

# Request for Qualifications (Design-Build Contract)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Ohio Facilities Construction Commission

|  |   |  |   |
|--|---|--|---|
| Project Name                                       | <u>Gordon Park Bike Trail Repair</u>        | Response Deadline                              | <u>Aug. 12, 2013 4:00 p.m.</u> local time |
| Project Location                                   | <u>801 E 72nd St</u>                        | Project Number                                 | <u>DNR-130049</u>                         |
| City / County                                      | <u>Cleveland / Cuyahoga</u>                 | Project Manager                                | <u>Kevin Russell</u>                      |
| Owner  | <u>Ohio Department of Natural Resources</u> | Contracting Authority                          | <u>OFCC</u>                               |
| No. of paper copies requested (stapled, not bound) | <u>1</u>                                    | No. of electronic copies requested on CD (PDF) | <u>1</u>                                  |

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Christina Miller at 30 West Spring Street, 4th Floor, Columbus, Ohio 43215. See Section H of this RFQ for additional submittal instructions.

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### Project Overview

#### A. Project Description

The Ohio Department of Natural resources, (ODNR), plans on replacing the existing seawall, breakers, bike trail and protective railing. This area, approximately 500 yards in length, has been damaged by erosion, and needs to be replaced

The Program of Requirements (POR) will be developed as a part of this project by the Criteria Architect/Engineer.

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.

The final scope has not yet been finalized but the final Criteria will be provided to the short listed teams.

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

State Prevailing Wage requirements apply to this project.

#### Criteria AE's Role

The State has selected Middough, Inc. to perform the role of Criteria A/E. However, the Criteria A/E Basic Services under the standard Criteria AE scope of services, will include verification and finalization of the Owner's Program of Requirements, it is the intent of the State to have the Criteria AE continue to advance the Criteria to a level consistent with a Program of Requirements.

#### 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 Contracting Authority and Criteria A/E, the breakdown of the Agreement detailed cost components, to address the Owner's project requirements and refine the project schedule.

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 Schematic Design, Design Development, Subcontractor Prequalification and Bidding process, Construction Documents, Construction and Closeout stages.

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 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 Contracting Authority and the Owner, the Criteria A/E and the 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 Agreement.

**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, program verification, schematic design, design development, Guaranteed Maximum Price (GMP) proposal, subcontractor

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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, such partially completed documents (the "Basis Documents") shall be provided to the Owner, the Contracting Authority and Criteria A/E, together with the A/E of Record's detailed listing of any material incomplete design elements and the A/E of Record's statement of intended scope with respect to such incomplete elements (the "Design Intent Statement"). The DB shall submit to the Contracting Authority and/or 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 Contracting Authority and/or 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 Contracting Authority and/or Owner, the Criteria A/E and the DB. The DB shall then submit to the Contracting Authority, for approval, the DB's proposed final Contract Sum based upon the Basis Documents, the approved qualifications and assumptions and the Design Intent Statement. Contingent upon the Contracting Authority'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 Contracting Authority may terminate its agreement with the DB.

**Construction Services:** The DB shall construct the Project 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, 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 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 supplement 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. Design-Build delivery method experience
2. Expedited project schedule management
3. Guaranteed Maximum Price (GMP)
4. State of Ohio construction experience
5. Site development experience
6. Experience with OAKS CI
7. Experience with ODNR construction projects
8. Experience with expedited Project Delivery

### C. Funding / Estimated Budget

|                    |                       |               |                       |
|--------------------|-----------------------|---------------|-----------------------|
| Total Project Cost | <u>\$2,500,000.00</u> | State Funding | <u>\$2,500,000.00</u> |
| Construction Cost  | <u>\$2,100,000.00</u> | Other Funding | <u>\$0.00</u>         |

### D. Anticipated Schedule

|                                  |                  |
|----------------------------------|------------------|
| DB Services Start (mm/yy)        | <u>9/1/13</u>    |
| Construction Stage Start (mm/yy) | <u>10/1/ 13</u>  |
| Construction Completed (mm/yy)   | <u>12/ 31/13</u> |

### E. EDGE Participation Goal

|   |           |
|---|-----------|
| Percent of Preconstruction Compensation | <u>5%</u> |
| Percent of Initial Design Services Fee  | <u>5%</u> |
| Percent of Contract Sum                 | <u>5%</u> |

### F. Evaluation Criteria for Selection

**Selection Criteria:**

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

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### 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 RFP that will invite the firms to submit pricing proposals containing their proposed preconstruction stage reimbursable expenses, preconstruction fee, preconstruction stage design fee, preconstruction stage personnel costs, construction stage personnel costs, construction stage itemized general conditions cost, construction stage contingency percentage, construction stage design fee percentage, and design-build fee percentage. The short-listed candidates will also receive (i) a form of the Agreement with the Contracting Authority containing the contract terms and conditions, (ii) a set of the most recent criteria 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 Contracting Authority and the Owner. The purpose of the pre-proposal meeting is to permit the short-listed firms 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.

|  |                    |
|--|--------------------|
| Qualifications Due                       | August 12, 2013    |
| RFP issued to the Short-Listed Firms     | August 16, 2013    |
| Site Visit at Gordon Park project site   | August 22, 2013    |
| Pre-proposal Meetings at OFCC - Columbus | August 29, 2013    |
| Proposals Due and GMP Proposal Due       | September 5, 2013  |
| Interviews at OFCC - Columbus            | September 6, 2013  |
| Selection of DB                          | September 12, 2013 |
| Notice To Proceed                        | October 3, 2013    |
| Start of Construction                    | October 11, 2013   |
| Construction Completion                  | November 27, 2013  |
| Project Completion                       | December 31, 2013  |

### 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.

Interested Design-Build 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 DB'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.

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### 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.

Facsimile or e-mailed copies of the Statement of Qualifications will not be accepted.

Submit all questions regarding this RFQ in writing to Christina Miller at [christina.miller@ofcc.ohio.gov](mailto:christina.miller@ofcc.ohio.gov) 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 Contracting Authority 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.

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 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)

LEED AP ND (Neighborhood Development specialty)  
LEED AP Homes (Specialty for residential LEED construction)

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)

Other Industry Credentials

CCCA: Certified Construction Contract Administrator (CS)

CCM: Certified Construction Manager (CMAA)

CCS: Certified Construction Specifier (CSI)

CDT: Construction Document Technologist (CSI)

DBIA: Design-Build Institute of America

# Design-Build Selection Rating Form

## State of Standard Forms and Documents

Project Name Gordon Park Bike Trail Repair Proposer Firm \_\_\_\_\_  
 Project Number DNR-130049 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 75 miles from project site  | 2 - 3           |       |
|  | More than 75 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 \$1,000,000 in previous 24 months   | 5               |       |
|  | \$1,000,000 to \$5,000,000 in previous 24 months  | 2               |       |
|  | More than \$5,000,000 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 preconstruction stage compensation 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 3 sample projects   | 0               |       |
|  | 3 to 6 sample projects  | 2               |       |
|  | More than 6 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 DB evaluations and letters of reference  | 0 - 10          |       |
| b. Experience with similar projects and Design-Build project delivery method   | Less than 2 projects  | 0 - 3           |       |
|  | 2 to 4 projects   | 4 - 6           |       |
|  | More than 4 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 the <i>OFC Manual</i> , the Standard Requirements, and ORC Chapter 153)  | Less than 5 projects  | 0 - 1           |       |
|  | 5 to 7 projects   | 2 - 3           |       |
|  | More than 7 projects  | 4 - 5           |       |
| * Refer to list of applicable credentials in Section H of the RFQ<br>** Must be comprised of consulting firm(s) and NOT the lead firm of the DB team<br>*** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute |   | <b>Subtotal</b> |       |

Notes:

Evaluator:

Name \_\_\_\_\_  
 \_\_\_\_\_

**Request for Qualifications (Design-Build Contract) continued**

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date