



REQUEST FOR PROPOSAL

**Construction Manager at Risk for
Building Renovations and Expansion
of 825 Tech Center Drive**

Date: October 7, 2022

**CITY OF GAHANNA, OHIO
200 South Hamilton
Gahanna, OH 43230
(614) 342-4000**

Request for Proposal: 825-2

**Response Deadline:
November 4, 2022 at 3:00pm**

All Proposals must be received by the City of Gahanna (City) at the specified location by the date and time cited above. Late Proposals will not be considered. The mere fact that the Proposal was dispatched will not be considered; the Respondent must ensure that the Proposal is delivered timely. Regardless of cause, late qualifications will not be accepted and will automatically be disqualified from further consideration. It shall be at the Respondent's sole risk to assure delivery at the designated office by the designated time. Late proposals will not be opened and may be returned to the Respondent at the expense of the Respondent or destroyed if requested.

Solicitation packages can be obtained by downloading from the City's website: <http://www.gahanna.gov>. Should you experience problems downloading the solicitation, contact (Kevin Schultz, IT Manager via email at kevin.schultz@gahanna.gov). All communications concerning this solicitation must be directed to the person identified within this solicitation in [Section 4](#). Communications with other City staff may disqualify you from the evaluation process.

(ATTENTION RFP RESPONDENT – COMPLETE AND RETURN THIS COVER PAGE WITH PROPOSAL)

Respondent's Name: _____ Phone No.: _____
(Please print or type company name)

E-Mail Address: _____ FAX No.: _____

Address _____ City _____ State _____ Zip _____

By: _____ Title: _____
(Name of Authorized Agent)

Signature: _____ Date: _____

- Respondent **makes firm offer** and is not revocable within one-hundred-twenty (120) days after response deadline.
- Respondent **does not make an offer** in response to this invitation. Why did you not make an offer?

NOTE: ALL PROPOSALS ARE SUBJECT TO THE TERMS AND CONDITIONS HEREIN.

REQUEST FOR PROPOSAL

**Construction Manager at Risk for
Building Renovations and Expansion
of 825 Tech Center Drive**

Date: October 7, 2022

**CITY OF GAHANNA, OHIO
200 South Hamilton
Gahanna, OH 43230
(614) 342-4000**

Request for Proposal: 0825-2

**Response Deadline:
November 4, 2022 at 3:00pm, EST**

ADDENDUM ACKNOWLEDGEMENT FORM

All Proposals must be received by the City of Gahanna (City) at the specified location by the date and time cited above. Late Proposals will not be considered. The mere fact that the Proposal was dispatched will not be considered; the Respondent must ensure that the Proposal is delivered timely. Regardless of cause, late qualifications will not be accepted and will automatically be disqualified from further consideration. It shall be at the Respondent's sole risk to assure delivery at the designated office by the designated time. Late proposals will not be opened and may be returned to the Respondent at the expense of the Respondent or destroyed if requested.

Solicitation packages can be obtained by downloading from the City's website: <http://www.gahanna.gov>. Should you experience problems downloading the solicitation, contact (Kevin Schultz, IT Manager via email at kevin.schultz@gahanna.gov). All communications concerning this solicitation must be directed to the person identified within this solicitation in [Section 4](#). Communications with other City staff may disqualify you from the evaluation process.

(COMPLETE AND RETURN THIS ADDENDUM ACKNOWLEDGEMENT FORM WITH PROPOSAL)

Respondent's Name: _____ Phone No.: _____
(Please print or type company name)

By: _____ Title: _____
(Name of Authorized Agent)

Signature: _____ Date: _____

I certify that I have seen and incorporated all applicable addendum materials into the corresponding submission.

ALL ADDENDUMS ARE PUBLISHED ON THE CITY WEBSITE AT THE FOLLOWING LOCATION.

<http://www.gahanna.gov/invitationtoaid/>

**Construction Manager at Risk for
Building Renovations and Expansion
of 825 Tech Center Drive**

Request for Proposal: 825-2

1. INTRODUCTION

1.1 Request for Proposals: The City of Gahanna, Ohio, (City) requests the submission of proposals from qualified firms capable of satisfying the City's needs for construction manager at risk services for an existing building renovation and expansion project located at 825 Tech Center Dr. This project includes the programming and redesign of an existing 100,000 square foot class A office building and the design of an approximately 31,000 square foot building addition (new construction) located on the same property. The existing office building will be redesigned and renovated for the following functional areas: City Hall, Police Headquarters, Mayor's Court, City Council, and Senior Center. The building addition(s) would be constructed on the same property (potentially attached to the existing structure) and would include an indoor vehicle bay storage, sallyport, property room, detention center, indoor firing range and gunsmithing areas.

Respondent proposals will be evaluated and ranked based on the criteria described in this RFP. If a respondent is available that meets the City's needs, the City may then enter into contract discussions with the selected respondent. This document provides information to assist respondents in preparing their responses and facilitates the subsequent evaluation and comparison process. In that regard, this RFP:

- Provides information essential to soliciting meaningful proposals and realistic commitments from the respondent;
- Specifies the desired format and content of proposals in response to this RFP;
- Outlines the City's evaluation and selection procedures;
- Establishes a schedule for the preparation and submission of proposals; and,
- Establishes a performance standard for the selected respondent.

This RFP and the selected Proposal, in response to this RFP, will be incorporated into the contract resulting from this solicitation; provided, however, that the contract may contain terms different from or in addition to this RFP and the successful Proposal as may be deemed necessary or advisable by the City.

2. BACKGROUND

2.1 About Gahanna: The City of Gahanna, population 35,726, is a dynamic and vibrant community. Gahanna's population is diverse, well-educated, and involved in community, school, and faith activities. Residents enjoy a wide variety of community amenities, including the shops and restaurants available throughout the City, walking and biking trails adorning the City, and the second largest amount of park and open space acreage owned by a municipality in suburban Franklin County.

The City has a strong Mayor-Council form of government. The Mayor is popularly elected by the Citizens of Gahanna and serves a four-year term. The Mayor serves as the Chief Executive Officer of the City. As the City's chief administrator and official representative, the Mayor is responsible for the general management of the City and for seeing that all laws and ordinances are enforced. The Mayor appoints professional directors and managers to the City's departments, which administer the day-to-day operations of the City.

The City’s organizational structure has been designed to support quality services to the citizens and taxpayers of the community. The day-to-day operations of the City are overseen by the Mayor and appointed department directors and managers. The City is staffed by a mix of full-time, part-time, and seasonal employees whose compensation and benefits are authorized through three bargaining-unit contracts and multiple separate annual salary and benefit ordinances.

From the 60+ sworn members of the Police force, who serve and protect the citizens of Gahanna, to the Parks & Recreation staff who maintain over 750 acres of award-winning parks and open spaces throughout the City, Gahanna employs 155 full-time and 40 part-time and seasonal employees who keep the City running. An additional 40 elected and appointed officials serve on City Council or various boards and commissions.

The City provides a host of public services to its citizens such as: water and sewer utilities, transportation services, lighting, public safety including 911 dispatching, parks and recreation programming, and a host of administrative services that support the functioning of a local government. All departments organized under the structure described herein are considered stakeholders to this project. This would also include the City Council office.

2.2 Existing City Hall Campus: The City’s primary operations are conducted from a 5.5 acres parcel at the corner of Hamilton Road and Rocky Fork Boulevard. City Hall, Police Headquarters and Senior Center each operate out of standalone structures. These structures were originally constructed in the 1960s and have undergone a series of renovations and expansion projects throughout the years. Each of these facilities is undersized out mode, and functionally obsolete for conducting modern governmental services. The functional square footage of the existing structures is approximately 54,000 square feet.

A Facilities Study was completed in 2021 where space needs for each department were defined. Future staffing and operational needs were discussed. The report concludes that Police Headquarters should be 370% larger, while City Hall is 27% undersized. Table 01 below defines the functional areas that need to be accommodated in the designated Class A office building. These numbers do not take into consideration building circulation or grossing factors.

This list is not considered to be comprehensive but a good representation of how the space may be organized in a newly renovated space. The City would anticipate that specific design elements of the existing office building will impact the overall space needs. These numbers should be reviewed in total and revised during the design process.

Table 01: Departmental 2021 Space Needs

No.	Functional Area	Square Footage
1	Mayor’s Office	1,749
2	City Council	3,636
3	City Attorney	486
3	Administrative Services (HR, IT, Finance)	3,768
4	Development & Planning	2,502

No.	Functional Area	Square Footage
5	Public Service & Engineering	2,355
6	Parks & Recreation w/ Senior Center*	6,000
7	Mayors Court	3,445
8	Shared Space	4,610
9	Police Department – Renovation	54,216 (Leadership, Investigative, Field, Admin)
10	Police Department – New Construction	28,786 (Support Services)

2.3 Primary Objective: City Council has approved the purchase of a 100,000 square foot, 3 story Class A office building located at 825 Tech Center Drive within the City of Gahanna. The City desires to relocate City Hall, Police, and Senior Center operations into this building. In order to accomplish this, the building must be renovated to accommodate each of these functional areas. The Police portion of the building must be renovated to meet modern policing facility standards and should be secured from the other functional areas located within the structure. Police functions that are in conflict with City Hall type functions will be located in a 30,000 square foot annex that would be constructed on the property. This new construction portion could be a standalone or attached structure and will be evaluated during the design process. Issues such as building security, secure parking, and egress from the site must also be taken into consideration.

Through this project, the City seeks to address several challenges in the current physical environment(s), and meet certain goals and objectives in a new environment, including but not limited to:

- Designing a space that is warm and inviting to visitors wishing to conduct in-person business with City officials.
- Create a safe environment for staff to perform their regular work duties, interact with the public, and avoid common work hazards.
- Meet the needs of the organization and support the City’s future office space needs in a cost effective and fiscally responsible manner.

To address these challenges and meet future needs, the City has initiated a project to adequately plan for, select, and execute a project to perform Architectural & Bid Document Services for Building Renovation and Expansion. In addition, the City is seeking a project delivery method of **Construction Manager at Risk (CMaR)** to join the project team. Section 3.0 Services, outlines the professional services desired and to be provided by the selected CMaR vendor, for this project to be realized.

3. SERVICES

3.1 Core Services: The City requires an experienced construction management firm with specific experience in the construction manager at risk delivery method to meet the needs of a Municipal Government. A firm with specific experience in the construction of public safety facilities is extremely desirable. Respondents will be contracted to fulfill the following list of responsibilities and others as defined in an eventual agreement with the selected vendor.

Table 02: Core Services

No.	Service	Description
1	Pre-construction Services	Required: The successful respondent will be required to participate in regularly scheduled meetings with the design team. As part of the team the CMaR will provide regular reports on construction costs and the impact specific design elements\selections (e.g., materials, systems, etc.) will have on the overall schedule, phasing, and sequencing of construction. Identification and detailing of the construction phasing and scheduling will be a critical component of this project and should be specifically addressed in the respondent’s proposal. Other responsibilities of the CMaR shall include but not be limited to cost estimating, value engineering, permit acquisition & approval, prequalifying subcontractors in accordance with Ohio law, identify long lead time items, developing mitigation strategies for long lead time items, and perform all other technical and management services necessary for the City to realize this project on schedule and on budget.
2	Construction Services	Required: The successful respondent will be responsible to coordinate with the design team and other stakeholders as this project enters and works through the construction phase. The successful respondent will be responsible for bidding, awarding, and managing all construction related sub-contractors, with input from the design team and in accordance with Ohio law. Management of construction including the schedule, compliance, quality control shall be included with these services. The successful respondent shall be responsible for construction related permitting and inspections, maintaining a safe work environment, and performing all other technical and management services necessary for the City to realize this project on schedule and on budget.
3	Post-Construction Services	Required: The successful respondent will be responsible to coordinate with the design team and other stakeholders as this project enters and works through the post-construction phase. Managing the project close out including wage reporting, lien releases, as-built development and other related services will be the responsibility of the successful respondent. The CMaR will be responsible for working with the design team to identify and address any punch-list items. Post-construction services will run through the warranty period and warranty closeout.

No.	Service	Description
4	Optional Services	<p>Optional: The City is seeking cost estimates on the management of the property and building up until the point construction begins. Services could include periodic on-site property inspections of both the interior and exterior spaces, maintaining systems (e.g. plumbing, HVAC, electrical, etc.) to the extent necessary prior to construction beginning, assist with vendor access to the building and coordinate any repairs that may be necessary, and any other related services the respondent deems necessary to manage a maintain a healthy facility. Please note exterior services such as landscaping, snow removal, refuse will be handled by the City. This should be proposed in the professional services section of the narrative proposal and itemized as a specific line item on the cost proposal. Please indicate zero (0) if these services are not being proposed.</p>

3.2 Staffing: The City will assign a project manager that will serve as a point of contact for project related issues during all phases of this project. A design team will be formed to serve as functional and technical resources along and with subject matter experts. All project decisions, including design, organizational, and security, will be made by the design team. Additional resource planning will be done based upon the selected vendor’s proposal. It should be noted that as of the writing of this RFP the City is in negotiations and the final hiring process for Architectural and Engineering Services. The successful A/E firm, Owners Rep, CMaR firm, and City officials shall make up the design team.

3.3 City Council & Planning Commission: The successful respondent will be asked to prepare and present plans, renderings, cost estimates and other requested materials to City Council and Planning Commission.

3.4 Respondent Experience: The City is seeking a professional service provider with a minimum of 5 years’ experience in the construction manager at risk delivery method of municipal office projects with a major focus placed on respondents with experience with Public Safety organizations. Project experience should be for similar projects in both size and scope. The selected vendor will need to demonstrate its bonding capacity and their ability to deliver projects on schedule, on budget, while exceeding the expectations of its clients and stakeholders. It is the responsibility of the respondent to demonstrate these capabilities in their proposals.

4. QUESTIONS

Questions shall be submitted in writing to Kevin Schultz (kevin.schultz@gahanna.gov). All questions concerning the RFP must reference the page number, section heading, and paragraph, if applicable. Oral communications will not be accepted.

Vendors shall not contact city staff directly with any questions or inquiries. Unauthorized contact with any personnel of the City may be cause for rejection of the Respondent's response. The decision to reject a Proposal is solely that of the City.

4.1 Amendments and Addenda: All clarifications and RFP revisions will be documented in an addendum, which will be published to the City website. The City will attempt to publish periodic addenda on a timely basis between the RFP Publish Date and following the deadline for questions. Only questions and answers documented in an addendum shall be considered as part of the RFP. Each addendum issued will contain an acknowledgement form which shall be signed and returned with proposers' responses. The City reserves the right to revise the RFP prior to the deadline for proposal submissions.

4.2 Pre-Proposal Site Visit: There will be pre-proposal site visit for this project. This is an optional visit and tour of the subject property. Questions asked during the site visit and tour will be documented as part of the formal question period. Responses will be distributed via email and/or in the form of a formal addenda when deemed appropriate by the City.

5. PROPOSAL SUBMISSION REQUIREMENTS

The following instructions must be followed by respondents submitting proposals:

- 5.1 Submissions:** All proposers shall submit 1 hard copy and 1 electronic version of the proposal on a removable thumb drive or via email.
- All hard copies will follow requirements & organization but in printed hard copy form.
 - All Worksheet Attachments provided as part of this RFP shall be returned in MS Word or Excel format.
 - All Forms Attachments provided as part of this RFP shall be returned in Adobe PDF format.
 - All other materials submitted shall be returned in searchable Adobe PDF format.
- 5.2 File Name Convention:** Proposal files submitted electronically shall have file names that follow the convention herein:
- "(Vendor Name) Proposal Response to RFP #####";
 - "(Vendor Name) Proposal Response to Attachment A";
 - "(Vendor Name) Proposal Response to Attachment B";
 - "(Vendor Name) Proposal Response to Attachment C";
 - Any additional documentation provided shall be provided as Appendices and similarly titled (e.g. "(Vendor Name) Proposal Response - Appendix A – (Appendix Document Title)").
- 5.3 Delivery/Mailing Instructions:** Mailed Proposals shall be clearly labeled on the outside of the packaging with the RFP Title and RFP Number. The mailing address for Proposals is contained in the following table.

Table 05: Proposal Mailing Addresses

Mailing Address
City of Gahanna ATTN: Kevin Schultz 200 South Hamilton Gahanna, OH 43230

- 5.4 Proposal Organization Guidelines:** The following table contains the organization guidelines for proposal responses. In preparing proposal responses, **respondents are instructed to insert the completed tab forms (Attachment A) in the corresponding Tab Sections, when requested.**

Table 06: Technical Proposal Organization Guidelines

Technical Proposal Section	RFP Sec. No.
Company Introduction	5.5
Professional Services Proposal & Project Approach	5.6
Experience & Qualifications	5.7
Project Schedule	5.8
References	5.9
Price Proposal and Payment Terms	5.10

There is no express or implied obligation for the City to reimburse responding firms for any costs or expenses incurred in preparing proposals in response to this Request for Proposal, and the City will not reimburse responding firms for these costs or expenses, nor will the City pay any subsequent costs associated with the provision of any additional information or presentations, or to procure a contract for these Services. The City is not responsible for any cost(s) incurred by a respondent in preparing and/or submitting a proposal in response to this RFP. The City will also not be responsible for any costs associated with preparing and/or participating in any systems demonstrations requested of the respondent's products and services.

5.5 Company Introduction – Should contain the following information:

1. The Transmittal letter: printed on letterhead, shall be signed by an authorized representative of the Respondent such as the owner, partner, or in the case of a corporation, the President, Vice President, Secretary, or other corporate officer(s).
2. Company Background and History: Vendors shall include a comprehensive narrative history of the firm, including the development of its experience in providing services similar to those described in [Section 3.0, Project Scope](#).
3. Sub-Contractors: If a Proposal with subcontractors is submitted, the respondent must provide the following information concerning each prospective subcontractor:
 - Complete name of the subcontractor
 - Complete address of the subcontractor
 - Type of work the subcontractor will be performing
 - Percentage of work the subcontractor will be providing
 - Evidence, as set out in the relevant section of this RFP, that the subcontractor is registered or qualified to do business in Ohio and, if applicable, holds a valid business license
 - A written statement, signed by each proposed subcontractor, that clearly verifies that the subcontractor is committed to render the services required by the contract, that such subcontractor is able to satisfy the applicable insurance, confidentiality, conflict of interest, and other applicable requirements

5.6 Professional Services Proposal & Project Approach - Should include a narrative description of the ability of the respondent to meet the functional needs of this RFP. How the respondent proposes to meet the needs of each functional area identified in [Table 02](#) should be developed in the narrative to clearly convey the abilities of the respondent. The purpose of this section is to give the City a comprehensive overview of the proposed professional services proposal. The narrative should be written for an audience of the end-user community. The narrative should clearly outline services being rendered under the pre-construction phase of this project versus the construction phase. Specific areas that should be addressed are construction estimating, bidding services\procedures, construction administration, construction oversight, permitting, change orders, project closeout and warranty. This list is not to be considered comprehensive. Please note, general marketing materials should not be submitted as a substitute to this section of the response.

5.7 Experience & Qualifications: The respondent should include the structure and organization of the proposed Project Team, complete with staff resumes. The City reserves the right to require that background checks be conducted on any and all individuals conducting work as either employees or independent contractors of the Respondent, or who are otherwise providing services on the Respondent's behalf in connection with the Project including, without limitation, employees and independent contractors of any third-party companies or firms included in a Respondent's Proposal.

This narrative should include detailed information on the experience and qualifications of the respondent to meet the requirements outlined in this RFP. The respondent should provide a minimum of 5 comparable projects to the size and scope of the project described in this RFP. It is highly desirable that the preferred vendor have experience in the design of facilities used for Public Safety operations.

5.8 Project Schedule: Respondents understand and acknowledge that this project is largely driven by the design process (pre-construction) and construction phase up to and including occupation and warranty. The respondent shall include a proposed project schedule, including the recommended timeline for bidding and subsequent construction phase of the project. The City acknowledges that all the details regarding the schedule cannot be formalized without the entire team, including the CMaR, having input.

- The proposed project schedule should include major milestones, activities, and timing of deliverables.
- The project schedule shall be in a Gantt chart format developed in project management software compatible with Microsoft Project.

Respondents shall also provide anticipated start and completion date(s)

5.9 References: The Respondent shall provide references for projects with similar goals and objectives completed over the last 3 years. The response should also include the contact information for five (5) similarly sized City/municipal governments with which the City may conduct site visits. Of particular interest, but not required, would be work completed in the State of Ohio. If provided, additional references of best-in-class work will be reviewed as part of the respondents submission. Additional references are not required.

5.10 Price Proposal and Payment Terms: The Respondent's Price Proposal should be broken out into three categories for consideration; pre-construction, construction, and post-construction. The pre-construction portion of the pricing proposal shall include an itemized cost for the completion, participation, and execution of all items included in that phase of the project. The proposal should be clear on what is excluded from the pre-construction price proposal. These costs shall be provided as a monthly expense and shall be considered not to exceed cost. It is anticipated that the pre-construction portion of the project would be between 6-9 months in duration.

The construction shall follow the industry standard best practices for estimating guaranteed maximum best price (GMP) as a percentage of the construction estimates developed by the respondents and as agreed to by the design team. It is the intent of the City to utilize the AIA Document A133 as the base contract document for the CMaR contract.

Pricing proposals shall be delivered under separate sealed cover and not a part of the other proposal requirements listed above.

6. **EVALUATION PROCESS AND CRITERIA**

6.1 Evaluation Process: The following subsection outlines the intended proposal evaluation process the City has identified. The City reserves the right to deviate from this process at its own discretion, and to (i) negotiate any and all elements of the RFP, (ii) amend, modify, or withdraw the RFP, (iii) revise any requirements under the RFP, (iv) require supplemental statements of information from any Respondent, (v) extend the deadline for submission of Proposals, (vi) cancel, in whole or part, this RFP if the City deems it is in its best interest to do so, (vii) request additional information or clarification of information provided in any Proposal without changing the terms of the RFP, (viii) waive any portion of the selection process in order to accelerate the selection and negotiation with the top-ranked Respondent; and/or (ix) award the contract without written or oral discussions with any Respondents. The City may exercise the foregoing rights at any time without notice and without liability to any Respondent, or any other party, for expenses incurred in the preparation of responses hereto or otherwise.

The City reserves the right to reject any or all Proposals or parts of Proposals, to accept part or all of Proposals on the basis of considerations other than lowest cost, and to create a Project of lesser or greater expense than described in this RFP or the respondent's reply, based on the component prices submitted. The City reserves the right to cancel this solicitation or to change its scope if it is considered to be in the best interest of the City.

6.1.1 - Vendor Shortlist: The City Evaluation Committee will initially review and evaluate each Proposal received to determine the Proposer's ability to meet the requirements of the City. The evaluation criteria described in [Section 6.3](#) will be the basis for evaluation. The Evaluation Committee will determine the Respondents best suited to meet the needs of the City based on the scoring of the evaluation criteria. These Vendors will form the Vendor Shortlist.

6.1.2 - Vendor Presentations: The City, at its sole discretion, reserves the right to have presentations with those Respondents on the Vendor Shortlist, or any other Vendor. Presentations will be conducted at City offices and respondents will be required to appear in-person.

6.1.3 - Reference Checks: The City may employ a process of contacting references provided through Respondents' proposals. This process may include teleconference meetings, web conferences, and in-person meetings with references. The City reserves the right to conduct reference checks at any point in the evaluation process.

6.1.4 - Best and Final Offer and Request for Clarification: A Best-and-Final-Offer process may be initiated if it is determined to be in the best interest of the City. Such process may be initiated following the identification of the Vendor Shortlist or at any other evaluation process step. Additional processes of scope and cost clarification may be employed as part of the evaluation process if it is deemed to be in the City's best interest.

6.2 Clarification and Discussion of Proposals: The City may request clarifications and conduct discussions with any Respondent that submits a Proposal, including requesting additional information. The City reserves the right to select the Proposal or Proposals that it believes is the most responsive as determined by the City Evaluation Committee, which will best serve the City business and operational requirements, considering the evaluation criteria set forth below. Respondents shall be available for an in-person presentation to City staff on dates specified in [Table 12](#) or as otherwise requested by the City. Failure of a Respondent to respond to such a request for additional information, clarification, or system

demonstrations may result in rejection of the Proposal. Clarifications may not result in a material or substantive change to the Proposal. The initial evaluation may be adjusted because of a clarification under this section. The City reserves the right to waive irregularities in the Proposal content or to request supplemental information from Respondents.

6.3 Evaluation Criteria: As described in the preceding Evaluation process sub-section, the City intends to follow an iterative approach to scoring based on key evaluation activities. The City hereby reserves the right to evaluate, at its sole discretion, the extent to which each Proposal received compares to the stated criteria. Vendor proposals shall be evaluated in accordance with the following criteria, subject to variation at the sole discretion of the City:

6.3.1 - Short-List Identification: The City intends to utilize the criteria presented in Table 08 following the Evaluation Team’s review of Proposals. Each Proposal will be eligible to be awarded up to 100 points at this stage.

Table 08: Short-List Identification Criteria

Criteria	Description	Max Points
Responsiveness	<p>This criterion considers but is not limited to the following:</p> <ul style="list-style-type: none"> • The vendor’s written responses to the Functional and Technical Requirements for proposed functional areas. • The ability for the respondent to clearly convey an understanding of the project and requirements of this RFP. 	10
Experience & Qualifications	<p>This criterion considers but is not limited to the following:</p> <ul style="list-style-type: none"> • The vendor’s experience delivering the services requested in the RFP. • The vendor’s experience with similar projects for comparable organizations. • The experience of named staff delivering the services requested in the RFP. • The experience of named staff with similar implementations for comparable organizations. • The qualifications of named staff to deliver the services requested in the RFP with a focus on business process optimization. 	40
Professional Services & Project Approach	<p>This criterion considers but is not limited to the following:</p> <ul style="list-style-type: none"> • The described approach to successfully work with and complete the City’s scope of work and to achieve the goals and objectives outlined in this RFP. • The alignment of the proposed project timeline to the City’s desired timeline milestones. 	40

Criteria	Description	Max Points
	<ul style="list-style-type: none"> The vendor’s approach to key implementation tasks including but not limited to the major milestones described in this RFP. 	
Cost	<p>This criterion considers but is not limited to the following:</p> <ul style="list-style-type: none"> This criterion considers the price of the services as solicited by this RFP. Respondents will be evaluated on their pricing scheme, as well as on their price in comparison to the other proposers. Vendors of point solutions will be compared against other proposals for the respective functional area group. 	10

Note: The respondent is cautioned that it is the respondent’s sole responsibility to submit information related to the evaluation categories. The City is under no obligation to solicit such information, if it is not included in the respondent’s original proposal. Failure to provide such information may have an adverse impact on the evaluation of the respondent’s proposal.

7. RFP SCHEDULE OF EVENTS

The following RFP Schedule of Events represents the best estimate of the schedule the City will follow. Any significant change to the schedule will be published via an RFP Addendum.

Table 12: RFP Schedule of Events – Tentative

Event	Estimated Date
Request for Proposals Published	Friday, October 7, 2022
Site Tour	Tuesday, October 18, 2022 1:00pm @ 825 Tech Cntr
Deadline for Questions from Respondents	Friday, October 21, 2022 at 5pm EST
Deadline for Proposal Submissions	Friday, November 4 at 3pm EST
Vendor Demonstrations & Interviews	Week of November 14, 2022
Contract Awards & Start	TBD

8. Standard Form of Agreement: AIA Document 133

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.

https://content.aia.org/sites/default/files/2019-11/A133_2019.sample.pdf