



115 Executive Parkway, Suite 400 • Hudson, Ohio 44236 • (330) 342-1770

Request for Qualifications

Owner's Representative

Hudson Downtown Phase II Development

The City of Hudson, Ohio



Drafted: July 19, 2019

INTRODUCTION (Hudson Downtown Phase 2 Project Description)

The City of Hudson (*City*) has entered into an agreement of understanding with a private developer (*Developer*) to partner with the City for the construction of the proposed Downtown Phase II Project (*Project*) located within the central business district of Hudson, Ohio. (See the attached Map – Exhibit A). This Public/Private Partnership project includes several new public streets, new utilities, pedestrian infrastructure, trails, and other miscellaneous infrastructure improvements. The development will have approximately 100 privately owned residential units (i.e. Townhomes, single family and condos) and approximately 115,000 sq. feet of private commercial office space/retail located within 4 to 5 separate 2-3 story buildings.

The developer will pay for and be responsible to build all the infrastructure, and all the residential and commercial buildings to local, county, state and federal standards, as applicable. The developer may own or lease the properties from the City, as determined in the final developer's agreement with the City, that is currently being drafted.

OWNER'S REPRESENTATIVE SERVICES

The City of Hudson is seeking the services of a professional Owner's Representative firm to guide the City with expertise in development, construction management, real estate, and general contract review for the proposed Downtown Phase 2 Development Project. Unless otherwise stated in this RFQ, the scope of professional services for this project shall conform to the requirements as stated in the AIA Document C172-2014 and will be used as a guideline as the City chooses.

The Developer and their design team:

The Engineer for this project is: EDG Group
450 Grant Street
Akron, Ohio 44311

The Architect for this project is: MOTA Design Group
2321 2nd Street
Cuyahoga Falls, Ohio 44221

The Developer for this project is: Testa Companies
2335 2nd Street
Cuyahoga Falls, Ohio 44221

Note: The Architect and Engineer were hired by the developer to design and eventually receive approval from all applicable review agencies in the final acceptance of this project design. The engineering site designs are in the process of being reviewed by the City's Engineering and Community Development Departments for compliance with the City's standards. The Developer has submitted to other applicable agencies. The Developer will attain a private contractor(s) to construct the infrastructure and buildings to the local, county, state and federal requirements. The City will inspect the construction of the project. The Summit County Building Standards Division will inspect the building construction, with some assistance from the City's Zoning Inspector. All other applicable agencies will inspect their infrastructure or install it with their own personnel and equipment. The Developer is performing all this construction of the infrastructure and buildings at their own cost.

GENERAL INFORMATION

1. This document is intended to provide information to a select list of Owner's Representative type construction firms to enable them to submit their qualifications for the Owner's Representative Services for the construction of the Downtown Phase II project.
2. Two original statements of qualification are due by **August 2, 2019 at 3:30 p.m.** local time. Late submissions will NOT be considered.

Statements of qualification shall be sent to:

Contact: Thomas J. Sheridan
City of Hudson
115 Executive Parkway, Suite 400
Hudson, Ohio 44236

Submissions should be sealed and clearly labeled as follows:

“Qualifications for the Owner's Representative for the Hudson Downtown Phase II Project”

3. This Request for Qualifications (“RFQ”) for Owner's Representative Services is not to be construed as creating a contractual relationship between the City and another party. The City reserves the right to accept or reject any or all qualifications submitted for this Project.
4. By submitting this information, the consultant represents that it has examined and understands this RFQ and has become fully informed of all the requirements of the RFQ. All terms and conditions set forth in this RFQ, including any attachments, are accepted and incorporated in the submission unless explicit exception is made to individual items.
5. By submitting these qualifications, the Owner's Representative represents that it possesses the technical capabilities, experience, expertise, equipment, financial resources and personnel necessary to provide for an efficient and successful completion of the work and/or services requested in this RFQ.
6. The Owner's Representative, the City of Hudson Engineering Department, the Community Development, Financial Department, and Law Department, called the “Construction Team,” shall work from the commencement of the development agreement, through the reviews and acceptance and finally through to the construction, as required by the City. The Owner's Representative shall provide guidance and expert assistance to the team and City Council on all matters relating to agreements and the construction of the project. The Owner's Representative accepts the relationship of trust and confidence established between them and the City, by the Agreement. The Owner's Representative will covenant with the City to furnish their best skill and judgment and to cooperate with the Construction Team in furthering the interests of the City. The Owner's Representative will agree to furnish efficient business administration, expert guidance and project oversight and to use its best efforts to assist the City in the completion of the Project with the developer in an expeditious, efficient and economical manner consistent with the interest of the City.
7. The Owner's Representative shall not make changes in financial control nor primary personnel, including Project Management and Superintendents for the duration of the Project, without prior written approval of the City.

SELECTION/PROCUREMENT SCHEDULE

1. **It is the intention of the City to “shortlist” no more than (3) three firms.** Those firms selected by a City panel and will be interviewed after a presentation of their qualifications and their proposal submission. Each presenting firm will be expected to have the Principal or Project Manager assigned to this Project lead the interview.
2. The City has estimated the following schedule associated with this Owner's Representative Request for Qualification and contract:

	<u>Date</u>
• RFQ advertised in Hub (7-21 & 7-28)	
• Statement of Qualifications	August 2, 2019
• Short List & proposals	August 9, 2019
• Interviews (Start date)	August 12 th , 2019
• City team to select a firm	August 20, 2019
• Submit to City Council for final approval	August 2019
• Estimated date to enter into a contract with firm	September 2019

MISCELLANEOUS PROVISIONS

1. The City of Hudson reserves the right at any time prior to entering into an agreement, and for any reason, to suspend or terminate this RFQ with the consultant(s). In the event of such suspension or termination, the City of Hudson shall have no obligation or liability to any of the Owner's Representative firm(s) responding to this RFQ. The consultant is responsible for all costs incurred to create the documents. Only costs incurred after the signed agreement with the City will be eligible for payment.
2. The City reserves the right to reject any/or all Qualification Statements and/or proposal, to modify the scope of the Project, and to negotiate with one or more of the respondents, and to waive any/or all technical requirements which the City deems to be in their best interest.
3. The City will provide the final contract document to the selected firm.
4. The City reserves the right to cancel the contract at any time, with a 30-calendar day notice.

QUALIFICATIONS FORMAT / CONTENT

The guidelines listed below have been established to assist the City in their review and evaluation of all Owner's Representative Consultant's Qualifications. All qualification statements must comply with the following format to allow the City to fairly evaluate all submissions:

Section 1 COVER LETTER (Two (2) Page maximum)

- An introductory cover letter.

Section 2 EXECUTIVE SUMMARY (Two (2) Page maximum)

- A summary highlighting the contents of the submission with emphasis and experience in the following areas: construction management, QC/QA, real estate experience, development, project planning, scheduling, as noted in this RFQ.

Section 3 FIRM BACKGROUND (One (1) Page maximum)

- A single page with the following information:
- Name of the respondent; contract person; telephone number.
- The legal nature of the respondent (e.g. corporation, partnership, joint venture, etc.)
- Brief history of the firm and similar type of work.

Section 4 PROJECT ORGANIZATION (Two (2) Page maximum)

- Provide an organizational chart identifying the Owner's Representative firm's proposed management structure for this Project.
- Provide detailed biographies of all proposed personnel and their respective roles on the Project. (i.e. Individual work Experience, number of years working on similar projects, list the past similar projects, professional or educational licenses, etc.)

Section 5 MANAGEMENT PLAN (Two (2) Page maximum)

- Briefly describe your firm's proposed methodology in providing Owner's Representative services for this Project as described in the RFQ such as cost management, value management, decision management, real estate assistance, developer experience, schedule management, information management, contract management and quality control management.

Section 6 INSURANCE AND FINANCIAL ASSURANCE (Two (2) Page maximum)

- Provide a copy of your current Workers' Compensation Certificate.
- Automobile Liability covering vehicles min. \$100,000 and a \$500,000 in the aggregate.
- Professional Liability Insurance, covering negligent acts, errors and omissions, minimum of \$2,000,000 per claim and \$5,000,000 in the aggregate.
- Please include a sample copy of your certificate of insurance and a listing of your insurance company along with any banking references.

Section 7 QUALITY ASSURANCE AND SAFETY PROGRAM (Two (2) Page maximum)

- A written description of the Company's quality assurance program detailing how the program will be implemented, maintained, and verified during this Project.
- A written description of the Company's safety program and drug-free workplace.

Section 8 SIMILAR EXPERIENCE (Five (5) Page maximum)

- Provide a list of similar project experience for which your firm provided Construction Management services, real estate transactions, developer experience, contract and agreement negotiations, with an emphasis on public/private joint projects, particularly in Ohio.
- Provide public and/or private references (Include the name of the contact person/phone number, title, etc.) on at least five (5) recent projects in the past 10-years your firm completed.

Section 9 CURRENT WORKLOAD/LEGAL ISSUES

- Please list your present workload, percent complete per project, estimated completion dates and how this project will phase into your schedule. Please list any current legal issues with the firm that the City should be aware of.

Section 10 FEE & GENERAL CONDITIONS (Provide if selected at the short list.)

The Owner's Representative will include the following in the proposal:

1. A fixed hourly fee, stated separately, for the project from the initial public/private partnership agreement throughout the design and construction of the development. This fee should be stated as an hourly dollar amount.
 2. A rate and the anticipated hours that each professional will be assigned and chargeable to each Project shall be identified in the proposal. Resumes of each professional assigned should be included with proposal and will be expected to not change without written approval from City after work begins. The Rate(s) quoted are to be fully loaded with overhead, vacation, training, mileage, copying, administrative, profit, etc. or any other miscellaneous expense. The Rates must be firm for duration of Project.
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FEE PROPOSAL (Provide ONLY if selected for the short list interviews)

This form must be filled out and included with each proposal.

The City of Hudson is in the final stages of the design plan for the Downtown Phase II Project. The Construction Team will be negotiating with the developer in August through September and the City will eventually be entering into an agreement with the private developer prior to final acceptance of the development plan in the fall, 2019. At this time, it appears the developer will divide the project into 2-3 design and construction phases. The intent of the developer is to construct the north half of the project north of the existing Owen Brown Street sometime in 2019-2020. The area south of Owen Brown Street will be determined at a future date.

The firms submitting qualifications can expect to provide a single individual that represents the firm as a project manager, or if desired, a team of 1-3 individuals, experienced in building construction, development, real estate, contract management, and quality control as described within this RFQ. The Project Manager most likely will be performing on average 8-10 work hours per week, or as needed by the City, for a period of 18 months from the date of a signed contract.

Title of Owner's Representative	Hourly Rate
Owners Representative: Project Manager - _____	\$_____/hr.
<i>(Other staff, if needed)</i> _____ Duties _____	\$_____/hr.
<i>(Other staff, if needed)</i> _____ Duties _____	\$_____/hr.

Please add an additional page of hourly rate, duties and title. (1 page maximum)

The hourly costs above shall include all costs as stated in the RFQ.

All General Conditions will be a part of the control estimate and must be detailed and approved before any expenditures can be made.

PROJECT SUMMARY

A. DESCRIPTION OF PROJECT

As part of the preparation for the Hudson Downtown Phase II project, the City of Hudson will acquire the necessary land and existing buildings located in the area of the development, to redevelop the proposed area with new residential single-family homes, townhouses, condos, retail and commercial office buildings. The project also includes several new public roads, along with the necessary utility infrastructure, and other amenities as shown on the preliminary plan. (See Exhibit A attached, subject to change).

The final plan for the project is anticipated to be reviewed by the Hudson Planning Commission in the fall, 2019. The final plan will be reviewed by the City Council based on the recommendations of the Planning Commission in the late fall, 2019. Following acceptance by these entities, the final plan will be ready for construction in 2020.

The project includes a sanitary pump station and force main, all new utilities (i.e. Water, sanitary sewers, storm sewers, storm management structures, electric, cable, fiber, gas, phone, etc.) and miscellaneous other improvements including sidewalks, curbs, streetlights, landscaping and trails.

The City of Hudson Engineering and Community Development will review the final plans and provide the construction management/inspection during the construction of all proposed public/private infrastructure improvements within the proposed public R/W and easements. The City will have progress meetings with the developer and their sub-contractors; private and public agencies; take project minutes of the meetings; review the project schedules; inspection; coordinating with the contractors; and general construction management.

The City Communication Department will maintain any public or commentary needed for the project via emails, Notify Me, letters, phone calls, and website updates on the project.

The developer will construct the proposed public infrastructure and private buildings. The private building construction will be managed by the developer in conformance with the approved plans of the buildings.

The Community Development Zoning Inspector will inspect the exterior of the buildings, setbacks, types of materials used, etc. that conform to the City of Hudson approved plans.

The Summit County Building Standards Division will inspect the buildings for compliance with local, state or federal building codes.

The developer will construction and manage their sub-contractor(s) for the infrastructure improvements and private buildings with their own superintendent and management team. All work within the proposed public right-of-way will be bonded to the City prior to any work beginning, to ensure that the work is completed correctly under the supervision of the City Engineer and Inspector(s).

The City may request a performance bond for the privately-owned buildings, to complete any partially constructed units if the developer is unable to in a timely manner. This will be determined at the final development agreement with the City and the Developer.

Several traffic studies and parking studies have been completed based on the current preliminary plans approved by the City Planning Commission in 2018. The design engineer has submitted the civil site plans for the residential phase of the project, north of Owen Brown Street, to the City of Hudson Engineering Department. These plans are approximately 80-90% complete and we anticipate final completion in September 2019, dependent upon the extent of any future changes.

B. SCHEDULE

The construction of the project is expected to last over several years beginning in late 2019 or early 2020. The project will be developed in 2-3 phases. The first phase will most likely be the area north of Owen Brown Street (estimated construction schedule 2019-2021). The second phase will most likely be the area south of Owen Brown Street (estimated construction schedule 2020-2023). A third phase may be needed.

C. OWNERS REPRESENTATIVE SCOPE OF SERVICES

The Owner's Representative shall only have authority to act on behalf of the Owner to the extent provided in writing by the Owner. The Owner's Representative will directly report to City Council. The City Administration will review and received invoices of the consultant's time and make changes or request for additional information, as needed.

The Owner's Representative on this project acts as an extension of the City staff reviewing the project, providing guidance, assistance, knowledge and experience to the City on the development of the project.

The Owner's Representative shall provide the following core duties on this project, as needed by the City:

1. Infrastructure and Building construction management experience, including scheduling review, value-design consulting, construction contracting, investigating for possible delays and issues with the project, assisting with dispute resolutions. Periodic inspections of the construction site.
2. Perform quality control and quality administration assistance on the project to the City.
3. Provide real estate expertise and assistance to the City.
4. Provide developer expertise to the City.
5. Advise the City and review of the public/private development agreement with the developer.
6. Assist with the review of the project design.
7. Provide regular reports to City Council and/or the Administration on the project, as requested.
8. Attend public meetings.

As an extension of the City's staff, the Owner's Representative interfaces with all project team members, tracking issues and facilitating and expediting solutions. The Owner's Representative will be responsible for maintaining communication with the City and City Council, keeping accurate records of their work and maintaining the necessary documentation throughout all phases of the project.

The Owner's Representative provides the City with a "scaled-down" version of construction management services and building construction expertise. The successful Owner's Rep firm will provide an experienced representative, as well as any necessary administration support to perform the required duties as outlined in this proposal.

The Owner's Representative shall have extensive experience managing projects that they will bring to the City's team. They shall monitor construction schedules and notify the City of any conditions that may delay the completion of work, and scheduling issues.

The City maintains ALL decision-making authority and all contractual relationships shall be under the authority of the City.

The Owner's Representative shall maintain a file sharing system with the City to be used to receive and distribute information. All documents shall be released to the City and at no additional cost to the City.

Please review the attached organizational chart of the various responsibilities and duties of the City and Developer and how they relate to the Owner's Representative.

City of Hudson Consultant Selection Form (Reference Only)

Project: Qualifications for the Owner's Representative for the Hudson Downtown Phase II Project.

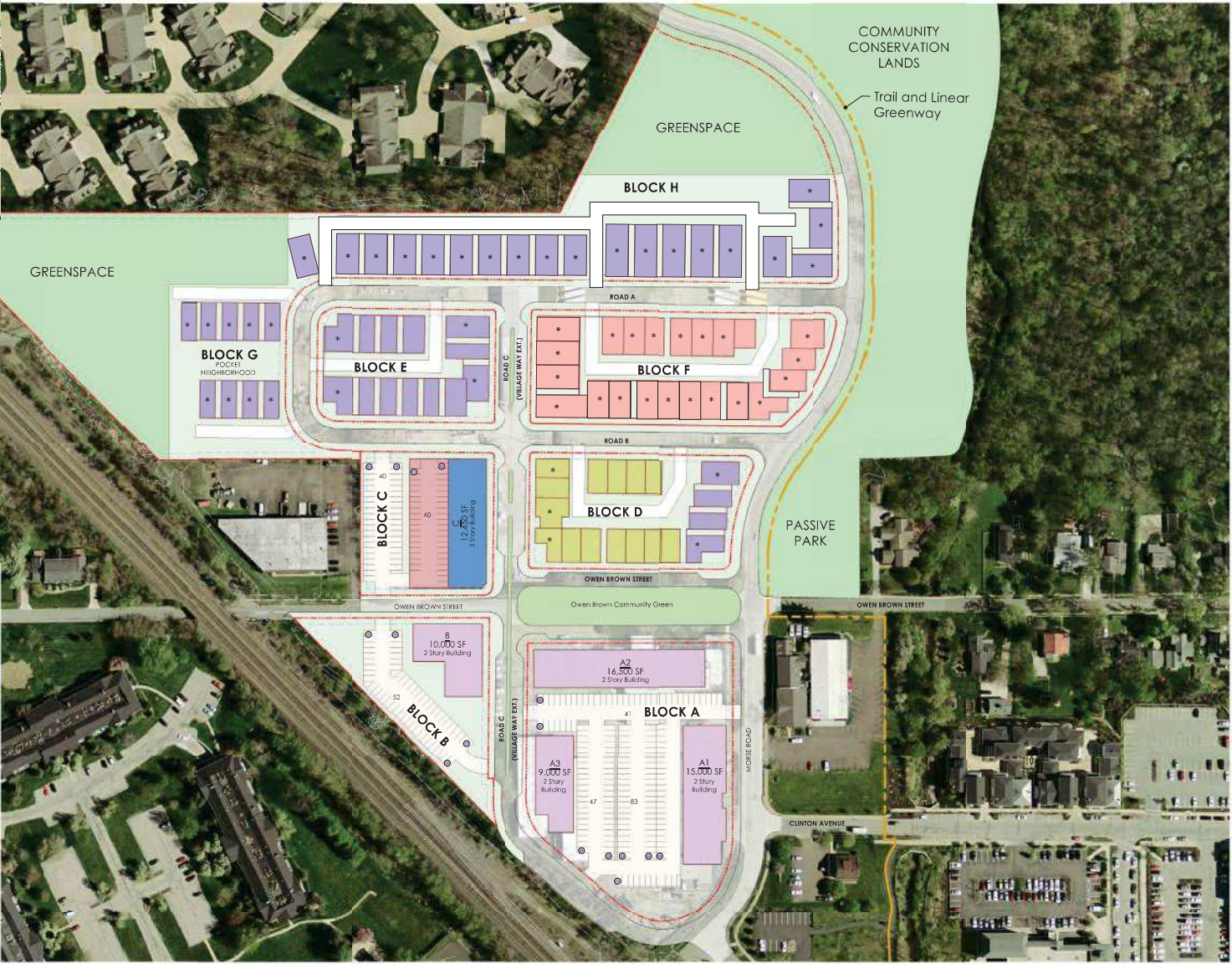
Name of Consultant: _____

Name of City Evaluator: _____ **Date:** _____

Category Score	Available Points	Score
Experience		
1. # of similar projects completed.	5 points	_____
2. Experience of assigned staff.	5 points	_____
3. References.	5 points	_____
4. Available Resources.	5 points	_____
Project Understanding		
1. Project understanding.	5 points	_____
2. Comprehensive approach to project.	5 points	_____
3. Innovative approach to project.	5 points	_____
Project qualifications		
1. Experience of Project Manager	10 points	_____
2. Real Estate qualifications	10 points	_____
3. Developer experience.	10 points	_____
Consultant Performance Standards		
1. Understanding of critical milestones.	10 points	_____
2. Quality Control.	5 points	_____
3. Staff availability.	5 points	_____
4. Overall presentation.	15 points	_____
Consultant's Score		Total _____

(See the attached Project Organizational Chart & Team for reference)

Exhibit A



Building Use Legend

- Attached Single Family 1 - 1 1/2 Story
 - Detached Single Family Home 1 1/2 - 2 Story
 - Mixed-Use Parking, Office, Residential
 - Office / Commercial
 - Parking - Covered
 - Townhomes 2 Story
- * Indicates possible 1st Floor Master Units

Option 2

Building Uses

Condominium:	20
Detached Single Family Homes:	45
Attached Single Family Homes:	22
Townhomes:	14
Total Residential Units:	101
Office:	93,950 sf
Retail:	16,500 sf



Testa Enterprises
2335 Second Street
Cuyahoga Falls, Ohio 44221

Hudson Downtown Phase 2

Development Option 1
July 1, 2019
Scale: As indicated



HUDSON DOWNTOWN PHASE 2 – ORGANIZATIONAL CHART & TEAM

