

Request for Qualifications Design-Build Services

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



<http://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 Hale Hall Renovation and Relocation project, OSU-120510:

Construction budget is \$443,532.00

Total Project budget is \$641,916.00

Pre-construction Duration: October 2012 through November 2012

Construction Duration: December 2012 through April 2013

Occupancy: June 1, 2013 through June 30, 2013

Total Project Duration: July 2012 through June 2013

Criteria Architect/Engineer (the "Criteria A/E"): The Ohio State University – Facilities Design and Construction

This project will renovate Enarson Hall, the original student union on campus, for the Office of Diversity and Inclusion, the Office of Outreach and Engagement, and the Hale Center, which is located just across the street from Enarson Hall. This renovation and relocation project will allow these key groups to work more closely together in this historic building on campus. The project renovation should provide a harmonious balance of unity and diversity while allowing the Hale Center to maintain its title as one of the finest Black Cultural Centers in the country.

Construction will focus on the renovation of the first floor for the new MLK Lounge with new restroom accommodations to support the lounge. The new lounge in Enarson will be similar to the current one located in the heart of the Hale Center. Existing furniture, AV equipment and stage will be re-purposed in the new space. As part of the first floor upgrades additional lighting will be included in the scope of work to highlight the gallery pieces currently being showcased at the Hale Center. Four new offices will also be built in the garden level of Enarson for staff. Minor building finishes will be included in the upgrades, but much of the building will be considered "move-in" ready.

Relocating staff from their current locations to the new building is also part of this project. Existing furniture, files, personal items, seating, computers, copiers, and other office equipment will need to move with staff to Enarson Hall. Phone line transfers will need to be coordinated with the OCIO as part of the move. New lock cores will need to be installed and coordinated, as well. Upon completion of

construction and staff move-in, Enarson Hall will officially be named Hale Hall in honor of Frank Hale.

Project must adhere to the University's Building Design Standards and the Ohio Building Code.

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

7. Selection Schedule

Qualifications Due	4PM August 8, 2012
Short-Listing of Firms	August 13, 2012
RFP Issued to the Short-Listed Firms	August 15, 2012
Pre-Proposal Meeting	August 20, 2012
Proposals Due	4PM September 3, 2012
Interviews	September 12, 2012
Selection of Design-Builder	September 12, 2012
Execution of the Design-Build Agreement	September 28, 2012

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 Build” available on Facilities Operations and Development’s Vendor Resources web page (<http://fod.osu.edu/vendor/>) in the “Professional Services” section.
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.

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 the Hale Hall Renovation and Relocation project" and delivered by the time and date specified in subparagraph E.3 to:

Attention: Heather McNamara
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 Heather McNamara, email address at mcnamara.69@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 August 8, 2012.

