

# 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>Service Building Annex HVAC and Safety</u> | Response Deadline                              | <u>10/24/14</u>               | <u>2:00 pm</u> | local time |
| Project Location                                   | <u>2578 Kenny Road</u>                        | Project Number                                 | <u>OSU-150161</u>             |                |            |
| City / County                                      | <u>Columbus / Franklin</u>                    | Project Manager                                | <u>Aldino Stazzone</u>        |                |            |
| Owner  | <u>The Ohio State University</u>              | Contracting Authority                          | <u>Local Higher Education</u> |                |            |
| Delivery Method                                    | <u>Design Build</u>                           | Prevailing Wages                               | <u>State</u>                  |                |            |
| No. of paper copies requested (stapled, not bound) | <u>2</u>                                      | No. of electronic copies requested on CD (PDF) | <u>3</u>                      |                |            |

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

Submit all questions regarding this RFQ in writing to Aldino Stazzone at [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 Opportunities page on the OFCC website at <http://ofcc.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.

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### Project Overview

#### A. Project Description

**For this project, the Owner will be requesting a Competitive GMP at the time of Request for Proposal as part of the Best Value selection process.**

This project will modify the existing Transportation and Traffic Management Vehicle Maintenance Facility to accommodate Compressed Natural Gas (CNG) fueled vehicles.

The modifications will replace the HVAC system, upgrade electrical systems and install safety devices that will allow Transportation and Traffic Management to service and maintain buses fueled with Compressed Natural Gas (CNG).

#### B. Scope of Services

The Owner will be requesting a GMP as part of the Best Value selection process; therefore self-performed work will be approved, subject to the firm submitting an acceptable subcontractor plan. The short-listed firms are treated as approved subcontractors for this purpose. There will be no obligation for the selected firm to solicit bids from subcontractors for the purpose of comparing the price of proposed self-performed work. In addition, the contingency utilization provisions related to the award of a low subcontractor bid are waived.

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/Contracting Authority, 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 *OFC Manual* 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 selected DB will be required to sign the standard agreement. No modifications to the requirements in the agreement will be accepted.

The preconstruction and construction services are generally described below. With the exception of self-performed work, subcontracts including but not limited to Plumbing, Fire Protection, HVAC, and Electrical trades 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/Owner, the Criteria A/E and the DB. The Contracting Authority/Owner shall have access to all books, records, documents and other

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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/Owner, Criteria A/E and Project Team, and will provide, among other services, schedule development, estimate development, program verification, schematic design, design development, subcontractor prequalification and bidding, construction documents preparation, constructability review, permits, budgeting, value engineering, and preconstruction planning throughout the preconstruction stages.

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 supplemental 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. Removal of existing HVAC systems
2. Installation of approved gas heaters
3. New exhaust systems
4. Methane detection and interlock systems
5. State of Ohio Administered Projects

### C. Funding / Estimated Budget

|                    |                  |               |                  |
|--------------------|------------------|---------------|------------------|
| Total Project Cost | <u>\$600,755</u> | State Funding | <u>\$0</u>       |
| Construction Cost  | <u>\$390,000</u> | Other Funding | <u>\$600,755</u> |

### D. Anticipated Schedule

|                                      |                |
|--------------------------------------|----------------|
| DB Services Start (mm/yy)            | <u>12 / 14</u> |
| Construction Stage Start (mm/yy)     | <u>02 / 15</u> |
| Construction Stage Completed (mm/yy) | <u>04 / 15</u> |
| DB Services Completed (mm/yy)        | <u>04 / 15</u> |

### E. EDGE Participation Goal

|   |             |
|---|-------------|
| Percent of Preconstruction Compensation | <u>5.0%</u> |
| Percent of Initial Design Services Fee  | <u>5.0%</u> |
| Percent of Contract Sum                 | <u>5.0%</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 criteria for the RFQ is included in this announcement.

BIM is not required and will not be part of the scoring criteria.

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.

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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/Owner. The purpose of the pre-proposal meeting is to permit the short-listed firms an opportunity to ask the Contracting Authority/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/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                   | October, 2014  |
| RFP issued to the Short-Listed Firms | October, 2014  |
| Pre-Proposal Meeting                 | November, 2014 |
| Proposals Due                        | November, 2014 |
| Interviews                           | November, 2014 |
| Selection of DB                      | December, 2014 |

### 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 DB 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>.

The **EDGE Participation Statement of Intent to Contract and Perform** from Section H. Additional Information must also be submitted. Please identify the EDGE-certified Business Enterprises, by name, which will participate in the delivery of the proposed professional services solicited in the RFQ.

## **G. 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.

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 award 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.

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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, CPE, 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

ACEC: American Council of Engineering Companies  
AIA or FAIA: American Institute of Architects  
CCCA: Certified Construction Contract Administrator (CSI)  
CCM: Certified Construction Manager (CMAA)  
CCS: Certified Construction Specifier (CSI)  
CDT: Construction Document Technologist (CSI)  
CMAA: Construction Management Association of America  
CPE: Certified Professional Estimator (American Society of Professional Estimators)  
CSI or FCSI: Construction Specifications Institute (list credentials, not memberships)  
DBIA or Associate DBIA: Design-Build Institute of America  
NCARB: National Council of Architectural Registration Boards (list certification only)  
NCIDQ: National Council for Interior Design Qualification  
NSPE: National Society of Professional Engineers

# Design-Build Selection Rating Form

## State of Standard Forms and Documents

Project Name Service Building Annex HVAC and Safety Proposer Firm \_\_\_\_\_  
 Project Number OSU-150161 City, State, Zip \_\_\_\_\_

| Selection Criteria   |   | Value           | Score    |
|--|---|-----------------|----------|
| <b>1. Primary Firm Location and Workload (Maximum 10 points)</b>   |   |                 |          |
| a. Proximity of firm to project site   | Less than 50 miles  | 5               |          |
|  | 50 miles to 100 miles   | 2               |          |
|  | More than 100 miles   | 0               |          |
| b. Amount of contracts awarded by Contracting Authority in previous 24 months  | Less than \$200,000   | 5               |          |
|  | \$200,000 to \$1,000,000  | 2               |          |
|  | More than \$1,000,000   | 0               |          |
| <b>2. Primary Qualifications (Maximum 35 points)</b>   |   |                 |          |
| a. Project management lead   | Experience / ability of project manager to manage scope / budget / schedule / quality   | 0 - 10          | Max = 25 |
| b. Project design lead   | Experience / creativity of project designer to achieve owner's vision and requirements  | 0 - 5           |          |
| c. Technical staff   | Experience / ability of technical staff to coordinate construction documents and develop accurate estimates and schedules           | 0 - 10          |          |
| d. Construction administration staff   | Experience / ability of field representatives to identify and solve issues during construction                                      | 0 - 10          |          |
| <b>3. Key Consultant Qualifications (Maximum 15 points)</b>  |   |                 |          |
| a. Key consultants   | Experience / ability of key consultants to perform effectively and collaboratively  | 1 - 10          |          |
| b. Proposed EDGE-certified Consultant participation*   | 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 team collaboration   | Less than 2 sample projects   | 0               | Max = 3  |
|  | 2 to 4 sample projects  | 2               |          |
|  | More than 4 sample projects   | 3               |          |
| b. LEED** Registered / Certified project experience  | Registered projects   | 1               | Max = 2  |
|  | Certified projects  | 2               |          |
| c. BIM project experience  | Training and knowledge  | 1               | Max = 3  |
|  | Direct project experience   | 3               |          |
| d. Team organization   | Clarity of responsibility / communication demonstrated by table of organization   | 0 - 2           |          |
| <b>5. Overall Team Experience (Maximum 30 points)</b>  |   |                 |          |
| a. Previous team performance   | Past performance as indicated by evaluations and letters of reference   | 0 - 10          |          |
| b. Experience with similar projects / delivery methods   | Less than 3 projects  | 0 - 3           |          |
|  | 3 to 6 projects   | 4 - 6           |          |
|  | More than 6 projects  | 7 - 10          |          |
| c. Budget and schedule management  | Performance in completing projects within original construction budget and schedule   | 0 - 5           |          |
| d. Knowledge of Ohio Capital Improvements process  | Less than 3 projects  | 0 - 1           |          |
|  | 3 to 6 projects   | 2 - 3           |          |
|  | More than 6 projects  | 4 - 5           |          |
| * Must be comprised of consulting firm(s) and NOT the lead firm of the team<br>** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute |   | <b>Subtotal</b> |          |

Notes:

Evaluator:

Name \_\_\_\_\_

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