

PUBLIC ANNOUNCEMENT AND REQUEST FOR QUALIFICATIONS FOR DESIGN-BUILD SERVICES

The City of Seven Hills, Ohio (the “Owner”) in accordance with Ohio Revised Code Sections 153.65 through 153.71 is soliciting statements of qualifications for design-build services in connection with installations, modifications and remodeling of energy conservation improvements and additional related improvements deemed necessary by the Owner. Firms interested in providing the services may obtain from the Owner its *Request for Qualifications for Design-Build Services* detailing the procedures and conditions for submitting a statement of qualifications and eventual proposal by contacting:

Stewart Lovece PE, PS, CBO
Director of Public Service and Properties/Acting City Engineer
7325 Summitview Drive
Seven Hills, Ohio 44131
Phone: 216-525-6224
Fax: 216-525-6276
Email: service@sevenhillsohio.org

Answers to any questions regarding the *Request for Qualifications* shall be in writing and shall be sent to all firms on record with the Owner as having requested and been furnished a copy of this RFQ. It is therefore imperative that firms provide full and accurate contact information to the Owner.

Sealed statements of qualifications must be addressed and delivered to Stewart Lovece, Director of Public Service and Properties/Acting City Engineer, at the address noted above by not later than 4:00 P.M, Eastern Standard Time, **January 6, 2014**. Statements of qualifications received after this deadline will not be accepted or considered. Statements of Qualifications must be identified on the outside of the envelope by the following: **“REQUEST FOR QUALIFICATIONS FOR DESIGN-BUILD SERVICES”**.

**CITY OF SEVEN HILLS, OHIO
REQUEST FOR QUALIFICATIONS FOR
DESIGN-BUILD SERVICES (“RFQ”)**

A. PROJECT DESCRIPTION

The City of Seven Hills, Ohio (the “Owner”), in accordance with Sections 153.65 through 153.71 of the Ohio Revised Code and Ohio Administrative Code 153:1, is requesting interested firms to submit a Statement of Qualifications, and eventually proposals, to provide pre-construction and construction phase services as a Design Builder for the Project described below.

The Project will consist of installations, modifications and remodeling of energy conservation improvements and additional related improvements deemed necessary by the Owner at City Hall, the Recreation Center, the Fire Station and the Service Garage. Included are modifications to HVAC, roofing, mechanical and electrical work.

The criteria architect/engineer for the Project is Osborn Engineering (the “Criteria Architect”). An Energy Audit was performed by the Criteria Architect recommending thirteen (13) Energy Conservation Measures (ECMs) which is available on the Owner’s website at www.sevenhillsohio.org under City Forms, Service Department within the file labeled “Energy Audit”.

B. PROJECT DELIVERY/SCOPE OF SERVICES

The Project will be constructed using the “Design-Build” project delivery method generally described below, consistent with the criteria established by the Criteria Architect and in accordance with the Owner's schedule requirements.

1. Pre-Construction and Construction Phase Services. The Design-Builder will provide pre-construction and construction phase services as more particularly detailed in the Design-Build Agreement to be provided to short-listed firms as described herein. Pre-construction phase services may include, but are not limited to organization, program verification, schematic design, design development, guaranteed maximum price proposal and amendment, construction documents, constructability review, permits and licenses. Construction phase services include but are not limited to procedures, supervision, progress schedule, progress meetings, observation, testing and inspection, safety and protection, labor, materials and equipment, cleaning, punch list, close out, warranties and correction of defective work.

2. Guaranteed Maximum Price. When the Construction Documents are at a stage of completion specified in the Design-Build Agreement, the Design-Builder shall submit to the Owner and the Criteria Architect its proposed guaranteed maximum price (the “GMP Proposal”). The Design-Builder, the Owner and the Criteria Architect shall meet to reconcile any questions, discrepancies or disagreements relating to the GMP Proposal. The reconciliation shall be documented by revision to the GMP Proposal. The Design-Builder shall then submit to the Owner, for the Owner's approval, the Design-Builder's final proposed GMP. Contingent upon the

Owner's approval of the final proposed GMP, the parties will enter into an amendment to the Design-Build Agreement establishing the GMP. The final negotiated GMP shall not exceed the Project budget established. If the proposed GMP exceeds such budget, then the Owner may require the design-builder to re-perform the previously completed pre-construction services as necessary to reconcile the GMP with the Project budget or terminate the agreement with the Design-Builder and select an alternative delivery method for the Project.

3. Open Book Pricing Method. The parties will engage in an “open book” pricing method in which the Owner shall have access to all books, records, documents, contracts, subcontracts, purchase orders and other data in the Design-Builder's possession related to itself, its subcontractors and material suppliers pertaining to bidding, pricing or performance of the Design-Build Agreement. The Design-Builder shall select subcontractors based on proposals submitted by prequalified subcontractors in accordance with criteria approved by the Owner. The Design-Builder shall hold all subcontracts and shall be fully responsible for the means and methods of construction, project safety, project completion within the schedule agreed upon in the pre-construction phase, and submitting monthly reports of these activities to the Owner.

C. INTERVIEWS AND DESIGN-BUILDER SELECTION

The Design-Builder shall be selected using “best value criteria” in which award is based upon a combination of pricing and performance considerations.

1. Qualifications Phase (Short-Listing of Firms). Each firm responding to this RFQ by submitting a Statement of Qualifications will be evaluated by the Owner, in consultation with the Criteria Architect, based on the firm's qualifications. 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 of the firm in terms of workload and availability of qualified personnel, equipment, and facilities to perform the required professional design-build services competently and expeditiously, and experience working on similar types of projects; (c) past performance of the firm 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, and meeting deadlines and the past performance of the design-build firm's proposed architect or engineer of record; (d) compliance with sections 4703.182, 4703.332, and 4733.16 of the Revised Code, including the use of a licensed design professional for all design services; (e) financial responsibility including evidence of the capability to provide a surety bond in accordance with paragraph (A) of rule 153:1-4-02 of the Administrative Code; (f) history of performance with meeting goals of any diversity and inclusion programs required by a public authority or by applicable law, and compliance with applicable affirmative action programs; 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 Owner may hold discussions with individual firms to explore further their qualifications, the scope and nature of the services they would provide, and the various technical approaches they may take regarding the project. After evaluating the Statements of

Qualifications, the Owner will select a short-list of no fewer than three firms that it considers to be the most qualified to perform the design-build services for the Project, except if the Owner determines that fewer than three firms are qualified, it will only select the qualified firms.

2. Request For Pricing and Technical Proposals Phase. The Owner will provide the short-listed firms a Request for Pricing and Technical Proposal (“RFP”) that will contain a description of the Project, the design criteria prepared by the Criteria Architect, a preliminary Project schedule, a description of any preconstruction services, a description of the proposed design services, the form of the design-build services contract, a description of how the Guaranteed Maximum Price (“GMP”) for the Project shall be determined, including the estimated level of design detail upon which the GMP shall be based, and a request for a pricing proposal, including the estimated cost of construction for the Project.

3. Pre-Proposal Interview Meeting. Prior to the deadline for submitting a proposal in response to the RFP, the Owner may meet individually with the short-listed firms. The purpose of the pre-proposal interview meeting is to permit the short-listed firms to ask the Owner questions in an individual setting regarding the proposal requirements in order to help the firms prepare their responses to the RFP. The pre-proposal meeting will be held at the address noted in E.1 herein, and the Owner will notify each short-listed firm to schedule individual times for the pre-interview meetings.

4. Post-Proposal Interview Meeting and Selection of Design-Build Firm. After submitting proposals in response 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, to allow each firm an opportunity to clarify and respond to questions related to its proposal, to further investigate the firm’s pricing proposal, including the scope and nature of the firm’s proposed services and potential technical approaches, and understand the Project approach and ability to meet the Owner's stated objectives for the Project. The short-listed firm should be prepared to discuss with specificity the firm's capacity to perform the work in compliance with the Owner's timetable and budget. The interviews will be held at the address noted in E.1 herein, and the Owner will notify each short-listed firm to schedule individual times for the interviews. Following the post-proposal Interview meetings, the Owner will rank the short listed firms based on the Owner’s final evaluation of each firm’s proposal and enter into contract negotiations with the firm whose proposal the Owner determines to be the best value.

5. Selection Schedule (dates are subject to change at the discretion of the Owner)

- Announcement 12/20/2013
- Statement of Qualifications Due 1/6/2014
- Short-Listing of Firms 1/13/2014
- RFP Issued to the Short-Listed Firms 1/21/2014
- Pre-Proposal Interviews 2/3/2014

- Proposals Due 2/24/2014
- Post-Proposal Interviews 3/3/2014
- Selection of Design-Builder 3/17/ 2014

D. REQUESTED SUBMISSIONS

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

i. Business. Identify the business form of contracting entity. 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 for the Project.

ii. 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.

iii. Similar Experience. Provide names, addresses and telephone numbers of references for projects where your firm (or top firm principal or officer) has led or managed construction of a project similar in scope and complexity as the Project.

iv. Personnel/Staffing. Provide a project organizational chart containing the names and titles or the proposed staff for the Project. 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.

v. 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.

vi. 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.

vii. Estimating. Demonstrated capability of in-house estimating on projects comparable to the Project.

viii. Scheduling. Demonstrated track record of performance of managing projects to the original schedule.

ix. Other Considerations. Describe the firm's willingness to accept liquidated damages and experience with such provisions on other similar projects. Describe any prior experience with a design-build project delivery method.

E. INSTRUCTIONS FOR DELIVERY AND DEADLINE

1. Six (6) copies of the statement of qualifications must be submitted in sealed envelopes clearly marked "Statement of Qualifications for Design-Build Services" and delivered to:

Stewart Lovece PE, PS, CBO
Director of Public Service and Properties/Acting City Engineer
7325 Summitview Drive
Seven Hills, Ohio 44131

2. Questions must be in writing and directed by e-mail to Stewart Lovece, Director of Public Service and Properties/Acting City Engineer, e-mail address at service@sevenhillsohio.org. Answers to any questions shall be in writing and shall be sent to all firms who are on record with the Owner as having requested and been furnished a copy of this Request for Qualifications. It is therefore imperative that firms provide full and accurate contact information to the Owner.

3. Statements of Qualifications must be received at the address listed in Section E.1 by 4:00 P.M., Eastern Standard Time, on January 6, 2014. Statements of Qualifications that are received after this date and time will not be accepted.

4. Communications: Firms considering responding to this Request for Qualifications are strictly prohibited from communicating with any member of Owner's staff, as all questions should be directed to the person identified in Section E.1 above.

5. Cancellation; Rejection: Owner reserves the right to cancel at any time for any reason this solicitation and to reject all qualifications statements. Owner shall have no liability to any firm arising out of such cancellation or rejection. Owner reserves the right to waive minor variations in the selection process.

6. Costs: Owner assumes no responsibility for costs incurred in the preparation, presentation or submission of the qualifications statements