



**REQUEST FOR QUALIFICATIONS  
RFQ #18-1828**

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**CITY OF LEBANON, OHIO**

**ELECTRIC DEPARTMENT STORAGE BUILDING  
DESIGN-BUILD PROJECT**

**September, 2018**

**CITY OF LEBANON**  
**WARREN COUNTY, OHIO**  
**REQUEST FOR QUALIFICATIONS**  
**ELECTRIC DEPARTMENT STORAGE BUILDING**  
**DESIGN-BUILD PROJECT**

**I. Overview**

The City of Lebanon (the "City") is currently seeking Statements of Qualifications (SOQ) from Design-Build teams interested in designing and constructing a storage building made of concrete block with a brick exterior (the "Project"). The new storage building will be constructed where an existing steel storage building is located at 201 South Sycamore Street. The demolition and removal of the existing steel structure will be included in this Project.

Direct questions regarding this request for SOQ can be sent to Shawn Coffey, Director of Electric Operations, via email at [scoffey@lebanonohio.gov](mailto:scoffey@lebanonohio.gov) or 513-228-3200. A site visit is strongly encouraged prior to submitting a SOQ and should be coordinated with the City.

**II. Project Description and Services**

The City of Lebanon is the County seat of Warren County, with a population of 20,000. The focus of this project is 201 S. Sycamore St., which is located in the historic downtown district. The structure and site improvements at 201 S. Sycamore were originally build in 1965 as a grain mill store. Over the years, site improvements included the installation of an electric generator and support equipment along the south side of the property. The City Electric Department will remove the electric generator and support equipment prior to construction.

The design – build contractor will be responsible for all engineering documents, permitting, materials, equipment, and labor necessary to execute the project. The City intends to use the storage building for material and vehicle storage.

**III. The Design-Build Process**

The City will select a committee to evaluate SOQ responses from all respondents and rank the Respondents. The top Respondents judged best qualified to design and construct the Project will be recommended for consideration and asked to submit a detailed Request for Proposal ("RFP").

The Committee will evaluate and rank Respondents' SOQs based on the Qualifications Evaluation Criteria contained in this RFQ. The Committee reserves the right to interview Respondents regarding their SOQs.

The Committee will select the top three Respondents' SOQs (the "Short Listed Firms") and subsequently interview the Respondents prior to entering into negotiations on a design-build contract (the "Contract"). The City will attempt to negotiate a Contract with the Respondent considered the best qualified, and, if unsuccessful, the City will attempt to negotiate a Contract with the Respondent deemed next best qualified, and so on, until either a Contract is successfully negotiated, or in the opinion of the City it is not in the best interests of the City to negotiate with any other Respondents.

The RFP will include additional information, including but not limited to, site information, design criteria, insurance requirements, bonding requirements, schedule information, a Design-Build Contract, pricing and performance criteria and other information and data that the Short-Listed Firms will need to present in a detailed proposal, including a guaranteed maximum price and fee structure, for Construction Documents, Permitting, Constructing, and Commissioning the Project. The City will interview each Short-Listed Firm to clarify proposals. The Evaluation Committee will then evaluate and rank each proposal based on pricing and performance criteria that will be detailed in the RFP. The Scope of Services will likely include, but is not limited to:

- Construction Document services.
- Preconstruction Stage Services.
- Construction Stage Services.
- Project Commissioning
- Management Systems (as it relates to scheduling and cost control systems).
- General Conditions.
- Contingency.

The Performance Criteria may include, but shall not be limited to:

- Progress and Construction Schedule.
- Design-Build Services Fee
- Guaranteed Maximum Price Proposal
- Approach to the work
- Work Sequencing.
- Performance History, including history of all project team members
- Approaches to performance specifications when used.
- Plan for additional considerations which may include technical design, technical approach, quality of proposed personnel and management plan, and relations with local contractors.
- Insurance and general liability requirements

The City will conduct negotiations with the firm determined to be the "Best Quality and Value." The City reserves the right to terminate any or all negotiations and receive additional proposals from other interested firms or terminate the Design-Build selection process and use an alternative project delivery method. The City expects to enter into a single Contract for both construction documents and construction services with the successful Design-Build Firm. A performance bond and payment bond will be required. The Design-Build Firm will represent a single-point of responsibility for all aspects of design and construction.

The City shall have no liability for the costs and expenses incurred by the Respondents in responding to this RFQ, the forthcoming RFP, responses to clarification requests and resubmittals, potential interviews, and subsequent negotiations. Each Respondent that enters into the SOQ/RFP process shall prepare the required materials and submittals, and attend meetings and interviews at its own expense and with the express understanding that such participants cannot make any claim whatsoever for reimbursement from the City for the costs and expenses associated with the process.

The City reserves all rights to terminate and/or modify this procurement process as well as make follow up inquiries after evaluating responses to this RFQ.

#### **IV. Requested Information**

To properly assess each Respondent's qualifications for this Project, the City requests that each Respondent respond with the following information in the order that it is presented below. Responses must be limited to the experience of the branch office and/or individuals that will have direct responsibility for the execution of the Project.

##### **A. General Design-Builder Information**

The SOQ shall include a description of the Respondent, i.e., the form of business structure (corporation, partnership, joint venture, consortia, etc.) that is responding and will serve as the contracting party. The SOQ shall identify the portions of the Work that will be undertaken directly by the Respondent and what portions of the Work will be subcontracted and to which firms. The City will have the sole right to approve subcontractors proposed by Respondents. At a minimum, the SOQ shall identify the parties that will undertake the roles of design, construction documents, permitting, construction, testing and startup of the Project.

The history, ownership, organization, and background of the Respondent shall be provided. If the Respondent is a partnership, a joint venture or a consortium, the required information shall be submitted for each member. The following information shall be provided for the Respondent:

- Name and business address of each partner, officer, and stockholder (where applicable) who owns five percent or more of the shares.
- If the Respondent or joint venture is a subsidiary of a parent company, state when the subsidiary was formed and its place in the corporate structure of the parent company. If a subsidiary is newly created for the purposes of responding to the RFQ, the reasons for this action must be fully disclosed.

Changes to the Respondent's proposed team, including key employees, will not be allowed during the course of this Project except for extenuating circumstances, such as corporate takeovers, buyouts, and other unforeseen changes, or to enhance Proposal teams. Any changes to the proposed team must have prior approval of the City.

## **B. Technical Qualifications**

Respondents to the RFQ shall demonstrate their ability to perform the Work by providing the technical qualifications of the Respondent, principal subcontractors, and individual team members. The Evaluation Committee will give most consideration to experience related to design and construction work of a similar nature to this project.

The Evaluation Committee reserves the right to conduct an independent investigation of the Respondent's and its subcontractors' technical qualifications by contacting Project references, accessing public information, or contacting independent parties. Additional information may be requested during the evaluation of technical qualifications. At a minimum, the Respondent and its subcontractors shall provide the following information to demonstrate their technical qualifications:

1. **Design-Build and other Alternative Contracting Experience** — The Respondent shall provide its individual member and collective experience in Design-Build, and other development of concrete/brick buildings through alternative contracting methods. Describe in greater detail projects most similar to this Project.
2. **Design Experience** — The Respondent shall provide its engineering and design experience for the design and construction of concrete/brick buildings and/or similar projects.
3. **Construction Experience** — The Respondent shall provide its experience with construction management, execution, and commissioning of similar public projects. In this section of the SOQ, the Respondent shall disclose (1) all claims that have been made against it on construction projects in the past five years and the reason for each and (2) all claims made by the Respondent on construction projects in the past five years. In this section of the SOQ, the Respondent shall describe its experience in coordinating with an Owner during the construction of concrete/brick building projects.
4. **Key Project Staff** — The Respondent shall provide the qualifications of all key staff assigned to the Project. This submission shall include the key staff of the contracting firm, its parent (if applicable), and partner firms. Information shall include length of time practicing in the profession, familiarity with design and construction of concrete/brick buildings, design-build experience, and proposed project leadership. Full resumes of key personnel for design and construction shall be provided.

Along with the above information, Respondent must provide all relevant professional licenses and certificates of registration required to fully perform the Project.

### **C. Relevant Project Experience**

In addition to providing technical qualifications and experience, the Respondent shall provide a list of up to five directly relevant projects completed within the past five years that the Respondent has been involved with as a designer and/or contractor. A brief description of these selected projects shall be provided, including the history of operation, current status, and a description of the Respondent's specific involvement in these projects.

### **V. Qualifications Evaluation Criteria**

The criteria the City will use to evaluate the SOQs include the following:

1. 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 associated with the Project;
2. Ability of the Design-Build 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;
3. Past performance of the Design-Build 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;
4. 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;
5. 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 Evaluation Committee, at its sole discretion, shall have the right to seek clarifications from each of the Respondents in order to fully understand the nature of the submissions and evaluate and rank the Respondents.

A 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.

After completing its review of the SOQs, the Evaluation Committee will recommend to the City the short-list of the most qualified Respondents to receive the RFP (the "Short Listed Firms"). The short-list approved by the City will be distributed to each Respondent.

## **VI. Security for Performance**

The Design-Build Firm, at its own expense, will be required to provide and maintain a performance bond and a payment bond in the forms provided under the Ohio Revised Code. The bonding company (also referred to herein as "Guarantor") shall have an A.M. Best rating of "A" or above.

Additionally, based on its review of the SOQs, the City reserves the right to require the provision of a letter of credit with terms acceptable to the City within the Contract if the City determines that additional security is required beyond the Guarantor. If a Letter of Credit is required by the City, it will be required to remain in full effect until Project completion.

Each Respondent will submit a letter from its surety's agent expressing its intent to issue the required bond if the Respondent is selected as the Design-Builder.

In the event that the Guarantor's credit rating declines during the course of the Work, then the City may require the selected firm to provide a letter of credit with terms acceptable to the City in an amount to compensate for this increased risk exposure. A not-to-exceed amount for this letter of credit will be identified in the RFP.

In response to the RFQ, the Respondents shall provide an acknowledgment of the performance and payment bond, guaranty and letter of credit requirements and its willingness to enter into such a contractual arrangement.

## **VII. Response Instructions**

Questions regarding this RFQ may be directed to the Criteria Engineer for the City of Lebanon:

Shawn Coffey, P.E.  
Director of Electric & Criteria Engineer  
City of Lebanon  
50 S. Broadway St.  
Lebanon, Ohio 45036  
513.228.3200 office  
Email: scoffey@lebanonohio.gov

Each Respondent must submit three (3) copies of its response to this **RFQ** to the **Criteria Engineer** by **2:00 p.m.** local time on Friday, October 19, 2018.

Write on the outside of the sealed envelope or box: "Statement of Qualifications for the Electric Department Storage Building Design-Build Project"

The SOQ must be separated into the following sections:

1. General Design-Builder Information
2. Technical Qualifications
3. Relevant Project Experience

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.

Respondent must complete the attached Transmittal Letter and all associated attachments.

The City reserves all rights to waive any informalities, irregularities or technical defects in the responses to this RFQ.

**CITY OF LEBANON**

**ELECTRIC DEPARTMENT STORAGE BUILDING DESIGN- BUILD  
RFQ #18-1828**

***TRANSMITTAL LETTER***

(To be typed on Respondent's Letterhead)

[Date]

City of Lebanon  
50 S. Broadway Avenue  
Lebanon, OH 45036  
Attn: Shawn Coffey, P.E.

**Re: Statement of Qualifications for the Electric Department Storage Building Design-Build Project**

\_\_\_\_\_ (the "Respondent") hereby submits its Statement of Qualifications ("SOQ") in response to the Request for Qualifications ("RFQ") for the Electric Department Storage Building Design-Build Project issued by the City of Lebanon.

As a duly authorized representative of the Respondent, I hereby certify, represent and warrant as follows in connection with the SOQ:

1. The Respondent acknowledges receipt of the RFQ and the following addenda:

<u>No.</u>	<u>Date</u>
-	_____
-	_____
-	_____

2. The submittal of the SOQ has been duly authorized by, and in all respects is binding upon, the Respondent. The Certificate of Authorization submitted as Attachment 1 to this Transmittal Letter evidences my authority to submit the SOQ and bind the Respondent.
3. The Respondent has completely reviewed and understands and agrees to be bound by the requirements of the RFQ.
4. The Respondent's obligations under the Contract will be guaranteed irrevocably, absolutely and unconditionally by \_\_\_\_\_, as evidenced by the Guarantor Acknowledgment certificate submitted as Attachment 2 to this Transmittal Letter. The Guarantor Certificate of Authorization submitted as Attachment 3 to this Transmittal Letter evidences the authority of the individual(s) executing the Guarantor Acknowledgment to submit that document and bind the Guarantor.
5. The firms and organizations that will be members of the Respondent's Project team include as follows (describe role for each member):

\_\_\_\_\_  
\_\_\_\_\_

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6. All information and statements contained in the SOQ are current, correct and complete, and are made with full knowledge that the Board will rely on such information and statements in short-listing the Respondents.
7. The SOQ has been prepared and is submitted without collusion, fraud or any other action taken in restraint of free and open competition for the services contemplated by the RFQ.
8. The Respondent will comply with any applicable state and federal equal opportunity and affirmative action requirements associated with the funding of this Project.
9. Neither the Respondent, nor the Guarantor is currently suspended or debarred from doing business with any governmental entity.
10. No person or selling agency has been employed or retained to solicit the award of the Contract under an arrangement for a commission, percentage, brokerage or contingency fee or on any other success fee basis, except bona fide employees of the Respondent.
11. The Respondent's contact person who will serve as the interface between the Board and the Respondent is:

Name:  
Title:  
Address:  
Phone:  
Fax:  
Email:

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Name of Respondent

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Name of Designated Signatory

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Signature

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Title

**Attachment 2**

**GUARANTOR ACKNOWLEDGMENT\***

(to be typed on Guarantor's Letterhead)

\_\_\_\_\_ (the "Respondent") has submitted herewith a Statement of Qualifications ("SOQ") in response to the Request for Qualifications of the City of Lebanon (the "City") for the Electric Department Storage Building Design-Build Project (the "Project") pursuant to which it is seeking to be qualified by the Board to design, obtain permits for, construct, test, and commission the Project.

The Guarantor hereby certifies that it will irrevocably, absolutely and unconditionally guarantee pursuant to the Guaranty Agreement the performance of all of the Respondent's obligations under the Contract to be issued with the Request for Proposals for the Project ("RFP"), in the event the Respondent is short-listed by the Evaluation Committee, issued a RFP, and selected for execution of the Contract.

The Guarantor further acknowledges that there will be no stated maximum dollar limitation or cap on the liability of the Guarantor under the Guaranty Agreement to pay any damages or other amounts that may be due the Board on account of any nonperformance by the Respondent under the Contract, and that any Proposal in response to the RFP which attempts to limit the liability of the Guarantor will be rejected by the City as being nonresponsive.

\_\_\_\_\_  
Name of Guarantor

\_\_\_\_\_  
Name of Authorized Signatory

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

*\* If more than one Guarantor is proposed, each firm shall be jointly and severally obligated and shall independently provide an executed copy of this Guarantor Acknowledgment. If a Guarantor is a joint venture, each firm in the joint venture shall be jointly and severally obligated and shall independently provide an executed copy of this Guarantor Acknowledgment.*