



Request for Qualifications Construction Manager at Risk

Issue Date: March 13, 2026

The Salem Township Library Board of Trustees (the “Library” or “Owner”) is issuing this Request for Qualifications (“RFQ”) to solicit Statements of Qualifications (“SOQs”) from qualified individuals or firms to provide Construction Manager at Risk (“CM”) services for the Library’s new construction of a public library building (the “Project”), in accordance with § 9.33 *et seq.* of the Ohio Revised Code.

Library Overview

The Owner of the Project, Salem Township Public Library, is currently located at 535 West Pike Street, Morrow, Ohio 45152 in the Morrow Shopping Plaza. The Salem Township Library was established in 1884 and operates today in accordance with §3375.10 of the Ohio Revised Code. The Library is governed by a three-member Board of Library Trustees, and is a separate legal entity from Salem Township, although its Board members are appointed by the Salem Township Board of Trustees. The Library is a fully-funded political subdivision, receiving the majority of its funding from the State of Ohio and locally voted property taxes.

Although its history is rooted in Salem Township and the Village of Morrow, in 1983 the State Library Board of Ohio approved expansion of the library’s service area (and taxing area) to include:

Service area	Approximate current population
Salem Township, including the Village of Morrow	5,215
Hamilton Township	30,587
Harlan Township, excluding that portion located in Blanchester Local School District	4,929
Washington Township, south of State Route 350	1,376
Total service area population	42,107

Today, the Library continues to serve this growing population from a leased space in the Morrow Shopping Plaza, with services ranging from traditional circulation loan of books, print materials, and media, to programs for children and teens, to literacy outreach programming, including contributions to the Warren County Imagination Library and Adult New Reader programs.

Project Description

The Library plans to construct a new stand-alone library building. In May 2024, the Library contracted with SHP for facilities consulting services, assessing the service needs of the community and developing a facilities plan for the space that would meet those needs. The plan is attached as Exhibit A, and is for reference and information only; the Library does not guarantee its accuracy.

In early 2026, the Library acquired a building site of approximately 3.0719 acres in the northeastern portion of the plaza where the Library currently leases space. A survey of the building site is attached hereto as Exhibit B. Also in early 2026, the Library entered into a professional design services contract with SHP to serve as the architect of record for the project. The program of requirements will be developed as part of this project by SHP.

The selected CM will manage the construction of the new library, both exterior and interior, including all furniture, fixtures, and equipment, and adjacent parking lots, walkways, and outdoor spaces, as further detailed in the Scope of CM Services section of this RFQ.

Project Budget

The total budget for the building project, to include all planning, real estate acquisition, professional design, preconstruction, construction fees, and all furniture, fixtures, and equipment is approximately \$7,000,000.00.

Scope of CM Services

The selected Construction Manager at Risk ("CM"), as a portion of its required Scope of Services and prior to submitting its proposal, will discuss and clarify with the Library, the breakdown of the Agreement detailed cost components, to address the Owner's project requirements and refine the project schedule.

As required by the Agreement, and as properly authorized, the CM will provide the following categories of services: provide constructability review comments on documents produced by the Architect during the Schematic Design, Design Development, and Construction Document stages; develop and maintain estimates of probable construction cost, value engineering, project schedules, and construction schedules; lead and manage the Subcontractor Prequalification and Bidding process, Construction and Closeout Stage.

The preconstruction and construction services are generally described below. Subcontracts including but not limited to Plumbing, Fire Protection, HVAC, Electrical and AV/Technology will be awarded by the CM to prequalified vendors using a competitive process. The parties will engage in an "open book" pricing method in which all subcontracted work shall be based upon competitive pricing that will be reviewed by the Contracting Authority and/or Owner, the Architect, and the CM. The Owner shall have access to all books, records, documents and other data in the CM's possession related to itself, its subcontractors and material suppliers pertaining to bidding, pricing or performance of the Agreement.

Preconstruction Services: The CM will work cooperatively with the Owner, Architect, and Project Team, and will provide, among other services, schedule development, estimate development, Guaranteed Maximum Price ("GMP") proposal, subcontractor prequalification and bidding, constructability review, permits, budgeting, value engineering, and preconstruction planning throughout the preconstruction stages.

If the proposed Contract Sum exceeds the Project Budget established for construction, then the Owner may terminate the agreement with the CM and seek proposals from other firms for completion of the Project.

Construction Services: The CM shall construct the Project pursuant to the construction documents and in accordance with the schedule requirements. The CM shall hold all subcontracts and shall be fully responsible for the means and methods of construction, project safety, project completion within the schedule agreed upon in the preconstruction phase, compliance with all applicable laws and regulations including monitoring compliance with all equal employment opportunity, and prevailing wage requirements, and submitting monthly reports of these activities to the Owner. The Owner reserves the right to approve the CM's selection of subcontractors and any supplemental terms to the form subcontract.

Estimated Project Schedule

May 2026	CM Preconstruction services start
June 2026	Guaranteed Maximum Price (GMP) Amendment
July 2027	Substantial Completion of all Work
September 2027	CM Services Completed

Evaluation Criteria for Selection

The CM will be selected using (i) the qualifications-based process during the RFQ stage to develop a short list and (ii) best value process during the Request for Proposal ("RFP") stage. The qualifications based criteria for the RFQ is included in this announcement. The best value criteria used in evaluating proposals from short listed firms will include such factors that are determined to derive or offer the greatest value to the Owner, combining both qualifications and fee.

Short list: Each firm responding to this RFQ will be evaluated and selected based on its qualifications and the qualifications and experience of the particular individuals identified as the candidate's proposed team for the Project. After evaluating the responses to this RFQ, the Owner will select a short list of no fewer than three candidates that it considers to be the most qualified, except if the Owner determines that fewer than three firms are qualified, it will only select the qualified firms.

Request for Proposals: The short-listed firms shall be sent an RFP that will invite the firms to submit pricing proposals containing their proposed preconstruction stage compensation, construction stage personnel costs, itemized construction stage general conditions costs, construction stage contingency percentage, and construction stage fee percentage. The short-listed candidates will also receive (i) form of Agreement with the Contracting Authority containing the contract terms and conditions, (ii) set of the most recent design documents and (iii) proposed Project schedule.

Pre-Proposal Meeting: Prior to submitting a response to the RFP, the short-listed firms will be invited to meet individually with the Owner. The purpose of the pre-proposal meeting is to permit the short-listed firms an opportunity to ask the Owner questions in an individual setting to help the firms prepare

their responses to the RFP. The Contracting Authority will notify each short-listed firm to schedule individual times for the preproposal meetings.

Interview: After submitting responses to the RFP, the short-listed firms will be interviewed by the Owner. The purpose of the interview will be to meet the proposed Project team, become familiar with key personnel, and understand the project approach and ability to meet the stated objectives for the Project. Please be prepared to discuss with specificity the firm’s capacity to conduct this work in compliance with the timetable, budget, and design expectations. The Library will notify each short-listed firm to schedule individual times for the interviews.

Estimated Selection Schedule:

3/13/26	RFQ Issued
3/13/26 – 3/26/26	Site visits by appointment with the Library Director
3/26/26	Deadline for questions submission
3/27/26	Addenda published addressing inquiries
4/2/26	Submission Deadline for Statements of Qualifications
4/3/26 – 4/8/26	Ranking period
4/9/26	RFP issued to shortlisted firms
4/13/26	Preproposal meeting with shortlisted firms
4/27/26	Deadline for questions submission
4/28/26	Final Addenda published addressing inquiries
5/1/26	Submission Deadline for Proposals
5/2/26 – 5/13/26	Interviews, evaluation, and negotiation period
5/14/26	Notice of intent to award issued

Submittal Instructions

Submittals shall be sent electronically to the email address indicated below. Submittals must be delivered to the following address, before the submittal deadline of 4:30 pm. EST on Thursday, April 2, 2026:

Attn: Craig Shufelt, Library Director
 Salem Township Public Library
 535 West Pike Street
 Morrow, Ohio 45152
shufeltcr@salem-township.lib.oh.us

Interested firms may also submit three (3) copies of their Statements of Qualifications. The envelope shall be plainly marked on the outside “Salem Township Public Library CM Statement of Qualifications.”

The Library reserves the right to waive any defect or technicality in any SOQ received or to eliminate any firm that submits an incomplete or inadequate SOQ or that is not responsive to the requirements of this RFQ. The Library reserves the right to decline all submissions and readvertise this RFQ.

Submittals shall include the following:

1. Summary: Provide a summary, on one page or less, describing why your firm/team is the most qualified for the Project.
2. Bonding/Insurance: Provide evidence of capacity to provide bonding in the amount of the construction budget (e.g. a letter from your Surety agent stating that one or more Sureties will issue Bonds in the amount of the construction budget if your team is selected) and a copy of the firm's certificate of insurance showing the firm's current limits of liability for commercial general liability, employer's liability, business automobile liability, and professional liability insurance.
3. Management Systems: Describe the scheduling and cost control systems the firm would propose to use for the Project
4. Self-Performed Work: Indicate whether the firm intends to self-perform any work on the Project through a competitive process and, if so, the nature of the work and capability to self-perform.
5. Estimating: Demonstrated track record of performance of in-house estimating on projects comparable to the Project.
6. Scheduling: Demonstrated track record of performance of managing projects to the original schedule.

Questions, Clarifications, and Addenda

All questions concerning this RFQ shall be directed in writing via email to Craig Shufelt, Library Director, at the email address above. Questions will be reviewed and the Library 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.***

[End of Document]

**CM at Risk Selection Rating Form
Salem Township Public Library Construction Project**

Proposer Firm: _____

Selection Criteria		Value	Score
1. Primary Firm Location and Workload (Maximum 10 points)			
Proximity of firm to project site	Less than 50 miles	5	
	50-100 miles	2	
	More than 100 miles	0	
2. Primary Qualifications (Maximum 40 points)			
Project management lead	Experience/ ability of project manager to manage scope/ budget/ schedule/ quality	0-10	
Project administration lead	Experience/ ability to effectively administer project controls and processes	0-5	
Technical staff	Experience/ ability of technical staff to develop accurate estimates and schedules	0-5	
Construction administration staff	Experience/ ability of field representative to identify and solve issues during construction	0-15	
3. Key Consultant Qualifications (Maximum 5 points)			
Key consultants	Experience/ ability of key consultants to perform effectively and collaboratively	0-5	
4. Overall Team Qualifications (Maximum 5 points)			
Previous team collaboration	Less than 3 sample projects	1	
	3-6 sample projects	2	
	More than 6 sample projects	3	
Team Organization	Clarity of responsibility/ communication demonstrated by table of organization	0-2	
5. Overall Team Experience (Maximum 40 points)			
Previous team performance	Past performance as indicated by evaluations and letters of reference	0-10	
Experience with library construction projects	Less than 4 projects	0-5	
	4 or more projects	6-10	
Experience with CM-R delivery method	Less than 3 projects	0-3	
	3-6 projects	4-6	
	More than 6 projects	7-10	
Budget and schedule management	Performance in completing projects within original construction budget and schedule	0-5	
Experience with Ohio public projects	Less than 4 projects	0-1	
	4-6 projects	2-3	
	More than 6 projects	4-5	
		TOTAL (Maximum 100 points)	