

# Request for Qualifications Design-Build Services

The Ohio State University  
Facilities Operations and Development  
400 Central Classroom Building  
2009 Millikin Road  
Columbus, OH 43210



www.fod.osu.edu  
Phone 614-292-4458

**2012**

## **A. PROJECT DESCRIPTION**

1. The Ohio State University (the "Owner") is seeking statements of qualifications from firms interested in providing design and construction services as a design-builder for the OARDC - Replace Ag Eng Greenhouses; OSU-120211 :

Construction budget is \$470,000

Total Project budget is \$562,900

Pre-construction Duration: 2/1/12 through 10/30/12

Construction Duration: 3/1/13 through 7/31/13

Building Commissioning: NA

Occupancy: 9/1/13

Total Project Duration: 2/1/12 through 9/1/13

Criteria Architect/Engineer (the "Criteria A/E"): OSU /OARDC

Project Description:

The project will construct two (2) new greenhouse structures and one new headhouse building on the site of the original greenhouses destroyed by a tornado on September 16, 2010. The intent of this project is to award a single design / build contract for the execution of this work.

The work will include the design and construction of two separate greenhouse units connected to a single headhouse building and will include all site work, reconnection of utilities, electrical work, heating/ventilation, phone/data and greenhouse environmental controls.

The structures shall be built in a manor to minimize solar shading and cross ventilation contamination between the three structures.

2. EDGE. The Equal Opportunity Division of the Department of Administrative Services shall establish Encouraging Diversity, Growth and Equity ("EDGE") participation goals, which goals will be set forth in the RFP.

3. GREEN BUILD POLICY. The Project is required to comply with the Owner's Green Build Policy.

## **B. PROJECT DELIVERY**

The Project will be designed and constructed using the "Design-Build" project delivery system. The design and construction services shall be set forth in more detail in the Design-Build Agreement, Ohio Department of Administrative Services, the form of which will be provided to short-listed firms, as defined in Section C.3.

## **C. SELECTION PROCESS**

1. **General.** The Design-Builder shall be selected using a two-step best value selection process in which award is based upon a combination of qualifications and price considerations.

2. **Qualifications Phase.** Qualifications generally include competence to perform the required design-build services; ability to manage the required workload and provide qualified personnel, equipment, and facilities; past performance as reflected by the evaluation of previous clients with respect to factors such as control of costs, quality of work, and meeting deadlines; ability to comply with Ohio Revised Code Sections 4703.182, 4703.332, and 4733.16, including the use of a licensed design professional for all design services; financial responsibility as evidenced by the capability to provide a surety bond equal to one hundred per cent of the contract sum; history of performance with meeting goals of any diversity and inclusion programs required by a public authority or by applicable law, compliance with applicable affirmative action programs; and other similar factors.

3. **Short-List.** The Owner will evaluate each firm responding to this RFQ on the basis of that firm's submitted qualifications and the qualifications and experience of the particular individuals identified as the candidate's proposed team for the Project. The Owner may hold discussions with individual firms to explore further their qualifications, the scope and nature of the services they would provide, and the various technical approaches they may take regarding 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.

4. **RFP.** The Owner will provide the short-listed firms a Request for Proposal ("RFP") that will contain a description of the Project, including a statement of available design detail, a description of how the Guaranteed Maximum Price ("GMP") for the Project shall be determined, including the estimated level of design detail upon which the GMP shall be based, the form of the design-build contract, and a request for a pricing proposal. The RFP will specify that the proposal shall contain the technical proposal and a separate pricing proposal. The Owner may also include in the RFP a request for a proposed GMP.

5. **Pre-Interview 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-interview 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-interview meeting will be held at on the OARDC Campus in Wooster. The Owner will notify each short-listed firm to schedule individual times for the pre-interview meetings.

6. 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 Owner's stated objectives for the Project. Please be prepared to discuss with specificity the firm's capacity to conduct this work in compliance the Owner's timetable, budget, and EDGE expectations. The interviews will be held at the OARDC Campus in Wooster. The Owner will notify each short-listed firm to schedule individual times for the interviews.

7. Selection Schedule

Qualifications Due	8/17/12
Short-Listing of Firms	8/31/12
RFP Issued to the Short-Listed Firms	9/14/12
Pre-Proposal Meeting	9/26/12
Proposals Due	10/17/12
Interviews	10/31/12
Selection of Design-Builder	11/9/12
Execution of the Design-Build Agreement	12/17/12

8. Communication. Firms considering responding to this RFQ are strictly prohibited from communicating with any member of the Owner's staff, as all questions should be directed in writing to the person identified in Section E.2 hereof.

9. Cancellation and Rejection. The Owner reserves the right to cancel at any time for any reason this solicitation and to reject all proposals. 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.

**D. REQUESTED SUBMISSIONS**

Proposers are requested to submit the following information in response to this RFQ:

1. Statement of Qualifications. Complete the “Statement of Qualifications – Design Builder” attached to this RFQ. Electronic versions may be accessed at <http://fod.osu.edu/vendor/>. Scroll down and click on Professional Services, then Statement of Qualifications- Design Build.

2. Bonding/Insurance. Provide evidence of capacity to provide bonding 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. EDGE. Describe the firm’s 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.

4. Management Systems. Describe the record keeping, reporting, monitoring and other information-management systems that the firm would propose to use for the Project. Describe the scheduling and cost-control systems the firm would propose to use for the Project.

5. Self-Performed Work. Indicate whether the firm intends to self-perform any work on the Project through an acceptable competitive process and, if so, the nature of the work and capability to self-perform.

6. Estimating. Describe the capability of in-house estimating and describe the use of in-house estimating on projects comparable to the Project.

7. Other Considerations. Experience with Design / Build project delivery

**E. INSTRUCTIONS FOR DELIVERY AND DEADLINE**

1. Six (6) copies of the proposal must be submitted in a sealed container clearly marked "Statement of Qualifications for Design-Build Services for OARDC-Replace Ag Eng Greenhouses and delivered by the time and date specified in subparagraph E.3 to:

Attention: Rick Van Deusen  
The Ohio State University  
Facilities Operations and Development  
400 Central Classroom Building  
2009 Millikin Road  
Columbus, Ohio 43210

2. Questions must be in writing and directed to **Rick Van Deusen**, email address at [van-deusen.2@osu.edu](mailto:van-deusen.2@osu.edu). Answers to any questions shall be in writing and shall be sent to all firms who have received this RFQ.

3. Responses to this RFQ must be received at the address listed in Section E.1 by 4:00 p.m. local time on 8/17/12.