

# Request for Qualifications (Design-Build)

Administration of Project: Toledo Public Schools

Project Name	Whittier Addition	Response Deadline	2/21/13
Project Location	4221 Walker Avenue		
City / County	Toledo, Ohio 43612	Project Manager	TBD

Submit two (2) Proposals to Toledo Public Schools, Treasurer's Office Room 3, c/o Ken Swartz PE, RA,CBO, 420 E. Manhattan Blvd., Toledo, Ohio 43608-1267. See Section G for additional submittal instructions.

## Project Overview

### A. Project Description

The new facility will be two stories, eight-classroom addition to the recently constructed Whittier Elementary School. The addition should match the existing school and be designed consistently with the Ohio School Design Manual. The Building must conform to applicable laws and regulations.

The following information will be provided to each short listed firm to communicate the existing conditions and required project criteria for developing the design and pricing proposal. Ohio Administrative Rules regarding alternative project delivery methods can be found on the Ohio Construction Reform website (<http://ocr.ohio.gov>).

- 1) Design-Build Contract
- 2) Subcontractor Prequalification Rule [OAC 153:1-7-01]
- 3) Subcontract Form [SAO form C1 90-01]
- 4) Design Criteria (performance plans and written criteria)
- 5) Project Schedule (noted below within this RFP)
- 6) Project Budget Breakdown (noted below within this RFP)
- 7) Design-Build Best Value Rating Form
- 8) Design Build Best Value Price Proposal

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.

### Project Schedule:

Tentative schedule; subject to change.

Short listing of firms	February 25, 2013
Interviews and submittal of proposals	March 1, 2013
Selection of DB Firm and contract negotiations	March 2013
Develop program	March 2013
Finalize design	May 1, 2013
Start construction	May 15, 2013
Complete construction and obtain Certificate of Occupancy	August 15, 2013
Owner move-in	August 16, 2013
Owner occupancy	August 19, 2013

## **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.

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 Owner, the Criteria A/E and the DB. The 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 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 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 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 Owner, the Criteria A/E and the DB. The DB shall then submit to the Owner, 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 Owner'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 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 Owner reserves the right to approve the DB's selection of subcontractors and any supplement terms to the subcontract form.

**C. Funding / Estimated Budget**

Project Budget	\$3,100,000.00
Construction Budget	\$2,600,000.00

**D. Anticipated Schedule**

D-B Services Start (mm/yy)	4 / 13
Construction Stage Start	5 / 13
D-B Services Completed	8 / 13
Contract Completed (mm/yy)	9 / 13

**E. Evaluation Criteria for Selection**

Selection Criteria:

The Design-Builder will be selected using (i) a qualification based selection process during the initial Request for Qualifications (RFQ) stage to develop a short list and (ii) a best value selection process during the final Request for Proposal stage for the final D-B selection. The best value selection criteria for the RFP is included in this invitation on the Design-Build Best Value Rating form.

Request for Proposal:

The short-listed firms identified as the highest qualified from the RFQ stage are invited to respond to this Request for Proposal (RFP) by submitting a pricing proposal containing their proposed preconstruction stage design fee, construction stage personnel costs, construction stage itemized general conditions cost percentage, construction stage contingency percentage and construction stage design fee percentage and Guaranteed Maximum Price. The short-listed candidates will also receive (i) a form of the D-B Agreement (the D-B Agreement) containing the contract terms and conditions, (ii) a set of the most recent design documents and (iii) a proposed Project schedule.

Interview:

After submitting responses to the RFP, the short-listed firms will be interviewed by 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 and budget.

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.

Prior to executing the Design-Build Agreement, the selected DB team must represent and warrant that it has not provided any material assistance, as that term is defined in O.R.C. Section 2909.33(C), to an organization that is identified by, and included on, the United States Department of State Terrorist Exclusion List and that it has truthfully answered "no" to every question on the Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization, and that it has provided or shall provide such to the Owner and/or the Ohio Business Gateway

<https://ohiobusinessgateway.ohio.gov/OBG/Membership/Security.mvc>.

## **G. Submittal Instructions**

Firms are required to submit two (2) copies of the current version of Statement of Qualifications (Form F110-330) available via the OFCC website at <http://ofcc.ohio.gov>. Copies of the Statement of Qualifications shall be submitted and should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary. And;

One (1) electronic submittal should be combined into one PDF file named with the project name “Whittier Addition” 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 “Whittier Addition” and firm name.

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

Submit all questions regarding this RFP in writing to Ken Swartz, Criteria Architect at the District, 420 E. Manhattan Blvd, Toledo, OH 43608-1267 or email [kswartz@tps.org](mailto:kswartz@tps.org). Emails shall be referenced by Re: Whittier Addition. No phone calls please. All questions shall be submitted no later than 72 hours in advance of the response deadline. Questions will be answered and emailed simultaneously to all short listed firm's main point of contact, as identified in the Statement of Qualifications, on a regular basis until one day before the response deadline. The name of the party submitting a question will not be included on the Q&A document that is emailed. Short listed firms are encouraged to take advantage of the individually scheduled pre-proposal meetings to directly ask most of your questions.

The District will use the OSFC's Design-Build Selection Rating form.