

Request for Qualifications (Design-Build Contract)

Miami University
Facilities Contracting Office
181 Cole Service Building • Oxford, OH 45056
Phone: 513-529-2801

MUN-100021

I. ANNOUNCEMENT OF SOLICITATION OF QUALIFICATIONS

Project Name: **HUGHES C-WING HVAC UPGRADES**
Project Location: Hughes Hall, 701 East High Street
City/County: Oxford/Butler
Owner: Miami University
Response Deadline: October 11, 2012, 3:30PM EST

II. PROJECT DESCRIPTION

Hughes Hall C-Wing is four floors and a basement level on the west side of Hughes Hall at 701 E. High St., Oxford, OH 45056. The C-wing section was an addition to the original building. The addition was constructed in 1976. At that time, a Carrier Moduline HVAC system was installed to supply variable volume air to the new areas utilizing bellows to respond to pressures within the duct and in the room. This system usually requires a high static pressure which is not energy efficient. Over the years, the system has deteriorated and does not function properly resulting in failure of the bellows to regulate air to the spaces. In addition, this system is no longer produced by Carrier, so replacement parts have been difficult to find.

Over the years, several renovation projects have replaced some of the Carrier Moduline system but most of it still exists. This project proposes to convert the existing Moduline system into a variable air volume system with reheat on floors one through four. This is approximately 29,700 square feet of building space to be renovated. The basement level Moduline system was completely removed during a recent renovation, and therefore is not being considered in this project. The first floor only requires the C-wing lobby and an adjacent laboratory HVAC to be modified. The second floor is currently being used for book storage and will need the entire HVAC system replaced. The third floor is currently housing the IT offices and Print Center and will require an HVAC renovation for the entire floor. The fourth floor is mostly unoccupied aside from some faculty offices on the southwest end. The entire fourth floor will require a full HVAC renovation as well.

The plan is to remove the existing Carrier Moduline boxes and install variable air volume (VAV) boxes with reheat. The existing ductwork will be re-used as much as possible. In order to provide reheat, a second pump and VFD will be added to the existing hot water supply in the 4th floor mechanical room (room 442). Updated controls and occupancy sensors will be added to the spaces to allow for energy savings especially in areas that currently see little use, such as the 4th floor. When the new work is finished, there will be one (1) new zone on the first floor, eleven (11) zones on the second floor, twelve (12) zones on the third floor, and thirteen (13) zones on the fourth floor for a total of thirty-seven (37) zones.

This project will utilize the Design-Build project delivery method and the Design-Builder (“DB”) will be selected through a two-step process which entails: 1) a qualification based selection

process during the initial Request for Qualifications (RFQ) stage to develop a short list; and, 2) a best value selection process during the final Request for Proposal (RFP) stage for selection from the short list of the DB for Contract negotiation. The qualifications-based selection criteria for the RFQ are included in this announcement.

University staff will serve as the Criteria Architect and will provide program and performance documents to the short-listed firms during the RFP stage of the selection process.

The University intends to utilize the forms and documents prescribed by the Ohio Department of Administrative Services relating to the *State of Ohio Standard Requirements for Public Facility Construction Design Build Contract Documents*, available for review on the Ohio Facilities Construction Commission's website at ofcc.ohio.gov/Documents.aspx. Note that the University intends to modify the Contract Documents to include a bonus incentive in lieu of the Shared Change Order concept and to include language relative to the University's right to use buy-out savings to fund identified Add Alternates.

Estimated Budget and Other Project Information:

- Construction Budget*: \$285,000
- EDGE Participation Goal: 5%

Anticipated Project Schedule:

- Selection of DB Team: November 19, 2012
- Start Construction: March 1, 2013
- Complete Construction: May 31, 2013
- Final Acceptance: July 1, 2013

III. SELECTION PROCESS

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

- 1) Qualifications Phase. Firms submitting responses to this RFQ will be evaluated based on their qualifications and the qualifications of and experience of the individuals identified as the proposed project team. Consideration is given to competency 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 in accordance with OAC 153:1-4-02; 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. The University, at its sole discretion, 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. If needed, the University will issue an RFQ clarification on its website.

*as defined by M180-01-00 71 00-Contract Definitions, June 2012

After evaluating the responses to this RFQ, the University will select a shortlist of no fewer than three firms that it considers to be the most qualified, except if the University determines that fewer than three firms are qualified, it will only select the qualified firms.

- 2) RFP. The University will provide the short-listed firms a Request for Proposal ("RFP") that will contain a description of the Project, including the available design details/documents, a proposed project schedule, 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 current form of the Design-Build Contract, and a request for a pricing proposal which shall include the firm's proposed fees and percentages for specific aspects of the services. The RFP will specify that the proposal contain a firm's technical proposal and a pricing proposal. The University may also include in the RFP a request for a proposed GMP.
- 3) Pre-Proposal Submission Meeting. Prior to submitting a response to the RFP, the shortlisted firms will be invited to meet individually with the University. The purpose of the pre-proposal meeting is to permit the short-listed firms to ask the University questions regarding the proposal requirements in an individual setting to help the firms prepare their responses to the RFP. The University will notify each short-listed firm to schedule the pre-interview meetings.
- 4) Interview. After submitting responses to the RFP, the short-listed firms will be interviewed by the University. The purpose of the interview will be to meet the proposed Project team, become familiar with key personnel, and understand the proposed team's Project approach and ability to meet the University's stated objectives for the Project. Please be prepared to discuss with specificity the firm's capacity and approach to conduct the work and complete the project in compliance the University's timetable, budget, and other requirements. The University will notify each short-listed firm to schedule individual times for the interviews.
- 5) Anticipated Selection Schedule
 - Qualifications Due: 10/11/12
 - RFP Issued to the Short-Listed Firms: 10/15/12
 - Pre-Proposal Meeting: week of 10/22/12
 - Proposals Due: 10/31/12 @ 3:30pm
 - Interviews: week of 11/5/12
 - GMPs Due: 11/16/12
 - DB Selection: week of 11/19/12
- 6) Communication. Firms considering responding to this RFQ are strictly prohibited from communicating with any member of the University's staff, as all questions should be directed in writing to the person identified in Section VI hereof.
- 7) Cancellation and Rejection. The University reserves the right to reject all proposals and cancel at any time for any reason this solicitation and any portion of this solicitation or any phase of the Project. The University shall have no liability to any proposer arising out of such cancellation or rejection. The University reserves the right to waive minor variations in the selection process.

IV. REQUIRED SUBMISSIONS

The following information must be submitted in response to this RFQ in the order indicated below:

Cover Letter (with the following elements)

- Statement of interest in the project
- Identification of the point of contact for this RFQ process with telephone number and e-mail address
- Name, address, telephone, e-mail, and website for the prime company
- Signature of a duly authorized principal
- Indicate form of business (eg., corporation, partnership, joint venture, or sole proprietorship) and the name, address and role of each firm comprising the proposed DB team.
- Financial responsibility to include evidence of the capability to provide a surety bond in accordance with OAC 153:1-4-02.

1. Proposed Firm(s) Information and Organizational Chart

- A. Firm Name, Address, and Role in the DB Project: provide the contractual relationship, name, full mailing address and a brief description of the role of each firm that will be involved in the performance of the DB project and include the following information:
- 1) Years in business
 - 2) Company history
 - 3) Number of full-time employees by the following categories:
 - i) Mechanical Engineering/ Electrical Engineering
 - ii) Construction
 - 4) Company capacity: Demonstrate the level of commitment and current work under contract for both the company and the personnel proposed for the project. Provide evidence of the company's ability in terms of workload and availability of qualified personnel, equipment, and facilities to perform the required design-build services competently and expeditiously with such documentation to include experience with the design-build delivery method including familiarity with the process, risks, and responsibilities.
 - 5) Past performance of the company, 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, meeting deadlines and meeting diversity and inclusion goals as may have been required by a public authority or applicable law.
- B. Organizational Chart of Proposed Team:
Provide an organizational chart of the proposed team showing the names and roles of all key personnel and the firm with which they are associated, to include both preconstruction stage and construction stage roles, such as, but not limited to, project design roles – architecture, MEP, etc., planning/programming lead, Engineer of Record, estimator, scheduler, constructability/design document reviewer, and construction administrator. Illustrate lines of communication between team members and identify main points of contact.

2. Team Competence and Experience:

- a) Provide evidence of the technical training, education, professional titles/licenses/registrations and experience of the DB team key personnel and key consultants who would be assigned to perform services, including the proposed engineer of record, and all other design and construction professionals.
- b) Provide evidence of common experience between the key team members on project(s) of similar scope and complexity.

3. Design and Construction Management Experience:

- a) HVAC retrofit design/construction
- b) Ability to meet the University's schedule, program, and design and construction quality standards.
- c) Familiarity with local construction market, including working relationships with local subcontractors and suppliers.

4. Project Profiles (minimum of 3)

Provide profiles of similar projects that best illustrate the team's experience and capabilities. For each project, please provide the information below (a-e) in a consistent format.

- a) Project name
- b) Client name
 - 1) Identify if the institution is public or private
 - 2) Provide contact name and phone number
- c) Key team members (partner companies)
- d) Location (state)
- e) Project Detail
 - 1) Brief Description
 - 2) Construction Cost
 - 3) Project schedule (design duration, construction duration, completion date)
 - 4) Delivery type (DBB, DB, CMR, etc.)

V. MEANS OF SUBMISSION

Response submissions are due by **3:30 pm EST on Thursday, October 11, 2012.**

Submission packages shall be:

- 20 pages maximum in length, single-sided (excluding a one-page image submission for each "Project Profile" submitted under Section IV 4)
- Sent electronically as a PDF document to Ms. Elizabeth Davidson, davidsea@muohio.edu (5MB maximum), and
- Delivered as three (3) bound copies to:
Ms. Elizabeth Davidson
Director of Facilities Contracting
Miami University
181 Cole Service Building
Oxford, OH 45056

VI. QUESTIONS

Please address your questions concerning this RFQ to Elizabeth Davidson **in writing** by Wednesday, October 3, 2012. The University's responses and any clarification to the RFQ will be posted by the University in an RFQ Clarification on Monday, October 8, 2012. ***Please do not contact any other employees of the University directly:***

Ms. Elizabeth Davidson
Director of Facilities Contracting
Miami University
181 Cole Service Building
Oxford, OH 45056
E-mail: davidsea@muohio.edu

VII. NOTES

1. After the RFQ phase, the selected short-listed teams may not make any significant changes to the composition of the team's member Company, personnel assignments, and individuals' roles and responsibilities without the University's written approval.
2. The University reserves the right to waive irregularities and the right to reject any submissions at any point during the selection process. The University also reserves the right to approve all sub consultants and team members.
3. As provided in the Contract Documents, prior to executing the DB Contract Form, the selected DB must make certain representations and warrants, and submit certain documentation relative to compliance with the stated conditions precedent including, but not limited to carrying and maintaining all necessary liability insurance, including, without limitation, Workers' Compensation and employer's liability insurance, commercial general liability insurance, project specific and professional liability insurance.

Design-Build Team RFQ Score Summary Sheet

Project Manager: Kami Archibald
 Phone: (513) 529-8087
 E-mail: banninkj@miamiOH.edu



Hughes C-Wing HVAC Upgrades
 Design-Build RFQ Submittal
 09/18/12

MUN-100021

Project Description:

Convert remaining Carrier Moduline System in Hughes Hall C-Wing to VAV with reheat.

	1. Proposed Firm(s) information & Organizational Chart										2. Team Competence			3. Design & Construction			4. Proj. Profiles	TOTALS
	Location & Years in Business	# of Full time employees	Current Contracts	Project Management Lead	Project Engineering	Project Administration	Construction Supervision	Key Disciplines Leads	Education, Professional licenses & experience	Previous Team Collaboration	DB Experience	Exp. w/ Similar Project Type	Budget & Schedule Mgmt.	Familiarity with local construction markets	Past Performance			
	1A1	1A3	1A4	1Ba	1Bb	1Bc	1Bd	1Be	2a	2b1	2b2	3a	3b	3c	4			
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