

# 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>Thesken Hall HVAC Upgrades</u>	Response Deadline	<u>2/14/13</u>	<u>3:30 PM</u>	local time
Project Location	<u>Thesken Hall, Middletown Campus</u>	Project Number	<u></u>		
City / County	<u>Middletown,OH / Butler</u>	Project Manager	<u>Kami Archibald</u>		
Owner	<u>Miami University</u>	Contracting Authority	<u>Local Higher Education</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 Elizabeth Davidson at Miami University, 181 Cole Service Building, Oxford, OH 45056. See Section H of this RFQ for additional submittal instructions.

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### Project Overview

#### A. Project Description

Thesken Hall was built on the Middletown Campus in 1968. The existing HVAC system is comprised of one air handler with distribution to three floors. The rooms are currently regulated through outdated induction boxes which are no longer available. The room heating is aided by perimeter units at each of the windows. The existing window units are electric resistance heating. Heating hot water is currently provided to the Thesken penthouse air handler heating coil through a central plant distribution system. The existing boiler plant is located in Johnston Hall next door.

The goal of this project is to upgrade the existing HVAC systems serving each floor. First, the induction units will be replaced with VAV units with reheat. Existing ductwork will be reused as much as possible. The new VAV boxes will be digitally controlled. Second, the existing window unit heaters will be converted to hot water, including new hot water piping installed throughout the building for the window unit heaters and the VAV reheat coils. The new hot water perimeter heat will be zoned with the new VAV boxes to provide properly controlled heating to each space. Third, the areas that will see most benefit will have occupancy sensors installed to save energy when the rooms are unoccupied. Sensors will control the VAV box and the lighting to return to unoccupied mode when the room is vacant.

To facilitate hot water distribution to the various floors, an additional pump with VFD will be added in the mechanical room penthouse. The existing hot water pump will remain, but a VFD will be added. The hot water service to Thesken Hall currently has a restriction in the line from the central plant at Johnston Hall. The hot water service line tees off the main as 4 inch, reduces down to 2-1/2 inch, and then returns to 4 inch before leaving Johnston Hall. This section of 2-1/2 inch pipe will have to be up-sized to 4 inch in order to provide the new hot water capacity that will be needed at Thesken Hall.

This project will utilize the Design-Build project delivery method and the Design-Builder ("DB") will be selected through a two-step process which entails: 1) a qualification based selection process during the initial Request for Qualifications (RFQ) stage to develop a short list; and, 2) a best value selection process during the final Request for Proposal (RFP) stage for selection from the short list of the DB for Contract negotiation. The qualifications-based selection criteria for the RFQ are included in this announcement.

University staff will serve as the Criteria Architect and will provide program and performance documents to the short-listed firms during the RFP stage of the selection process.

State Prevailing Wage requirements apply to this project.

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

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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, 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 DB'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. Team Competence and Experience
2. Design and Construction Management Experience
3. Experience with HVAC VAV retrofits
4. Design-Build Delivery Method Experience
5. State of Ohio Higher Education Project Methodology

### C. Funding / Estimated Budget

Total Project Cost	<u>\$589,000</u>	State Funding	<u>\$589,000</u>
Construction Cost	<u>\$485,000</u>	Other Funding	<u>\$0</u>

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### D. Anticipated Schedule

DB Services Start	<u>March / 2013</u>
Construction Stage Start	<u>May / 2013</u>
Contract Completed	<u>August / 2013</u>

### E. EDGE Participation Goal

Percent of Preconstruction Compensation	<u>N/A</u>
Percent of Initial Design Services Fee	<u>N/A</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 may choose 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 short-listed firms shall contact the Owner to schedule individual times for the pre-proposal meeting, if deemed necessary.

#### 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	2/14/13
RFP issued to the Short-Listed Firms	2/25/13
Proposals Due	3/8/13
Interviews at Thesken Hall	Wk of 3/11/13
Selection of DB	Wk of 3/18/13

#### 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.

### 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 name 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 name and firm name.

Facsimile or e-mailed copies of the Statement of Qualifications will not be accepted.

Submit all questions regarding this RFQ in writing to Elizabeth Davidson at davidsea@miamiOH.edu with the project name included in the subject line (no phone calls please). Questions will be answered and posted to the Miami University FCO website at <http://www.pfd.muohio.edu/fco> and at 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 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)

LEED AP ND (Neighborhood Development specialty)  
LEED AP Homes (Specialty for residential LEED construction)

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)

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 Team RFQ Score Summary Sheet

Project Manager: Kami Archibald  
 Phone: (513) 529-8087  
 E-mail: banninkj@miamiOH.edu



**Thesken Hall HVAC Upgrades**  
 Design-Build RFQ Submittal  
 01/17/13

**Project Description:**

Convert existing HVAC distribution system to VAV with reheat. Convert electric perimeter heat to hot water.

	1. Proposed Firm(s) Information & Organizational Chart								2. Team Competence			3. Design & Construction			4. Proj. Profiles	TOTALS
	Location & Years in Business	# of Full time employees	Current Contracts	Project Management Lead	Project Engineering	Project Administration	Construction Supervision	Key Disciplines Leads	Education, Professional licenses & experience	Previous Team Collaboration	DB Experience	Exp. w/ Similar Project Type	Budget & Schedule Mgmt.	Familiarity with local construction markets	Past Performance	
Firm Name	1A1	1A3	1A4	1Ba	1Bb	1Bc	1Bd	1Be	2a	2b1	2b2	3a	3b	3c	4	
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