

SECTION 00003 – REQUEST FOR QUALIFICATIONS

Project Name: A New Maintenance and Bus Garage for Talawanda City School District

Response Deadline: Monday, October 18, 2021

The Talawanda City School District (“Owner”) is requesting qualifications from firms for the design-build of a new maintenance and bus garage and related improvements in Oxford, Ohio (“Project”).

The Project will consist of a new maintenance and bus garage. The Design-Builder (the “Firm”) will be required to provide all necessary and required design services, labor, and materials for the complete design and construction for an operation-ready Project.

The selection process for this project will follow Ohio Revised Code 153.66 and 153.69. It is a two-step process consisting of a qualifications phase (this RFQ) and thereafter a request for proposal phase (RFP) to the top 3 firms selected from the RFQ phase. The Owner intends to award a negotiated contract to the Firm determined by the Owner to be the most qualified and best value. The Owner reserves the right to evaluate previous projects referenced by responding firms.

This RFQ is the first step in the selection process and provides the instructions for submitting information. Subsequent steps will be completed prior to negotiating or executing the design-build contract. The Owner reserves the right, at its sole discretion, to modify these procedures, criteria, and/or terms.

The proposed substantial completion date for the Project is: June 30, 2022.

Prevailing wages do not apply to this school district project.

PART I - GENERAL INFORMATION

- A. All responses to this RFQ are prepared solely at the Firm’s expense.
- B. The Owner does not obligate itself to accept any submittal. The Owner reserves the right to reject any and all submittals and will have no liability whatsoever to any Firm whose submittal is not accepted.
- C. Acceptance of a submittal shall not constitute any interim or final agreement between the Firm and the Owner, and such acceptance will not be binding on the Owner unless, and until, an agreement covering all conditions and provisions of the work has been developed in writing, executed by both the successful Firm and the Owner, and the appropriate certificates have been attached to the agreement

PART II - DEFINITIONS

- A. The “RFQ” is this Request for Qualifications.
- B. The “Owner” is the Talawanda City School District
- C. The “Firm” is any firm, or combination of teaming firms, submitting a statement of qualifications in response to this RFQ.
- D. The “Submittal” is the information submitted by the Firm that contains its qualifications for consideration by the District.
- E. The “Criteria Architect” is WDC Group LLC.

PART III - SUBMITTAL CONTENT

- A. Provide a statement of qualifications, similar in form to AIA Document A305 (latest edition) or similar, and other documentation as necessary to demonstrate the Firm's financial responsibility and ability to provide a surety bond.
- B. Provide a general description of the Firm, a brief history of the organization, and areas of expertise. Identify the Firm's total number of in-house, full-time employees.
- C. If the Firm is a national firm with a branch office in Ohio, provide information limited to the firm's Ohio office projects and experience.
- D. Identify the principal within your Firm who will be the primary contact.
- E. Provide resumes of the individual professionals and project personnel who will provide the proposed services.
- F. Provide a minimum of 3, and a maximum of 5 projects, describing your experience in similar projects reflecting the evaluations of previous clients on such factors as control of costs, quality of work, and meeting of deadlines within the last 10 years.
- G. Provide a statement of experience in the planning, design and construction of school improvements and other publicly funded projects.
- H. Provide a statement of competence to perform the required design-build services as indicated by the technical training, education, and experience of the 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.
- I. Provide a statement of ability to perform the project in terms of its workload and the availability of qualified personnel, equipment, and facilities to perform the required design-build services competently and expeditiously.
- J. Demonstrate 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.
- K. Describe the process you will use to meet the goal of proper design, engineering and construction to meet completion date.
- L. Describe how you will include the Owner in the design process to address the overall configuration of the Project, layout, materials, and end user needs.
- M. Provide a minimum of 3 relevant references, including company name, address, current telephone number and name and title of contact person. References shall represent the range and depth of the firms' experience in the proposed service areas. Public construction experience is strongly preferred
- N. Provide evidence of the Firm's General and Professional Liability insurances, including a current sample insurance certificate which identifies the Insurance Carrier, Policy Number and Policy Limits. Litigation history, including any mediations or arbitrations, in which the firm has participated as a party related to providing the firms proposed services during the past ten years.
- O. Provide a disclosure of all convictions or fines assessed against the Firm or any of its officers or directors for violations of State or Federal Law

PART IV - MINIMUM CRITERIA QUALIFICATIONS FOR DESIGN-BUILD

- A. Experience in the planning, design, engineering, and construction of similar projects.
- B. Sufficient number of similar completed projects within the last 5 years that demonstrate mutually beneficial partnerships with clients.
- C. Favorable performance evaluations on recently completed similar projects.
- D. Ability to deliver the design and construction of the project in a timely fashion and on budget.
- E. 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 and availability of staff by number of project managers / superintendents within primary firm to perform the work.
- F. Ability to perform the project in terms of its workload and the availability of qualified personnel, equipment, and facilities to perform the required design-build services competently and expeditiously.
- G. 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. 8. Financial responsibility including evidence of the capability to provide a surety bond for 100% of the ultimate value of the project.

PART V - SUBMITTAL PROCESS AND DEADLINE

- A. The Firm must submit four written copies and one emailed copy of its submittal.
- B. Proposals shall be addressed and delivered to the Talawanda City School District, 131 West Chestnut Street, Oxford, Ohio 45056, Attn.: Treasurer, Shaunna Tafelski and emailed to TalawandaDB@gmail.com.
- C. Plainly marked on the outside of the package shall be "PROFESSIONAL DESIGN-BUILD SERVICES QUALIFICATIONS"
- D. Submittals shall be delivered no later than 11:00 a.m. local time on the Response Deadline. Submissions thereafter may be disqualified and deemed non-responsive.

PART VI - EVALUATION OF SUBMITTALS After the stated deadline, the Owner will review all Submittals, applying, among other things, the following criteria:

- A. The Firm's recent experience, knowledge and familiarity with the design, engineering and construction of infrastructure projects for special districts in Ohio.
- B. Specific qualifications and licensure of primary staff, who will manage, supervise and provide services, including team members working on similar projects.
- C. The experience of the design team, sub-consultants or associated firms on similar projects.
- D. The Firm's workload and ability to meet budgets and schedules.
- E. The Firm's ability to undertake the work and assume the financial liability associated with the work, including the ability to provide a Surety Bond, as well as the adequacy of the accounting and scheduling systems to identify costs and impacts to the project.
- F. Favorable performance evaluations on recently completed similar projects

PART VII - CONTRACT NEGOTIATIONS

The District will select and rank 3 firms that it considers to be most qualified to provide the required services. The 3 Firms selected shall be referred to as the “Short-Listed Firms” and shall move to the RFP phase and will be provided with a Request for Pricing and Technical Proposal. This Request will include: (a) a description of the Project and Project delivery; (b) the design criteria produced by the Criteria Architect; (c) a preliminary Project schedule; (d) a description of any preconstruction services; (e) a description of the proposed design services; (f) the form of the design-build services contract; and (g) a request for a pricing proposal. The District will conduct interviews with the short-listed firms on October 29th. Following the evaluation of the Short-listed Firms’ Responses to the Request for Pricing and Technical Proposal, the District will enter into negotiations with the Short-Listed Firm that is determined to be the best value.

PART VIII - REJECTION OF SUBMITTALS

The Owner reserves the right to reject any, part of any, or all submittals received and to waive informality in any submittal.

PART IX - MODIFICATION OF CRITERIA, PROCEDURE, AND TERMS

This RFQ sets forth the intent of the Owner as to the procedure and criteria by which the Design-Build firm will be selected. Except as required by statute, the Owner reserves the right, in its sole discretion, to modify this procedure and criteria until an agreement between the Owner and the successful Firm is executed.

PART X - CLARIFICATION AND SUPPLEMENTATION OF SUBMITTALS

The Owner reserves the right, in its sole discretion, to have any Firm clarify or supplement its submittal, including making such request through direct contact with the Firm.

PART XI - QUESTIONS AND ANSWERS

- A. Any questions concerning this RFQ should be directed in writing via email to Christina Cave, WDC Group LLC, at TalawandaDB@gmail.com with the Project Name included in the subject line (no phone calls please).
- B. The Owner will review all questions and provide answers to interested firms in writing and make all questions and answers available to all interested firms upon their request. The names of the parties submitting questions will not be identified.
- C. Firms are not to rely on any oral instructions or answers. Oral responses affecting the information provided by the Candidate in its submittal will not be binding on the Owner, its employees, agents, or representatives.
- D. Firms are not to engage any member of the Owner's board, or any employee, consultant, etc. other than as outlined in this RFQ.

END OF SECTION 00002