Request For Proposal

CM at Risk (CMR) Services

Dublin Community Recreation Center
Phase 3 Renovation Project

Building Size/Phase 3 Renovation Elements:

The existing City of Dublin Community Recreation Center was opened in 1996 and is in need of being updated and refreshed. In late 2023, the City of Dublin began a comprehensive update of the DCRC Refresh Master Plan. This overarching plan is being used to identify the general timing and scope of future renovation phases. Phase 1 were recently completed. These renovations transformed the original Senior Lounge and created a new Teen Lounge within the facility. Phase 1 was lump sum bid in January 2025 and completed in late 2025. Phase 2 was recently bid and awarded Via a lump sum bid process. The renovation work for Phase 2 is currently underway and expected to complete in early 2027.

More information about the Dublin Community Recreation Center Refresh Plan can be found at
Dublin Community Recreation Center Refresh – City of Dublin, Ohio, USA.

The City of Dublin wishes to implement the balance of the DCRC Refresh Plan and related renovations using the CM at Risk (CMR)delivery method. It is expected that the Construction Manager selected for this next phase will continue on for all future renovation phases. The implementation of all future renovation phases, beyond Phase 3, are tied to annual funding authorizations from the Dublin City Council.

Initially the Construction Manager will provide preconstruction services

that will help the City of Dublin determine the implementation sequence, timing, overall cost for Phase 3 and subsequently each future phase and the creation of each future Guaranteed Maximum Price (GMP) Amendment for the DCRC Refresh Plan.

The Project Team, led by MSA Design, has been working on the Schematic and Design Development level design documents for this next phase. The selected Construction Manager will participate in the bi-weekly design Project Meetings led by MSA Design. At the conclusion of the Design Development process for Phase 3, a detailed Design Development Package will be issued for review and approval by the City of Dublin. This Design Package will include the following elements:

- Design Development Documents including sample finish material selections and Specifications
- Recommended Phasing/Implementation Plan
- Preliminary Site Utilization & Construction Sequencing Plan
- Construction Cost Estimate
- Complete Project Budget Estimate

The initial services to be provided by the Construction Manager at Risk (CMR) will be **exclusively** for the preconstruction services identified in the draft Agreement for the Design Phase for Phase 3 and the Balance of the Master Plan Implementation. This is graphically shown on the Master Project Schedule. Once the Design Development Package - Phase 3 is Approved, the City of Dublin will authorize both the Architect and Construction Manager to move forward with the balance of the design process and related preconstruction services for Phase 3 and continue on with the preconstruction services for the Balance of the Master Plan preconstruction services for the remaining work at the DCRC.

It is assumed that the balance of the preconstruction services will follow the Recommended Phasing/Implementation Plan developed during the Schematic Design/Master Plan process. The implementation of the work defined in the Schematic Design/Master Plan package will be implemented as approved by the City of Dublin and will be tied to annual CIP funding authorizations consistent with the phasing plans defined in the approved Schematic Design/Master Plan package.

Included in this RFP is a draft Master Project Schedule that generally defines the expected timing and process for the overall Project. Please note that this Master Project Schedule is merely included to help each Construction Manager understand the likely flow of the design, approval, funding, and renovation process for Phase 3 and the preconstruction period for Balance of the Master Plan Implementation.

Architect/Engineer:
MSA Design
Motz Engineering

Owner's Representative:
McCarthy Consulting, LLC

Phase 3 Renovation Construction Budget:
$6,500,000

Construction Delivery Method:

Construction Manager at Risk (CMR) – Modified A133/A201

(Note that the initial Agreement executed between the parties will be the Preconstruction Agreement.)

Master Project Schedule:

See attached Master Project Schedule.

Request For Proposal Information & Timing:

- Request For Proposal information and related documents are available online at https://dublinohiousa.gov/bids-and-requests-for-proposals/
- RFP issued/advertised on Friday, November 6, 2026
- RFP responses are due on Tuesday, December 1, 2026, on or before 2:00 p.m. EST
- All questions or requests for additional information are to be submitted to Don McCarthy, McCarthy Consulting, LLC via email – dmccarthy@mccarthyconsultingllc.com
- RFP responses are to be sent via email to Don McCarthy at dmccarthy@mccarthyconsultingllc.com and Tracey Uhl at tuhl@dublin.oh.us
- There is to be no contact between the Construction Managers and City of Dublin staff regarding this RFP until after an award is made

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Request For Proposal Response Requirements:

In response to this Request For Proposal, please provide the following information:

I. Provide a brief description of the business organization structure (i.e. corporation, sole proprietorship, etc.) and the names of all officers of the organization.

II. Provide a brief description and breakdown of the number and type of the Columbus Area - office and field personnel.

III. Provide a summary of the dollar value and percentage breakdown of your total annual volume generated and managed from your central Ohio office in these categories for the past four (4) years:
    i. Lump Sum Bidding
    ii. CM at Risk (CMR)
    iii. Advisor/Agency/Pure CM (i.e. not holding contracts)
    iv. Design/Build
    v. Other

IV. Provide a brief description of the size and number of Pool, Recreation, Wellness, Athletic Complexes, Fitness and Community Center type projects completed by your firm over the past five (5) years from the office that will service this Project. Special focus should be on similar facilities that were renovated in part or in total that remained occupied and functional during the renovation period. Include the contact names/numbers for the Owner and Architect representatives so they can be contacted.

V. Please provide a Case Study breakdown of a single project constructed by the office that will service this Project in the last five (5) years that most closely matches the scope, features, phasing, size, CM at Risk services, location, occupied nature, and characteristics of the Project envisioned by City of Dublin. Include at a minimum the following items in your Case Study:
    i. Overall Scope and Project Elements
    ii. Delivery Method (CMR, CMA, GC, DB)
    iii. Budget Control – Original vs. Actual
    iv. Preconstruction Services Provided
    v. Phasing Analysis Services Provided
    vi. Schedule Control – As Planned vs. Actual
    vii. Quality Control Management

viii. Safety Management
ix. CM Staff Size/Staffing Plan
x. Project Challenges/Unique Issues
xi. Lessons Learned

VI. Provide a description of your estimating process, in-house estimating staff/personnel, in-house (if any) mechanical/electrical/plumbing estimating capability, use of subcontractors during the various stages of estimating, use and role of "construction contingency"; "estimating contingency"; "market conditions contingency"; and/or "design contingency" during the estimating points defined in the Master Project Schedule. Be as detailed as possible.

VII. Please provide a description on your firms experience with "pre-purchasing" elements of a renovation Project that are long lead in nature or subject to current volatile market and/or tariff condition pressures. Describe your process for pre-purchasing and ensuring the items purchased fall within the budget and contain the needed elements for integration into the Project at a later date.

VIII. Please provide a draft Project Staffing Plan that defines your preconstruction team. Include all personnel and subconsultants (if any) that are envisioned to be involved in the preconstruction phases of the Project providing the services defined in the draft Agreement included with this RFP. Include an organization chart and resumes for all personnel proposed.

IX. For the initial Design Development phase services, provide a lump sum number for the required services as defined in the RFP and draft Agreement. This lump sum number should include all anticipated reimbursables costs such as fee, overhead, travel, printing, computer/IT charges, etc.

- Phase 3 Preconstruction Services

$_____

- Balance of Master Plan Preconstruction Services

$_____

X. While the initial scope of services for this assignment is for certain preconstruction phase services, it is assumed that the selected CM firm will continue on through the balance of the preconstruction and construction phases as generally defined on the draft Master

Project Schedule. For the purpose of understanding your likely fees moving beyond the Design Development phase for Phase 3, once authorized in writing by the City of Dublin, please provide the following additional information:

a. Your Construction Manager's Fee as a percentage of the estimated Cost of the Work for Phase 3. The definition of "Construction Manager's Fee" is located in the Draft Agreement included with this Request For Proposal. Assume the phasing will follow the timing defined in the Master Project Schedule and will be $6.5 million for Phase 3.
b. Your Construction Manager's Contingency as a percentage of the estimated Cost of the Work. The definition of "Construction Manager's Contingency" is located in the Draft Agreement included with this Request For Proposal. Assume the phasing will follow the timing defined in the Master Project Schedule and will be $6.5 million for Phase 3. The City of Dublin understands there are a number of variables that can affect the Construction Manager's Contingency such as the quality of the design documents, completeness of the specifications, amount of investigative work done for existing systems and building elements, etc. The City of Dublin is asking that you provide what you would typically expect to carry for an assignment of this type.
c. Assume all future phases beyond Phase 3 will be released in CIP construction cost funding increments of $6.0 to $7.0 million

XI. If your firm plans to offer or consider offering to self-perform any work during the renovation portions of the Project, please state those items of work that your firm would consider doing with your own forces (i.e. self perform) such as demolition, carpentry, drywall, acoustic ceilings, concrete, etc.

XII. Please provide your costs for your planned General/Excess Liability Insurance premium for this assignment. Define as a cost per $1,000 of construction cost. Assume $6.5 million for the total construction cost for Phase 3 for this calculation.

XIII. Included in this RFP is a draft of the proposed form of Agreement, General Conditions and various Exhibits. The expectation is that the

selected CM firm will enter into this Agreement with minor changes/modifications. Include a comprehensive and detailed list of all exceptions to or deviations from the draft Agreement, and General Conditions. Include in that list:

i. identification of the precise language to be deleted, added, or modified;
ii. your reasoning for each particular exception or deviation;
iii. all cost impacts (if any) that would result directly from Owner's decision to accept or reject the exception or deviation noted.