

# 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>North Residential District Transformation</u>	Response Deadline	<u>Dec 19, 2012 4:30pm</u> local time
Project Location	<u>OSU - Columbus Campus</u>	Project Number	<u>OSU-110672</u>
City / County	<u>Columbus / Franklin</u>	Project Manager	<u>Scott Conlon</u>
Owner	<u>The Ohio State University</u>	Contracting Authority	<u>Owner</u>
No. of paper copies requested (stapled, not bound)	<u>4</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 Scott Conlon at Central Classroom Building, room 400, 2009 Millikin Rd, Columbus OH 43210. See Section H of this RFQ for additional submittal instructions.

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### Project Overview

#### A. Project Description

The Ohio State University is preparing to transform our north residential community through the addition of 3,200 beds of new student housing, recreation and dining. This will create a new, vibrant neighborhood of over 6,000 student residents. The development is to be guided by the University's dynamic new vision developed for Student Life and our recently completed One University Framework Plan (<http://oneframework.osu.edu/>). It is the University's requirement that this new, densely developed North Campus Residential District be carefully planned in a manner that reflects the best practices in both urban design, and campus-based student residential life.

To solicit proposal options, the University will use the State of Ohio Design-Build Delivery method to deliver the majority of the North Campus development. The University is seeking qualified firms to act as the Design/ Builder to partner with the University for the Design and Construction of this significant project. Please note that as part of the RFP process, submitting firms will be given the opportunity to submit an "alternative development plan". The RFP process, as well as a description of the alternate development plan, is included at the end of this section.

The scope that is described in this RFQ is preliminary and may be changed as a result of the final district plan.

Interested firms should periodically check our website for updates for this project such as questions and answers, additional information about the North Residential District Transformation, and similar information:  
<http://fod.osu.edu/vendor>.

A Preliminary Program of Requirements (PoR) has been developed by the Criteria Design Team. The *Design-Build* Team will be required to complete the programming as part of the Program Verification Stage described below.

State Prevailing Wage requirements apply to this project.

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

All aspects of the project and related issues will be implemented and operated consistent with the Owner's policies and procedures.

#### **Future Request for Proposal (RFP) Process**

Upon being selected, each shortlisted team shall be provided a Request for Proposal which will include the opportunity to submit two separate proposals, one proposal based on the Criteria Design (taken from the University's District Planning Study) and the second based on a set of minimal criteria to be provided in the RFP.

To assist firms who intend to submit a team for consideration under this RFQ, the two proposal descriptions are listed below.

##### **1. Proposal #1 - North Residential District Transformation Master Plan**

Currently the University is working with a Criteria Design Team on a district plan for the project which will establish the Program of Requirements (PoR), schematic plans, elevations, site plan, outline specifications, utility strategy and narratives, budgets, overall schedule and delivery milestones for the project. The Design-Build Team selected via this method of proposal shall work in conjunction and collaboration with the University's Criteria Design Team to execute the development based upon the intent and principles as laid out in the Criteria Design Team's documents.

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Each shortlisted Design-Build Team will be required to submit a proposal responding to Proposal #1.

*The Total Construction Cost for this scope currently is estimated at \$270,000,000. Potentially the Utility and Landscaping may be added into the Design/Build Scope of Work. The Total Construction Cost for utility, landscape and hardscape work totals \$43,000,000.*

### 2. Proposal #2 - Alternative Development Plan

In order for the University to consider the widest array of approaches to this large scale development, the University will also consider alternative development plans that meet a set of more loosely defined criteria. In general, along with the PoR, the number of student beds, dining facilities, recreation spaces, student life program spaces and support spaces, the Criteria will also establish a delivery schedule and minimum site and building design and performance standards. It is a requirement of the proposing Design/Builder to use these Criteria to supplement their proposal with alternative drawings and specifications to a level commensurate with the Proposal #1 method. Proposals using Proposal # 2 method must also submit a recommended reduction to the project budget. Upon being selected, each shortlisted team shall be provided a Request for Proposal, the Criteria Design Team's completed documents listed above, and additional reference documents to be used in preparation of their proposal.cos

### Further Notes on RFP Process

1. Shortlisted firms have the opportunity, but not the requirement, to submit a proposal using Proposal #2 option. A development proposal should be considered an **Alternate Development Plan** Proposal if any building footprints are significantly modified from the Proposal #1 Architectural Site Plan.
2. The Criteria Design Team will maintain a design oversight role throughout the implementation of the North Residential District Transformation (NRDT) project.
3. Submission of suggested Value-Added Ideas should be made part of each proposal method and do not require the submission of an Alternative Development Plan. Value added ideas provide any cost savings or value-added suggestions (for example, early equipment purchase). Probable construction cost reductions shall not reduce the project program requirements, reduce the quality of material or craftsmanship, increase life-cycle cost, negatively affect the Architectural aesthetics or design intent or adversely affect the project completion.
4. The University intends to provide a stipend to the shortlisted D/B Teams to partially offset the cost of preparing proposals. This amount will be identified in the RFP after further determination of the level of effort to be requested.

**Infrastructure and Landscaping Scope of Work:** The University is currently under contract with an engineering firm for the Site Planning and Civil Engineering for the development of the North Campus site up through a Schematic Design Level. The University will either assign the team to the Design/Build Team or deliver the sitework independently of the Design/Build process. Consequently, it is not necessary to have a Civil Engineer or Landscape Architect identified in the Statement of Qualifications submission.

### 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 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: provide constructability review comments on documents produced by the Criteria A/E, develop and maintain estimates of probable construction cost, value engineering, project schedules, and construction schedules; lead and manage the Subcontract or Prequalification and Bidding process, Construction and Closeout Stage.

In addition to the Architectural Design, Structural Engineering Design, and MEP Engineering Design Disciplines, the Design/Builder Team shall also incorporate the following expertise as required: Dining Facility Planning and Design, Recreational Facility Planning and Design, Furniture, Fixtures, and Equipment, Interior Design, Traffic Consultant, and Construction Testing and Inspections.

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 including but not limited to Plumbing, Fire Protection, HVAC, Electrical and AV/Technology 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 Owner, the Criteria A/E and the DB. The Owner shall have

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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 Owner, Criteria A/E and Project Team, and will provide, among other services, schedule development, estimate development, program verification, schematic design, design development, Guarantee 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 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 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 Owner, the Criteria A/E and the DB. The DB shall then submit to the Owner, 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 Owner'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 Owner 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 Owner. All subcontracts shall be on the subcontract form prescribed by OAC Section 153:1-03-02. The Owner reserves the right to approve the DB's selection of subcontractors and any supplement terms to the form subcontract.

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. Complex Higher Education Residential Life Projects
2. Projects with Multiple Buildings, Multiple Phases, Infrastructure Expansion and densely populated
3. Projects with Challenging Site Logistics
4. Major Site Utility Infrastructure Construction

### C. Funding / Estimated Budget

Total Project Cost	<u>\$396,000,000.00</u>	State Funding	<u>\$N/A</u>
Construction Cost	<u>\$320,000,000.00</u>	Other Funding	<u>\$396,000,000.00 (Bonds)</u>

### D. Anticipated Schedule

DB Services Start (mm/yy)	<u>3 / 13</u>
Construction Stage Start (mm/yy)	<u>6 / 13</u>
DB Services Completed (mm/yy)	<u>6 / 16</u>
Contract Completed (mm/yy)	<u>6 / 17</u>

### E. EDGE Participation Goal

Percent of Total Subcontracts Awarded	<u>10%</u>
Percent of Initial Design Services Fee	<u>10%</u>
Percent of Design-Build Compensation	<u>10%</u>

### F. Evaluation Criteria for Selection

**Selection Criteria:**

The DB will be selected using (i) a qualification based selection process during the initial Request for Qualifications (RFQ) stage to develop a short list and (ii) a best value selection process during the final Request for Proposal (RFP) stage for the final DB selection. The qualifications-based selection criteria 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 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.

### 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 design fee, construction stage personnel costs, construction stage itemized general conditions cost percentage, construction stage contingency percentage and construction stage design fee percentage. The short-listed candidates will also receive (i) a form of the Agreement with the Owner containing the contract terms and conditions, (ii) a set of the most recent design 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 Owner. The purpose of the pre-proposal 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 Owner will notify each short-listed firm to schedule individual times and location for the pre-proposal meetings.

### Interview:

After submitting responses to the RFP, the short-listed firms will be interviewed by 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 Owner will notify each short-listed firm to schedule individual times for the interviews.

### Selection Schedule:

Tentative schedule is subject to change.

Qualifications Due	12/19/2012
RFP issued to the Short-Listed Firms	1/2/2013
Site Visit at project site	1/11/2013
Pre-proposal Meetings at Central Classroom Building	1/18/2013
Proposals Due	2/11/2013
Interviews at Central Classroom Building	2/24/2013
Selection of DB	3/1/2013

### Cancellation and Rejection:

The Owner 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 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.

Interested DB 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 Intent to Perform 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 at [fod.osu.edu/vendor](http://fod.osu.edu/vendor). The Intent to Perform form is again required at the Fee Proposal stage.

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.

Submit all questions regarding this RFQ in writing to Scott Conlon at [conlon.1@osu.edu](mailto:conlon.1@osu.edu) 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 Owner 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.

The University is interested in shortlisting firms with demonstrated expertise in the design and construction of efficient Student Housing. As part of each Example Project in Section F., please provide the Project Cost/Bed, Construction Cost/Bed, and the Project Gross Square Feet Bed. In Section H. provide additional information deemed necessary to describe the proposing Team's expertise in the design and construction of efficient Student Housing.

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 project budget 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.
7. Demonstrated Expertise in the Design and Construction of Efficient Student Housing: See Above f

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 EBO+M (Existing Buildings, 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 (CSI)  
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 North Residential District Transformation Proposer Firm \_\_\_\_\_  
 Project Number OSU-110672 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 100 miles from project site	4 - 5	
	101 miles to 500 miles from project site	2 - 3	
	More than 500 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 \$25M in previous 24 months	5	
	\$25M to \$100M in previous 24 months	2	
	More than \$100M 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 professional services 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 4 sample projects	0	
	4 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 CM evaluations and letters of reference	0 - 10	
b. Experience with similar projects and Design-Build project delivery method	Less than 4 projects	0 - 3	
	4 to 6 projects	4 - 6	
	More than 6 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 <i>Select Manual</i> , the Standard Requirements, and ORC Chapter 153)	Less than 4 projects	0 - 1	
	4 to 6 projects	2 - 3	
	More than 6 projects	4 - 5	
* Refer to list of applicable credentials in Section H of the RFQ ** Must be comprised of consulting firm(s) and NOT the lead firm of the DB entity *** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute		<b>Subtotal</b>	

**Notes:**

**Evaluator:**

Name \_\_\_\_\_

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