



**CUYAHOGA COMMUNITY COLLEGE
REQUEST FOR QUALIFICATIONS FOR DESIGN-BUILD SERVICES
Ohio State Form F180-01**

PROJECT NAME: College Wide Infrastructure Maintenance – HVAC
Project No. C20188001

LOCATION: Cuyahoga Community College District Office
700 Carnegie Avenue
Cleveland, Ohio 44115

A. Project Description

Cuyahoga Community College consists of a total of 11 locations, approximately 50 buildings and more than 3,200,000 square feet of space. There are four main campuses (Eastern Campus, Metropolitan Campus, Western Campus and Westshore Campus) and the Brunswick University Center in Brunswick, Ohio. There are also two corporate colleges: Corporate College West located in Westlake, Ohio; and Corporate College East located in Warrensville Heights, Ohio. Tri-C also has its District Office Building located on Carnegie Avenue directly across from Progressive Field, and the Jerry Sue Thornton Center nearby on E. 22nd St. in Cleveland.

Given the College is over 50 years old, a large portion of the facilities infrastructure is aged and in need of repair and/or upgrade. A detailed list is maintained that identifies Infrastructure Maintenance (IM) projects that need to be performed to restore the infrastructure. Subsequent to Cuyahoga County voters passing the capital bond levy last November, it is intended to apply a portion of these funds toward 188 IM Projects spread across its 11 locations. These 188 projects have been assigned into one of five general categories called HVAC, Architectural, Civil, Electrical and Security/Safety/Fire.

This Request for Qualifications is for Design-Build Services for the package that will contain the projects categorized as HVAC. There are 47 individual identified IM projects in that package across four of the locations with an estimated Construction Cost of \$6.5 million. Projects in this package include items such as air handling unit replacement and repairs, pneumatic device conversion to DDC, air handling unit piping replacement, VAV replacement, and cooling tower replacement.

The College chose a criteria A/E firm (Middough) earlier this year who is currently working on the criteria requirements (minimum SD level). This information will be supplied to the short list firms.

B. Scope of Services for IM HVAC Package

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.

Refer to the Ohio Facilities Construction Manual for additional information about the type and extent of services required for each. A copy of the standard agreement can be obtained at the OFCC website at <http://ofcc.ohio.gov>.

The preconstruction and construction services are generally described below. Subcontracts may include but not be limited to, Moving, Abatement and Demolition, General Trades, Flooring, Painting, Plumbing, Fire Protection, HVAC, Tele-Data and Electrical trades will be awarded by the Design-Builder (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 Contracting Authority and the Owner, the Criteria A/E and the DB. The Contracting Authority and/or Owner shall have access to all books, records, documents and

other data in the DB'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 Contracting Authority and/or Owner, Criteria A/E and Project Team, and will provide, among other services, schedule development, estimate confirmation, phasing and sequencing strategies, design development, Guaranteed Maximum Price (GMP) proposal(s), 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, these partially completed documents (the "Basis Documents") shall be provided to the DB, together with the Architect/Engineer of Record's ("AOR") detailed listing of any incomplete design elements and the AOR's statement of intended scope with respect to such incomplete elements (the "Design Intent Statement") for the purpose of developing the GMP. Contingent upon the Contracting Authority's approval of the GMP, the parties will enter into an amendment to the Agreement establishing the Contract Sum ("GMP Amendment"). If the proposed Contract Sum exceeds the Project Budget established for construction, then the Contracting Authority may terminate the agreement with the DB and seek proposals from other firms 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, weekly progress meetings, testing and inspections, 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 equal employment and prevailing wage requirements, 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 Contracting Authority reserves the right to approve the DB's selection of subcontractors and any supplemental terms to the subcontract form.

For purposes of completing the Relevant Project Experience Matrix in Section F of the Statement of Qualifications (Form F110-330), below is a list of relevant scope of work requirements for this RFQ:

1. Experience with the Design-Build delivery method, especially with facility infrastructure maintenance projects
2. Experience at public higher education facilities in Ohio
3. Experience working in close proximity of occupied buildings and facilities
4. Experience in HVAC related infrastructure maintenance projects such as those described above in the project description section
5. Experience with phased GMP's on multiple projects

C. Funding / Estimated Budget

Total Project Cost: \$8,600,000

Construction Cost: \$6,500,000

D. Tentative Schedule

DB Preconstruction Services Start	November 2019
Construction Stage Notice to Proceed	Summer 2019
Substantial Completion of all Work	Fall 2021
DB Services Completed	Summer 2022

E. Criteria for Selection

Selection Criteria: The DB will be selected using (i) qualifications-based process during the Request for Qualifications (RFQ) stage to develop a short list and (ii) best value process during the Request for Proposal (RFP) stage. The qualifications-based criteria for the RFQ is included in this announcement. The best value criteria used in evaluating proposals from short listed firms will include such factors that are determined to offer the greatest value to the Contracting Authority and Owner, combining both qualifications and fee.

Short List: Each firm responding to this RFQ will be evaluated and selected based on its qualifications and the qualifications and experience of the particular individuals identified as the candidate's proposed team for the Project. After evaluating the responses to this RFQ, the Contracting Authority will select a short list of no fewer than three candidates that it considers to be the most qualified, except if the Contracting Authority determines that fewer than three firms are qualified, it will only select the qualified firms.

Request for Proposal: The short-listed firms shall be sent a Request for Proposal (RFP) that will invite the firms to submit pricing proposals containing their proposed preconstruction stage compensation, construction stage personnel costs, itemized construction stage general conditions costs, construction stage contingency percentage, construction stage design fee percentage, and design-build fee percentage. The short-listed candidates will also receive (i) form of the Agreement with the Contracting Authority containing the contract terms and conditions, (ii) set of the most recent criteria documents and (iii) proposed Project schedule. These items will be distributed at the pre-proposal meeting.

Pre-Proposal Meeting: Prior to submitting a response to the RFP, the short-listed firms will be invited to meet individually with the Contracting Authority and the Owner. The purpose of the pre-proposal meeting is to permit the short-listed firms an opportunity to ask the Contracting Authority and the Owner questions in an individual setting to help the firms prepare their responses to the RFP. The Contracting Authority will notify each short-listed firm to schedule individual times for the pre-proposal meetings. The morning of September 17th has been blocked out for distribution of the RFP material, a site tour, and the individual team meetings.

Interview: After submitting responses to the RFP, the short-listed firms will be interviewed by the Contracting Authority and representatives of 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, budget and Tri-C's diversity and inclusion expectations (Spending Goals: 15% minority, 5% female, and 2% veteran, 6% CSB/SBE/SDBE, and Hiring Goals: 45% Cuyahoga County resident, 15% minority, 7% female, 2% veteran). The Contracting Authority will notify each short-listed firm to schedule individual times for the interviews.

Selection Schedule: Tentative schedule is subject to change.

RFP issued to the Short-Listed Firms	Mid-September 2018
Proposals Due	Mid-October 2018
Interviews	Mid-October 2018
Selection of DB	End-October 2018

Cancellation and Rejection: The Contracting Authority 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 Contracting Authority shall have no liability to any proposer arising out of such cancellation or rejection. The Contracting Authority reserves the right to waive minor variations in the selection process.

For all Statements of Qualifications, please identify the EDGE-certified Business Enterprises, by name, which will participate in the delivery of the proposed professional services solicited in the RFQ.

F. Requirements for Proposal Submittal

Firms are required to submit the current version of Statement of Qualifications (Form F110-330) available via the OFCC website at <http://ofcc.ohio.gov>.

Proposers are requested to submit the following information in response to this RFQ within Section H of Form F110-330.

1. Summary: Provide a summary, on one page or less, describing why your firm/team is the most qualified for the Project.
2. Bonding/Insurance: Provide evidence of capacity to provide bonding in the amount of the construction budget (e.g. a letter from your Surety agent stating that one or more Sureties will issue Bonds in the amount of the construction budget if your team is selected) 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 insurance.
3. Management Systems: Describe the scheduling and cost control systems the firm would propose to use for the Project
4. Self-Performed Work: Indicate whether the firm intends to self-perform any work on the Project through a competitive process and, if so, the nature of the work and capability to self-perform.
5. Estimating: Demonstrated track record of performance of in-house estimating on projects comparable to the Project.
6. Scheduling: Demonstrated track record of performance of managing projects to the original schedule.

Additionally, please provide the following:

1. Each submittal shall include an organizational chart that describes the relationships and responsibilities of each key team member listed in the proposal.
2. All projects whether scheduled for LEED certification or not will be designed using sustainable, high performance design principles as a standard of practice.
3. All projects are to be engineered to meet the requirements of Ohio House Bill 251, the Advanced Energy Law.
4. As part of Tri-C's efforts to become more sustainable, we are requiring that all submittals be recyclable or reusable.
 - a. Submittals shall be binder clipped, GBC bound or similar. No spiral binding or 3-ring binders.
 - b. The use of 100% recycled content paper for all proposals is encouraged.
5. This project will be administered using a modified version of the State of Ohio Standard Requirements for Public Facility Construction.
6. Tri-C, being a State of Ohio institution, will require permitting thru the State. Depending on the project scope, coordination with the Local Municipality may be required.

Please forward 6 hard copies and 1 consolidated PDF on a USB drive of the entire statement of qualifications including the F110-330 forms to: Cuyahoga Community College, Judi Cooper, 700 Carnegie Avenue, Cleveland, OH 44115, Attention: College Wide Infrastructure Maintenance – HVAC #C20188001. Deadline for acceptance of forms will be 2:00 PM, Friday, August 31, 2018.

For additional information, please contact Jordan Weiss, Project Consultant, Jordan.weiss@tri-c.edu.

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