

**INDIAN HILL EXEMPTED VILLAGE SCHOOL DISTRICT
REQUEST FOR QUALIFICATIONS FOR
DESIGN-BUILDER SERVICES**

Project Owner: Indian Hill Exempted Village School District Board of Education

Project Name: New Field House Project

Project Location: Indian Hill High School located at 6865 Drake Road Cincinnati, Ohio 45243

Delivery Method: Design-Build, in accordance with the Ohio Revised Code

Date: August 18, 2023

Introduction

The Indian Hill Exempted Village School District Board of Education (the "Owner" or the "Board") wishes to use the services of a company for the design and construction of its New Field House Project (the "Project") using a design-build delivery model. As required by Ohio Revised Code Sections 153.65 et seq., the Owner requests statements of qualifications (SOQs) from experienced firms to provide design-build services for the Project. This Request for Qualifications (RFQ) includes criteria that will be used to evaluate the submitted qualifications to develop the short-list of firms. In the second phase of the selection process, a request for proposals will be issued to the short-listed firms. The short-listed firms will be asked to provide both pricing and technical proposals, which will be reviewed and evaluated to determine the firm that will provide the best value to the Owner for the Project.

Submission of Statement of Qualification

Interested firms (Respondents) must submit **1 electronic copy in PDF format and 1 paper copy** of the requested SOQs, by personal delivery, mail, or overnight delivery to the following, no later than **2:00 p.m.** local time on **September 12, 2023**:

**Indian Hill Exempted Village School District Board of Education
Attention: Mick Davis, Treasurer
6865 Drake Road
Cincinnati, Ohio 45243**

Submittals received after this time may be considered solely in Owner's discretion. Submit the SOQs in sealed boxes or envelopes. Include the following information in large bold print on the outside of the envelopes or boxes containing the SOQs: (1) name of Respondent and (2) **"Statement of Qualifications for the Indian Hill Exempted Village School District-New Field House Project."**

In addition to the above, interest individuals and firms are asked to upload an electronic copy of their SOQ to the following ShareFile link by the submission deadline provided above:

<https://bricker.sharefile.com/r-r084423a607044e3eae36228dc74dd9cd>

(To access simply enter the ShareFile link above into your web browser, enter your email address and name and then "drag and drop" your electronic file into the folder or use the browse function to locate the file).

Communication Protocol

Direct all questions in writing, by email, to Mick Davis, Treasurer at mick.davis@ihds.us by **12 pm, September 8, 2023**. Verbal responses to questions, at any time, are not official and cannot be relied upon. Respondents should not seek to discuss any information directly relating to this procurement with any of the Owner's personnel or anyone affiliated with the Project, except during scheduled site visits, or as otherwise provided for in the RFQ. Violation of this provision may result in disqualification from eligibility for selection.

Project Overview and Owner Budget

- A. The Project is anticipated to consist of the design and construction of an approximately 35,000 square foot new athletic field house at Indian Hill High School with multiple courts and an elevated track.
- B. At the Request for Proposals Phase, the short-listed firms will be provided with the Design-Criteria for the Project.
- C. The Owner's total budget for the Project (including design fee, design-builder fee, general conditions, contingency, and administrative fees and permits costs,) is approximately \$8,000,000 - \$10,000,000.

Scope of Services

Design-build services for the Project are anticipated to include, but not necessarily be limited to:

- A. Preliminary/Design Services
 - 1. Integrate Owner's needs and accepted suggestions throughout the design phase
 - 2. Develop design to be approved by Owner and prepare Construction Documents
 - 3. Develop estimates of probable construction costs
 - 4. Develop the construction schedule
 - 5. Permit Acquisition / Approval
- B. Construction Services
 - 1. Perform the work through prequalified subcontractors or its own forces
 - 2. Conduct construction supervision and quality assurance / quality control
 - 3. Conduct regular progress meetings
 - 4. Progress Scheduling / Compliance with Schedule
 - 5. Testing, Inspection, and Commissioning
 - 6. Conduct Project close-out
- C. Post-Construction Services
 - 1. Warranty Service
 - 2. Warranty Close-Out

Procurement Process

As defined in the Ohio Revised Code and Ohio Administrative Code, the selection process will be conducted in two phases.

- A. RFQ Phase. The first phase includes review and evaluation of qualifications submitted by firms interested in providing the required design-build services by the Owner's evaluation committee, in accordance with Ohio law. The evaluation committee will review and evaluate the qualifications received. The Owner will shortlist the top three (3) most qualified firms, unless it is determined that there are less than three (3) qualified firms.

- B. **RFP Phase.** Technical and pricing proposals will be requested using a request for proposals (RFP), to the short-listed design-build firms. The RFP will include the design criteria, the form of design-build agreement to be used for the Project, the general conditions of the contract, and criteria for determining the best value. The technical and pricing proposals received will be reviewed and evaluated and, considering both qualifications and technical/pricing information, the design-build firm determined to provide the best value for the Project will be selected.

Anticipated Procurement Schedule

RFQ PHASE	DATE
Deadline for Submitting Qualifications	September 12, 2023
Short-List of Qualified Design-Build Firms Announced	September 19, 2023
RFP PHASE	DATE
Request for Pricing and Technical Proposals issued to Short-Listed Firms	September 20, 2023
Deadline for Submitting Pricing and Technical Proposals	October 10, 2023
Interviews	October 12, 2023
Selection of “Best Value” Proposal	October 17, 2023

The Owner reserves the right to modify any or all of the dates above.

Rights of the Owner

The issuance of this RFQ constitutes only an invitation to present qualifications. The rights reserved by the Owner, which shall be exercised in its sole and absolute discretion, include, without limitation, the right to:

- A. Require additional information from one or more Respondents to supplement or clarify the SOQs submitted.
- B. Conduct investigations with respect to the qualifications and experience of each Respondent.
- C. Visit and examine any of the facilities referenced in the SOQs and to observe and inspect the operations at such facilities.
- D. Waive any defect or technicality in any SOQ received.
- E. Determine which Respondents are qualified to be short-listed to receive the RFP and submit Proposals in response to the RFP.
- F. Eliminate any Respondent that submits an incomplete or inadequate SOQ or is not responsive to the requirements of this RFQ.
- G. Supplement, amend, or otherwise modify this RFQ, prior to the date of submission of the SOQs.
- H. Issue one or more amendments to this RFQ extending the due date for the SOQs.
- I. Receive questions concerning this RFQ from Respondents and to provide such questions, and the Owner's responses, to all Respondents.
- J. Cancel this RFQ in whole or in part with or without substitution of another RFQ if determined to be in the best interest of the Owner.

- K. Take any action affecting the RFQ process, the RFP process, or the Project that would be in the best interest of the Owner.
- L. Make public any and all documents associated with the Project, including documents submitted to the Owner by Respondents.

SOQ Required Format and Information

A. SOQ Format

The format of the SOQ must be as outlined below. Narrative pages are to be 8-1/2 inches by 11 inches. All information provided shall be bound into a single volume. A clear and concise presentation of information is encouraged with a maximum page limit of 50 single-sided pages (or 25 double-sided pages), not including resumes of key staff, standard brochures, and financial information and supporting data. Audiovisual materials will not be accepted. Sales brochures are not desired unless directly related to the response and referenced in the text. Below is additional information about the submission requirements to this RFQ.

Only those persons or firms who have obtained an official copy of this RFQ from the Owner will receive any official addenda to this RFQ. Receipt of all addenda shall be acknowledged by Respondents in a transmittal letter with the SOQ.

B. SOQ Required Information

Provide the following information for consideration by the Owner as part of the evaluation of Respondent's qualifications. The SOQ must be separated into tabbed sections as follows:

1. **Competence.** Include:
 - a. An Executive Summary of the Respondent's team proposed for the Project, including the A/E of record, if applicable, and other key consultants.
 - b. Describe the Respondent and proposed Respondent's team in more detail, building from the Executive Summary – i.e., in-house, full-time employees and in-house professional disciplines. Include consultants to be used for the Project and the firm's experience with each on past projects, including the A/E firm proposed to serve as the architect or engineer of record for the Project.
 - c. Provide bios for the key members of the Respondent's team for the Project. Limit bios to one page in length.
 - d. Provide bios for the key members of any consultants on Respondent's team. Limit bios to one page in length.
2. **Capacity.** Include a list of current projects and the status of each and relevant information. Confirm Respondent has the capacity to perform this Project.
3. **Past Performance.**
 - a. Respondent's relevant project experience with designing and constructing school facilities.
 - b. Provide information on past projects involving the design and construction of school facilities or similar facilities. Provide detailed project information including project name, project location, project completion year, project owner, owner contact name, owner contact phone number/email, brief description of the project and its relevance to this RFQ, firm from team associated with project and their role on the project, construction cost, project size. Up to 5 projects may be listed from members of the project team.

- c. Previous collaboration of the Respondent's team members (consultants, contractors, subcontractors, etc.) on past projects involving the design and construction of public works facilities or similar facilities.
4. **Meeting legal requirements for compliance with architectural and landscape architectural services, design-build construction, and professional engineering and surveying services.** Demonstrate that the Respondent and its consultants have the required professional licenses and certifications to perform the services and Work required for the Project.
5. **Financial Strength.** Demonstrate Respondent's bonding capacity as evidenced by a recently dated letter from the Respondent's surety agent listing current available bonding capacity, as well as total maximum bonding capacity. The letter should also state the surety agent's commitment to provide the required payment and performance bonds for the design-build agreement if the Respondent is determined to be the firm that will provide the best value for the Project.
6. **History of Performance with goals of diversity and inclusion, if applicable.** Not applicable.
7. **Litigation & Claims History.**
 - a. Specific information about any claims asserted by the Respondent on any construction project within the last five (5) years, including the resolution of the claim(s).
 - b. Specific information about any litigation and arbitration matters in which the Respondent has been a party in the last ten (10) years. Respondent shall identify all parties to the litigation or arbitration, provide a description of the nature of the claims and provide a description of the result of the litigation or arbitration.
8. **Other qualifications consistent with the scope and needs for the Project.**
 - a. **History and philosophy of the Respondent's company.** What is it that makes the Respondent's company unique?
 - b. **Number of years in business.** How long has the Respondent been in business and how long have key employees and principals been associated with the firm?
 - c. **Value Added Experience.** Demonstrate the Respondent's past success with providing value added components thru the Respondent's creative or innovative design, construction technique or other similar method on projects involving the design and construction of public works facilities or similar facilities.
 - d. **Prior Performance with the Owner.** Has the Respondent or any of the Respondent's team ever worked on projects for the Owner in the past? Was the relationship successful?
 - e. **Familiarity with Local Area.** Knowledge of the local area and working relationships with local contractors, subcontractors and suppliers.

SOQ Evaluation Process

The Owner's Evaluation Committee will review the qualifications received and will notify firms if they are included on the short-list of qualified firms.

A. Conformance Review

Respondent shall be considered responsive if the SOQ responds to the RFQ in all material respects and contains no irregularities or deviations from the RFQ. Each Respondent that is

rejected as nonresponsive will be notified of the finding that it was nonresponsive and the reasons for the finding in writing.

B. Qualifications Criteria

The qualifications criteria which will be the basis for evaluation of submitted SOQs are:

1. Competence to perform the required services as indicated by the technical training, education, and general experience of the Respondent's personnel and the proposed consultants and subcontractors;
2. Capacity in terms of workload and the availability of qualified personnel, equipment, and facilities to perform the required services competently and expeditiously;
3. Past performance of the Respondent as reflected by the evaluation of previous clients and past performance of the Respondent's consultants and the proposed contractors and subcontractors;
4. Compliance with ORC Sections 4703.182 (unauthorized practice of architecture and landscape architecture), 4703.332 (design-build construction), and 4733.16 (business authority to practice professional engineering and professional surveying services), including the use of a licensed design professional for all design services;
5. Financial responsibility including evidence of the capability to provide the payment and performance bonds in accordance with OAC 153:1-4-02(A);
6. 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, if applicable; and
7. Other qualifications that are consistent with the scope and needs of the Project, including, but not limited to:
 - a. History and philosophy of the firm
 - b. Number of years in business
 - c. Prior performance with the Owner
 - d. Knowledge of the local area and working relationships with local subcontractors and suppliers

Additional Instructions

During the RFQ phase, Respondents may visit the sites, after submitting a written request that is approved in advance by the Owner. Such written request must be made by email to Mick Davis, Treasurer at mick.davis@ihsd.us. The Owner reserves the right to have a representative present or to schedule a single time to make the site available for all potential Respondents.

All SOQs and subsequent Proposals received in response to the procurement documents will become the property of the Owner and will not be returned. Note that all information submitted in response to this RFQ and to any subsequent RFP for design-build services is a public record, which will be made available for inspection as required by ORC 149.43 upon request at the conclusion of the selection process. Respondents recognize and agree that the Owner will not be responsible or liable in any way for any losses that the Respondent may suffer from the disclosure of submitted information or materials to third parties.

Each Respondent submitting qualifications or any other information as part of this selection process is responsible for all costs associated with preparing the submission and participating in the selection process.

The Owner may reject any or all qualification statements received or cancel this process at any time for any reason and the Owner will have no liability for taking such action. The Owner reserves the right to waive minor variations in the selection process.

The Indian Hill Exempted Village School District Board of Education appreciates your interest in the Project and looks forward to reviewing your qualifications for the Project.