

Request for Qualifications (Design-Build Contract)

State of Ohio Standard Forms and Documents

Administration of Project: Local Agency - Middleton Township Board of Trustees

Project Name	<u>Emergency Vehicle Storage Building</u>	Response Deadline	<u>10 / 2 / 2024</u>	<u>4:00</u>	local time
Project Location	<u>21475 N. Dixie Highway</u>	Project Number	<u>202406 (Architect's No.)</u>		
City / County	<u>Bowling Green / Wood</u>	Project Manager	<u>Middleton Township</u>		
Owner	<u>Middleton Township Board of Trustees</u>	Contracting Authority	<u>Local Agency (Middleton Twp.)</u>		
Delivery Method	<u>Design-Build</u>	Prevailing Wages	<u>Select TypeState</u>		
No. of paper copies requested (stapled, not bound)	<u>0</u>	No. of electronic copies requested (PDF)	<u>1</u>		

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Laurie Limes at fiscalofficer@middletontownship.com and Matt Pastula at matt@pastuladesign.com. See Section G of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Matt Pastula at matt@pastuladesign.com with the project number included in the subject line (no phone calls please). Questions will be answered by direct reply to correspondence, and when the nature of the question dictates, all interested Design-Build Teams will be copied.

Project Overview

A. Project Description

Summary Project Description: The Middleton Township Board of Trustees, Wood County, Ohio ("the Owner") in accordance with the Ohio Revised and Administrative Codes, is seeking statements of qualifications from firms to provide design-build construction services in connection with the construction of a new (9,500 s.f. +/-) single story facility providing Emergency Vehicle Storage Building ("the Project").

B. Scope of Services

Contract Scope: Construction of a new pre-engineer metal building system as described in the Criteria Design Documents to house the Owner's reserve fire equipment. Design of Facility is proposed for future expansion to include living quarters and additional apparatus bays. Criteria Design Documents describe two options for building configuration. Option 1 is the base required building design noted as "Primary Building or Building A" with Option 2 designated "Secondary Building or Building B" expanding the base design should construction remain within total budget. Facility shall be designed to accommodate future expansion. Site develop will include grading, storm retention system, full utilities to the new facility including sanitary tie-in to the existing site lift/grinder station. Owner may elect to complete a portion of drive access to the east and south on new building which will be determined during contract / GMP negotiations.

Project Delivery / Scope of Services: The Project will be constructed using the "design-build" project delivery method consistent with the criteria established by the Criteria Architect and in accordance with the Owner's schedule requirements.

Contract Terms: Cost plus a fee, with a guaranteed maximum price (GMP).

Preliminary Project Schedule & Procurement Table; below is a list of key dates for this RFQ:

1. Preliminary Project Schedule is included in the Appendix of the Design-Build Criteria Package.
2. RFQ Documents Available: September 14, 2024.
3. Qualifications Due Date: October 2, 2024, before 4 PM local time.
4. Select and Rank Firms: October 9, 2024.
5. Firm Interviews and Pricing Proposals Complete: November 6, 2024
6. Contract Negotiations including Guaranteed Maximum Price: November 20, 2024.
7. Contract Time: To be stated in proposal.
8. Desired Construction Start: Immediate
9. Desired Substantial Completion Date: July 31, 2025.
10. The Owner reserves the right to change the schedule or terminate the entire procurement process at any time.

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C. Funding / Estimated Budget

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

D. Anticipated Schedule

DB Preconstruction Services Start	<u>11 / 25</u>
Construction Stage Notice to Proceed	<u>11 / 25</u>
Substantial Completion of all Work	<u>07 / 25</u>
DB Services Completed	<u>07 / 25</u>

E. EDGE Participation Goal

Percent of the DB's total compensation excluding DB's Contingency*	<u>0.0%</u>
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*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 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 Owner, combining both qualifications and initial approximated 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 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 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 Owner 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 Owner. The purpose of the pre-proposal meeting is to permit the short-listed firms an opportunity 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 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 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	October 2, 2024
RFP issued to the Short-Listed Firms	October 9, 2024
Interviews	November 6, 2024
Selection of DB	November 20, 2024

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 must indicate on their *Statement of Qualifications*, the locations where their services will be performed in the spaces provided or by attachment in accordance with the requirements of Executive Order 2019-12D related to providing services only within the United States and the requirements of Executive Order 2022-02D prohibiting purchases

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from or investment in any Russian institution or company. Failure to do so may cause their *Statement of Qualifications* to be rejected.

G. Submittal Instructions

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* are optional as a secondary submittal and should be hand delivered. **All primary submittals must be electronically delivered.** Staple all paper copies and 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.

Statements of Qualifications must be submitted electronically by email. Submittals are limited to one email with a maximum file size of 25 MB.

Unless otherwise noted or exempt, all documents submitted to the Owner 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:

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 a resume page(s) for individuals and firms.

Design-Build Selection Rating Form

State of Standard Forms and Documents

Project Name Emergency Vehicle Storage Building Proposer Firm _____
 Project Number 202406 City, State, Zip Bowling Green, Ohio 43404

Selection Criteria		Value	Score
1. Primary Firm Location and Workload (Maximum 10 points)			
a. Proximity of firm to project site	Less than 30 miles	5	
	30 miles to 60 miles	2	
	More than 60 miles	0	
b. Amount of contracts awarded by Contracting Authority in previous 24 months	Less than \$250,000	5	
	\$250,000 to \$750,000	2	
	More than \$750,000	0	
2. Primary Qualifications (Maximum 35 points)			
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 - 7	
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 - 8	
3. Key Consultant Qualifications (Maximum 15 points)			
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	
4. Overall Team Qualifications (Maximum 10 points)			
a. Previous team collaboration	Less than 1 sample projects	0	Max = 3
	2 to 3 sample projects	2	
	More than 3 sample projects	3	
b. LEED*** Registered / Certified project experience	Registered LEED v4 or v4.1 projects	1	Max = 2
	Certified LEED v4 or v4.1 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	
5. Overall Team Experience (Maximum 30 points)			
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 1 projects	0 - 3	
	2 to 3 projects	4 - 6	
	More than 3 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 5 projects	2 - 3	
	More than 5 projects	4 - 5	

* Must be comprised of consulting firm(s) and NOT the lead firm - For more information on scoring this and other criteria refer to [Document F199-01 - PS Selection Rating Rubric](#).

** Preconstruction Stage Compensation plus Contract Sum minus Subcontracted Work, Self-performed Work, and DB's Contingency

*** Leadership in Energy & Environmental Design administered by Green Business Certification Inc.

Subtotal	
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Notes:

Evaluator:

Name _____

Signature _____ Date _____