

# Request for Qualifications (Design-Build Contract)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Ohio Facilities Construction Commission

Project Name	<u>Statewide Campground Renovations Ph. 1</u>	Response Deadline	<u>3/27/2015</u>	<u>4:00pm</u>	local time
Project Location	<u>See Locations below</u>	Project Number	<u>DNR-140071</u>		
City / County	<u>Various / Various</u>	Project Manager	<u>Kevin Russell</u>		
Owner	<u>Ohio Department of Natural Resources</u>	Contracting Authority	<u>OFCC</u>		
Delivery Method	<u>Design Build</u>	Prevailing Wages	<u>State</u>		
No. of paper copies requested (stapled, not bound)	<u>0</u>	No. of electronic copies requested via Email (PDF)			<u>1</u>

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Sarah Haight at [sarah.haight@ofcc.ohio.gov](mailto:sarah.haight@ofcc.ohio.gov). See Section G of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Sarah Haight at [sarah.haight@ofcc.ohio.gov](mailto:sarah.haight@ofcc.ohio.gov) 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.**

The Ohio Department of Natural Resources (ODNR) through the Division of Parks and Recreation (P&R) is responsible for the management of 56 campground facilities located in state parks throughout the State of Ohio. These campgrounds include camping sites for "primitive" tent camping as well as sites with differing levels of service connections for Recreational Vehicles (RVs). Some RV sites have no direct service connections whereas other sites have partial to full-service connections that include electrical service, potable water, and sanitary sewer hook-ups. The campgrounds also include support service facilities such as campground offices for camper check-in/check-out, children's play areas, access points for fishing and boating, and fish cleaning stations. Common restroom facilities and common washhouses with restrooms, showers, and laundry facilities are distributed around the campground areas.

The successful Design-Builder will be responsible for installing "full-service" to existing campsites identified by ODNR. "Full-Service" includes 50/30/20 amp electrical pedestals, potable water hook-ups, sanitary sewer connections and improvements to the camper pad areas. Site amenities such as fire pits, picnic tables, concrete curbs, and concrete patios are also part of this project. In addition, some locations will require the demolition of existing washhouses and their replacement with new washhouses, potentially with prefabricated versions..

The intent of this project is to address the above items at six campgrounds per the following:

- Alum Creek State Park – Installation of a minimum of twelve (12) full service campsites
- East Fork State Park – Installation of a minimum of twelve (12) full service campsites
- Grand Lake St. Marys State Park – Installation of a minimum of twenty (20) full service campsites, plus the demolition and construction of at least one (1) new washhouse
- Hocking Hills State Park – Installation of a minimum of thirty (30) full service campsites
- Indian Lake State Park – Installation of a minimum of thirty (30) full service campsites, plus the demolition and construction of at least one (1) new washhouse
- Salt Fork State Park – Installation of a minimum of twenty (20) full service campsites

The campgrounds will remain open during the construction period, therefore the Design Builder will be responsible for maintaining services and access to the remaining campsites and provide appropriate site safety/security while work is underway.

ODNR has selected FMS Architects as the Criteria Architect/Engineer for this project and will develop the criteria documents to a Design Development documents level.

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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.

### 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.

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 Design Development, Subcontractor Prequalification and Bidding process, Construction Documents, Construction and Closeout stages.

Refer to the *OFC 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, 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 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 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. The criteria architect will provide the DB team with the criteria documents (the "Basis Documents") shall be provided to the shortlisted DB teams prior to the pre proposal meetings. Any questions or clarifications will be presented at that time.

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. Design-Build delivery method experience
2. Experience with State of Ohio construction processes
3. Experience with civil and site related construction
4. Experience working with water/waste water systems
5. Experience working with public utilities
6. Experience with managing simultaneous construction at multiple locations
7. Experience with occupied renovations
8. Experience with expedited project schedule management

### C. Funding / Estimated Budget

Total Project Cost	<u>\$4,100,000</u>	State Funding	<u>\$4,100,000</u>
Construction Cost	<u>\$3,500,000</u>	Other Funding	<u>\$0</u>

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### D. Anticipated Schedule

DB Services Start (mm/yy)	<u>June / 2015</u>
Construction Stage Start (mm/yy)	<u>July / 2015</u>
Construction Stage Completed (mm/yy)	<u>Nov / 2015</u>
DB Services Completed (mm/yy)	<u>Dec / 2015</u>

### E. EDGE Participation Goal

Percent of Total Compensation excluding the DB's contingency 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 an opportunity 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	March 27, 2015
RFP issued to the Short-Listed Firms	March 30, 2015
Interviews	April 30, 2015
Selection of DB	April 30, 2015

#### 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>.

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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>.

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 insert the project number and firm name followed by "SOQ" in the e-mail subject line.

Statements of Qualifications are to be submitted electronically by e-mail. Submittals are to be limited to a maximum of one e-mail with the total file size of 25 MB.

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, 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.

# Design-Build Selection Rating Form

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Project Name Statewide Campground Renovations Proposer Firm \_\_\_\_\_  
 Project Number DNR-140071 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary Firm Location and Workload (Maximum 10 points)</b>			
a. Location of firm and EDGE-certified status	EDGE Certified	5	
	Ohio Firm	2	
	Out of State	0	
b. Amount of contracts awarded by Contracting Authority in previous 24 months	Less than \$2,000,000	5	
	\$2,000,000 to \$10,000,000	2	
	More than \$10,000,000	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 - 5	
d. Construction administration staff	Experience / ability of field representatives to identify and solve issues during construction	0 - 15	
<b>3. Key Consultant Qualifications (Maximum 15 points)</b>			
a. Key consultants	Experience / ability of key consultants to perform effectively and collaboratively	0 - 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 3 sample projects	0	Max = 3
	3 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	
<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	
		<b>Subtotal</b>	

\* 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

Notes:

Evaluator:

Name \_\_\_\_\_

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