

**OHIO SCHOOLS COUNCIL
REQUEST FOR QUALIFICATIONS FOR
DESIGN-BUILD SERVICES (“RFQ”)**

A. PROJECT DESCRIPTION

The Ohio Schools Council (“OSC”) is soliciting statements of qualifications for design-build services in connection with HVAC improvements and upgrades on behalf of OSC school district members and is requesting interested firms to submit a statement of qualifications to provide services as a Design Builder for the improvements.

B. PROJECT DELIVERY/SCOPE OF SERVICES

The improvements will be constructed consistent with criteria established by the OSC’s criteria architect/engineer.

C. INTERVIEWS AND DESIGN-BUILDER SELECTION

The Design-Builder shall be selected using (i) a qualification based selection process during this initial RFQ phase to develop a short list of design-build firms, and then (ii) a separate and subsequent selection process during the Request for Proposal stage for the final Design-Builder selection.

1. RFQ Phase/Short-Listing of Firms. Each firm responding to this RFQ by submitting a statement of qualifications will be evaluated by the OSC based on the firm’s qualifications and the qualifications and experience of the particular individuals identified as the firm’s proposed team for the project. Qualifications include (a) competence to perform the required design-build services as indicated by the technical training, education, and experience of the design-build firm’s personnel and key consultants, especially the technical training, education, and experience of the employees and consultants of the design-build firm who would be assigned to perform the services, including the proposed architect or engineer of record; (b) ability to manage the required workload and provide qualified personnel, equipment, and facilities; (c) past performance as reflected by the evaluation of previous clients with respect to such factors as control of costs, quality of work, dispute resolution, administration of subcontractors, meeting deadlines and the past performance of the design-build firm’s proposed architect or engineer of record; (d) the use of a licensed design professional for all design services; (e) financial responsibility as evidenced by the capability to provide a performance bond and payment bond; (f) previous work performed in connection with Ohio political subdivisions, particularly public school districts; and (g) other qualifications that are consistent with the scope and needs of the project including, but not limited to, knowledge of the local area and working relationships with local subcontractors and suppliers. The OSC shall evaluate the qualifications of the firms based solely on the statements of qualifications that are submitted. After evaluating the responses to this RFQ, the OSC will select a short-list of no fewer than three candidates in no particular order of

preference that the OSC considers to be the most qualified to perform the design-build services, except if the OSC determines that fewer than three firms are qualified, it will only select the qualified firms.

2. Request For Pricing and Technical Proposals Phase. Following the conclusion of this RFQ Phase, the short listed firms shall be sent an RFP that will invite the firms to submit technical and pricing proposals under an open book pricing method containing the firm's proposed technical approach to the project, the proposed preconstruction stage compensation (fee, personnel costs and reimbursable expenses), and the proposed construction stage compensation. The RFP will include the design criteria prepared by the criteria architect/engineer, the form of the design-build services contract, and such additional information as deemed pertinent by the OSC. The OSC will select the firm whose proposal the OSC determines to be the best value.

D. REQUESTED SUBMISSIONS

Firms are requested to submit the following information when submitting a Statement of Qualifications in response to this RFQ:

i. Cover Letter. Cover letter must include: (a) name, address and phone number of the office where the personnel assigned to a project will be based, and (b) name, title and phone number of the principal contact person.

ii. Firm Profile. The firm profile must include: (a) years of existence; (b) legal form of firm, (c) location of home office; and (d) general firm history. If the proposed form of entity is a joint venture, please identify each venturer and their respective percentage of participation. Provide a summary, on three pages or less, describing why your firm/team is the most qualified.

iii. Bonding/Insurance. Provide evidence of capacity to provide bonding 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.

iv. Similar Experience. Provide information regarding relevant projects of similar nature. Include: (a) description of the project and the services your firm provided for the project; (b) start and completion dates for each project; and (c) name, title and telephone number of the client contact most familiar with your services on the project.

v. Personnel/Staffing. Provide an organizational chart containing the names and titles of the proposed staff for the a project, including the architect or engineer of record. At a minimum, the chart should include at least three (3) officers or senior employees (e.g., Project executive, Principal-in-charge, Project Manager or Project Superintendent or similar designation) who will be available for work on the project. For every person listed on the chart, provide a one-page resume highlighting relevant

experience and identify the phase(s) of the project to which the individual will be assigned and the percentage of that individual's time to be devoted to the project.

vi. Management Systems. Describe the record keeping, reporting, monitoring and other information management systems that the firm would propose to use for the project. Describe the scheduling and cost control systems the firm would propose to use for the project.

vii. Self-Performed Work. Indicate whether the firm intends to self-perform any work on the project through an acceptable competitive process and, if so, the nature of the work and capability to self-perform.

viii. Estimating & Value Engineering. Demonstrate capability of in-house estimating on projects and value engineering.

ix. Scheduling. Demonstrate track record of performance of managing projects to the original schedule.

x. Safety Programs. Describe the firm's in-house safety program.

xi. Employee Screening/Security Programs. Describe any employee workplace screening programs.

xii. Prior Defaults. Provide a complete listing of any public or private construction projects for which the firm has been declared in default.

xiii. Legal Compliance. Provide the firm's history of compliance with federal, state and local laws, rules and regulations, and any EPA, OSHA or other regulating entity issues or citations in the last ten (10) years

xiv. Liquidated Damages. Describe the firm's willingness to accept liquidated damages and experience with such provisions on other similar projects.

xv. Prior design-build experience. Describe any prior experience with the design-build project delivery method.

xvi. Sustainability. Describe the firm's experience related to sustainability initiatives. Include pertinent details of past projects where your firm successfully implemented sustainable practices in demolition and construction waste management; energy savings during demolition, construction or renovation projects; and energy conservation measures during similar past projects.

E. INSTRUCTIONS FOR SUBMISSIONS AND DEADLINE

1. Submission/Response Deadline. By not later than 2:00 P.M. on January 31, 2020, six paper copies and one electronic copy of the firm's statement of qualifications must be submitted and received in a sealed envelope clearly marked "Statement of Qualifications for Design-Build Services". Submittals must be sent to: Larry Tomec, Director of Business Services, Ohio Schools Council, 6393 Oak Tree Blvd, Suite 377, Independence, Ohio, 44131. Responses that are received after this date and time will not be accepted or considered.

1. Questions; Inquiries. Questions regarding interpretation of the content of this Request for Qualifications must be directed to Larry Tomec, Director of Business Services, Ohio Schools Council, 6393 Oak Tree Blvd, Suite 377, Independence, Ohio, 44131; ltomec@osconline.org. Answers to any questions shall be in writing and shall be posted on OSC's webpage at www.osconline.org. OSC will also endeavor to notify firms who are on record with OSC as having received a copy of this Request for Qualifications when an update has been posted to the OSC's webpage. It is therefore imperative that firms provide full and accurate contact information to OSC, including e-mail addresses, and updates will be deemed to have been validly given if emailed or otherwise furnished to each firm's contact person of record. Notwithstanding the foregoing, all firms will be presumed to have actual knowledge of all information posted on OSC's webpage relating to this Request for Qualifications, and firms shall not avail themselves of incomplete knowledge and/or lack of familiarity of this Request for Qualifications and any addenda thereto resulting from the firm's failure to register with and provide accurate contact information to OSC and/or a firm's failure to check the OSC's webpage. Interpretations, corrections and changes of the Request for Qualifications which are made in any manner other than a written addendum will not be binding. The name of the party submitting questions will not be identified in the answers.

2. Communications. Firms considering responding to this RFQ are strictly prohibited from communicating with any member of OSC's staff other than as directed in Section E.2 herein, as all questions must be directed to the person and in the manner identified in Section E.2.

3. Public Records. All documents submitted to OSC in response to this RFQ are public and will be available for inspection as set forth under ORC 149.43. The following information shall, to the extent included with the qualifications statement, remain confidential except under proper order of a court: (1) surety letters showing bonding capacity and (2) insurance certificates and policies.

4. Cancellation; Rejection. OSC reserves the right at any and all times to reject all qualifications statements, to cancel this RFQ or any portion of this RFQ. OSC shall have no liability to any firm arising out of such cancellation or rejection. OSC reserves the right to waive minor variations in the selection process.

5. Preparation Costs. OSC assumes no responsibility for costs incurred in the preparation, presentation or submission of the qualifications statements.

6. Amendments to RFQ. At its discretion, the OSC may amend this RFQ at any time prior to the deadline for receipt of statements of qualifications and to distribute the

amendments in any medium as determined by the OSC. Each firm will be presumed to have actual knowledge of all information provided in this RFQ and any addenda to the RFQ, and the firm shall not avail itself of incomplete knowledge and/or lack of familiarity with the RFQ and any addenda thereto resulting from the firm's failure to provide full and accurate contact information to the OSC.