Request for Qualifications (Design-Build Contract)
State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	Replacement Greek Housing	Response Deadline	~~12/15/13~~ 12/16/2013	4:00 PM	local time
Project Location	Bowling Green State University	Project Number	BGU-135978		
City / County	Bowling Green / Wood	Project Manager	Marc Brunner		
Owner	Bowling Green State University	Contracting Authority	Local Higher Education		
Delivery Method	Design Build	Prevailing Wages	State		
No. of paper copies requested (stapled, not bound)	5	No. of electronic copies requested on CD (PDF)	3		

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Beth Nagel at 103 Park Avenue Warehouse, Bowling Green State University, Bowling Green, OH 43403. See Section G of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Beth Nagel at bnagel@bgsu.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.

Project Overview

A. Project Description

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.

Bowling Green State University will be replacing its Greek housing on its Bowling Green campus. Following an extensive two-phase study and considerable planning work with student representatives of all Greek chapters, chapter advisors, alumni, Greek national organizations, university administrators, and other stakeholders, recommendations for replacing the housing were approved by the University Board of Trustees in December 2012.

The approved plan recommends replacement housing for more than 30 Greek chapters. The total number of beds to be developed is approximately 412. All chapters will be housed in town home style housing with unit sizes based on chapter size and projected membership. Three sizes of town homes are currently included in the program; they range from 4 to 18 beds. Seven chapters are to be housed in 4 bed town homes. Eleven chapters are to be housed in 12 bed town homes. Fourteen chapters are to be housed in 18 bed town homes.

This project will be managed and financed directly by the University. This will not be undertaken as a public/private partnership.

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

The DB shall provide a linked project cost budget and operating pro forma for the Greek housing development that shows the impact of project costs scenarios on Greek housing financial performance.

Selected firm will participate in regularly scheduled DB design meetings, beginning during schematic design phase.

The Program of Requirements (POR) will be developed by the Criteria Architect/Engineer team. Successful firm shall work closely with University-hired Pierce Education Properties, cost estimator, and other University-contracted consultants to verify pro forma and budget, as necessary for the successful completion of the project.

This will be minimum LEED Accredited project.

Site boundary (see attached) isn't definitive. It may be necessary to go outside the site to access utilities.

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* and/or the *Ohio School Design 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 preconstruction and construction services are generally described below. 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 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 CM'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 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 DB, 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 CM'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 and seek from other firms, bids for completion of the Project.

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. Experience working closely with CA through all phases of design, including scope/budget reconciliation, value engineering, MEP & structural system selection, exterior envelop, finish selection, etc. at each design phase.
2. Experience working closely with CA to determine cost-effective design solutions for below-grade utilities and pathways in challenging, e.g., storm, sanitary, water, steam, high-voltage electrical, IT.
3. Experience with building and site demolition while maintaining existing underground utilities and designing utility bypass solutions.
4. Experience with demolition of existing structures in preparation for new construction and site restoration.
5. Experience with construction of residence halls on college campuses.
6. Experience with construction of higher education multiple small (≤25 beds) residence hall construction on a single site.
7. Experience with site development: landscaping, civic spaces, hardscape, and integration of structures on similar sized projects.
8. New construction LEED accredited projects.
9. BIM project experience per *State of Ohio BIM Protocol*
10. Ohio Capital Improvement Projects

C. Funding / Estimated Budget

Total Project Cost	$30 million	State Funding	$0
Construction Cost	$19.5 million	Other Funding	$30 million

D. Anticipated Schedule

DB Services Start (mm/yy)	2 / 14
Construction Stage Start (mm/yy)	5 / 14
Contract Completed (mm/yy)	12 / 16
DB Services Completed (mm/yy)	9 / 16

E. EDGE Participation Goal

Percent of Preconstruction Compensation	5%
Percent of Initial Design Services Fee	5%
Percent of Contract Sum	5%

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.

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	~~12-15-13~~ 12-16-2013
RFP issued to the Short-Listed Firms	1-17-14
Pre-proposal Meetings at BGSU, Office of Design & Construction	1-22-14
Proposals Due	2-5-14
Interviews at BGSU, Office of Design & Construction	2-12-14
Selection of DB	2-14-14

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 CM firms are required to address how they will implement Building Information Modeling ("BIM") on the project, experience and level of training of staff related to BIM, incorporation of team partners that have previous BIM experience, and an understanding of collaborative BIM processes, including but not limited to the *State of Ohio BIM Protocol* available at the OFCC website at http://ofcc.ohio.gov.

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.

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.

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 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)
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
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: Replacement Greek Housing
Project Number: BGU-135987
Proposer Firm: _____
City, State, Zip: _____

Selection Criteria		Value		Score
1. Primary Firm Location and Workload (Maximum 10 points)				
a. Proximity of firm to project site	Less than 150 miles	5		
	150 miles to 300 miles	2		
	More than 300 miles	0		
b. Amount of contracts awarded by Contracting Authority in previous 24 months	Less than $500,000	5		
	$500,000 to $1,000,000	2		
	More than $1,000,000	0		
2. Primary Qualifications (Maximum 35 points)				
a. Project management lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10		
b. Project design lead	Experience / creativity of project designer to achieve owner's vision and requirements	0 - 5	Max = 25	
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		
3. Key Consultant Qualifications (Maximum 15 points)				
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		
4. Overall Team Qualifications (Maximum 10 points)				
a. Previous team collaboration	Less than 4 sample projects	0	Max = 3	
	4 to 6 sample projects	2		
	More than 6 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		
5. Overall Team Experience (Maximum 30 points)				
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 4 projects	0 - 3		
	4 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 6 projects	0 - 1		
	6 to 9 projects	2 - 3		
	More than 9 projects	4 - 5		
* Must be comprised of consulting firm(s) and NOT the lead firm of the team ** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute		**Subtotal**		

Notes:

Evaluator:

Name _____

Signature _____ Date _____