

# **PUBLIC ANNOUNCEMENT AND REQUEST FOR QUALIFICATIONS FOR DESIGN-BUILD SERVICES**

## ***WAPAKONETA CITY SCHOOLS - DESIGN BUILD - VISITOR RESTROOMS AND CONCESSIONS***

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The Board of Education of the Wapakoneta City School District, Ohio (the “District”) in accordance with Ohio Revised Code Sections 153.65 through 153.72 is soliciting statements of qualifications (SOQ) and design-build services. Design/Build Firms interested in providing the services may obtain from the District its *Request for Qualifications for Design-Build Services* document detailing the procedures and conditions for submitting a statement of qualifications by contacting:

Mr. Mike Watt, Director of Operations  
Wapakoneta City School District  
1102 Gardenia Drive  
Wapakoneta, Ohio 45895

Email: [wattmi@wapak.org](mailto:wattmi@wapak.org)

Please submit all questions regarding this RFQ in writing to Mike Watt at [wattmi@wapak.org](mailto:wattmi@wapak.org) with the project name included in the subject line (no phone calls please). **The deadline for questions is February 12, 2019 at 12:00 pm.** Any interpretations of questions, which in the opinion of the School District or its representative require interpretation, will be issued by addenda posted on the School District’s website. The name of the party submitting a question will not be included on the Q&A response.

Sealed statements of qualifications must be addressed and delivered to the Treasurer’s Office at the address noted above by no later than **10:00am February 15, 2019. 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.”

Two (2) bound, hard copies and one (1) digital copy (CD, Thumb Drive, etc.) of the SOQ are to be submitted. SOQ shall be submitted as a PDF. Make sure the document is printable. SOQ may not exceed fifteen (15) letter-size (8.5” x 11”) pages and shall include the information specified in Section C. A one-sided sheet counts as one page. A two-sided sheet counts as two pages. Pages that exceed the fifteen-page (15) limit shall not be reviewed or included in the scoring of the SOQ.

### **A. PROJECT DESCRIPTION**

Wapakoneta City Schools - Design Build – Visitor Restroom and Concessions  
Design Build Request for Qualifications  
Publish Date: January 25, 2019

A new building on the southeast end of Harmon Field as shown on exhibit 'A' attached to the RFQ. Split-face CMU and metal roof to match existing buildings on site.

## **B. SCOPE OF SERVICES AND KEY REQUIREMENTS**

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 District's schedule requirements.

### Pre-Construction and Construction Phase Services:

The DB will provide pre-construction and construction phase services as more particularly detailed in the Design-Build Agreement as described herein. Pre-construction phase services may include, but are not limited to schedule development, estimate development, schematic design, design development, construction documents preparation, constructability review, permits, and project planning throughout the preconstruction stages.

### Project Design-Build Services:

The DB shall implement 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, construction execution, progress schedule, weekly progress meetings, testing and inspection, project safety, project completion within the schedule agreed upon in the preconstruction phase, compliance with all applicable laws and regulations, and submitting monthly reports of these activities to the District. The District reserves the right to approve the DB's selection of subcontractors and any supplemental terms to the subcontract form.

## **C. DESIGN BUILDER SELECTION**

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

### Design Builder Request for Qualifications:

Each DB is asked to submit a Statement of Qualifications that will be evaluated by the District, in consultation with the Criteria Architect, based on the firm's qualifications. Qualifications included the following criteria:

#### I. Firm Background (Maximum 20 points)

Provide general information on the responding firm, including: name, business address, local telephone number, officers of the firm, and contact person(s) for this project. Provide the year the DB's firm was established, former firm names(s), and relationships with professional organizations, if applicable.

#### II. Team Experience (Maximum 30 points)

Provide a Project organizational chart that identifies the employees of the DB's firm that would work on the project, and consultants (Design Professional of Record). Describe each Team Member's experience in his/her disciplinary field. Specify the team members that will be on the project by their name, job title, roles, and training. Provide a one-page resume including education, experience, and any other pertinent information shall be included for each member of the DB's project team. Describe the firm's current workload/availability to perform the work necessary for this contract.

#### III. Past Performance (Maximum 30 points)

Provide the Reference's name, address, current telephone, and contact person for each reference. Provide a brief description of the projects: type of facility, scope of work, duration of project, and key personnel involved with the project.

#### IV. Project Administration (Maximum 20 points)

Letter from surety stating bond in the amount of bid will be issued if selected. Provide demonstrated track record of performance of in-house estimating on projects comparable to the Project. Provide a demonstrated track record of performance of managing projects to the original schedule.

### **D. SELECTION**

#### I. 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, Wapakoneta City Schools will select a short list of no fewer than three candidates that it considers to be the most qualified, except if the owner determines that fewer than three firms are qualified, it will only select the qualified firms. Do not submit a fee proposal with the SOQ response.

## II. 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 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 Wapakoneta City Schools containing the contract terms and conditions AIA 141, (ii) set of the most recent criteria documents and (iii) proposed Project schedule.

## III. Pre-Proposal Meeting

Prior to submitting a response to the RFP, the short-listed firms will be invited to meet individually with Wapakoneta City Schools. The purpose of the pre-proposal meeting is to permit the short-listed firms an opportunity to ask Wapakoneta City Schools questions in an individual setting to help the firms prepare their responses to the RFP. Wapakoneta City Schools will notify each short-listed firm to schedule individual times for the pre-proposal meetings.

## IV. Interview

After submitting responses to the RFP, the short-listed firms will be interviewed by Wapakoneta City Schools. 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, and budget. Each short-listed firm to schedule individual times for the interviews.

## V. Selection Schedule

Tentative schedule is subject to change.

RFP Issued to the Short-Listed Firms	2/22/2019
RFP Due	3/15/2019
Interviews	3/19/2019
Selection of DB	3/27/2019

## VI. Cancellation and Rejection

Wapakoneta City Schools 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. Wapakoneta City Schools shall have no liability to any proposer arising out of such cancellation or rejection. Wapakoneta City Schools reserves the right to waive minor variations in the selection process.