

# Request for Qualifications (Design-Build Contract)

## State of Ohio Standard Forms and Documents

---

**Administration of Project:** Local Higher Education

Project Name	<u>Grounds, Moving and Transportation - Fishwick</u>	Response Deadline	<u>July 16, 2015</u>	<u>2:00 pm</u>	local time
Project Location	<u>5121 Fishwick Drive</u>	Project Number	<u>UCN-14017B</u>		
City / County	<u>Cincinnati / Hamilton</u>	Project Manager	<u>Peter J. Luken</u>		
Owner	<u>University of Cincinnati</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>four</u>	No. of electronic copies requested (PDF)	<u>one</u>		

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Peter J. Luken at 51 Goodman Drive 6th Floor Cincinnati, OH 45221. See Section G of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Peter J. Luken at [lukenpj@uc.edu](mailto:lukenpj@uc.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

This project will consolidate the Grounds, Moving Services and Transportation Services departments from several locations to property that the University of Cincinnati owns at 5121 Fishwick Dr Cincinnati OH. The project will renovate space in the existing building, provide a new pre-engineered metal building and provide an outdoor storage area, covered and uncovered.

Grounds Maintenance is responsible for maintaining nearly all exterior areas of the Uptown Campus, Academic Health Center, Residence Halls & Main Street facilities, and UC Victory Parkway Campus, with the exception of campus drives and parking areas.

Moving Services is responsible for transporting boxes, all office and laboratory moves, and the rearrangement of furniture in offices. Additional services include set ups for special events. Moving Services also transports items to Surplus Equipment Management.

Transportation Services is the university-authorized service center responsible for purchasing and maintaining the University's fleet of 337 vehicles, many of which are owned by Transportation Services and leased to various internal departments. Transportation Services is also responsible for managing the shuttle service and renting vehicles (autos, trucks, buses) for any university entity.

The renovated space is on two floors of the existing building. On the 1<sup>st</sup> floor will be a storage area (7,000 sf) and a meeting room with men's and women's locker rooms attached (2,000 sf). On the 2<sup>nd</sup> floor will be offices (2,800 sf) for the three departments.

The new building will house the vehicle maintenance shop, equipment, tools, and supply storage. The building will be approximately 120' by 130' (15,600 sf). The building will have three areas: conditioned (50%), partially conditioned (25%) and unconditioned (25%).

The conditioned portion of the building will house the vehicle maintenance shop. The shop requires a vehicle exhaust system, a compressed air supply system, a vehicle wash area and a central drive lane. Vehicle access will be through two overhead coiling doors, one each end of the drive lane. The shop will have space for seven lifts: three lifts for vehicles, two future vehicle lifts and two smaller lifts for gators and mowers.

The semi-conditioned space (33 -90 deg F) will be used for storage of temperature sensitive materials, primarily pesticides, fertilizers, bulbs and seeds. Most of the hazardous materials in this area will be stored in flammable storage cabinets. Other material to be stored in this area will be grounds equipment and tools.

The unconditioned space will house more grounds equipment, tools and materials. There will also be an open area designated for staging of pelleted material such as salt bags, consumable materials, books for recycling, etc.

## Request for Qualifications (Design-Build Contract) continued

---

The outside storage area is for storage of bulk materials such as gravel, mulch and sand. This storage area will have a shed roof covering it with a concrete floor and apron to allow material to be moved in and out with a skid steer. The bulk material storage area will be divided up into six stalls separated by stacked concrete ingots. A compacted gravel area adjacent to the bulk material storage area will be used for storage of other equipment and materials not affected by weather exposure.

The Program of Requirements ("POR") will be developed as a part of this project by the Criteria Architect/Engineer ("Criteria A/E"), the University of Cincinnati will act as the Criteria A/E.

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

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 *Ohio Facilities Construction 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 Plumbing, Fire Protection, HVAC, and Electrical trades will be awarded by the Design-Builder ("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. 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 Architect/Engineer of Record's ("AOR") detailed listing of any incomplete design elements and the AOR's statement of intended scope with respect to such incomplete elements (the "Design Intent Statement"). Contingent upon the Contracting Authority's approval of the GMP, the parties will enter into an amendment to the Agreement establishing the Contract Sum ("GMP Amendment"). If the proposed Contract Sum exceeds the Project Budget established for construction, then the Contracting Authority may terminate the agreement with the DB and seek proposals from other firms 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, weekly progress meetings, testing and inspections, 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. Project Delivery Method (MP, GC, CMR, DB)
2. Role on Project (CMA, OA, CMR, DB, GC, Trade)
3. Vehicle Service Building
4. Equipment Storage and Landscaping Material Building
5. Pre-Engineered Buildings
6. Site Utilities and Development

## Request for Qualifications (Design-Build Contract) continued

### C. Funding / Estimated Budget

Total Project Cost	<u>\$2,000,000</u>	State Funding	<u>\$0</u>
Construction Cost	<u>\$1,500,000</u>	Other Funding	<u>\$2,000,000</u>

### D. Anticipated Schedule

DB Preconstruction Services Start	<u>09 / 15</u>
Construction Stage Notice to Proceed	<u>02 / 16</u>
Substantial Completion of all Work	<u>08 / 16</u>
DB Services Completed	<u>09 / 16</u>

### E. EDGE Participation Goal

Percent of the DB's total compensation excluding DB's Contingency*	<u>5.0%</u>
--	-------------

\*Preconstruction Stage Compensation plus Contract Sum minus DB's Contingency

### F. Evaluation Criteria for Selection

**Selection Criteria:** The DB will be selected using (i) qualifications-based process during the Request for Qualifications (RFQ) stage to develop a short list and (ii) best value process during the Request for Proposal (RFP) stage. The qualifications-based criteria for the RFQ is included in this announcement. The best value criteria used in evaluating proposals from short listed firms will include such factors that are determined to derive or offer the greatest value to the State and Owner, combining both qualifications and fee.

**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 Request for Proposal ("RFP") that will invite the firms to submit pricing proposals containing their proposed preconstruction stage compensation, construction stage personnel costs, itemized construction stage general conditions costs, construction stage contingency percentage, construction stage design fee percentage, and design-build fee percentage. The short-listed candidates will also receive (i) form of the Agreement with the Contracting Authority containing the contract terms and conditions, (ii) set of the most recent criteria documents and (iii) 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.

RFP issued to the Short-Listed Firms	7/23/15
Interviews	8/6/15
Selection of DB	8/12/15

**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

## Request for Qualifications (Design-Build Contract) continued

---

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>.

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 or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Acrobat, go to Advanced, then PDF Optimizer. Also, please label the CD or DVD and the sleeve with the project number and firm name if applicable.

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.

Facsimile 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 and subsequent 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 insurance.
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, CPE, 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.

# Design-Build Selection Rating Form

## State of Standard Forms and Documents

Project Name Ground Moving and Transportation - Fishwick Proposer Firm \_\_\_\_\_  
 Project Number UCN-14017B 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 25 miles	5	
	25 miles to 50 miles	2	
	More than 50 miles	0	
b. Amount of contracts awarded by Contracting Authority in previous 24 months	Less than \$5,000,000	5	
	\$5,000,000 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 - 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	0 - 10	
b. Proposed EDGE-certified Consultant participation*	One point for every 2 percent increase in Services compensation** over the 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 4 projects	0 - 3	
	4 to 8 projects	4 - 6	
	More than 8 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 2 projects	0 - 1	
	2 to 6 projects	2 - 3	
	More than 6 projects	4 - 5	

\* Must be comprised of consulting firm(s) and NOT the lead firm  
 \*\* Preconstruction Stage Compensation plus Contract Sum minus Subcontracted Work, Self-performed Work, and DB's Contingency  
 \*\*\* Leadership in Energy & Environmental Design administered by the Green Building Certification Institute

<b>Subtotal</b>	
-----------------	--

**Notes:**

**Evaluator:**

Name \_\_\_\_\_

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