

City of Bucyrus, Ohio
Request for Qualifications
Construction Manager at Risk (CMAR)

Article 1 Project Identification

Project Owner: **City of Bucyrus**
500 S. Sandusky Avenue
Bucyrus, Ohio 44820

Project Name: **WWTP Expansion and Improvements**
1500 West Southern Avenue
Bucyrus, Ohio 44820

Project Description: The planned improvements to the Bucyrus wastewater treatment plant have been broken down into two Phases.

Phase 1 will be constructed on the existing WWTP site and generally includes:

- Improvements to the existing Aerobic Digesters and Building
- Dewatering Process Improvements
- New Cloth Media Tertiary Filtration Building and Equipment
- Electrical and HVAC Improvements
- Phase 1 - Supervisory Control and Data Acquisition (SCADA) implementation

Phase 2 is expected to include:

- New Headworks Structure (Screening, Grit, Pumping)
- New Secondary Treatment - Aeration
- New Secondary Clarification
- Expanded UV Disinfection
- New Administration Building
- High Rate Treatment (may not be required)
- Associated Electrical & HVAC Improvements
- Phase 2 - Facility wide SCADA implementation

While not specifically noted in the description above, each phase may also include yard piping, process piping, demolition, excavation, dewatering, regrading, paving, landscaping, coatings, site restoration/clean up, and all other appurtenances necessary to complete the work. The final scope, sequencing, and locations of improvements will be established during design.

The City is currently undertaking additional flow monitoring, wastewater planning, and regulatory coordination activities associated with development of its Long-Term Control Plan (LTCP). Information developed through those efforts may influence certain Phase 2 project elements, including treatment capacity requirements, facility configuration, location, and implementation sequencing.

This RFQ will serve for both project phases. The OWNER reserves the right to retain the selected Phase 1 CMAR for Phase 2 **OR** issue a new RFQ and proposals for Phase 2.

Engineer: **Wessler Engineering, Inc.**
80 State Route 103 Suite C
Bluffton, Ohio 45817

Ryan Brauen, P.E., Vice President
RyanB@wesslerengineering.com
419-358-0521

Project Estimates: Owner's Estimated Project Budget:
Phase 1: \$12,000,000
Phase 2: \$44,500,000
Total: \$56,500,000

Anticipated Schedule Milestones: CMAR Contract Date: November 2026
Notice to Proceed with Preconstruction Services: November 2026
Submission of Proposed GMP Amendment No. 1: March 2027
Execute GMP Amendment No. 1: March 2027
Notice to Proceed with Construction: April 2027
Substantial Completion of All Work: April 2028
Final Completion of All Work: May 2028

Above milestones are for Phase 1. Phase 2 is anticipated to commence on or after February 2028.

Article 2 Project Overview

- 2.1 Additional Project Information.** Reference Documents are available at: [Bucyrus RFQ](#).
- 2.2 Project Delivery System.** The Project will use the construction manager at risk project delivery system as described under ORC Sections 9.33 through 9.334 and related Laws and Regulations.
- 2.3 Form of Contract.** The Contract will be a modified EJCDC CMAR-525 (2023) Agreement with modified EJCDC CMAR-700 (2023) General Conditions and ancillary documents. The Contract will be provided during the Request for Proposal (RFP) phase of the selection process.

1. Required Contract Provisions

The Owner intends to use federal funding through the Water Pollution Control Loan Funds (WPCLF) program. As such, the project will be subject to compliance with WPCLF requirements, and the CMAR must comply with related requirements and assist Owner with such compliance including, but not limited to:

- EEO Certification
- Certification Regarding Debarment & Suspension
- Prohibition on telecommunications and video surveillance equipment
- Contract provisions describing DBE requirements
- DBE Forms 6100-3, 6100-4
- Davis-Bacon wage rate requirements
- Build America, Buy America Acknowledgement Form
- American Iron and Steel Acknowledgement Form
- Violating Facilities clause
- Small Businesses in Rural Areas (SBRA)

- Insurance for both the contractor and all subcontractors
 - Workers' Compensation
 - Public Liability
 - Property Damage
 - Vehicle Liability
 - Flood (if appropriate)
 - Builders Risk (can be held by owner instead)
- Material Testing (statement regarding testing for specifications)
- Project-specific continuous service/treatment provisions
- WPCLF Change Order form & instructions

Referenced here: <https://epa.ohio.gov/static/Portals/29/documents/ofa/Construction-Contract-Guidance.pdf>

2.4 Scope of Pre-Construction Services. The CMAR will work cooperatively with the Owner's Project Team and will provide the following, among other services:

1. Participate in regularly scheduled design progress meetings with the Owner, Engineer, and various consultants. The CMAR shall provide ongoing 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, Engineer, utility companies, and/or regulatory agencies to expedite the design/permit process.
3. Identify and detail construction phasing and scheduling that will minimize interruptions to Owner operations.
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 project, 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 each phase of design and the Guaranteed Maximum Price (GMP) proposal based on the construction documents. The open book cost model will be relative to project costs. CMAR shall keep full and detailed accounts and exercise such control systems in accordance with generally accepted accounting principles and as may be provided in the Contract Documents. CMAR shall allow the Owner access to review and audit the CMAR's books, records, documents, and other data pertaining to bidding, pricing or performance of the Contract that are in the CMAR's possession related to itself, its subcontractors, and its material suppliers.
11. Procure subcontracts through competitive pricing and hold and manage all subcontracts, which must be on the subcontract form prescribed by OAC Section 153:1-03-02.

2.5 Scope of Construction Services. The CMAR must construct the Project in accordance with the Contract Documents, including all schedule requirements. The CMAR will be responsible for the means and methods of construction, safety, and compliance with Laws and Regulations.

1. Coordinate with the Owner, Engineer, 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. Provide quality control and construction supervision.
6. Provide progress scheduling, monitor/enforce compliance with schedule.
7. Conduct regular progress meetings.
8. Address all construction related permitting requirements.
9. Maintain a safe work site.
10. Perform project closeout including documentation (final wage reports, lien releases, O&M manuals, as-builts, etc.)
11. Provide prevailing wage reporting/accounting.
12. Provide field offices and temporary utilities required to support construction and personnel.
13. Provide monthly photographic or video recordings of construction progress.
14. Arrange for or coordinate testing services required during construction.
15. Provide surveying services for horizontal and vertical control and as built locations of buried construction.
16. Coordinate startup and commissioning of new equipment and processes and arrange for and provide training of Owner's personnel on their operation and maintenance.
17. Develop and maintain site security protocols.

2.6 Scope of Post-Construction Services.

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

Article 3 Selection Process

3.1 General. The CMAR selection process will proceed as described under OAC Section 153:1-6-01, which is a two-step "best value" process in which contract award is based upon a combination of qualifications and price considerations.

3.2 Selection Criteria. The Owner will select the CMAR using **(1)** a qualification-based selection process during the RFQ stage to develop a short list and **(2)** a best-value selection process during the RFP phase to make the final selection. The qualifications-based selection criteria are included in this RFQ. The best-value criteria the Owner will use in evaluating proposals from the short-listed firms will be set forth in the RFP and include factors the Owner identifies to derive or offer the greatest value to the Owner, combining both qualifications and fee.

- 3.3 Short List.** The Owner will evaluate each firm which responds to this RFQ. The Owner will rank those firms based on each firm's qualifications and the qualifications and experience of the particular individuals identified as the firm'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.
- 3.4 Request for Proposal.** The Owner will provide an RFP to each of the short-listed firms to invite those firms to submit pricing proposals containing their proposed **(1)** CMAR Services Price, **(2)** itemized Construction Support Costs, **(3)** CMAR Contingency Allowance percentage, and **(4)** CMAR Fee percentage. The short-listed candidates will also receive a form of the Contract and access to the most-recent design documents.
- 3.5 Pre-Proposal Meeting and Site Visit.** The Owner will invite the short-listed firms to meet collectively with the Owner and Engineer and tour the existing facility before submitting a response to the RFP. The purpose of the pre-proposal meeting and site visit is to permit the short-listed firms to ask the Owner and Engineer questions to help the firms prepare their responses to the RFP.
- 3.6 Interview.** After receiving responses to the RFP, the Owner will interview each of the short-listed firms. The purpose of the interview will be to meet the proposed Project team, become familiar with key personnel, and to understand the firm's project approach and ability to meet the Project's objectives. The short-listed firms should be prepared to discuss with specificity the firm's capacity to conduct the Work in compliance with the Project's budget and schedule requirements. The Engineer will contact each short-listed firm to schedule individual times for the interviews.
- 3.7 Anticipated Procurement Schedule.**

Deadline to Submit RFQ Questions	August 19, 2026
Deadline to Request Access to Online Repository to Submit Statement of Qualifications	August 26, 2026
Statements of Qualifications Due	Noon on September 1, 2026
RFP issued to the Short-Listed Firms	September 14, 2026
Pre-Proposal Meeting and Site Visit	TBD - September 2026
Deadline to Submit RFP Questions	September 25, 2026
Proposals Due	Noon on October 22, 2026
Interviews of the Short-Listed Firms	October 29, 2026
CMAR Contract Date	November 2026

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

Article 4 Statement of Qualifications Requirements

- 4.1 General Requirement.** If your firm intends to engage one or more Subconsultants (including Design Assist Firms) to perform a portion of the services, you must identify and include those Subconsultants and their key personnel in the Statement of Qualifications.
- 4.2 Form and Content Requirements.** The Statement of Qualifications shall be made on 8 ½" x 11" paper, side bound with Table of Contents and reference tabs for key sections. The total submittal shall not exceed fifty (50) single-sided pages. The cover page, letter of interest, table of contents, dividers/tabs, and blank pages do not count toward the page limit. The Respondent shall provide on the cover page the name, title, address, telephone number, and email address of the individual who is responsible for preparing the SOQ

and responding to questions concerning the submittal. All pages are to be consecutively numbered. Submittals must contain the below-specified information and must be organized as follows:

Section 1 Personnel Qualifications, Availability, and Commitment

1. Provide each team member's name and role on the Project. Illustrate lines of communication between team members via an organizational chart. Identify the main point of contact for your team.
2. Include a detailed resume for every member of your proposed team including:
 - a. their role and responsibilities for the Project;
 - b. total years of relevant experience and years of experience with current company;
 - c. education;
 - d. professional registrations; and
 - e. relevant past projects.
3. Provide each team member's current commitment to other projects, and the anticipated staffing allocation dedicated to the Project. Include the estimated percentage onsite for each member that will not be full-time on the job site.
4. Include involvement of project engineers and specialty staff in project planning, cost and production tracking, safety, and quality control.

Section 2 Firm Qualifications

1. Identify your firm's **(1)** complete registered company name; **(2)** mailing and physical address(es); and **(3)** authorized contact person including company division or department, title, telephone number, and email address.
2. On one page or less, provide an overview of your firm and describe **(1)** why your firm/team is the most qualified for the Project and **(2)** your firm's approach to achieving a project that is properly scoped, on time, and on budget.
3. Provide dollar-value and percentage breakdowns of the total annual volume generated and managed from your Ohio office(s) in these categories for the past five years: **(1)** lump sum bidding; **(2)** negotiated GC/CMAR (i.e., your firm held the trade contracts); **(3)** CM advisor/agent (i.e., your firm did not hold the trade contracts); and **(4)** design/build.
4. Describe any projects or assignments that your firm has not completed or on which your firm has been replaced in the past five years.
5. Describe any pending legal action (including without limitation mediation, arbitration, and litigation) in which your firm is currently involved directly or indirectly.
6. Describe your firm's history of performance with meeting goals of any diversity and inclusion programs required by a public authority or by applicable law.

Section 3 Project-Specific Qualifications

1. Similar Projects. Describe up to ten projects similar to this Project that your firm has completed in Ohio over the past five years. Include the contact names/numbers for the project owners' representatives. The Owner may contact those representatives. Use no more than one page per project. Similarities to address include without limitation:
 - a. Water and/or wastewater plant projects
 - b. multiple GMP, phased public projects, CMAR
 - c. Projects in the local area
 - d. Value added experience
2. Safety. On one page or less, describe any OSHA willful citations your firm has received in the last three years. Provide your firm's experience modification rate (EMR) for each of the last three years. Describe your firm's approach to safety on the job site and what processes are in place to ensure safety. Describe your firm's dedicated safety staff, if any, and how often they are present on the job site.
3. Project Delivery System. On one page or less, describe your firm's experience as the construction manager-at-risk on public projects in Ohio.
4. Management Systems. Describe the scheduling and cost-control systems your firm proposes to use for the Project
5. Estimating. On one page or less, describe your firm's estimating process, use of trade contractors during the various stages of estimating, in-house estimators, and use and role of an estimating or design "contingency" during the various estimating points. Include a description of your firm's track record of managing projects to the original budget. Answer the following questions in your description:
 - a. What are your preferred processes for generating monthly pay applications and backup documentation, and how does that relate back to cost tracking?
 - b. How is contingency developed, tracked, and communicated back to the Owner and Engineer?
6. Scheduling. On one page or less, describe your firm's scheduling process, use of trade contractors during scheduling, in-house scheduling resources, and your firm's track record of managing projects to the original schedule. Answer the following questions in your description:
 - a. How does your firm develop the initial project work plan and schedule?
 - b. What software does your firm use for overall project scheduling? How and how often does your firm update that throughout the project?
 - c. How is a short-term look ahead schedule developed, maintained, and integrated with the overall project schedule?
 - d. How are daily work plans developed, communicated, and integrated with the look ahead schedule and the overall project schedule?
7. Change Management. Describe your firm's approach to change management on CMAR projects. Describe the types of situations on past projects that have been cause for a change order and how those were handled.

8. Quality Assurance / Quality Control. Provide a sample QA/QC Plan from a project of similar size and complexity and describe how the firm's QA/QC procedures would be adapted to this Project. Describe your firm's approach to quality control on the job site and what processes are in place to ensure safety. Describe your firm's dedicated quality control staff, if any, and how often they are present on the job site.
9. Self-Performed Work. Describe the interest and ability of your firm (including any affiliated entities) to self-perform Work on the Project. Answer the following questions in your description:
 - a. What types of work does your firm typically self-perform and what areas does it typically subcontract?
 - b. How are subcontractors typically contracted, lump sum or other?
 - c. How are subcontractor costs tracked and reported relative to project pay applications?
10. eComm is the intended construction information management software for this project (<https://ecomconstruction.com/>). Describe your firm's experience using eComm, if any. Also describe your firm's experience with other project management software, such as ProCore or Autodesk Construction Cloud (ACC) and how your firm would integrate eComm into your processes.

Section 4 Financial Responsibility

1. Provide for your firm **(1)** evidence of the firm's capacity to provide bonding in the amount of the above-identified Owner's Construction Budget, **(2)** evidence of the firm's workers compensation insurance, **(3)** certificate(s) of insurance showing the ***actual current limits of liability for employer's liability, commercial general liability, business automobile liability, pollution liability, and professional liability***, and **(4)** a list of all claims made against firm's/Subconsultant's professional liability insurance in the last five years.

Note that Ohio is a monopolistic state for workers' compensation. If your firm submits other than an Ohio Workers Compensation Certificate as evidence of workers' compensation coverage, please confirm that the firm/Subconsultant currently complies with Ohio's workers' compensation insurance requirements, explain how it achieves that compliance, and provide written evidence of that compliance.

2. Describe the approach to Subcontractor bonding / subcontractor default insurance your firm will take on this Project. If using subcontractor default insurance, identify the associated premium percentage.
3. Note that you may be required to produce copies of the actual policies and policy endorsements during contract negotiations.

Article 5 Submission Instructions

- 5.1** Before the **Deadline to Request Access to Online Repository to Submit Statement of Qualifications** noted under **Section 3.7**, you must submit an email to Michele Risko, Project Manager, micheler@wesslerengineering.com requesting an access link to upload to your Statement of Qualifications. If you fail to timely request that access, you will not be able to submit a Statement of Qualifications.
- 5.2** Before the **Statements of Qualifications Due** date and time noted under **Section 3.7**, you must submit your Statement of Qualifications by uploading it through the link provided as described under **Section 5.1** and mail six (6) hard copies.

- 5.2.1** The complete Statement of Qualifications as described under **Article 4** must be submitted in PDF format and titled "Bucyrus WWTP Expansion and Improvements – CMAR Qualifications – <your firm name>."
- 5.2.2** The hard copies of the complete Statement of Qualifications as described under **Article 4** must be postmarked by the deadline noted under **Section 3.7** and mailed to:
- City of Bucyrus, Ohio
Attention: Mr. Tim Wood
500 South Sandusky Avenue
Bucyrus, OH 44820

Article 6 General Provisions

- 6.1 Campaign Finance Certification.** By responding to this solicitation, your firm certifies the following: that your firm is familiar with ORC Section 3517.13; that all applicable parties listed in Division (I)(3) or (J)(3) of ORC Section 3517.13 are in full compliance with Divisions (I)(1) and (J)(1) of that Section; that your firm is eligible for award of the Contract under the law and will remain in compliance with ORC Section 3517.13 for the duration of the Contract and for one year thereafter.
- 6.2 Questions.** All questions must be submitted in writing by email to Michele Risko, Project Manager, micheler@wesslerengineering.com by no later than the **Deadline to Submit RFQ Questions** noted under **Section 3.7**. Answers to any questions will be posted to the link in **Section 2.1** for the benefit of all firms until one week before the **Statements of Qualifications Due** date.
- 6.3 Contact with the Owner and Engineer.** Firms (including their anticipated Subconsultants) which are considering responding to this solicitation are strictly prohibited from communicating with the Owner or Engineer or any member of the Owner's staff or the Engineer's staff except **(1)** as described in the immediately preceding paragraph or **(2)** in connection with other unrelated, ongoing projects.
- 6.4 Access to the site.** No access to the site will be permitted during the RFQ stage. In lieu of access to the site, interested firms may request access to 3D Matterport Scans by submitting a request in writing by email to Michele Risko, Project Manager, micheler@wesslerengineering.com.
- 6.5 Cancellation and Rejection.** The Owner may reject any or all proposals and cancel all or any portion of this solicitation at any time for any reason. The Owner will have no liability to any firm arising out of any cancellation of this solicitation or rejection of any related submission. The Owner may waive variations in the selection process.
- 6.6 Costs.** Each responding firm is responsible for any cost associated with the preparation and submittal of its response to this solicitation.
- 6.7 Additional Information.** The Owner may request additional information or clarifications from any Proposer without seeking the same additional information or clarifications from the other Proposers.
- 6.8 Public Records.** Documents submitted to the Owner in response to the RFQ and RFP are public and will be available for inspection under ORC Section 149.43 after announcement of the selected firm as provided under ORC Section 9.28.
- 6.9 Definitions.** Terms not otherwise defined but which are used in this solicitation are defined in **(1)** ORC Sections 9.33 through 9.334 and Sections 153.65 through 153.73, and related Law and Regulations, or **(2)** the EJCDC CMAR-700 (2023) General Conditions.
- 6.9.1** "CMAR Affiliated Entity" means any entity related to or affiliated with the CMAR or with respect to which the CMAR has direct or indirect ownership or control, including without limitation any entity owned in whole or part by the CMAR; any holder of more than ten percent of the issued and

outstanding shares of, or the holder of any interest in, the CMAR; any entity in which any officer, director, employee, partner or shareholder (or member of the family of any of the foregoing persons) of the CMAR or any entity owned by the CMAR has a direct or indirect interest, which interest includes but is not limited to that of a partner, employee, agent or shareholder.

- 6.9.2** "CMAR Services Price" means the sum of the Construction Services Price and the Procurement Services Price.
- 6.9.3** "Design Assist Firm" means a firm capable of monitoring and assisting in the completion of the plans and specifications under ORC Section 153.50, who the CMAR engages to provide design assist services.
- 6.9.4** "Reference Documents" means Owner-provided documents and information concerning the nature of and requirements for the Project and conditions affecting the design and construction of the Project. Reference Documents may or may not be part of the Contract and are subject to change before and after award of the Contract.
- 6.9.5** "Self-Performed Work" means Work performed by direct employees of the CMAR or a CMAR Affiliated Entity, which does not include Work performed by direct employees of a Subcontractor. Notwithstanding the foregoing sentence, Self-Performed Work may include: **(1)** a Material Supplier's provision to the CMAR or a CMAR Affiliated Entity of materials or supplies used in the performance of the Self-Performed Work, and **(2)** a Subcontractor's lease to the CMAR or a CMAR Affiliated Entity of tools or equipment used in the performance of the Self-Performed Work.
- 6.9.6** "OAC" means Ohio Administrative Code.
- 6.9.7** "ORC" means Ohio Revised Code.