

# Request for Qualifications (Design-Build Contract)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Local Higher Education

Project Name	<u>Parking Facilities Signage</u>	Response Deadline	<u>5/15/2013</u>	<u>4:00pm</u>	local time
Project Location	<u>Columbus Campus</u>	Project Number	<u>OSU-120594</u>		
City / County	<u>Columbus / Ohio</u>	Project Manager	<u>Aldino Stazzone</u>		
Owner	<u>The Ohio State University</u>	Contracting Authority	<u>Owner</u>		
No. of paper copies requested (stapled, not bound)	<u>4</u>	No. of electronic copies requested on CD (PDF)	<u>4</u>		

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Aldino Stazzone at Central Classroom Building, Room 400, 2009 Millikin Road, Columbus, OH 43210. See Section H of this RFQ for additional submittal instructions.

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### Project Overview

#### A. Project Description

The Ohio State University is seeking statements of qualifications from firms interested in providing design, fabrication and installation services for an interior and exterior signage program for OSU's parking facilities, with specific attention to garages which provide visitor parking.

This project will provide construction documents, fabrication and installation of signage, updated painting of wayfinding messaging at visitor and faculty/staff parking garages. A standard Kit of Parts, to include preliminary design, font, symbol and color specifications as well as general location and messaging have been developed by Kate Keating Associates, Incorporated.

This project will utilize the Design-Build project delivery method.

State Prevailing Wage requirements apply to this project.

All aspects of the project and related issues will be implemented and operated consistent with the Owner's policies and procedures.

#### B. Scope of Services

The selected Design-Builder ("DB"), as a portion of its required Scope of Services and prior to submitting its proposal, will discuss and clarify with the Owner, the breakdown of the Agreement detailed cost components, to address the Owner's project requirements and refine the project schedule.

The project scope includes interior and exterior signage for up to 15 garages which serve visitor, staff/faculty and students to varying degrees. Design Development level documents have been created for a standardized kit of parts to be used on all visitor garages. Construction documents for one visitor garage have been developed, are in the process of being implemented, and can be used as a prototype for the remaining visitor garages. Consistency of message and design across all garages is critical, however each garage will have unique conditions that may necessitate modifications of the system. The priority for this project is a comprehensive signage package for each of eight (8) visitor garages. If funding is available, the selected bidder will work with the OSU team and the criteria A/E to develop and implement a less extensive package for seven (7) staff and faculty garages which is based on the visitor parking kit of parts. The Scope of services of this project shall include, but is not limited to the following:

First Priority: Visitor Parking Garages

1. Develop final design development documents specific to each of eight (8) Visitor Parking garages. This will include:
  - a. Reviewing the kit of parts and proposing a package of signage which is appropriate for each garage.
  - b. Developing documents for any required modifications to kit of parts as required by unique garage conditions.
  - c. Proposing any recommended additional signage or signage types as required by unique garage conditions.
  - d. Reviewing final proposed design drawings with OSU and obtaining approval for each package for each garage.
  - e. Providing updated cost estimate for each garage.
2. Develop fabrication/construction/installation documents and Shop drawings for each of eight (8) visitor parking garages. Updated cost estimate as necessary, review drawings with OSU and obtain approval.
3. Design deliverables will include design and shop drawings for review, as-built drawings and adobe illustrator files of any signage that has been significantly modified from or added to the kit of parts.

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4. Fabricate and Install approved signage in each of eight (8) visitor parking garages, including all necessary electrical and structural elements.
5. Preconstruction services and construction services.

### Second Priority: Faculty/Staff Garages

Once final pricing for visitor parking garages has been determined, and if adequate funding remains in the budget, the selected bidder will work with the OSU team and criteria A/E to:

1. Develop final design development documents specific to each of seven (7) Staff/Faculty garages. This will include:
  - a. Reviewing the kit of parts and determine which signage is a priority for staff/faculty garages
  - b. Developing design documents for each staff/faculty garage, including any recommended modifications required by unique garage conditions.
  - c. Reviewing final proposed design drawings with OSU and obtaining approval for each package for each garage.
  - d. Providing updated cost estimate for each garage.
2. Develop fabrication/construction/installation documents and Shop drawings for approved signage in each of seven (7) faculty/staff garages. Update cost estimate as necessary, review drawings with OSU and obtain approval.
3. Design deliverables will include design and shop drawings for review, as-built drawings and adobe illustrator files of any signage that has been significantly modified from or added to the kit of parts.
4. Fabricate and Install approved signage in each of seven (7) staff/faculty garages, including all necessary electrical and structural elements.
5. Preconstruction services and construction services.

Refer to the *Ohio Facilities Construction Manual* for 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 preconstruction and construction services are generally described below. Subcontracts shall include, but are not limited to graphic design, sign fabrication and installation, painting and electrical construction will be awarded by the DB 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 Owner, the Criteria A/E and the DB. 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 DB will work cooperatively with the Owner, Criteria A/E and Project Team, and will provide, among other services, schedule development, estimate development, fabrication/materials verification, Guarantee Maximum Price (GMP) proposal, subcontractor prequalification and bidding, construction documents preparation, constructability review, permits, budgeting, value engineering, and preconstruction planning throughout the preconstruction stages. When the drawings and specifications are at a stage of completion specified in the Agreement (the Basis Documents), the DB shall submit to the Owner and the Criteria A/E their proposed Guaranteed Maximum Price (the "Contract Sum") and its qualifications and assumptions based upon the Basis Documents and the Design Intent Statement. The DB, the Owner and the Criteria A/E (along with selected engineers and consultants) shall meet to reconcile any questions, discrepancies or disagreements relating to the qualifications and assumptions, the Basis Documents or the Design Intent Statement. The reconciliation shall be documented by an addendum to the qualifications and assumptions that shall be approved in writing by the Owner, the Criteria A/E and the DB. The DB shall then submit to the Owner, for approval, the CM's proposed final Contract Sum based upon the Basis Documents, the approved qualifications and assumptions and the Design Intent Statement. Contingent upon the Owner's approval of the final Contract Sum (GMP Amendment), the parties will enter into an amendment to the Agreement establishing the Contract Sum. The final negotiated Contract Sum shall not exceed the Project Budget established for construction. If the proposed Contract Sum exceeds such budget, then the Owner may terminate its agreement with the DB and seek from other firms, bids for completion of the Project.

Construction Services: The DB shall obtain all approvals required from the university, fabricate and install the signage pursuant to the construction 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, construction execution, progress schedule, weekly progress meetings, testing and inspection, quality control, 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 EDGE, equal employment, and prevailing wage requirements, and submitting monthly reports of these activities to the Owner. All subcontracts shall be on the subcontract form prescribed by OAC Section 153:1-03-02. The Owner reserves the right to approve the DB's selection of subcontractors and any supplement terms to the form subcontract.

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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) Design:
  - a) Research existing conditions at proposed locations.
  - b) Develop detailed final plans for sign locations and associated painting work.
  - c) Consult with university and CampusParc staff to ensure that all university policies and standards are met and submit plan documents for review and approval of signs in campus street rights of way.
- 2) Fabrication and installation documents for signage:
  - a) Shop drawings of signs to show materials, design, colors, font, symbols, size and mounting height of sign face and similar details for poles or other structural support.
  - b) Structural drawings for signs, support structures or poles and foundations.
  - c) Electrical and communications engineering and design drawings for lighted and interactive signs.
  - d) Location and demolition/removal plans for existing outdated or redundant signage.
- 3) Fabrication of signs and structural supports
- 4) Installation of electrical circuits and communications circuits for lighted signs. Work shall also include making all terminations to make a complete and usable system.
- 5) Surface preparation and painting for outdated garage messaging.
- 6) Removal/demolition of outdated and redundant signage.

### C. Funding / Estimated Budget

Total Project Cost	<u>\$2,905,570.00</u>	State Funding	<u>\$0</u>
Construction Cost	<u>\$2,000,000.00</u>	Other Funding	<u>\$2,905,570.00</u>

### D. Anticipated Schedule

DB Services Start (mm/yy)	<u>07 / 13</u>
Construction Stage Start (mm/yy)	<u>09 / 13</u>
DB Services Completed (mm/yy)	<u>10 / 14</u>
Contract Completed (mm/yy)	<u>11 / 14</u>

### E. EDGE Participation Goal

Percent of Total Subcontracts Awarded	<u>5%</u>
Percent of Initial Design Services Fee	<u>5%</u>
Percent of Design-Build Compensation	<u>5%</u>

### F. Evaluation Criteria for Selection

#### Selection Criteria:

The DB will be selected using (i) a qualification based selection process during the initial Request for Qualifications (RFQ) stage to develop a short list and (ii) a best value selection process during the final Request for Proposal (RFP) stage for the final DB selection. The qualifications-based selection criteria for the RFQ is included in this announcement.

#### 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 Proposal:

The short-listed firms shall be sent a RFP that will invite the firms to submit pricing proposals containing their proposed preconstruction stage design fee, construction stage personnel costs, construction stage itemized general conditions cost percentage, construction stage contingency percentage and construction stage design fee percentage. The short-listed candidates will also receive (i) a form of the Agreement with the Owner containing the contract terms and conditions, (ii) a set of the most recent design documents and (iii) a 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 to ask the Owner questions in an individual setting to help the firms prepare their responses to the RFP. The pre-proposal meeting will be held at Central Classroom

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Building, Room 400, 2009 Millikin Rd., Columbus Ohio, 43210. The Owner 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 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 Owner will notify each short-listed firm to schedule individual times for the interviews.

### Selection Schedule:

Tentative schedule is subject to change.

Qualifications Due	May 15, 2013
RFP issued to the Short-Listed Firms	May 28, 2013
Site Visit at Central Classroom Building, Room 400, 2009 Millikin Rd., Columbus, OH 43210 project site	June 3, 2013
Pre-proposal Meetings at Central Classroom Building, Room 400, 2009 Millikin Rd., Columbus, OH 43210	June 3, 2013
Proposals Due	June 10, 2013
Interviews at Central Classroom Building, Room 400, 2009 Millikin Rd., Columbus, OH 43210	June 14, 2013
Selection of DB	June 21, 2013
Controlling Board Meeting for approval of the Agreement	N/A

### Cancellation and Rejection:

The Owner 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 Owner shall have no liability to any proposer arising out of such cancellation or rejection. The Owner reserves the right to waive minor variations in the selection process.

Interested CM firms 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 CM'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 DB's Proposal. 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 professional services solicited in the RFQ.

## H. 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>.

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.

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 Professional or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Adobe Acrobat Professional, go to Advanced, then PDF Optimizer. Also, please label the CD and the CD cover with the project number and firm name.

Submit all questions regarding this RFQ in writing to Aldino Stazzone, [Stazzone.1@osu.edu](mailto:Stazzone.1@osu.edu) with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the OAKS Capital Improvements (OAKS CI) website at <http://ci.oaks.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.

Unless otherwise noted or exempt, all documents submitted to the Owner in response to this RFQ or 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.

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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 project budget 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.
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.

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, 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.

LEED Credentials: Leadership in Energy & Environmental Design (Green Building Certification Institute)

GA: Green Associate  
AP: LEED AP (Legacy LEED Accredited Professional without specialty)  
AP +: (see below):  
LEED AP BD+C (Building Design and Construction specialty)  
LEED AP ID+C (Interior Design and Construction specialty)  
LEED AP O+M (Operations and Maintenance specialty)  
LEED AP ND (Neighborhood Development specialty)  
LEED AP Homes (Specialty for residential LEED construction)

Other Industry Credentials

CCCA: Certified Construction Contract Administrator (CSI)  
CCM: Certified Construction Manager (CMAA)  
CCS: Certified Construction Specifier (CSI)  
CDT: Construction Document Technologist (CSI)  
DBIA: Design-Build Institute of America  
**SEGD: Society of Environmental Graphic Designers**

# Design-Build Selection Rating Form

## State of Standard Forms and Documents

Project Name Parking Facilities Signage Proposer Firm \_\_\_\_\_  
 Project Number OSU-120594 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary DB Location Workload (Maximum 10 points)</b>			
a. Proximity of DB's office where the majority of work will be performed to the principal project site	Less than 50 miles from project site	4 - 5	
	50 miles to 100 miles from project site	2 - 3	
	More than 100 miles from project site	0 - 1	
b. Amount of contracts awarded by the Contracting Authority to the DB in the previous 24 months (exclude projects on hold)	Less than \$100K in previous 24 months	5	
	\$100K to \$1M in previous 24 months	2	
	More than \$1M in previous 24 months	0	
<b>2. Primary DB Qualifications (Maximum 35 points)</b>			
a. Project Management Lead (e.g., education, experience, credentials)	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	
b. Project Administrative Staff (e.g., superintendent, project engineer, administrative support)	Experience / knowledge of project admin staff to achieve owner's vision and requirements	0 - 5	
c. Project Design Lead (e.g., awards, publications)	Experience / creativity of lead designer	0 - 5	
d. Construction Technical Staff (e.g., scheduling / estimating, education, experience, credentials)	Experience / ability of construction technical staff to fully coordinate estimate and schedule	0 - 5	
e. Design Technical Staff (e.g., BIM/CAD capabilities education, experience, CDT or CCS* credentials)	Experience / ability of technical staff to develop quality construction documents	0 - 5	
f. Construction Administration Staff (e.g., education, experience, CDT, CCM, or CCCA* credentials)	Experience / ability of field representatives to identify and solve issues during construction	0 - 5	
<b>3. Key Consultant Qualifications (Maximum 15 points)</b>			
a. Key Consultants (e.g., architectural, civil, mechanical, or electrical engineering, roofing or other specialty consultants)	Experience / ability of key consultants to perform effectively and collaboratively	1 - 10	
b. Proposed EDGE-certified Consultant Participation** (fully executed Statements of Intent to Contract and Perform with relevant EDGE firms)	One additional point for every 2 percent increase in professional services over the advertised EDGE participation goal	0 - 5	
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
a. Previous Collaboration of the Project Team (sample projects on which a significant number of individual team members have worked together)	Less than 2 sample projects	0	
	2 to 4 sample projects	2	
	More than 4 sample projects	3	
b. LEED*** Training / Professional Accreditation (demonstrated either by the DB or relevant consultant)	LEED*** Credentials* (Maximum 3 points)	GA	1
		AP	2
		AP+	3
c. LEED*** Registered / Certified Project Experience (demonstrated either by the DB or relevant consultant)	LEED*** Registered Projects (RP) or LEED*** Certified Projects (CP) (Maximum 2 points)	RP	1
		CP	2
d. Team Organization (showed formal relationships between owner, contracting authority, consultants)	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
<b>5. Overall Team Experience (Maximum 30 points)</b>			
a. Past Performance of the Project Team (provided reference letters from sample project contacts)	Past performance as indicated by CM evaluations and letters of reference	0 - 10	
b. Experience with similar projects and Design-Build project delivery method	Less than 3 projects	0 - 3	
	3 to 6 projects	4 - 6	
	More than 6 projects	7 - 10	
c. Budget and Schedule Management (included data on estimate versus bid and original contract sum & time versus change orders for sample projects)	Performance in completing projects within original construction budget and schedule	0 - 5	
d. Knowledge of Ohio Capital Improvements Process (e.g., experience following <i>Ohio Facilities Construction Commission</i> , the <i>Standard Requirements</i> , and <i>ORC Chapter 153</i> )	Less than 3 projects	0 - 1	
	3 to 6 projects	2 - 3	
	More than 6 projects	4 - 5	
* Refer to list of applicable credentials in Section H of the RFQ ** Must be comprised of consulting firm(s) and NOT the lead firm of the DB entity *** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute		<b>Subtotal</b>	

**Notes:**

**Evaluator:**

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_