

Request for Qualifications (Design-Build Contract)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>RH North Quad Renovations</u>	Response Deadline	<u>11/11/13</u>	<u>2:00pm</u>	local time
Project Location	<u>Oxford Campus - various buildings</u>	Project Number	<u>MUN-100039</u>		
City / County	<u>Oxford / Butler</u>	Project Manager	<u>Ted Christian</u>		
Owner	<u>Miami 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>3</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 Elizabeth Davidson at 181 Cole Service Building, 101 South Fisher Drive, Oxford, Ohio 45056.. See Section G of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Elizabeth Davidson at davidsea@miamioh.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

Miami University (Owner/Contracting Authority) seeks responses from qualified companies to provide design-build services for the renovation of four residence halls, one dining facility, portions of a chiller plant, and related infrastructure and landscaping in the 'North Quad' area of the Oxford Campus. The residence halls and dining facility serve students who live on campus with a place to live, study, and socialize. These upgrades will update systems and finishes to increase life safety, functionality, energy efficiency, and appearance of the halls. The chiller plant and related infrastructure serves the facilities included in this project.

The residence halls involved are Brandon, Hahne, Hepburn, and Flower. The Dining Hall is Martin. The chiller plant is Billings, also known as the North Chiller Plant. These renovations are part of the implementation of the Housing and Dining Long Range Master Plan. The building renovations will upgrade all systems, introduce fire suppression, improve accessibility, update finishes, and repair/upgrade the building envelope.

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

The documents utilized for the Design Build methodology are available for review on the OFCC website at www.ofcc.gov. The Program of Requirements (POR) will be outlined by the Criteria Architect/Engineer, and finalized by the Design Builder.

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.

Miami University (University) will self-perform the Criteria A/E services related to this project.

Firms responding to this RFQ should submit information pertaining to the qualifications of its construction manager/contractor and its Architect of Record. The University will select these two primary components of the DB team through this RFQ with the remainder of the DB's team, including without limitation, its key and specialty consultants/designers, to be selected at a later date through a quality-based selection process that allows for the University's input as to selection. Anticipated consultant/design selection includes without limitation, residence life focused design; civil, plumbing, mechanical, electrical and information technology engineering; commercial kitchen design; and landscape architecture.

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.

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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. Renovations over \$20 million
2. Complex MEP Renovations
3. Multiple Buildings
4. Student Safety and Security
5. Compressed Schedule

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C. Funding / Estimated Budget

Total Project Cost	<u>\$83,000,000</u>	State Funding	<u>\$0</u>
Construction Cost	<u>\$67,200,000</u>	Other Funding	<u>\$83,000,000</u>

D. Anticipated Schedule

DB Services Start (mm/yy)	<u>03 / 14</u>
Construction Stage Start (mm/yy)	<u>05 / 15</u>
Contract Completed (mm/yy)	<u>06 / 16</u>
DB Services Completed (mm/yy)	<u>07 / 16</u>

E. EDGE Participation Goal

Percent of Preconstruction Compensation	<u>5%</u>
Percent of Initial Design Services Fee	<u>0%</u>
Percent of Contract Sum	<u>5%</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.

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	11/11/13
RFP issued to the Short-Listed Firms	12/16/13
Site Visit at Cole Service Building, Oxford project site	12/19/13
Pre-proposal Meetings at Cole Service Building, Oxford	12/19/13
Proposals Due	01/09/14
Interviews at TBD, Oxford	01/20/13
Selection of DB	01/27/14
Controlling Board Meeting for approval of the Agreement	N/A

Cancellation and Rejection:

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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 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)

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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

