



**Lorain County Crisis Receiving Center (LCCRC)
Request For Qualifications (RFQ)
Project Manager/Owner Representative (OR)**

The Mental Health, Addiction & Recovery Services Board of Lorain County (MHARS Board – Owner) in partnership with Lorain County Commissioners, foundations and private donors have made available funding to support the development of a new construction for a 32-bed Lorain County Crisis Receiving Center (LCCRC). The MHARS Board and its partners through the LCCRC Steering Committee have identified the need for an Owner Representative (OR). The successful firm must possess the knowledge, experience and confidence to engage and professionally interact with all stakeholders including the Steering Committee, design professionals and consultants while successfully managing all aspects of the project in tandem with our objectives and goals. The OR’s anticipated scope of work will include, without limitations, to the following:

- Adhere to all public procurement policies and procedures including board approvals and resolutions. Assist Owner in obtaining necessary legal recommendations.
- Advise the steering committee throughout the site selection process including lease review, site costs, utilities, risk factors, etc.
- Provide a Project Manager with anticipated level of effort mutually determined among the team.
- Provide scheduling and estimating support as needed throughout the project. For clarity, the Owner expects the full estimates and schedules to be provided by the builder with the OR reviewing and critiquing them.
- Establish a milestone schedule for the project and assign responsibility for each activity to hold stakeholders accountable.
- Work with the Owner to develop and manage the RFQ process to solicit for Architect/Engineering (A/E) and Contractor services.
- Review A/E and Contractor proposals, score and make recommendations to the Owner.
- Manage the interview process, if necessary, and negotiate agreements with A/E and Contractor.
- Manage the preconstruction stage by holding all team members accountable to maintain the schedule and budget. This may involve performing tasks such as value engineering, constructability reviews, alternate material options, phasing ideas, etc. to assist the team to achieve results.
- Review various options on obtaining material should it be delayed.
- Review various options on obtaining labor should there be a shortage.



- Discuss and provide advantages and disadvantages of delivery methods for the project.
- Perform weekly site inspections during construction and develop a report highlighting the status of quality, schedule and budget and recommendations to resolve issues.
- Hold weekly Owner, Architect and Contractor meetings and a separate Owner Meeting to discuss the project vitals including change orders, contingency, submittals, RFIs, schedule, budget, quality, and professionalism on site.
- Prepare a detailed budget including soft and hard cost and track all expenditures with the Owner’s internal financial team.

The OR shall represent the MHARS Board and its partners throughout the development of the project.

The role of the MHARS Board is to:

- Assure a unified system of behavioral health services
- Create a community support system
- Protect personal liberty & least restrictive environment (Client Rights)
- Ensure high quality, cost effective, culturally competent services
- Maintain comprehensive services based on local needs – severely ill & special population priorities
- Ensure services meet (minimum) standards
- Develop continuum of care
- Require consumer involvement

For more information on the duties and responsibilities of the MHARS Board, please go to Ohio Revised Code (ORC) Chapter 340 (click on link [Here](#)).

Communications Restrictions

Please note the following policy concerning communication between consultants and the Mental Health, Addiction & Recovery Services Board of Lorain County during the announcement and selection process. During the time period between advertisement and the announcement of the final consultant selection, communications with consultants (or their agents) shall be limited as follows:

Communications which are strictly prohibited

Any discussions or marketing activities related to this project

Allowable communications include

Technical or scope of services questions specific to the project or RFQ requirements as illustrated under RFQ Timeline



Instructions for Preparing and Submitting Proposal

1. The proposal shall be limited to 10 single-sided pages.
2. Please adhere to the following requirements in preparing and binding the proposal
 - a. Please use a minimum font size of 12-point and maintain margins of 1" on all four (4) sides.
 - b. Page numbers must be centered at the bottom of each page
 - c. Use 8.5" x 11" paper only
 - d. Bind the proposal by stapling at the upper left-hand corner only. Do not use any other binding system. Do not provide tabbed inserts or other features that may interfere with machine copying.
3. To submit your proposal, please note the following:
 - a. Submit five print copies and a digital copy, via at least one flash drive, following the aforementioned instructions. The copies and flash drive should be mailed or delivered in person during regular business hours (Monday through Friday from 8 a.m. to 4:30 p.m.) to the MHARS Board offices:
MHARS Board
ATTN: Michael Doud
1173 North Ridge Rd. East, Suite 1
Lorain, OH 44055

Body of the Proposal

1. Scope of Work {35 Points} Provide description of the firm's approach to a) Description of the services included, to the scope previously identified: b) Detailed description of the project deliverables c) Describe each stage of development for the project d) Communication style.
2. Project Manager {35 Points} a) Provide the resume and description of the firm's recommended project manager and their approach that will ensure services are completed in the manner required, and b) Provide description of how performance evaluation will be completed throughout the project to ensure project goals are being achieved.
3. {20 Points} Provide description of the recommended project manager's approach to construction management with respect to managing progress payments, DBE participations, field activities, teamwork, communication and quality.
4. {10 Points} Provide background of firm's experience within NE Ohio including Lorain County and past experience providing OR Services. Further describe any other services your firm provides (i.e. legal, design, construction, etc.).
5. Miscellaneous {0 Points} a) References – Provide the name and phone number for at least three (3) references for similar projects your organization has completed.



There will be an interview with selected candidates. The Owner anticipates selecting the desired OR firm based on its qualifications and will negotiate a fair and equitable price based on the final level of effort of staffing agreed between the Owner and OR. Should the first ranked OR firm and the Owner not be able to agree, the Owner reserves the right to either reject all proposals, or begin similar price negotiations with the second ranked firm.

RFQ Guidelines

1. The submission of a proposal will be considered by the MHARS Board as constituting an offer to perform the required services at the stated fees.
2. Proposals must remain open and valid for at least ninety (90) days. The time for awarding the contract may be extended by the agreement of the MHARS Board and the awarded OR.
3. The MHARS Board is not liable for any costs incurred by the vendor in the preparation and presentation of proposals submitted in response to the RFQ.
4. A part or all of this proposal may be incorporated in the contract.
5. The MHARS Board reserves the right to refrain from contracting with any vendor. The release of this RFQ does not compel the MHARS Board to purchase. The MHARS Board is not bound to accept the lowest priced proposal or any of the proposals submitted.
6. All materials submitted become property of the MHARS Board. Selection or rejection of a response does not affect this right. Submitted materials will not be returned.
7. Once the contract is awarded, all documents submitted to the MHARS Board as part of the proposal become public information. The MHARS Board does not encourage the submission of confidential/proprietary information in response to the proposal.

RFQ Timeline

<u>Date</u>	<u>Task</u>
9/28/21	The MHARS Board of Directors (BOD) approves priorities and authorizes release of RFQ for OR.
9/30/21	The MHARS Board Releases RFQ for OR.



- 10/08/21 5:00 p.m. deadline for submission of e-mailed questions related to RFQ.
E-mail questions to mdoud@mharslc.org
E-mail subject line **MUST READ: RFQ Question Owner Representative.**
- 10/15/21 Deadline for the MHARS Board to respond to e-mailed questions.
All responses will be posted to the MHARS Board website by 5:00 p.m.
- 10/22/2021 Deadline 5:00 p.m., Friday, October 22, 2021
Proposals received after that date and time shall be rejected.
- 10/25-10/29 Proposals will be reviewed. Meet with OR firms as necessary. OR firms may be contacted for further clarification of RFQ submissions.
- 11/3/21 Selection Committee complete review of RFQ Proposals and draft of funding recommendations.
- 11/9/21 The MHARS Board Staff presents final recommendation to the Combined CP&O & Finance Committee Meeting.
- 11/16/21 BOD approves board staff recommendation for Executive Director to enter into a contract for OR.