

**AKRON-SUMMIT COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
REQUEST FOR QUALIFICATIONS FOR
CONSTRUCTION MANAGER AT RISK SERVICES
Dated June 12, 2026**

Project Owner: Akron-Summit County Public Library Board of Trustees

Project Phase: System-Wide Facility Renovation and Improvement Project – Springfield-Lakemore Branch and potentially other facility improvements to implement the system-wide facility renovation and improvements plan

Project Location: Springfield-Lakemore Branch Library, 1540 S Canton Rd, Akron, OH 44312

Delivery Method: Construction Manager at Risk, in accordance with the Ohio Revised Code

Deadline to Submit Qualifications: **12:00 p.m.** local time, **July 1, 2026**

Introduction:

The Akron-Summit County Public Library Board of Trustees (the Owner) intends to contract for Construction Manager at Risk (CMR) services in connection with the Springfield-Lakemore phase of the System-Wide Facility Renovation and Improvement Project (the Project) and potentially future System-Wide Facility Renovation and Improvement phases which may include one or more Phase 2 branch renovations at Mogadore, Portage Lakes and Goodyear.

As required by Ohio Revised Code Section 9.33, et seq., the Owner requests statements of qualifications from experienced firms to provide CMR services to the Owner in connection with the Work for the Project. This Request for Qualifications (RFQ) includes criteria against which qualifications submitted will be reviewed and evaluated to develop the short-list of firms from which proposals will be requested in the second phase of the selection process. The short-listed firms will be asked to provide both pricing and technical proposals, which will be reviewed and evaluated to determine the firm that will provide the best value to the Owner for the Project. Until the best value ranking and award is announced by the Owner, Evaluation Committee meetings and records that are maintained by the public authority during the qualifications phase and proposal phase will be treated as confidential per ORC 121.22(G)(5) and OAC Rule 153:1-6-01(H).

Submittals:

Interested firms (Respondents) must submit **three hard copies and one electronic copy in PDF format** on a flash drive of the requested statement of qualifications (SOQ) **including a completed Affidavit in the form attached hereto with Exhibit A**, enclosed in a sealed envelope. The envelope shall be plainly marked on the outside “ASCPL – SYSTEM-WIDE FACILITY RENOVATION AND IMPROVEMENT PROJECT – SPRINGFIELD-LAKEMORE – CMR QUALIFICATIONS.”

SOQs must be delivered to the following address, before the submittal deadline:

Akron-Summit County Public Library Board of Trustees
ATTN: Andrew Rockey, Facilities Director
60 South High Street
Akron, Ohio 44326

Hand deliveries must be between Monday through Thursday from 10:00 a.m. to 8:00 a.m., Friday from 10:00 a.m. to 6:00 p.m., Saturday from 10:00 a.m. to 5:00 p.m., and Sunday

from 1:00 p.m. to 5:00 p.m. Respondents are responsible for confirming current operating hours.

The Owner reserves the right to waive any defect or technicality in any SOQ received or to eliminate any CMR that submits an incomplete or inadequate SOQ or that is not responsive to the requirements of this RFQ.

SOQs will be received until the deadline set forth above.

Submittals received after this time may be considered solely in Owner's discretion.

Communication Protocol:

All questions concerning this RFQ shall be directed in writing via email to Andrew Rockey, Facilities Director at arockey@akronlibrary.org by **12:00 p.m. June 24, 2026**. Questions will be reviewed and the Owner will determine whether any addenda should be issued as a result of any pertinent or substantive inquiries. Addenda will be issued to all firms that have requested the RFQ for the Project. Firms shall not rely on any oral instructions or answers. Respondents should not seek to discuss any information directly relating to this procurement with any Owner personnel or anyone affiliated with the Project, except during scheduled site visits, or as otherwise provided for in the RFQ. Violation of this provision may result in disqualification from eligibility for selection.

Project Overview, Schedule, and Owner Budget:

- A. This Project is anticipated to include renovations and improvements to the 11,229 square foot, newly purchased facility (formerly the Rite Aid building located in front of the Lakemore Plaza on Canton Road), including updates, renovations, alterations, and a rework of the facility to relocate the Springfield-Lakemore Branch, with goals to increase space and offer a larger children's section, special event and community meeting spaces, private study rooms and space for remote work options.

The Library reserves the right to add additional scopes of work/Project phases including but not limited to the Phase 2 Branch(es) renovations, in its sole discretion, or to enter into separate agreement(s) with different CMRs or contractors for future Project phases, in its sole discretion.

- B. Reference materials including additional information is available at <https://www.akronlibrary.org/building-our-future> Such material(s) and information are for reference only. The Owner neither makes any representation nor warranty with respect to, nor assumes any responsibility for the completeness or the accuracy of, such material(s) or information. Respondents must not rely upon the completeness of such material(s) or information for their purposes.
- C. The Owner's estimated total budget for the Springfield-Lakemore Branch Project (including the Cost of the Work and all construction costs, design fees, and construction manager at risk fees) is **\$4,672,392.00**.
- D. Not Used.
- E. The selected CMR will assist with development of the Project schedule. The Owner anticipates commencement of pre-construction services immediately and Substantial Completion is required by January 1, 2028.

F. Design Professional services are being provided by Bostwick Design Partnership, Inc.

Scope of Services:

CMR services for the Project will include, but not be limited to, design review and pre-construction services, participation in developing the budget and updated construction cost estimates, participation in preparing the construction schedule (including identification of significant milestones for completion of the Work), prequalification of subcontractors to perform the required Work, construction, and close-out phases of the Project. CMR services will be defined in an agreement with the Owner; the form of agreement, including general conditions of the contract for construction, will be provided to the short-listed firms during the RFP phase. The scope of the selected firm's services will likely include, but may not be limited to, the following:

A. Pre-Construction Services

1. Participate in regularly-scheduled design progress meetings with the Design Professional, the various consultants, and the Owner. The CMR shall provide on-going input with respect to constructability, construction costs, material selection/evaluations, construction duration and phasing, sequence of construction, and other scheduling services, along with construction means and methods.
2. Coordinate/participate in meetings with the Owner and Design Professional, utility companies, and regulatory agencies to expedite the design/permit process.
3. Identify and detail construction phasing and scheduling that will minimize interruptions to Owner operations, if applicable.
4. Identify long-lead procurement items and develop strategies to minimize effects of same.
5. Develop comments, suggestions and cost estimates throughout the phases of design.
6. Develop constructability and value engineering suggestions at all design phases – considering different design/material/life cycle elements.
7. Assist with permit acquisition/approval.
8. Develop prequalification criteria for subcontractors and prequalify subcontractors for the Work, in accordance with Ohio law.
9. Develop potential subcontractor bidders' lists.
10. Develop a detailed, open book cost model and updates based on interim submittals for the Guaranteed Maximum Price (GMP) proposal based on the nearly complete Construction Documents.

B. Construction Services

1. Coordinate with the Owner, the Design Professional, and other stakeholders as necessary.
2. Bond and insure the construction per Ohio law and the Contract Documents.
3. Procure materials.

4. Schedule and manage construction operations.
5. Bid, award (with Owner input, per Ohio law), and manage all construction-related subcontracts.
6. Provide quality control and construction supervision.
7. Provide progress scheduling, monitor/enforce compliance with Schedule.
8. Conduct regular progress meetings.
9. Address all construction related permitting requirements.
10. Maintain safe work site.
11. Perform project closeout including documentation (final wage reports, lien releases, O&M manuals, as-builts, etc.)
12. Provide prevailing wage reporting/accounting.

C. Post-Construction Services

1. Fulfill warranty obligations.
2. Perform other post-construction services.

Procurement Process:

As defined in the Ohio Revised Code and Ohio Administrative Code, the selection process will be conducted in two phases.

1. **RFQ**. The first phase includes review and evaluation of qualifications submitted by firms interested in providing the required CMR services by the Owner's Evaluation Committee, in accordance with Ohio law. The Evaluation Committee will review and evaluate the qualifications received. A minimum of three short-listed firms that are determined to be qualified to provide the required CMR services will be identified, unless it is determined that there are less than three qualified firms.
2. **RFP**. Technical and pricing proposals will be requested from the short-listed firms, using a request for proposals. The technical and pricing proposals received will be reviewed and evaluated and, considering both qualifications and technical/pricing information, the firm determined to provide the best value for the Project will be selected.

Pre-Submittal Site Visit:

During the RFQ phase, Respondents may visit the site, after submitting a written request that is approved in advance. Such written request must be made by email to Andrew Rockey, Facilities Project Specialist at arockey@akronlibrary.org. Visits will only be allowed from the general public's perspective. The Owner reserves the right to have a representative present.

Anticipated Procurement Schedule:

RFQ PHASE	DATE
Short-List of Qualified Firms Announced	July 6, 2026
RFP PHASE	DATE
Request for Pricing and Technical Proposals issued to Short-Listed Firms	July 6 or July 7, 2026
Pre-Proposal Submission Meeting(s) (at Owner's option)	TBD
Deadline for Submitting Pricing and Technical Proposals	July 22, 2026
Interviews	July 27 - July 28, 2026
Selection of "Best Value" Proposal	July 30, 2026

All dates subject to change in Owner's sole discretion.

Rights of the Owner:

This RFQ constitutes only an invitation to present qualifications. The rights reserved by the Owner, which shall be exercised in its sole and absolute discretion, include without limitation the right to:

1. Require additional information from one or more Respondents to supplement or clarify the SOQs submitted including, but not limited to, conducting interviews with Respondents if Owner, in Owner's sole discretion, deems such interviews to be helpful.
2. Conduct investigations with respect to the qualifications and experience of each Respondent.
3. Visit and examine any of the facilities referenced in the SOQs and to observe and inspect the operations at such facilities.
4. Waive any defect or technicality in any SOQ received.
5. Determine which Respondents are qualified to be short-listed to receive the RFP and submit Proposals in response to the RFP.
6. Eliminate any Respondent that submits an incomplete or inadequate SOQ or is not responsive to the requirements of this RFQ.
7. Supplement, amend, or otherwise modify this RFQ, prior to the date of submission of the SOQs.
8. Issue one or more amendments to this RFQ extending the due date for the SOQs.

9. Receive questions concerning this RFQ from Respondents and to provide such questions, and the Owner's responses, to all Respondents.
10. Cancel this RFQ or the RFP in whole or in part with or without substitution of another RFQ or RFP if determined to be in the best interest of the Owner.
11. Take any action affecting the RFQ process, the RFP process, or the Project that would be in the best interest of the Owner.
12. Make public any and all documents associated with the Project, including documents submitted to the Owner by Respondents.

SOQ Format and Qualifications Criteria, & Evaluation Process:

The Owner's Evaluation Committee will review the qualifications received and notify firms if they are included on the short-list of qualified firms. Each Respondent's SOQ will be evaluated according to the following qualifications criteria. It is the responsibility of each Respondent to provide sufficient information demonstrating how the Respondent fulfills each particular criterion.

The format of the SOQ must be as outlined below. Narrative pages are to be 8-1/2 inches by 11 inches. All information provided shall be bound into a single volume. The SOQ must be separated into tabbed sections corresponding to the subparts in Section B below.

A clear and concise presentation of information is encouraged with a maximum page limit of 50 single-sided pages (or 25 double-sided pages), not including resumes of key staff, standard brochures, and financial information and supporting data. Audiovisual materials will not be accepted. Sales brochures are not desired unless directly related to the response and referenced in the text. Below is additional information about the submission requirements to this RFQ.

Only those persons or firms who have obtained an official copy of this RFQ from the Owner will receive any official addenda to this RFQ. Receipt of all addenda shall be acknowledged by Respondents in a transmittal letter with the SOQ.

A. Conformance Review

Respondent shall be considered responsive if the SOQ responds to the RFQ in all material respects and contains no irregularities or deviations from the RFQ, including but not limited to a completed affidavit in the form attached to Exhibit A. Each Respondent whose SOQ is rejected as nonresponsive will be notified of the finding that it was nonresponsive.

B. Qualifications Criteria

Provide the following information for consideration by the Owner as part of the evaluation of Respondent's qualifications. The SOQ must be separated into tabbed sections as follows:

1. **Competence and Services.** When providing the following information, if the firm is a national firm with a branch office in Ohio, provide information limited to the firm's Ohio office projects and experience.

- a. Provide a summary of the firm's history and philosophy. What is the firm's approach to the CMR delivery method? What is it that makes the firm unique? How long has the firm been in business, and how long have key employees and principals been associated with the firm?
- b. Identify the CMR team (the firm's proposed employees who would be assigned to perform services for the Project) including key consultants, if any.
- c. Describe the proposed CMR team in more detail – i.e., credentials, technical training, experience with BIM, education, and experience of the CMR team, in-house, full-time employees and in-house professional disciplines. Provide bios for Project Executive/Project Manager, Project Administrator (Site Level), and Construction Technical Staff (Estimating, Budgeting, Scheduling) only. Include consultants to be used for the Project and the firm's experience with each on past projects. Limit bios to one page in length.

2. Ability to Provide the Required Services.

- a. What is the capacity of the firm and members of the CMR team to provide the required services for the Project in terms of workload and availability? Include a list of current projects and the status of each and relevant information (i.e., budget, type of work, stage of completion, committed staff, and consultants).
- b. What is the capacity of the firm to provide the required services for the potential Phase 2 branch renovations which may include work on two or more branches simultaneously?
- c. Identify the firm's and CMR team members' representative project experience and CMR delivery method on similar projects, with an emphasis on public projects in the State of Ohio:
 - (1) List the firm's relevant projects within recent history with an emphasis on Ohio library facility experience and other projects that are similar in size or budget, if any. Include a brief description of the project, including size of project (e.g., square footage) and project delivery model (e.g., general contractor, construction manager at risk, design-build, etc.). Describe experience with use of space, technology, and systems that support library facility functions.
 - (2) Identify projects on which a significant number of the individual team members have collaborated previously.
- d. Proximity of the firm's primary office where the majority of the Project work will be managed/performed to the Project site – List distance in miles, straight-line method.

3. Past Performance.

- a. 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.

- b. Demonstrate schedule management success on projects with similar construction costs for which actual completion dates were significantly shortened versus original contracted completion date or original completion dates were held despite a challenging, unexpected schedule issue that occurred. List a brief summary for each of the circumstances, up to 5 projects may be listed.
- c. References for the firm with an emphasis on Ohio public library experience providing:
 - (1) Project name, location, completion year
 - (2) Project owner, owner contact name, owner contact phone number/email
 - (3) Design Professional and Owner's Representative, if any
 - (4) Brief description of the project and its relevance to this RFQ – include construction budget, project size (e.g., square footage), and project delivery model (e.g., general contractor, construction manager at risk, design-build, etc.)
 - (5) Individual team members associated with project and their role on the project
 - (6) Construction budget, change order amounts, and actual construction cost
 - (7) Quality of Work performed
 - (8) Dispute Resolution (dealing with subcontractor and supplier issues)
 - (9) Management of subcontractors and suppliers
 - (10) The initial scheduled completion date and the actual date services were completed or the current anticipated completion date
- 4. **Financial Responsibility.** Demonstrate firm's bonding capacity as evidenced by a recently dated letter from the 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 firm is determined to be the firm that will provide the best value for the Project.
- 5. Reserved.
- 6. **Other qualifications consistent with the scope and needs for the Project.**
 - a. **Firm's Average Revenue.**
 - (1) Firm's annual revenue associated with similar construction projects for the past 7 years.
 - (2) Firm's total annual revenue for each of the past 7 years.
 - b. **Insurance Coverage & Claims History.**

- (1) Identify the Professional Liability coverage of the firm, including claims history for the last 10 years.
 - (2) Identify Commercial General Liability coverage of the firm, including claims history for the last 10 years.
 - (3) Provide specific information about any claims asserted by or against the firm within the last 10 years, including the resolution of the claim(s).
 - (4) 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).
- c. **Value Added Experience.** Demonstrate the firm's/team's past success in providing past construction manager at risk projects with value added components through the firm's/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 enhanced the cost effectiveness and functionality of similar facilities.
- d. **Prior Performance with the Owner.** Has the firm or any of CMR team ever worked on Projects for the Owner in the past? Was the relationship successful?
- e. **Familiarity with Local Area.** Discuss any knowledge of the local area and working relationships with local subcontractors and suppliers.
- f. **Responsible Contractor Policy.** Akron-Summit County Public Library's RESPONSIBLE CONTRACTOR POLICY is attached hereto as **Exhibit A**. Pursuant to such policy, Respondent shall include in its submittal in response to this RFQ an affidavit in the form attached to **Exhibit A**, certifying that it meets each of the policy criteria, will continue to meet each of the policy criteria during the term of the contract for the Project (if awarded to the Respondent,) and will attach any information or documents required by said criteria.

Additional Instructions:

All SOQs and subsequent Proposals received in response to the procurement documents will become the property of the Owner and will not be returned. Note that all information submitted in response to this RFQ and to any subsequent RFP for CMR 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 Owner will not be responsible or liable in any way for any losses that the Respondent may suffer from the disclosure of information or materials to third parties.

Each CMR firm submitting qualifications or any other information as part of this selection process is responsible for all costs associated with preparing the submission and participating in the selection process.

The Owner may reject any or all qualification statements received or cancel this process at any time for any reason and the Owner will have no liability for taking such action. The Owner reserves the right to waive minor variations in the selection process.

The Owner appreciates your interest in the Project and looks forward to reviewing your qualifications for the Project.

Attachments:

Exhibit A – RESPONSIBLE CONTRACTOR POLICY and Affidavit (to be submitted by Respondents with Statement of Qualifications)

AKRON-SUMMIT COUNTY PUBLIC LIBRARY

RESPONSIBLE CONTRACTOR POLICY

1. Any construction contract procured through any method, including, but not limited to, the (i) general contracting/design-bid-build, (ii) design-build, (iii) construction manager and (iv) construction-manager-at-risk methods shall only be entered into by the Library with a responsible firm.
2. In order for any firm to be considered a responsible firm under this Policy, the firm shall meet each of the following criteria:
 - a. The firm shall identify three (3) projects of similar size and scope to the Library's project that were successfully completed by the firm within the last five (5) years.
 - b. The firm shall certify that it will employ supervisory personnel on the Library's project that have five (5) or more years' experience in the specific trade needed for the Library's project.
 - c. The firm shall certify that, in the last five (5) years, it has not been penalized or debarred from any public works project for certified payroll records violations or any violation of the Fair Labor Standards Act.
 - d. The firm shall certify that it has not been debarred from any public works projects for any prevailing wage violations; or been found (after all appeals) to have violated prevailing wage laws more than three (3) times in the last five (5) years.
 - e. The firm shall certify that it is in compliance with Ohio's Drug Free Workplace Program, including but not limited to, maintaining a substance abuse policy that governs its personnel who will work on the Library's project and shall provide evidence of the same.
 - f. The firm shall certify that it has not been debarred from any public contract, federal, state, or local, in the past five (5) years for any reason other than those set forth in Subsections (c), (d) and (e), above.
 - g. The firm for a licensed trade contract or fire safety contract shall certify that the firm is licensed pursuant to Chapter 4740 of the Ohio Revised Code as a heating, ventilating and air conditioning contractor, refrigeration contractor, electrical contractor, plumbing contractor, hydronics contractor or certified by

- the State Fire Marshall pursuant to Section 3737.65 of the Ohio Revised Code, and shall provide evidence of the same.
- h. The firm shall certify that it has not had any professional license revoked in the past five (5) years in the State of Ohio or in any other state.
 - i. The firm shall certify that it has no final judgments against it that have not been satisfied at the time of certification.
 - j. The firm shall certify that it has complied with all applicable unemployment and workers compensation laws for the three (3) years preceding the date of its certification.
 - k. The firm shall certify that it will notify the income tax authority of the city, village, township or joint economic development Library where the Library's project is located, prior to beginning work on the Library's project, of any independent contractor(s) or subcontractor(s) and/or IRS Form 1099 employee(s) that will be used on the Library's project.
 - l. The firm shall certify that it will use construction employees on the Library's project who were trained in a state or federally approved apprenticeship program, or who are currently enrolled in a state or federally approved apprenticeship program, or who have at least four (4) years of experience in their particular trade.
 - m. The firm shall certify that it and its subcontractors or any other contractor performing work on the Library's project pursuant to a contract with the firm shall pay the prevailing wage rate and comply with the other provisions set forth in Ohio's Prevailing Wage Law, Sections 4115.03 through 4115.16 of the Ohio Revised Code, and Sections 4101:9-4-01 through 4101:9-4-28 of the Ohio Administrative Code. This includes, but is not limited to, the filing of certified payroll reports.
 - n. The firm shall certify that it will make its best efforts to secure and utilize construction employees primarily from Summit County and, secondarily, from counties that are contiguous to Summit County.
3. To ensure that a firm meets and will continue to meet the above criteria during the term of the Library's project, any firm submitting a bid, response to a request for qualifications or response to a request for proposals shall include in that firm's bid or response an affidavit* certifying that it meets each of the above criteria, will continue to meet each of the above criteria during the term of the construction contract, and shall attach to said affidavit any information or documents required by said criteria.

4. A notice of the above criteria shall be included with the plans and specifications, request for qualifications and request for proposals for the Library's project.
5. Any construction contract entered into between the Library and any firm shall contain provisions requiring the firm to abide by said criteria during the term of the contract.

***A completed affidavit in the form attached hereto shall be included with all submittals.**

**AFFIDAVIT OF COMPLIANCE WITH
ASCPL RESPONSIBLE CONTRACTOR POLICY
("AFFIDAVIT")**

Project: _____

The undersigned hereby acknowledges receipt of the Akron-Summit County Public Library's RESPONSIBLE CONTRACTOR POLICY (the "Policy") and the undersigned identified below is submitting a bid, response to a request for qualifications or response to a request for proposals for the Project and pursuant to the Policy the undersigned hereby certifies that it meets each of the Policy criteria, will continue to meet each of the Policy criteria during the term of the contract for the Project (if awarded to the undersigned,) will attach to this Affidavit any information or documents required by said criteria, will provide required notice of the Policy criteria and otherwise comply with the requirements of the Policy and if it does not, the undersigned is liable to Akron-Summit County Public Library.

This Affidavit is for the benefit of, and may be relied upon by the Akron-Summit County Public Library. The undersigned hereby agrees to indemnify, defend and hold harmless Akron-Summit County Public Library from any and all claims arising out of or related to this Affidavit.

The Company Officer identified below represents and warrants that he/she is duly authorized to execute this Affidavit on behalf of the Company.

Company

Authorized Signature (Company Officer)

Title

Date

State of: _____ County of _____

Subscribed and sworn to before me this _____
day of _____. The notarial
act certified hereby is a jurat. An oath or affirmation was
administered to the signer with regard to the notarial act
certified to hereby.

Notary Public: _____

My Commission Expires: _____