

Simple



Fair



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Clear



Effective

Energy Services Coalition Ohio Chapter

Winter Meeting

March 9, 2017



Agenda

- *Welcome!*
- Chapter business
- Review of previous progress
- OFCC State Agency Performance Contract Updates
 - Procurement process
 - Documents
 - Upcoming projects
- Open forum
- Future chapter business



ESC – Ohio Chapter Business

Co-Chairs

- Lane Beougher: Public Sector
- Greg Smith: Private Sector

Membership

- \$6,110 in chapter treasury

News - Award

Future business of chapter

- Leadership
- Meeting topics and frequency



ESC – Ohio Previous Topics

School Performance Contracts (HB 264)

- Law and rule changes
- Project submittal guidelines
- Guarantees
- Competitive selection
- Annual M&V reports

Outreach

- Top 10 ECMs webinar

State Agency Performance Contracts (HB7)

- Some process changes





OHIO FACILITIES CONSTRUCTION COMMISSION

Search... GO

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- K-12 Schools
- State Agencies / Higher Ed
- Capital Planning
- Project Administration
- Energy Services**
- >> Green Schools
- >> State Agency / Higher Ed Energy Performance Contracting (HB 7)
- >> School Energy Performance Contracting (HB 264)
- >> Program Participants and Annual Savings Reports
- >> State Agency Energy Capital Projects
- Cultural Facilities Grants
- School Security Grants

You are here : Services / Programs > Energy Services > School Energy Performance Contracting (HB 264)

School Energy Performance Contracting (HB 264)



The School Energy Program was established in 1985 to allow school districts to make energy efficiency improvements to their buildings and use the cost savings to pay for those improvements. The program gives districts the ability to borrow funds without having to pass a ballot issue for the authority to borrow. This limited borrowing authority has given districts the ability to save millions in utility bills and operating costs, and all at no additional taxpayer expense.

The school district selects a vendor to provide a complete turnkey project to analyze existing utility bills, conduct an energy audit, propose energy conservation measures and pricing, and complete the construction. The OFCC provides a technical review and approval of proposed projects, and reviews post-construction annual savings reports.

Program Resources

- Project Submittal Guidelines
- Guarantee Guidelines
- Sample RFQ
- Annual Savings Report Template
- Program Participants (including Annual Savings Reports)

Training Modules

- Top 10 Energy Conservation Measures (56:49)
- Competitive Selection Process (12:46)
- Annual Savings Reports (10:28)



School Energy Performance Contracting (HB 264)



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Issues/Problems

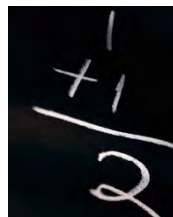
- High level of ESCO effort to respond to RFP
- Creates barriers to competition
- High level of effort to administer RFP
- Changes to the work during construction
- Owner-requested changes
- Transparency in cost of work



State Agency Performance Contracting

Opportunities

- Lessons learned from design-build
- Healthy competitive pool of ESCOs
- More efficient and less costly procurement process
- Be systematic and fair in changes to the work
- Take care of necessary, concurrent work



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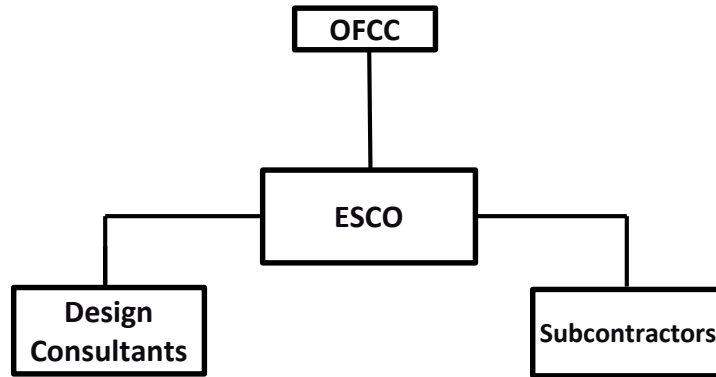


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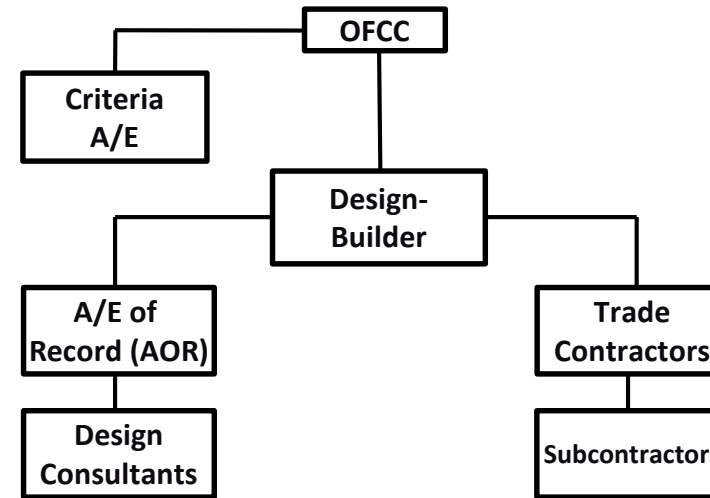
Performance Contract



Performance Contract characteristics:

- OFCC develops RFP with internal staff engineers for one-step selection.
- OFCC publishes RFP, evaluates Proposals based on qualifications and savings.
- OFCC then contracts with a single entity (ESCO) for design and construction of the energy and water conservation measures.
- ESCO is responsible to monitor and verify, and guarantee resulting energy savings.

Design-Build



Design-Build characteristics:

- OFCC contracts with Criteria A/E to develop “design criteria” for the RFP.
- OFCC publishes Request for Qualifications, then sends RFP to 3 pre-qualified firms.
- OFCC evaluates based on Best Value and selects 1 firm to enter into negotiations.
- OFCC then contracts with Design-Builder for design and construction of the project.
- Design-Builder pre-qualifies Subcontractors and bids Subcontracts.



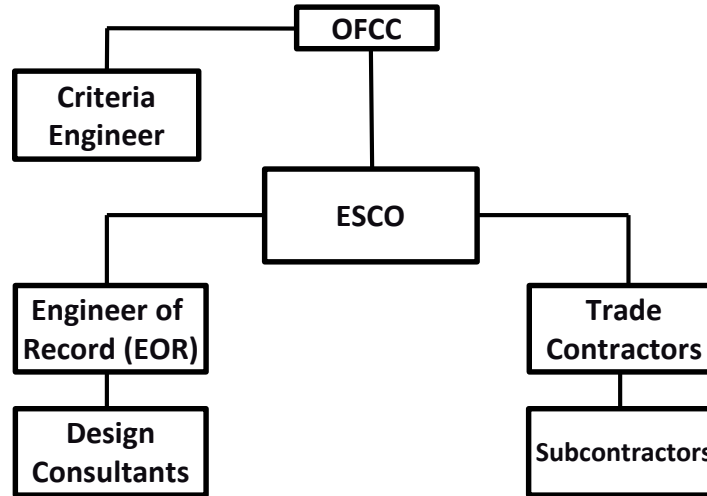
Proposed Changes

Design-Build / Performance Contract Hybrid

- RFQ/RFP procurement process
- Criteria Engineer role
- More use of open book pricing concepts
- Cost/fee transparency and detail
- Use of contingencies



Design-Build / Performance Contract Hybrid



Design-Build-Perform characteristics:

- OFCC contracts with Criteria Engineer to develop “design criteria” for the RFP.
- OFCC publishes Request for Qualifications to pre-qualify ESCOs for the RFP phase.
- ESCOs respond to the RFQ using Form F110-330 (Statement of Qualifications)
- OFCC evaluates and shortlists 3 or more ESCOs to compete in the RFP phase.
- ESCOs respond to the RFP using Proposal Forms provided(qualifications & savings).
- OFCC evaluates based on Best Value and selects one ESCO to enter into negotiations and Project Development.
- OFCC then contracts with a single ESCO for design and construction of the energy and water conservation measures.
- ESCO engages Subcontractors subject to OFCC approval.
- ESCO is responsible to monitor and verify, and guarantee the resulting energy savings.



Proposed Changes

	Current Performance Contracts	Proposed Performance Contracts	Design-Build
Legal authority	ORC 156	ORC 156	ORC 153
Selection	RFP	RFQ + RFP	RFQ + RFP
RFQ Form	None	F110-330 form	F110-330 form
Steps to Total Contract Price	Proposal + final engineering	Proposal + final engineering	Proposal + GMP
Max. # of proposals	No limit	Three	Three
Third party engineer for early design work	No	Yes	Yes
Defined contingencies	No	Yes	Yes
Cost detail	Cost breakdown by ECM	Cost of work and fees	Cost of work and fees

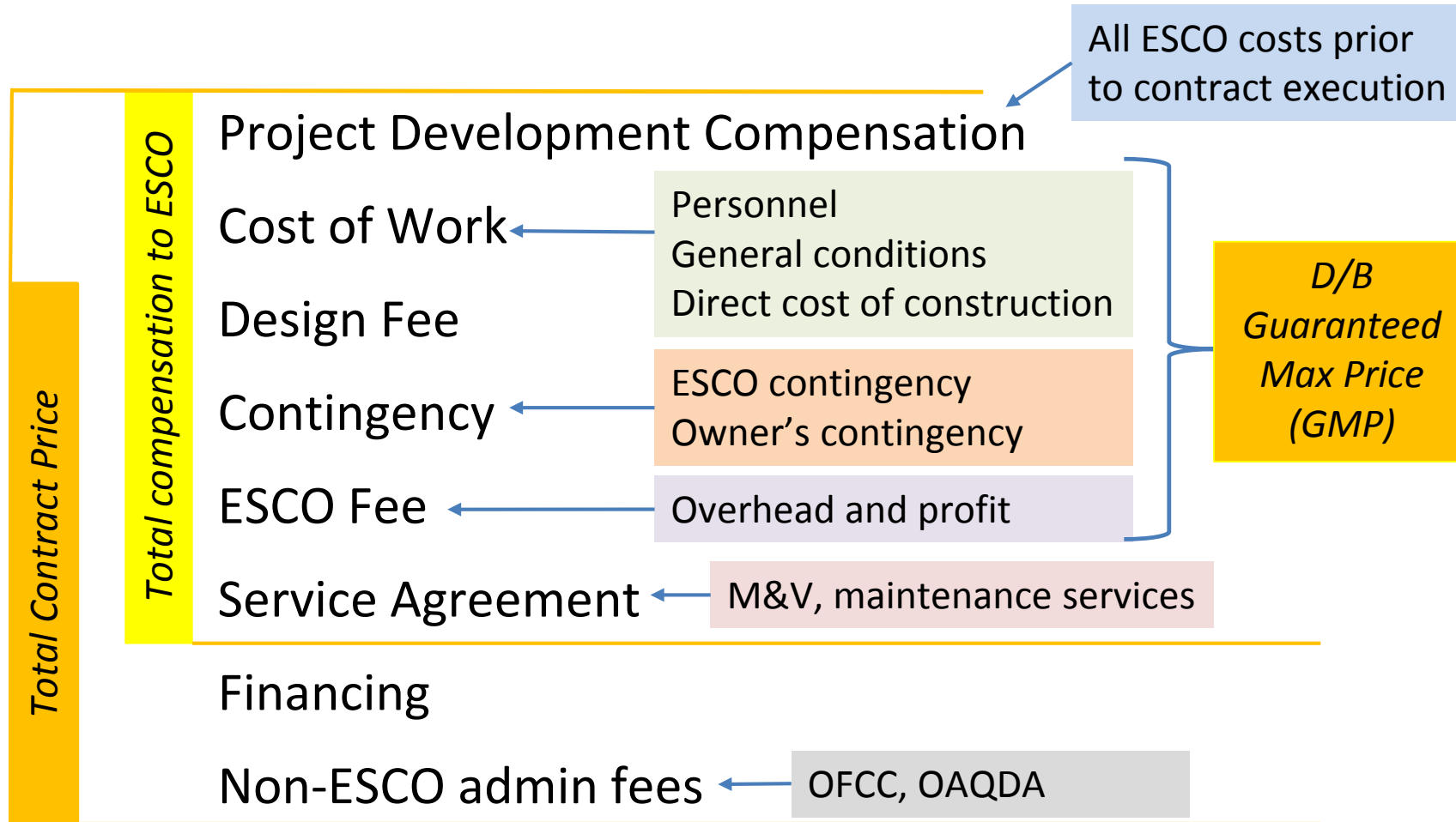


Proposed Changes

	Current Performance Contracts	Proposed Performance Contracts	Design-Build
Subcontractor selection	Disclosure and right to reject	Disclosure and right to reject	Structured Prequalifications
Required subcontractor contract form	No	Possibly	Yes
Bonds	Payment + performance + guarantee	Payment + performance + guarantee	Payment + performance
Changes to work	Negotiated No formal process	Based upon fee structure	Based upon fee structure
OAKS-CI Project Administration System	No	Yes	Yes
Owner contingency	No	Possibly	Yes



Total Project Cost



Project Development Compensation

Design-Build / Performance Contract Hybrid

(1) Project Development Fee: ESCO's overhead and profit for the Project Development Services

+

(2) Project Development Design-Services Fee: design fees the ESCO pays to the Engineer of Record (design consultant or staff)

+

(3) Project Development Personnel Costs: direct personnel expense paid to ESCO on hourly basis

+

(4) Project Development Reimbursable Expenses: expenses described in the Project Development Reimbursable Expenses Schedule attached to the Agreement

=

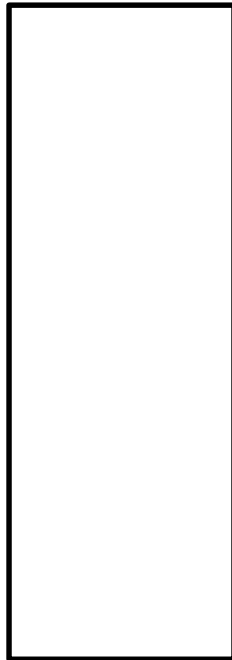
Project Development Compensation paid after contract execution and financial closing.



Construction Stage Compensation

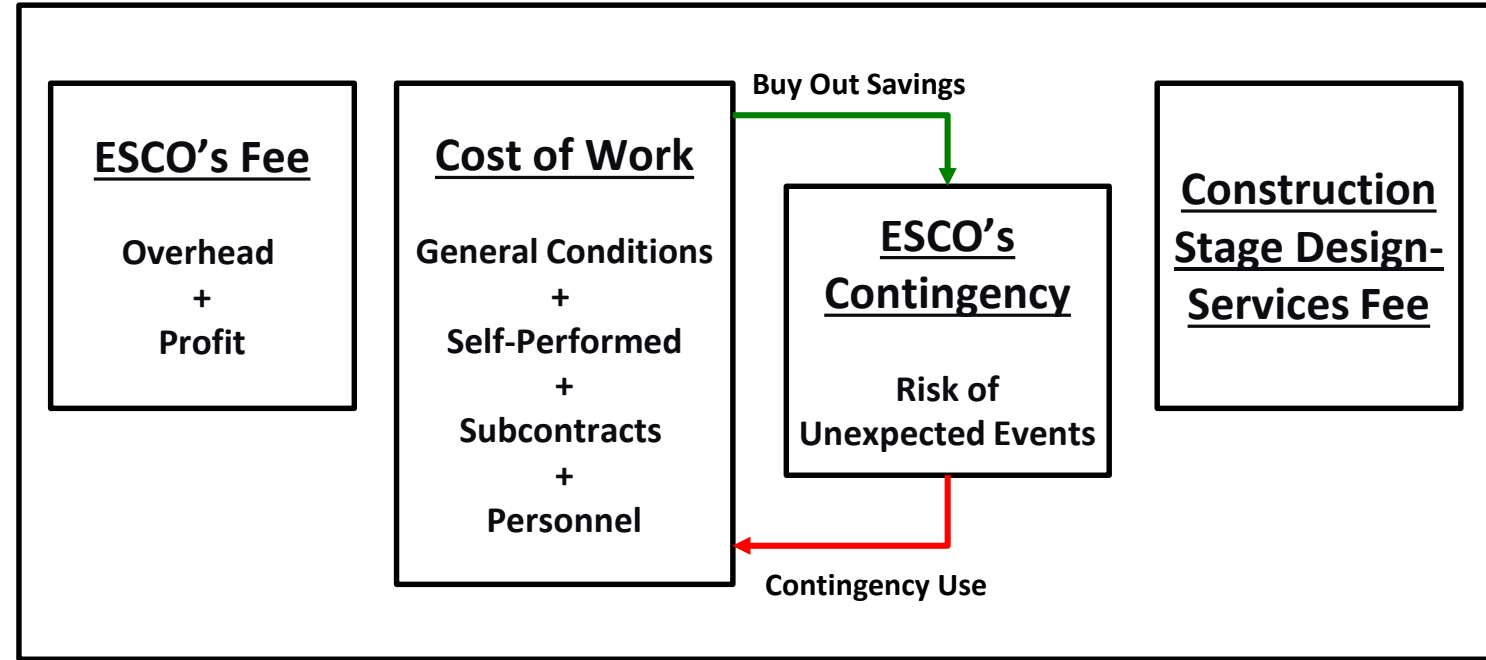
Design-Build / Performance Contract Hybrid

Owner's
Contingency
(if any)



Scope, time, and/or money crossing line = Change Order

Contract Sum (GMP)
Fee + Cost of Work + Contingency + Construction Stage Design-Services Fee



Note: Transfers between Cost of Work and Contingency DO NOT result in a Change Order.



STATEMENT OF QUALIFICATIONS

PART I – CONTRACT SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. PROJECT TITLE AND LOCATION (City and County) [REDACTED]	
2. ANNOUNCEMENT DATE [REDACTED]	3. PROJECT NUMBER [REDACTED]

B. FIRM POINT OF CONTACT

4. PROJECT REPRESENTATIVE NAME AND TITLE [REDACTED]		5. PRESIDENT / CEO [REDACTED]
6. NAME OF FIRM (LEGAL NAME ON FILE WITH THE OHIO SECRETARY OF STATE) [REDACTED]		
7. TELEPHONE NUMBER [REDACTED]	8. FAX NUMBER [REDACTED]	9. E-MAIL ADDRESS [REDACTED]
10. COUNTY [REDACTED]	11. FTID NUMBER [REDACTED]	12. WEB ADDRESS [REDACTED]

C. PROPOSED TEAM

(Complete this section for the lead firm or joint venture partners, and all key consultants.)

	(Check)			13. FIRM NAME	14. ADDRESS	15. ROLE IN THIS CONTRACT
	Lead Firm	JV Partner	Consultant			
a.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]
	<input type="checkbox"/> Check if EDGE certified			<input type="checkbox"/> Check if branch office	<input type="checkbox"/> Miles from project site	



State Agency Project Planning


- DRC Southeastern Correctional Complex (Lancaster and Hocking): advertised 1/31/17
- DRC two institutions: RFQ April 2017
- DRC institution: RFQ June 2017
- DRC two institutions: RFQ August 2017
- DRC one institution: October 2017



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Thank you for your
participation

- Check out the OFCC webpage for additional information
- If you would like to be added to the OFCC Energy Services Opportunities mailing list for new projects, please **sign up** at **Join Our Mailing List** on the right side of the web page <http://ofcc.ohio.gov>



Thank
You

153:1-6-02 Best value selection of a design-build firm.

(A) Definitions:

- (1) "Best value" a selection process in which proposals contain both pricing and performance components, and award is based upon a combination of pricing and performance considerations to determine the offer deemed most advantageous and of the greatest value to the public authority.
- (2) "Design services fee" means the compensation for services provided by the architect or engineer of record.
- (3) "Preconstruction fee" means a combination of home office overhead and profit for services provided during the preconstruction phase of the project, as defined in the contract documents.
- (4) "Design-build services fee" means a combination of home office overhead and profit for services provided during the construction phase of the project, as defined in the contract documents.
- (5) "General conditions" means materials, services, and equipment necessary to perform the work but that are not incorporated into the project as defined in the contract documents.
- (6) "Contingency" means an amount set aside by the design-build firm to pay for unexpected events, as defined in the contract documents.

(B) Two-step process: For each design-build project, a public authority shall engage in a two-step best value selection process consisting of a qualifications phase and a request for proposal phase. For each design-build project, it shall be the responsibility of a public authority to:

- (1) Identify the qualifications criteria required for the project in accordance with paragraph (C)(1) of this rule and determine how it shall be evaluated in the qualifications phase of the selection;
- (2) Identify the performance criteria and pricing criteria required for the project in accordance with paragraphs (D)(1) and (D)(2) of this rule and determine how they shall be evaluated and weighted in the request for proposal phase of the selection;
- (3) Identify if there are any minimum or mandatory technical requirements for the project;
- (4) Establish a process for maintaining records of decisions made at all stages of the selection process; and
- (5) If appropriate, determine the amount of any stipend to be paid to the non-selected short-listed firms for a responsive pricing and technical proposal.

(C) Qualifications phase: Prior to the announcement of the qualifications phase, a public authority shall establish criteria and the scoring method for the evaluation of a firm's qualifications.

- (1) Qualifications criteria: A public authority shall include the following as part of its qualifications criteria:
 - (a) Competence to perform the required design-build services as indicated by the technical training, education, and experience of the design-build firm's personnel and key consultants, especially the technical training, education, and experience of the employees and consultants of the design-build firm who would be assigned to perform the services, including the proposed architect or engineer of record;
 - (b) Ability of the firm in terms of workload and availability of qualified personnel, equipment, and facilities to perform the required professional design-build services competently and expeditiously, and experience working on similar types of projects;
 - (c) Past performance of the firm as reflected by the evaluation of previous clients with respect to such factors as control of costs, quality of work, dispute resolution, administration of subcontractors, and meeting deadlines and the past performance of the design-build firm's proposed architect or engineer of record;

- (d) Compliance with sections [4703.182](#), [4703.332](#), and [4733.16](#) of the Revised Code, including the use of a licensed design professional for all design services;
 - (e) Financial responsibility including evidence of the capability to provide a surety bond in accordance with paragraph (A) of rule [153:1-4-02](#) of the Administrative Code;
 - (f) History of performance with meeting goals of any diversity and inclusion programs required by a public authority or by applicable law, and compliance with applicable affirmative action programs. For public improvement projects subject to section [9.47](#) of the Revised Code, a valid certificate of compliance shall be submitted; and
 - (g) Other qualifications that are consistent with the scope and needs of the project including, but not limited to, knowledge of the local area and working relationships with local subcontractors and suppliers.
- (2) Evaluation committee: A public authority shall convene an evaluation committee. The composition of the committee is at the discretion of the public authority; however, the composition of the committee shall not consist of enough members of a public body to constitute a quorum. As used in this rule, the term "public body" has the meaning defined in section [121.22](#) of the Revised Code.
- (a) During the qualifications phase, a public authority shall consult with the criteria architect or engineer, as defined in division (I) of section [153.65](#) of the Revised Code.
 - (b) A public authority may permit other independent advisors to support the evaluation committee or advise it on technical and pricing issues, but shall not permit an advisor to participate as a voting member of the committee.
- (3) Release of request for qualifications: Once qualifications criteria are established and the evaluation committee has been selected, a public authority shall prepare and release the request for qualifications and any clarifications that may be made to it. A public authority shall answer any questions from interested firms in writing and make all questions and answers available to all interested firms.
- (4) Short-listed firms: Once a public authority receives responses to the request for qualifications, the evaluation committee shall evaluate those responses and select no fewer than three firms which it considers most qualified to provide the required services, except that the evaluation committee shall select and rank fewer than three firms when it determines in writing that fewer than three qualified design-build firms are available. The firms selected and ranked in the qualifications phase shall be referred to as the "short-listed firms" in the request for proposal phase.
- (D) Request for proposal phase:
- (1) Pricing criteria: As part of its preparation for the pricing component of the request for proposal phase, a public authority shall establish pricing criteria which shall contain the following components:
 - (a) Design services fee;
 - (b) Preconstruction fee;
 - (c) Design-build services fee;
 - (d) General conditions;
 - (e) Contingency; and
 - (f) If applicable at the time proposals are requested, a guaranteed maximum price proposal as set forth in paragraph (F) of this rule.
 - (2) Performance criteria: As part of its preparation for the technical component of the proposal phase, a public authority shall establish performance criteria which may include an evaluation of a firm's proposed:
 - (a) Schedule;

- (b) Approach to the work, including any anticipated self-performed work;
 - (c) Work sequencing;
 - (d) Performance history;
 - (e) Approaches to performance specifications when used;
 - (f) Plan for anticipated procurement difficulties;
 - (g) Plan for meeting any goals set as part of any diversity and inclusion program required by the public authority or by applicable law; and
 - (h) Plan for additional considerations which may include technical design, technical approach, quality of proposed personnel and management plan.
- (3) Request for pricing and technical proposal: Once the evaluation committee has selected the short-listed firms, a public authority shall release a request for pricing and technical proposals. A request for pricing and technical proposals shall include:
- (a) A description of the project and project delivery;
 - (b) The design criteria produced by the criteria architect or engineer;
 - (c) A preliminary project schedule;
 - (d) A description of any preconstruction services;
 - (e) A description of the proposed design services;
 - (f) The form of the design-build services contract;
 - (g) A description of how the guaranteed maximum price for the project shall be determined, including the estimated level of design detail upon which the guaranteed maximum price shall be based, if not otherwise set forth in the construction management contract; and
 - (h) A request for a pricing proposal, including the estimated cost of construction for the project, for the purpose of calculating the fees proposed by a design-build firm.
- (4) Pricing proposal: A design-build firm shall include at least the following in its pricing proposal:
- (a) A list of key personnel and consultants for the project;
 - (b) Design concepts adhering to the design criteria produced by the criteria architect or engineer;
 - (c) The design-build firm's statement of general conditions and contingency;
 - (d) A preliminary project schedule; and
 - (e) A pricing proposal which includes the pricing criteria components set forth in paragraphs (D)(1)(a) to (D)(1)(f) of this rule as established by the public authority.
- (5) Technical proposal: A design-build firm shall include at least the following in its technical proposal:
- (a) A project-specific plan;
 - (b) The identity of the proposed team;
 - (c) The project-specific approach to deliver the expected services; and
 - (d) The performance criteria components set forth in paragraphs (D)(2)(a) to (D)(2)(h) of this rule as established by the public authority.

(6) Pre-proposal submission meetings: Prior to the submission of technical and pricing proposals, a public authority may meet individually with each short-listed firm to permit the firm to ask questions regarding the proposal requirements.

(E) Determination of best value:

(1) The evaluation committee shall interview each short-listed firm that submits a pricing and technical proposal. The purpose of the interview is to allow each short-listed firm an opportunity to clarify and respond to questions related to its proposal. The public authority may provide a list of questions to the short-listed firms in advance of each interview. The interview will not be scored or included in the scoring of the proposal. Should a public authority find any major discrepancy or irregularity in a pricing proposal, the public authority shall notify the affected firm in writing to address the concern at the interview and require the firm to provide its response in writing no later than the date of the interview.

(2) The evaluation committee shall evaluate each pricing and technical proposal utilizing the performance criteria and pricing criteria established by the public authority. The committee shall evaluate the performance criteria separately from pricing criteria and then combine the evaluations to reach a final evaluation.

(3) The committee shall rank the short-listed firms based on the final evaluation of each proposal to determine the best value.

(4) The public authority shall announce the firm determined to be the best value and shall enter into negotiations for a design-build contract in accordance with the requirements set forth in divisions (B), (C) and (D) of section [153.693](#) of the Revised Code.

(F) Guaranteed maximum price: If a public authority intends to seek a guaranteed maximum price (GMP) proposal from the short-listed firms, the following procedures shall be followed:

(1) The public authority shall define the guaranteed maximum price proposal requirements which may include allowances, unit prices, assumptions and clarifications, project schedule and scope of work to be self-performed;

(2) The GMP proposal shall be submitted to the public authority in a separate sealed package, identifying the firm's name and consistent with instructions provided by the public authority;

(3) The GMP proposal shall be opened after the evaluation committee concludes its interviews under paragraph (E)(1) of this rule and scoring of the performance criteria;

(4) The evaluation committee shall conduct a comparative analysis of, and normalize, the GMP proposals received from the short-listed firms. In performing the analysis, the committee may request the assistance of the criteria architect or engineer, or other independent advisors selected under paragraph (C)(2) of this rule.

(5) Each firm's GMP proposal shall be considered with the performance score given by the evaluation committee and the committee shall rank the short-listed firms based on the final evaluation of each short-listed firm's proposal to determine the best value.

(6) The public authority shall announce the firm determined to be the best value and enter into negotiations for a design-build contract in accordance with the requirements set forth in divisions (B), (C) and (D) of section [153.693](#) of the Revised Code.

(G) Public records: Records that are maintained by the public authority during the qualifications phase and proposal phase are public, to the extent permitted by sections [149.43](#) and [149.433](#) of the Revised Code, and shall be available for inspection only after the announcement of the public authority set forth in paragraph (E)(4) or (F)(6) of this rule.

(H) Stipend:

(1) A public authority may provide a stipend for a responsive pricing and technical proposal received from the non-selected short-listed firms. The decision to award a stipend is at the sole discretion of a public authority.

- (2) The amount of the stipend shall be determined by a public authority and may be a lump sum amount or a percentage based on the level of effort anticipated to be expended to meet the proposal requirements.
- (3) After the award of the design-build contract and upon the submission of complete and acceptable documentation to the public authority of all actual costs of preparing a pricing and technical proposal, the remaining eligible design-build firms may receive payment up to the amount specified in paragraph (H)(2) of this rule, or the design-build firm's actual costs of preparing the proposal, whichever is less.
- (I) Nothing in this rule affects a public authority's right to accept or reject any or all proposals in whole or in part.
- (J) This rule does not apply to the department of transportation as the director of the department of transportation has specific statutory authority under Chapters 5517., 5525. and 5526. of the Revised Code to establish a design build program, criteria and selection process.

Effective: 1/13/2017

Five Year Review (FYR) Dates: 10/28/2016 and 01/13/2022

Promulgated Under: [119.03](#)

Statutory Authority: [153.503](#)

Rule Amplifies: [153.65](#) - [153.73](#)

Prior Effective Dates: 02/02/2012

Request for Qualifications (Design-Build Energy Contract)

State of Ohio Standard Forms and Documents

Administration of Project: Select Organization

Project Name	<u>Project Name</u>	Response Deadline	<u>Date</u> _____ <u>Time</u> _____ local time
Project Location	<u>Project Location</u>	Project Number	<u>Project Number</u>
City / County	<u>City / County</u>	Project Manager	<u>Project Manager</u>
Owner	<u>Owner</u>	Contracting Authority	<u>Select Organization</u>
Delivery Method	<u>Design-Build Energy Performance Contract</u>	Prevailing Wages	<u>Select Type</u>
No. of paper copies requested (stapled, not bound)	<u>Number</u>	No. of electronic copies requested (PDF)	<u>Number</u>

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Contact Name at E-mail or Mailing Address. See Section G of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Contact Name at E-mail Address with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the Opportunities page on the OFCC website at <http://ofcc.ohio.gov> on a regular basis until one week before the response deadline. The name of the party submitting a question will not be included on the Q&A document.

Project Overview

A. Project Description

REVISE AS INDICATED – DELETE THIS INSTRUCTION

This text is an example and is instructional. Insert a very brief description of the Project. Include the purpose or function of the completed project. Include type or types of facilities, general business functions or each, basic functional needs, etc. Briefly describe site(s), including location, special features, and restrictions, etc.

Pursuant to ORC Chapter 156, the Executive Director of the Ohio Facilities Construction Commission may implement energy and water conservation measures to significantly reduce energy and water consumption and operating costs of state-owned buildings. In compliance with ORC Chapter 156, the Executive Director may enter into contracts for the implementation of energy and water conservation measures in these facilities.

“Performance contracting” is a method of obtaining energy and water conservation measures, including design, installation, financing, and maintenance services, without initial capital expense. These contracts fund building improvements out of existing utility operating dollars. Such funding allows the Owner to take advantage of cost saving projects that might otherwise be foregone. This RFQ begins the process by which such contracts will be executed. The goal is to maximize financial benefit to the Owner through implementation of these measures.

All aspects of the Project and related issues will be implemented and operated consistent with the Contracting Authority and/or Owner’s policies and procedures.

Add additional project description here...

B. Scope of Services

REVISE AS APPROPRIATE – DELETE THIS INSTRUCTION

As required by the Agreement, and as properly authorized, provide the following categories of services: develop and maintain estimates of probable construction cost, value engineering, project schedules, and construction schedules; lead and manage the Design, Construction and Closeout stages.

Refer to the *Select type of manual* additional information about the type and extent of services required for each. A copy of the standard agreement can be obtained at the OFCC website at <http://ofcc.ohio.gov>.

The project development and construction services are generally described below. The parties will engage in an "open book" pricing method in which subcontracted work shall be based upon competitive pricing that will be reviewed by the Contracting Authority and Owner, Criteria A/E, and DB. The Contracting Authority and/or Owner shall have access to all books, records, documents and other data in the DB's possession related to itself, its Subcontractors and material suppliers pertaining to bidding, pricing or performance of the Contract.

Request for Qualifications (Design-Build Energy Contract) continued

Preconstruction Services: The DB will work cooperatively with the Contracting Authority and/or Owner, Criteria A/E, and Project Team, and will provide, among other services, schedule development, estimate development, design, Guaranteed Maximum Price (GMP) proposal, subcontractor prequalification and bidding, constructability review, permits, financing, value engineering, and implementation planning throughout the preconstruction stages. If the proposed Contract Sum exceeds the guaranteed energy and water savings for the Project, resulting in a negative cash flow, the Contracting Authority may terminate the agreement with the DB and seek proposals from other firms for completion of the Project.

Construction Services: The DB shall construct the Project pursuant to the Contract Documents and in accordance with the schedule requirements. The DB shall hold all subcontracts and shall be fully responsible for the means and methods of construction, progress meetings, testing and inspections, project safety, project completion within the schedule agreed upon in the project development stage, compliance with all applicable laws and regulations including monitoring compliance with all EDGE, equal employment, and prevailing wage requirements, and submitting monthly reports of these activities to the Contracting Authority. **All subcontracts shall be on the subcontract form prescribed by OAC Section 153:1-03-02.** The Contracting Authority reserves the right to approve the DB's selection of subcontractors and any supplemental terms to the subcontract form.

For purposes of completing the Relevant Project Experience Matrix in Section F of the Statement of Qualifications (Form F110-330), below is a list of relevant scope of work requirements for this RFQ:

1. Relevant Scope
2. Relevant Scope
3. Relevant Scope
4. Relevant Scope
5. Relevant Scope
6. Relevant Scope
7. Relevant Scope

C. Funding / Estimated Budget

Total Project Cost	<u>\$Dollar Amount</u>	State Funding	<u>\$Dollar Amount</u>
Construction Cost	<u>\$Dollar Amount</u>	Other Funding	<u>\$Dollar Amount</u>

D. Anticipated Schedule

Preconstruction Services Start	<u>mm / yy</u>
Construction Notice to Proceed	<u>mm / yy</u>
Substantial Completion of all Work	<u>mm / yy</u>
DB Services Completed	<u>mm / yy</u>

E. EDGE Participation Goal

Percent of the DB's total compensation	<u>Number%</u>
--	----------------

F. Evaluation Criteria for Selection

REVISE AS NECESSARY – DELETE THIS INSTRUCTION

Selection Criteria: The DB will be selected using (i) qualifications-based process during the Request for Qualifications ("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 State and Owner, combining qualifications, energy and water savings, and project cash flow.**

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 Contracting Authority will select a short list of **no fewer than three candidates** that it considers to be the most qualified, except if the Contracting Authority determines that fewer than three firms are qualified, it will only select the qualified firms.

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

Request for Qualifications (Design-Build Energy Contract) continued

Pre-Proposal Meeting: Prior to submitting a response to the RFP, the short-listed firms will be invited to meet **individually** with the Contracting Authority and the Owner. The purpose of the pre-proposal meeting is to permit the short-listed firms an opportunity to ask the Contracting Authority and 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 pre-proposal meetings.

Interview: After submitting responses to the RFP, the short-listed firms will be interviewed by the Contracting Authority and representatives of 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 EDGE expectations. The Contracting Authority will notify each short-listed firm to schedule individual times for the interviews.

Selection Schedule: Tentative schedule is subject to change.

RFP issued to the Short-Listed Firms	Date
Interviews	Date
Selection of DB	Date

Cancellation and Rejection: The Contracting Authority reserves the right to reject all proposals and cancel at any time for any reason this solicitation, any portion of this solicitation or any phase of the Project. The Contracting Authority shall have no liability to any proposer arising out of such cancellation or rejection. The Contracting Authority reserves the right to waive minor variations in the selection process.

THE PARAGRAPH BELOW IS OPTIONAL – DELETE IF NOT REQUIRING EDGE PARTICIPATION

Interested Proposers are required to submit the Commitment to Participate in the EDGE Business Assistance Program form in its Statement of Qualifications (Form F110-330) submitted in response to the RFQ, to indicate its intent to contract with and use EDGE-certified Business Enterprise(s), as a part of the Proposer's team. The EDGE Affidavit and / or waiver request letter and Demonstration of Good Faith Effort form(s) with complete documentation must be attached to the Proposal during the RFP stage. Both forms can be accessed via the OFCC website at <http://ofcc.ohio.gov>.

For all Statements of Qualifications, please identify the EDGE-certified Business Enterprises, by name, which will participate in the delivery of the proposed services solicited in the RFQ.

G. Submittal Instructions

Firms are required to submit the current version of Statement of Qualifications (Form F110-330) available via the OFCC website at <http://ofcc.ohio.gov>.

Statements of Qualifications are to be submitted electronically by email. Submittals are to be limited to a maximum of one email with a total file size of 25 MB.

Electronic submittals should be combined into one PDF file named with the project number listed on the RFQ and your firm's name. Use the "print" feature of Adobe Acrobat or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Acrobat, go to Advanced, then PDF Optimizer. Also, please label the CD or DVD and the sleeve with the project number and firm name if applicable.

Paper copies of the Statement of Qualifications, if requested, should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary.

Facsimile copies of the Statement of Qualifications will not be accepted.

Unless otherwise noted or exempt, all documents submitted to the Contracting Authority in response to this RFQ and subsequent RFP are public and will be available for inspection at the conclusion of the selection process. The following information shall remain confidential and will not be released: **(1)** Proposal Form(s), except for cost category subtotals which will be transferred to the Best Value Rating Form; **(2)** Financial Capacity; and **(3)** Bonding/Insurance.

Proposers are requested to submit the following information in response to this RFQ within Section H of Form F110-330.

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

Request for Qualifications (Design-Build Energy Contract) continued

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 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.

Firms are requested to identify professional registrations, memberships and credentials including but not limited to: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, CPE, DBIA, and any other appropriate design and construction industry credentials. Identify that information on the resume page for individual in Block 22, Section E of the F110-330 form.

Performance Contract Selection Rating Form

State of Standard Forms and Documents

Project Name Project Name Proposer Firm _____
 Project Number Project Number City, State, Zip _____

Selection Criteria		Value	Score
1. Primary Firm Location and Workload (Maximum 10 points)			
a. Proximity of firm to project site	Less than aa miles	5	
	aa miles to bb miles	2	
	More than bb miles	0	
b. Amount of contracts awarded by Contracting Authority in previous 24 months	Less than \$cc	5	
	\$cc to \$dd	2	
	More than \$dd	0	
2. Primary Qualifications (Maximum 35 points)			
a. Project management lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	Max = 25
b. Project design lead	Experience / creativity of project engineer to achieve owner's vision and requirements	0 - jj	
c. Technical staff	Experience / ability of technical staff to coordinate construction documents and develop accurate estimates and schedules	0 - kk	
d. Construction administration staff	Experience / ability of field representatives to identify and solve issues during construction	0 - ll	
3. Key Consultant Qualifications (Maximum 15 points)			
a. Key consultants	Experience / ability of key consultants to perform effectively and collaboratively	0 - 10	
b. Proposed EDGE-certified Consultant and Subcontractor participation*	One point for every 2 percent increase in total compensation over the EDGE participation goal	0 - 5	
4. Overall Team Qualifications (Maximum 10 points)			
a. Previous team collaboration	Less than mm sample projects	0	Max = 5
	mm to nn sample projects	2	
	More than nn sample projects	5	
b. Team organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
5. Overall Team Experience (Maximum 30 points)			
a. Previous team performance	Past performance as indicated by evaluations and letters of reference	0 - 10	
b. Experience with similar projects	Less than oo projects	0 - 3	
	oo to pp projects	4 - 6	
	More than pp projects	7 - 10	
c. Budget and schedule management	Performance in completing projects within original construction budget and schedule	0 - 5	
d. Knowledge of Ohio Capital Improvements process	Less than qq projects	0 - 1	
	qq to rr projects	2 - 3	
	More than rr projects	4 - 5	
* Must be comprised of consulting firm(s) and Subcontractors and NOT the lead firm		Subtotal	

Notes:

Evaluator:

Name _____

Signature _____

Date _____