

BEST VALUE SELECTION ADVERTISEMENT
Cleveland State University

REQUEST FOR PROPOSAL - DIVERSITY CONSULTANT

PROJECT NAME: Diversity Consultant for: SI/SR Teaching Lab Renovations and MC Classroom Renovations

PROJECT NUMBER: CP-1432 SI/ SR and CP-1427 MC

Please submit responses ("Proposal"(s)) to:

Dwayne Wilson

Office of the University Architect

Cleveland State University

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216-687-5121

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No. of paper copies requested (stapled, not bound) 6

No of electronic copies requested on CD (PDF) 1

RESPONSE DEADLINE: May 25, 2015 at 2:00 p.m.

Any Proposal or revision or amendment thereto received after the date and time specified or improperly marked or submitted may be disqualified.

Project Description:

Cleveland State University ("CSU") is undertaking two major renovations known as SI/SR Teaching Lab Renovations and MC Classroom Renovations. The renovations will focus on either teaching laboratories (SI/SR) or classroom upgrades (MC).

Separate consultants are contracted with Cleveland State University such as the A/E Firm, Construction Manager at Risk, and Commissioning Agent. The SI/SR Teaching Lab Renovations project will be registered with the USGBC for minimum Silver LEED certification. The project delivery method is Construction Manager at Risk for the SI/SR renovations and Design-Bid-Build for the MC classroom upgrades. State Prevailing Wage requirements apply to this project.

Scope of Services:

Cleveland State University is soliciting the support of a company that has extensive experience in Diversity Consulting for construction projects in the Northeast Ohio market place to assist the University in achieving its goals for these projects. The purpose of the Diversity Consultant is to provide an innovative approach in identifying, monitoring, and performing outreach efforts with companies and institutions. The University has selected the Architect/Engineer for both projects and will be selecting the Construction Manager at Risk (CMR) for the SI/SR Teaching Lab Renovations project in the near future. For the MC Classroom Renovations, the delivery method will be traditional design-bid-build and a General Contractor (GC) will be hired, based on lowest responsive bid. The Diversity Consultant will work closely with the team to identify, monitor, and report contractor participation to meet the University's goals.

Services that the Diversity Consultant shall provide are:

A. Identify potential subcontractors and suppliers for CMR or GC

1. Engage with the CMR or GC to identify types of services/trades sought and establish a protocol for tracking participation.
2. Outreach to local services/trades.
3. Ability to pre-qualify diverse suppliers if needed, and assist in obtaining required certifications from the State of Ohio and other certifying agencies.
4. Work with the CMR or GC and pre-qualified suppliers during the bidding phase.
5. Establish mentor/protégé relationships between all major prime contractors.

B. Monitor EDGE, DBE, SBE, FBE, VBE Enterprises and minority and local workers participation

1. Work with established University goals for participation.
2. Encourage enhanced EDGE participation.
3. Track data for contractors and workforce on the Project and provide timely monthly reports.
4. Report to CSU on any variations from established goals in a timely fashion.
5. Report to CSU on mentor/protégé accomplishments.
6. Monitor daily workforce participation with biometric measuring techniques (equipment and software to be provided and maintained by Diversity Consultant).
 - a) Provide data on CMSD graduates

- b) Provide data on City of Cleveland residents
- c) Provide data on Cuyahoga County residents
- d) Provide data on minority worker participation
- e) Provide data on female worker participation
- f) Provide data on veteran worker participation
- g) Provide data on ethnicity worker participation

C. Report data gathered for Cleveland State University representatives monthly

- 1. EDGE, DBE, SBE, FBE, VBE, minority workforce, and local workforce goals and results.
- 2. Largest suppliers (by contract size).
- 3. Provide, install, and monitor daily workforce participation with biometric measuring techniques (equipment and software) on the items listed above in Part B.
- 4. Mentor / protégé relationship goals and results.
- 5. Other requirements of Community Benefits Agreement, TBD.

D. Outreach and Awareness

- 1. Include local High School student participation to increase industry awareness and set goals for those students to demonstrate enhanced skills.
- 2. Refer individuals to partner organizations that oversee pre-apprentice training programs.
- 3. Define the number of outreach programs and how they interface with the project schedule. Once identified, present measurement of success for each of the programs (audit outcomes).
- 4. Engage CSU College of Engineering students to participate in the process.
- 5. Engage Diversity Advisory Groups to participate in the process.

The Diversity Consultant shall attend internal coordination meetings with the University, the CMR or GC, and the A/E during key points of the project to discuss and review the above services. The consultant shall conduct outreach meetings/seminars to services and trades, with the University Representatives and the CMR or GC present. They shall also participate and present at all pre-bid meetings, scope review meetings, and pre-construction meetings.

The selected Diversity Consultant, as a portion of its required Scope of Services and in submitting its proposals, will provide a cost breakdown of the Agreement detailed cost components to address the Owner's project requirements. Participate in the Encouraging Growth, Diversity & Equity (EDGE) Program as required by statute.

Provide the following categories of services: Pre-bid support, Bid and Award Support, Monitoring during Construction, Post-Construction, Community Benefits Agreement development / monitoring assistance, and Additional Services.

Below is a list of relevant scope of work requirements for this RFQ:

- 1. Consultant services for diversity monitoring on construction projects
- 2. Consultant services for local workforce participation on construction projects
- 3. Contractor outreach experience
- 4. Experience in monitoring 2nd and 3rd tier subcontractor participation
- 5. Diversity goal setting and outcome based reporting
- 6. Contractor / Supplier tracking and reporting on construction projects
- 7. Experience on projects with EDGE Participation Goals
- 8. Working in collaboration with a Construction Manager at Risk or General Contractor
- 9. College or University construction team experience

FUNDING / ESTIMATED BUDGET:

TOTAL PROJECT COST FOR SI-SR TEACHING LABS:	\$6,500,000
CONSTRUCTION BUDGET:	\$4,960,000
ESTIMATED CONSULTANT FEE:	TBD

TOTAL PROJECT COST FOR MC CLASSROOM UPGRADES:	\$4,000,000
CONSTRUCTION BUDGET:	\$3,000,000
ESTIMATED CONSULTANT FEE:	TBD

ANTICIPATED SCHEDULE:

Professional Services Start:	July 2015
First Construction Start:	October 2015 (MC classroom renovations)
Second Construction Contracts Completed:	July 2017 (SI/SR lab renovations)

EDGE PARTICIPATION GOAL: 5 Percent**EVALUATION CRITERIA FOR SELECTION:**

- Demonstrated ability to meet Owner's project vision, scope, MBE goals and schedule on previous projects.
- Previous experience compatible with the proposed project (e.g., type, size).
- Relevant past work of prospective firm and any proposed consultants.
- Past performance of prospective firm with biometric system / equipment and monitoring process.
- Qualifications and experience of individuals directly involved with the project.
- Proposer's previous experience (numbers of projects, sizes of projects) when working with its proposed consultants.
- Proposer's apparent resources and capacity to meet the needs of this project.
- The selected consultant and all its consultants must have the capability to use the Internet within their normal business location(s) during normal business hours.

Selection Criteria: The Diversity Consultant will be selected using a best-value selection process. Specific criteria and cost components that will be factored into the evaluation process are set forth on the Best Value Rating form below. Firms should plan their Proposals and qualifications to cover all criteria listed on the form. Once the technical merits of a Proposal are evaluated, the costs of that Proposal will be considered. CSU may reconsider the excessiveness of any Proposal's cost at any time in the evaluation process. Qualifications will be weighted at 75% the total score of the Best Value Rating form and Price Proposals will be weighted at 25%.

Criteria	Description	Range
Understanding of Project Objectives	a. Experience in Diversity monitoring on construction projects	0-10
	b. Experience for Local Workforce participation on construction projects	0-15
	c. Diverse Minority contractor and worker Outreach experience	0-10
	d. Hispanic contractor and worker Outreach experience	0-5
	e. Diversity goal setting	0-5
	f. College or University construction team experience	0-5
Understanding of Project Implementation	a. Experience in timely tracking data for contractors and workforce on projects	0-10
	b. Experience in timely reporting of data on construction projects	0-10
	c. Working in collaboration with a CMR or GC	0-5
	d. Experience in pre-qualifying and/or assisting diverse suppliers	0-15
	e. Experience with biometric measuring techniques	0-10

Proposal Form & Price Proposal: Firms are requested to complete the information on the Price Proposal (Part B. as listed below) of the Best Value Rating form by using the guidance described below for the various categories of cost. Firms are requested to complete a separate Proposal Form for each of the following scopes of work for the SI/SR and MC projects. Firms should make sure that all sections of the Form are complete. CSU reserves the right to reject a proposal for failure to complete a section or sections of the proposal form and price proposal. CSU reserves the right to accept or reject any or all documents or parts, to waive any technicalities or irregularities, and further reserves the right to request future Proposals at its discretion. CSU reserves the right to contact any, all, or none of the respondents for clarification and/or modification of their Proposal, and to negotiate any and all final terms of the Proposal, including price.

Factor	Component	Fee Proposal
Preconstruction Stage	a. Attendance to preconstruction meetings w/Owner + CMR	\$
	b. Outreach to local services / trades / schools / churches	\$
	c. Bidding phase outreach and promotion	\$
	d. Preconstruction Stage Reimbursable Expenses	\$
Construction Stage	a. Attendance at construction meetings w/Owner + CMR or GC	\$
	b. Monitoring daily workforce on-site	\$

	c. Ten (10) months of Biometric measuring and reporting	\$
	d. Monthly reporting of construction phase worker outreach activities	\$
	e. Monthly reporting to Owner of activities on-site	\$
	f. Project Close-out reporting and auditing final outcomes	\$
	g. Construction Stage Reimbursable Expenses	\$
Total Price Proposal		\$

Proposed Pre-construction Stage Fee: Provide your proposed fees for pre-construction phase services—these fees should be inclusive of all staff costs and reimbursable expenses for pre-construction phase services as listed on the Best Value Rating form. The Diversity Consultant is expected to attend the following University meetings during the Preconstruction Stage:

- Attendance/presentation to 1 meeting per month with University Administration and/or Office of the University Architect staff.
- Additionally, describe staff members assigned, their time dedicated to this stage, and tasks being performed during this stage.

Proposed Construction Stage Fee: Provide your proposed fees for construction phase services—these fees should be inclusive of all staff costs and reimbursable expenses for construction phase services as listed on the Best Value Rating form. The Diversity Consultant is expected to attend the following University meetings during the construction Stage:

- Attendance at semi-monthly Owner/Architect/CMR or GC jobsite meetings.
- Attendance/presentation to 1 meeting per month with University Administration or Office of the University Architect staff.
- Additionally, describe staff members assigned, their time dedicated to this stage, and tasks being performed during this stage.

Hourly Rates and Time / Work Plan: On a separate form, include hourly individual billing rates that correspond to the Project organizational chart. Also provide the total hours your firm believes the project will take, broken out by Pre-construction Stage tasks and Construction Stage tasks with a description of how all the specific requirements of this project will be implemented, addressing each item. ***If hourly rates/time and work plan are not provided, CSU may reject the Proposal as non-responsive.***

Specific topics to be addressed within Work Plan narrative:

- Certified payroll reporting and monitoring is performed in-house by CSU. How will this affect your scope of work?
- What information already collected by the CMR or GC can you utilize that can reduce overlap of scope for your process?
- What is your specific experience with biometric measuring, if any? How do you see this process affecting your scope?
- Define the “outreach” process and team member hours devoted to it.
- How many “matchmaker” events will be performed and how will you measure effectiveness?
- Provide examples of continuous timely submission of monthly reports. Provide references from past clients.
- Describe the mentor/protégé process and how will you measure effectiveness.
- Provide verifiable MBE, Veteran, Women, City of Cleveland and Cuyahoga County participation on previous projects. Provide references from past clients.

Rejection of Proposals: CSU may reject any Proposal that is not in the required format, does not address all the requirements of the RFP, or that CSU believes is excessive in price or otherwise not in the interest of the University to consider or to accept. In addition, CSU may cancel this RFP, reject all Proposals, and seek to do the work that is the subject of the RFP through a new RFP or by other means.

Presentations and Interviews: CSU may require the top proposers to be interviewed. The interviews will be scheduled at the convenience and the discretion of CSU. Interviews will be scheduled and held at the CSU Campus at the proposer’s expense, if applicable. This phase of the evaluation is not an opportunity for the proposer to engage in any negotiations over the form of the Proposal or required scope of the work.

Submittal Instructions:

Firms are required to submit the current version of Statement of Qualifications (Form F110-330) available via the OFCC website at <http://ofcc.ohio.gov>.

Paper copies of the Statement of Qualifications, if requested, should be stapled only. Do not include cover letters or transmittals.

Facsimile or e-mailed copies of the Statement of Qualifications will not be accepted.

Electronic submittals should be combined into one PDF file named with the project number listed on the RFP and your firm's name. Use the "print" feature of Adobe Acrobat Professional or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Adobe Acrobat Professional, go to Advanced, then PDF Optimizer. Also, please label the CD and the CD cover with the project number and firm name.

Interested firms are required to submit the *Commitment to Participate* in the EDGE Business Assistance Program form in its Statement of Qualifications (Form F110-330) submitted in response to the RFP, to indicate its intent to contract with and use EDGE-certified Business Enterprise(s), as a part of the Consultant's team. The Intent to Contract and to Perform and / or waiver request letter and Demonstration of Good Faith Effort form(s) with complete documentation must be attached to the Consultant's Technical Proposal. Both forms can be accessed via the OFCC website at <http://ofcc.ohio.gov>.

For all Statements of Qualifications, please identify the EDGE-certified Business Enterprises, by name, which will participate in the delivery of the proposed professional services solicited in the RFP.

Submit all questions regarding this RFP in writing to Dwayne Wilson at d.d.wilson17@csuohio.edu with the project number included in the subject line (no phone calls please). The answers will be provided to all proposers. The name of the party submitting a question will not be included on the Q & A document.

Public Information:

CSU is subject to the requirements of the Ohio Public Records Law, O.R.C. Section 149.43. Accordingly, all proposals and information included therein or attached thereto and other materials submitted in response to this RFP or in connection with any contract as a result of this RFP may be subject to disclosure as a public record, except to the extent the materials are protected from disclosure by applicable state and/or federal laws. Final contract award is subject to approval by the University Administration at CSU.