projects. Roles performed by consultants must be clearly identified. Limit bios to one page in length.

C. Ability to Provide the Required Services.

1. Capacity of the responding firm and members of the CMAR Team to provide the required services in terms of workload and availability. List all projects the responding firm is currently working on. Include all current and anticipated projects, the status of each, and relevant information (e.g., project name, project location, project completion date, project owner, brief description of the project construction cost, project size, type, and complexity, project delivery model, stage of completion, committed staff and consultants.)
2. Previous collaboration of the CMAR Team members on any project type, sample projects on which a significant number of individual team members have collaborated previously.
3. Describe your firm's Project Management philosophy, including progress meetings and presentations to the City's key stakeholders. Provide examples of reports used to document the progress and status of projects using owner specified platforms such as Procore or Owner Insite.

D. Past Performance.

1. Describe the typical relationship your firm promotes between the Owner, A/E and CMAR and the value a CMAR brings to a construction project, including the impact of a CMAR on overall project costs. Provide examples of design

alterations offered by your firm during constructability reviews that were successfully incorporated into the project.

2. Demonstrate budget management success on projects with similar construction costs for which original estimates/pricing were prepared by the firm. Show comparison of original estimates versus actual final construction costs and variance in percentage only. Up to 10 projects may be listed.
3. Describe your firm's history of completing similar projects in accordance with the original substantial completion date in the guaranteed maximum price (GMP).
4. Provide references for representative project experience, emphasizing public, government facility, city hall, justice center, police department and courthouse facility CMAR project experience, if any. Include and identify any previous or current term/task order engagements. Include all government facility, city hall, justice center, police department and courthouse projects the responding firm has completed in the past five years. For each project, provide information on:
 - i. Project owner, owner contact name/phone number/email;
 - ii. Design Professional and Owner's Representative, if any
 - iii. Brief description of the project and its relevance to this Project;
 - iv. Detailed project information, including project name, project location, project completion year, construction cost, project size, type, and complexity (e.g., square footage, renovation/ new freestanding/addition, phases, site management);
 - v. Project delivery model (e.g., general contractor, construction manager at risk, design-build, etc.), and whether the responding firm performed preconstruction and construction services;
 - vi. Construction cost, including both the initial construction costs within the original GMP and the final construction costs;
 - vii. Members of CMAR Team associated with the project and their role on the project;
 - viii. Describe responding firm's:
 - (1) Control of costs;
 - (2) Quality of work performed;
 - (3) Dispute resolution (dealing with subcontractor and supplier issues);
 - (4) Management of subcontractors and suppliers;
 - (5) Meeting deadlines and maintaining the original project schedule, including the initial scheduled completion date and the actual date services were completed or the current anticipated completion date.

E. Financial Responsibility.

1. Demonstrate responding firm's bonding capacity as evidenced by a letter dated within the last twelve months from the responding 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 in accordance with OAC 153:1-4-02 if the responding firm is determined to be the firm that will provide the best value for the Project.
2. Provide the responding firm's last three years' audited financial statements and/or any other documentation that provides evidence of financial responsibility.

F. Other qualifications consistent with the scope and needs for the Project

1. Firm's History / Revenue.

- i. Responding firm's annual revenue associated with government facility, city hall, justice center, police department, and courthouse (or other similar) construction projects for each of the past 5 years, and responding firm's total annual revenue for each of the past 5 years.
- ii. What percentage of the responding firm's government facility, city hall, justice center, police department, and courthouse (or other similar project) construction volume over the past two years has been performed as a Construction Manager?
- iii. What percentage of the responding firm's total construction volume, over the past two years, has typically been performed with the responding firm's own forces?

2. Insurance Coverage & Claims History.

Disclose all information concerning any suits filed, judgments entered, or claims made against the firm during the last five years or any declaration of default or termination for cause against the firm with respect to CMAR services. In addition, state whether, during the past five years, the firm has been suspended from submitting proposals or entering into any government contract. Include:

- i. Professional Liability coverage of the responding firm, including claims history for the last 10 years.
- ii. Commercial General Liability coverage of the responding firm, including claims history for the last 10 years.

- iii. Specific information about any claims asserted by or against the firm within the last 10 years, including the resolution of the claim(s).
- 3. Identify any claims asserted against the firm's performance or payment bond(s) on other projects within the last 10 years, including the resolution of the claim(s).
- 4. A list of all convictions or fines assessed against the responding firm or any of its officers or directors for violations of State or Federal Law.
- 5. Value Added Experience. Demonstrate the responding firm/CMAR Team's past success in providing construction manager at risk projects with value-added components through the responding firm/CMAR Team's creative or innovative value engineering, construction technique, or other similar methods. For each example, provide a brief one-paragraph summary. Include recommendations that add value for construction work on facilities similar to the Justice Center and New City Hall. Include recommendations that enhance the public experience, cost-effectiveness, and functionality of such facilities.
- 6. Prior Performance with the City. Has the responding firm or any of the CMAR Team ever worked on projects for the City in the past? Was the relationship successful? Please include all subsidiary and affiliated entities that have performed work of any type for the City in the past.
- 7. Proximity to the Sites. Proximity of the responding firm's primary office, where the majority of the Project work will be managed/performed, to the Project sites – List distance in miles, straight-line method, to each of the City-owned facilities that are the subject of this request.
- 8. Familiarity with Local Area. Knowledge of the local area and working relationships with local and regional subcontractors and suppliers.

The City will begin accepting submissions at 12:01 am on October 6, 2025. The deadline for submission of responses to this Request for Qualifications is October 10, 2025, by 4:00 p.m. All responses shall be submitted electronically by e-mail to Todd Shreve, Service Director, at tshreve@cityofbarberton.com. All responses received shall be deemed public records. This Request for Qualifications, as well as the legal advertisement for proposals, can also be found on the City's website at <https://www.cityofbarberton.com>.

V. Other Instructions

Any and all firms that are interested in visiting the locations of the facilities subject to this Request for Qualifications shall contact Todd Shreve at tshreve@cityofbarberton.com no later than September 22, 2025, at 4:00 pm to express such interest. The City will conduct a site visit on September 24, 2025, at 9:00 am for any firms timely express their interest. No questions regarding this Request for Qualifications shall be entertained at the site visit. The site visit is not mandatory to submit a response to this RFQ.

All questions regarding this Request for Qualifications, the scope of work sought, or other matters must be submitted by e-mail to Todd Shreve at tshreve@cityofbarberton.com. All responses of the City shall be tendered in writing and made available to firms that have made known to Todd Shreve their interest in this Project, as well as posted on the City's website. No questions may be submitted over the phone or in person, and no such questions shall be answered by City personnel. The deadline for submitting questions is September 22, 2025, at 4:00 pm.

After the deadline, the City shall open any and all proposals received after 12:01 am on October 6, 2025, and prior to 4:00 pm on October 10, 2025. No proposals received before the time for submission of proposals nor after the deadline shall be considered. After the evaluation process and selection is made, all such documents may be made available to the public upon request. At its discretion, the City may amend this RFQ at any time prior to the deadline for receipt of statements of qualifications and distribute amendments in any medium as determined by the City.

The City reserves the right, at any and all times, to reject all statements and qualifications, to cancel this RFQ or any phase of the Project, or to pursue a different project delivery method. The City shall have no liability to any firm arising out of such cancellation or rejection. The City

reserves the right to waive minor variations in the selection process. The City assumes no responsibility for costs incurred in the preparation, presentation, or submission of the Statement of Qualifications from any proposer.

VI. Miscellaneous

All SOQs and subsequent Proposals received in response to the procurement documents will become the property of the City and will not be returned. Note that all information submitted in response to this RFQ and to any subsequent RFP for CMAR services is a public record, which will be made available for inspection as required by ORC 149.43 upon request at the conclusion of the selection process. Respondents recognize and agree that the City will not be responsible or liable in any way for any losses that the responding firm may suffer from the disclosure of information or materials to third parties.

By submitting an SOQ in response to this RFQ, the responding firm agrees to preserve the confidentiality of the City information used by responding firm or to which it will be granted access in preparing an SOQ and/or in performing work under any resulting contract. The responding firm shall protect any such information from disclosure and limit access thereto to those that need such information in order to perform services for the City. The responding firm shall not disclose such information to any persons or entities without prior written consent from the City unless such information has become otherwise generally available, without fault of the responding firm.

By submitting an SOQ in response to this RFQ, the responding firm agrees to provide for Equal Employment Opportunity pursuant to Section 153.59 of the Ohio Revised Code.

Except as required by statute, the City reserves the right, in its sole discretion, to modify these procedures, criteria, and/or terms, as well as the scope of the project and related services.

Any attempt to influence any member of the City with regard to this RFQ prior to the selection/decision will be grounds for disqualification.

The City appreciates your interest in the Project and looks forward to reviewing your qualifications for the Project. Any and all firms may submit a SOQ as set forth above.

Date: September 5, 2025

A handwritten signature in black ink, appearing to read "Todd M. Shreve", is positioned above a horizontal line.

Todd M. Shreve, Service Director
City of Barberton