



Delaware County Regional Sewer District

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PUBLIC NOTICE

REQUEST FOR QUALIFICATIONS

PROGRESSIVE DESIGN BUILD

Olentangy Environmental Control Center Headworks and Aeration Upgrades

DELAWARE COUNTY, OHIO

The Delaware County Board of Commissioners, in accordance with Section 153.67, *et seq.*, of the Ohio Revised Code, hereby gives notice of its intent to contract for Progressive Design Build services for the Olentangy Environmental Control Center Headworks and Aeration Upgrades for Delaware County, Ohio (the "Project") and invites interested parties to submit statements of qualifications for consideration.

The complete Request for Qualifications may be obtained at the County's web page, regionalsewer.co.delaware.oh.us under the heading **Consultants>Requests for Proposal** or by contacting the Delaware County Regional Sewer District Office at (740) 833-2240, email bstanton@co.delaware.oh.us.

Statements of qualifications will be received at the Delaware County Regional Sewer District Office, Attention: Mr. Brad Stanton, 50 Channing Street, Delaware, Ohio 43015 by **12:00 P.M., April 9, 2020**. Six (6) hard copies and one (1) digital copy of all submittals are to be included. Submittals pursuant to this invitation will not be received after the hour and date stated above.

End of Advertisement

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1. Background

1.1 Introduction

The Delaware County, Ohio Regional Sewer District is requesting sealed statements of qualifications (SOQ) from qualified design-build firm(s) for the Olentangy Environmental Control Center Upgrades Project (Project) according to the requirements set forth in this RFQ.

The Project is to be designed and constructed in two phases using the Progressive Design-Build delivery method:

- **Phase One:** Prepare design to 90% complete for the development of a guaranteed maximum price (GMP) proposal as defined in Attachment B (Scope of Design-Builder Services).
- **Phase Two:** Complete design, construction and post-construction tasks, including performance testing, startup commissioning and operator training and support.

The Delaware County, Ohio Regional Sewer District (DCRSD, Owner) will conduct this Progressive Design-Build procurement pursuant to ORC Code 153.67 and solicit proposals in a two-Phase process. Phase I shall be the solicitation of qualifications (SOQ) of the design-build team and prequalifying a short list of firms to advance to Phase II. The DCRSD will evaluate the qualifications of all firms in accordance with the instructions prescribed in the request for qualifications. Phase II shall be the solicitation of a proposal including the project strategy and keys to the project. Additionally, DCRSD will conduct a proprietary project alternatives meeting with each short listed team prior to conducting interviews with each firm to present their qualifications and answer questions.

The RFQ is subject to revision after the date of issuance via written addenda. Any such will be issued via email to the Proposer's contact as identified in Section 4. Addenda will also be posted on the DCRSD's web site. It is each Proposer's responsibility to ensure that all RFQ addenda's are incorporated into and acknowledged in their Proposal.

In no event will the DCRSD be liable for any costs incurred by any Respondent or any other party in developing or submitting an SOQ.

1.2 RFQ Organization

This RFQ consists of 6 Sections and 3 Attachments:

- Section 1: Background
- Section 2: Project Overview
- Section 3: Progressive Design-Build Services
- Section 4: Procurement Process
- Section 5: SOQ Submission Requirements
- Section 6: SOQ Evaluation Selection
- Attachment A: Definition of Terms
- Attachment B: Design-Build Scope of Services

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- Attachment C: Project Background Documents

The contents of the above-referenced RFQ Attachments take priority over any conflicting statements in the RFQ Sections.

Project background documents are being made available as Attachment C for the purpose of preparing the RFQ. The DCRSD is providing these documents only for the purpose of obtaining the SOQ for the Project and does not confer a license or grant for any other use.

1.3 DCRSD's Objectives

The DCRSD's objectives for delivery of the Project are as follows:

- **Operations:** Maintain existing operations of the Olentangy Environmental Control Center during construction to ensure compliance of the OEPA NPDES permit.
- **Quality:** Provide a water reclamation facility, unit processes, and equipment that will provide a high level of reliability in full compliance of federal and state regulations.
- **Schedule:** Achieve the scheduled completion date for the design, construction, and performance testing of the project. Schedule to be agreed upon with the submission of the GMP.
- **Cost Control:** Minimization of capital and life-cycle costs while achieving objectives on Operations, Quality, and Schedule Control.
- **Risk:** Achieve an optimal balance of risk allocation between the Owner and the Design-Builder.
- **Safety:** Implement an effective safety program incorporating best industry practices.

By selecting the progressive design-build delivery method for the project, DCRSD is committed to working in close collaboration with the Design-Builder during Phase One to develop the Project's design to achieve the Project objectives and to obtain a mutually agreeable GMP for delivery of the Project.

2. Project Overview

2.1 Project Scope

A Facilities plan was completed by Hazen and Sawyer in 2019 with recommended upgrades for the Delaware County Regional Sewer District Olentangy Environmental Control Center (OECC). The Facilities Plan is a summary of selected alternatives for future upgrades at OECC. The opinions of probable construction cost are all presented in 2018 dollars.

Projects selected from the Facilities Plan are prioritized by these categories: 6 MGD Improvements and Capacity Expansion. The 6 MGD Improvements resolve areas of immediate need for operability at 6 MGD and take advantage of opportunities for improved efficiency under current operating conditions. The Capacity Expansion projects are generally planned to be completed within the next twenty years based on growth-related needs, regulatory requirements, or to offset increased operation and maintenance costs.

Improvements for the OECC specified in this project include construction of a new Headworks Building rated for 36 MGD capacity (To Be Confirmed by DCRSD), and Upgrades of the South Aeration Tanks.

Influent flow management and Preliminary Treatment efforts (New Headworks Building) will include construction of an influent pump station equipped with new influent flow pumping and coarse screening. Associated odor control measures are to be evaluated for inclusion into the project. Also, construction of a new grit collection/dumping pad with proper drainage shall be included in the project. Grit removal and influent equalization tankage are not anticipated until future expansions of the OECC facility, but footprint considerations should be taken into account when siting the new Headworks Facility. The proposed location of the new Headworks Facility is to the north of the existing OECC, on a parcel owned by the County. Environmental permitting requirements and existing utility locations must be managed during design and construction.

Upgrades to the existing south aeration tanks are planned to provide for more efficient and effective biological treatment with the 6 MGD improvements. The options included in the Facilities Plan will be the starting point for preliminary design to achieve the treatment goals. Completion of the Basis of Design Report during Phase One of the PDB project will result in the final recommendations on treatment alternatives and process equipment.

2.2 Project Budget and Funding

The cost for the design and construction of the project is currently budgeted at approximately \$35 Million. This budget does not include other Project costs, such as Project Construction Administration, Environmental Studies, and Governmental Approvals. The DCRSD intends to fund the project through the Sewer Fund and/or Revenue Bonds for the project.

2.3 Project Schedule

It is anticipated that the Progressive Design-Build Agreement will be executed on or about July 15, 2020. Phase One Services are expected to be completed in 3rd quarter 2021. The schedule for Phase Two Services, including final design, permitting, construction and performance testing

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of the completed Project will be developed and agreed to during Phase One Services and become part of the Design/Builder's GMP Proposal.

3. Progressive Design-Build Services

3.1 General

As noted in Section 1 and more fully described in Attachment B, the Design-Builder will provide the project services in two distinct Phases.

Phase One Services generally consist of preliminary engineering, geotechnical investigations (as determined by the design-builder), site survey, design development, and other investigations required for design, as well as preparation, in close collaboration with the DCRSD, of a proposed GMP and schedule for Phase Two Services. The proposed price and schedule for Phase Two Services will be based on the Project's design (developed to the DCRSD's required level of completion), an agreed upon GMP, including all supporting documentation, such as detailed open-book costing for the proposed GMP. Phase Two Services generally encompass completing the Project's final design, construction, and performance testing. Permitting tasks are included in each Phase.

General Services:

- Prepare and maintain a Project Management Plan and Project Schedule.
- Perform monthly status reports throughout the Project.
- Conduct progress meetings, as needed, throughout both Phases of the Project.
- Coordinate with the DCRSD and the DCRSD's Representative on communications with the Ohio Environmental Protection Agency.
- Perform subsurface exploratory and environmental studies.
- Prepare a preliminary GMP

Phase One Services:

- Develop the Project execution Plan, including personnel, communication, quality management, environmental management, and project schedule.
- Participate in project meetings and workshops with DCRSD and DCRSD's Representative.
- Evaluate any Proposed Alternatives and produce a Basis of Design report.
- Develop the engineering design (including preparing and submitting intermediate design review packages) and value-engineering activities in conjunction with DCRSD.
- Prepare a project cost model and provide detailed cost estimates as the design and design alternatives are advanced.
- Submit and negotiate a GMP to complete Phase Two services.
- Perform engineering studies, as necessary, to support design and cost estimating.
- Identify project permitting requirements and initiate permitting activities.

Phase Two Services:

- Complete the final design.
- Procure equipment and subcontractors.

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- Secure necessary permits.
- Complete the construction of the project.
- Conduct start-up activities, commissioning and performance testing.
- Provide operator training.
- Provide warranty coverage.

3.2 Roles and Responsibilities

DCRSD: The District will cooperate with the Design-Builder and will fulfill its responsibilities in a timely manner to facilitate the Design-Builder's timely and efficient performance of services.

DCRSD responsibilities include:

- Review submissions and provide comments to Design-Builder.
- Furnish existing studies and available data and information regarding the project, including record drawings, existing preliminary studies, existing operating data and information.
- Provide access to the project site and any necessary easements.
- Obtain regulatory approvals and permits DCRSD is responsible for, and assist Design-Builder in obtaining regulatory approvals and permits it is responsible for.

Design-Builder: The Design Builder will cooperate with DCRSD and will provide in a timely manner the Phase One and Phase Two services necessary to complete the project specified in this RFQ. Design-Builder responsibilities include:

- Perform studies and gather data required for design.
- Perform subsurface explorations and environmental investigations.
- Prepare design and construction documents.
- Supervise subcontractors and Design-Builder personnel.
- Obtain certain regulatory approvals and permits.
- Conduct performance testing.
- Maintain site security.
- Implement quality-management procedures.
- Implement project health and safety practices.

Criteria Engineer: The Delaware County Sanitary Engineer will be the Criteria Engineer of Record with the Ohio Facilities Construction Commission (OFCC). The DCRSD may also enter into a contract with a Professional Engineering Firm to assist the County with the following tasks:

- Procurement of the Design-Build Team.
- Review Basis of Design Report.
- Review Design Submittals.
- Develop parallel cost estimates.
- Participate in design-builder's GMP and Phase Two contract negotiations.

4. Procurement Process

4.1 Acknowledgement of RFQ

Each Respondent shall provide DCRSD an acknowledgement if they received the RFQ and if they plan to submit an SOQ by **March 10, 2020**. Such acknowledgement shall identify and

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provide full contact information for the Respondent, who shall be the Respondent's single point of contact for the receipt of any future documents, notices and addenda associated with this RFQ. Such acknowledgement must be sent in writing and a copy electronically transmitted to DCRSD Contact person.

4.2 Communication and DCRSD Contact

All questions and inquiries concerning this RFQ shall be directed to Brad Stanton at bstanton@co.delaware.oh.us or at 740-833-2249. All communications shall be submitted in writing by email, and shall specifically reference the RFQ.

The deadline for questions is contained in the Procurement Schedule. All questions and responses will be published to all Proposers by addendum.

No oral communications from the DCRSD Contact or other individuals are binding.

4.3 Procurement Schedule

The current procurement schedule is as follows:

Public Advertisement of RFQ	February 28, 2020
Mandatory Pre-Submittal Meeting	March 12, 2020
Deadline for Questions	March 19, 2020
Final Addenda Issued	March 26, 2020
SOQ Due	April 9, 2020
Ranking of SOQ's Complete	April 17, 2020
Approval of Short-listed Firms	April 30, 2020
Issue RFP	May 8, 2020

4.4 Pre-Submittal Meeting and Site Tour

A mandatory pre-submittal meeting will be held at the Olentangy Environmental Control Center on **March 12, 2020 at 10:00AM**. At this meeting, DCRSD will offer information about the Project and the procurement process. Those who attend the pre-submittal meeting will have the opportunity to tour the Project site following the meeting to familiarize themselves with site conditions and constraints. Respondents shall advise DCRSD contact by **March 10, 2020** of the individuals who will be attending the pre-submittal meeting. Failure to attend the pre-submittal meeting shall result in the proposer being disqualified from submitting a SOQ for the Project.

5. SOQ Submission Requirements

5.1 Submittal Location and Deadline

Six (6) paper documents (one (1) original and five (5) copies), as well as one (1) electronic version of the SOQ on a USB drive in PDF format, must be received no later than **April 9, 2020 at 12:00PM**, and addressed to:

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**Delaware County Regional Sewer District
Attn: Brad Stanton
50 Channing Street
Delaware, Ohio 43015**

Each Respondent assumes full responsibility for timely delivery of its SOQ at the required location. Any SOQ received after the submittal deadline will be deemed nonresponsive and returned. All requirements outlined in this and related documents must be completed. An SOQ submitted without complete minimum information requested may be considered non-responsive and excluded from consideration for further consideration.

The DCRSD will not accept or consider an SOQ that is late. It is the respondent's responsibility to ensure SOQ's are received by the closing date and time. Delays in mail delivery or any other means of transmittal, including couriers or agents of the issuing entity shall not excuse late submissions. Respondents shall be responsible for the actual delivery of the SOQ to the appropriate department identified in this document.

The DCRSD may delay or modify scheduled event dates if it is to the advantage of the DCRSD to do so. The DCRSD will notify potential Respondents of all changes in scheduled due dates by posting any change in the form of an Addendum available on the DCRSD website and by email.

5.2 RFQ Submission Format

The submission shall not exceed forty (40) total pages (most or all 8 ½ x 11 inch with 1-inch or greater margins), excluding the transmittal letter, index or table of contents, front and back covers, title pages/separation tabs, resumes, required forms and appendices.

5.3 RFQ Submission Content

The content requirements set forth in this RFQ represent the minimum content requirements for the SOQ. It is the Respondent's responsibility to include information in its SOQ to present all relevant qualifications and other materials. The SOQ should not contain standard marketing or other general materials. It is the Respondent's responsibility to modify such materials so that only directly relevant information is included in the SOQ.

The SOQ must include the following information in the order listed:

- Cover
- Table of Contents
- Transmittal Letter
- Part 1 – Executive Summary
- Part 2 – Design/Builder Profile
- Part 3 - Project Team – Experience and Capabilities of Key Personnel
- Part 4 – Experience and Capabilities of Design-Builder

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5.3.1 Transmittal Letter

Respondents must submit a transmittal letter on the Respondent's letterhead. It must be signed by a representative of the Respondent who is authorized to sign such material and to commit the Respondent to the obligations contained in the SOQ. The Transmittal Letter shall briefly introduce the Design-Build Entity and indicate the design-build entity's interest in this project as well as a statement indicating that the contents of the submittal are true and actual. The transmittal letter must include the name, address, phone number and email address for the Respondent's Contact and must specify who would be the Design-Builder's proper, legal signatory to any contract documents executed with the Owner.

5.3.2 Part 1 – Executive Summary

The executive summary must include a concise overview of the key elements of the SOQ and must summarize and refer to information in the SOQ concerning satisfaction of the Minimum Qualification Requirements.

5.3.3 Part 2 – Design/Builder Profile

A detailed and complete description of the company proposed as the Design/Builder must be provided in Part 2 of the SOQ. (The term "company" can refer to either a single entity or a joint venture.) Information concerning key personnel and other firms that may be included on the project team, such as sub-consultants and sub-contractors shall be provided in Part 3 of the SOQ.

- **General**
Provide general information about the Design-Builder, such as lines of business and services offered, locations of home and any other offices, number of employees (professional and non-professional), years in business, and required licenses.
- **Legal Structure**
Identify whether the Design-Builder is organized as a corporation, limited liability company (LLC), general partnership, joint venture, limited partnership, or other form of legal entity.
- **Project Office Location**
Identify where the Design-Builder intends to maintain its project office(s) and where the majority of the design work will be performed.
- **Financial Statements**
Provide audited financial statements for the Design-Builder for the past three years and quarterly financial statements, certified by the Chief Financial Officer, for the current year. If the Design-Builder is a joint venture, LLC, or partnership, such financial statements must be provided for each partner or member.
- **Payment and Performance**
A letter from the Design-Builder's surety must be provided to verify the availability of a design-build bond of at least \$35 million for this project.

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- **Insurance**

A Letter or Certificate of Insurance from the Design Builder's insurance company must be provided stating its ability to acquire and provide the following minimum limits for the required insurance:

- Statutory workers compensation insurance (as required by state law)
- Employer's liability insurance: **\$1,000,000**
- Commercial general liability insurance: **\$1,000,000** each occurrence with an annual aggregate of **\$2,000,000**.
- Commercial automobile liability insurance: **\$1,000,000** combined single limit bodily injury and property damage
- Umbrella Liability Coverage: Contractor shall maintain an umbrella liability insurance of **\$10,000,000**
- Excess liability insurance above the employer's, general and automobile insurance: **\$1,000,000**
- Professional liability (errors and omissions): **\$1,000,000** per claim and in the aggregate

The SOQ must provide the following additional information pertaining to factors or events that have the potential to adversely impact the Design-Builder's ability to perform its contractual commitments.

- **Material adverse changes in financial position.** Describe any material historical, existing or anticipated changes in financial position, including mergers, acquisitions, takeovers, joint ventures, bankruptcies, divestitures, or any material changes in the mode of conducting business.
- **Legal proceedings and judgements.** List and briefly describe any pending or past (within 10 years) legal proceedings and judgements, or any contingent liability. If no such proceedings or judgements are listed, provide a sworn statement to that effect from the general counsel.
- **Completion of contracts.** Has the Design-Builder failed to complete any contract or has any contract been terminated due to alleged poor performance or default within the past 10 years? If so, describe the circumstances.
- **Violation of laws.** Has the Design-Builder been convicted of any criminal conduct or been found in violation of any federal, state or local statute, regulation or court order concerning antitrust, public contracting, employment discrimination or prevailing wages within the past 10 years? If so, describe the circumstances.
- **Debarred from bidding.** Has the Design-Builder been debarred within the past 10 years or is it under consideration for debarment on public contracts by the federal government or by any state? If so, describe the circumstances.

If any of the above questions are answered in a manner that indicates that any of these unfavorable factors or event are present, it is the Respondent's responsibility to: (1) describe in detail the unfavorable factor or event; and (2) provide sufficient information to demonstrate that the unfavorable factor or event will not adversely impact the Design-Builder's ability to perform its contractual commitments.

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The Respondent must notify the Owner of any changes subsequent to submission of the SOQ and before the selection process is completed (and, in the case of the selected Respondent, before execution of the Progressive Design-Build Contract).

5.3.4 Part 3 – Design-Builder’s Project Team

Provide a description of the proposed Design-Build Project Team management organization.

Design-Builder and other firms:

- Identify any other firms (such as subcontractors and sub-consultants) included on the Project Team along with the Design-Builder and describe the scope of the Design-Builder’s and each firm’s services and responsibilities during Phase One and Phase Two of the Project. The firm(s) serving as the Designer and the Builder must be clearly identified.
- Provide Phase One and Phase Two organizational charts showing the reporting relationships and responsibilities of the Design-Builder and any other firms, and describe the Design-Builder’s approach to the management of such firms.

Design-Builder Key Personnel:

- Identify and provide a brief bio of all key personnel (and their firm affiliations) on the Project Team and describe their specific responsibilities during Phase One and Phase Two of the project.
- Provide Phase One and Phase Two organizational charts showing the reporting relationships and responsibilities of all key personnel (along with their firm affiliations) and describe the Design-Builder’s approach to the management of such key personnel.
- Indicate the commitment of all key personnel in terms of an estimated percentage of time during each phase of the project.
- Provide resumes for all key personnel in the SOQ Appendix B (Resumes). Resumes must be limited to two pages per individual and include:
 - Academic and professional qualifications
 - Professional registration (as applicable)
 - Experience as it relates to the project and to the individual’s specified role on the project

Qualified Respondents shall retain key members of their Design-Build team (DB entity project manager, project design manager, construction principal-in-charge, and construction manager) following submission of the SOQ. After submission of the SOQ and short-listing of the Design-Build firms, changes in Design-Builder key members will require approval of the DCRSD.

5.3.5 Part 4 – Experience

The SOQ must describe the performance history and experience of the project team on similar projects and provide information concerning safety. The project team includes the design build firm and subcontracted engineer. Project relevance, number of projects, scope and fees associated with each project are required for evaluation.

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Reference Projects

The Respondent shall submit descriptions of reference projects to demonstrate relevant experience.

Each project description shall contain at least the following information:

- Project name.
- Detailed description of the project showing relevance to this project.
- Firms and key personnel that participated in project and are included in this SOQ, along with a clear description of the project role and responsibility of each.
- Date completed and original duration of the contract.
- Reference information including Owner's name, contact name, and telephone number.
- Applicant's project manager and superintendent names.
- Indicate the type of project delivery method used to deliver the project (CMAR, Progressive DB, Lump Sum DB or Traditional Design-Bid-Build).
- Initial contract price (value at award) and final project price including change orders.

In addition, a summary table shall be provided to cross-reference the project team (firms and key personnel) with participation in the reference projects.

Safety

Provide a summary description of the Design-Builder's corporate safety program and include safety statistics or records indicating categories of accidents and their incidence or frequency rates for the past five years.

6. SOQ Evaluation and Selection

6.1 General

The SOQs will be reviewed and evaluated by the DCRSD's selection committee according to the requirements and criteria outlined in this Section 6. During the SOQ evaluation process, written questions or requests for clarifications may be submitted to one or more Respondents regarding its SOQ or related matters. Failure to respond in a timely manner to any such questions or requests may be ground for elimination of the Respondent from further consideration. In addition, the DCRSD may require that all or a limited number of Respondents participate in interviews.

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6.2 Responsiveness

Each SOQ will be reviewed to determine whether it is responsive to the RFQ. Failure to comply with the requirements of this RFQ may result in an SOQ being rejected as nonresponsive. At its sole discretion, however, the selection committee may waive any such failure to meet a requirement of this RFQ and may request clarification or additional information to remedy a failure.

6.3 Minimum Qualification Requirements

Each responsive SOQ will be reviewed to determine whether it meets the minimum qualification requirements outlined in this section. At its sole discretion, the selection committee may waive any failure to satisfy such requirements and may request clarification or additional information to address any questions that may arise in this regard. Any SOQ that does not satisfy all the minimum qualification requirements may be rejected.

- **Performance bond.** Ability of the Design-Builder to provide a design-build performance bond in the amount of \$35,000,000.
- **Material adverse condition.** The Design-Builder must not be subject to a material adverse condition, such as pending litigation, insufficient liquidity, weak operating net income or cash flow, or excessive leverage, that gives rise to reasonable doubt concerning its ability to continue to operate as an ongoing concern, to provide performance bonds or insurance, or to maintain sufficient financial strength to undertake and successfully complete the project and to mitigate project risks.
- **Licensing and registration.** The Design-Builder and each firm must be licensed in Ohio for the type of work to be performed. The Designer must include in responsible charge an engineer registered in Ohio.
- **Experience:** Provide a maximum of 10 projects completed for clients within the past 10 years similar to the OECC project described in Section 2.1 above for the following categories of experience:
 - **Design Experience** – Within the past 10 years, the Designer must have successfully completed the design of at least 5 water reclamation facility projects of similar size for municipal clients in the United States.
 - **Construction Experience** – Within the past 10 years, the Builder must have successfully completed the construction of at least 10 water reclamation facility projects of similar size for municipal clients in the United States.
 - **Design-Build Experience** – Within the past 10 years, the Design-Build Team must have successfully completed at least 5 projects using the design-build delivery method for municipal clients in the United States.

Preference will be given to design-build teams that meet the requirements listed above for experience in the design and construction of water reclamation facilities using the progressive design-build delivery method.

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6.4 Selection Process and Evaluation Criteria

- **Selection Criteria:** The Design-Builder will be selected using (1) a qualification based selection process during the initial Request for Qualifications (RFQ) stage to develop a short list and (2) a best value selection process during the final Request for Proposals (RFP) stage for the final Progressive Design-Builder selection. The qualifications-based selection criteria for the RFQ is included in this announcement. The best value criteria used in evaluating proposals from the short listed firms will include such factors that are determined to derive or offer the greatest value to the DCRSD, 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 statement of qualifications, the DCRSD will select a short list of no fewer than three firms that it considers to be the most qualified, except if the DCRSD determines that fewer than three firms are qualified, it will only select the qualified firms.

6.5 Non Discrimination/Equal Opportunity

The contract shall contain provisions as required by the Delaware County discrimination policies and by Section 153.59 of the Ohio Revised Code which state in Part:

- A. That, in the hiring of employees for the performance of work under the contract or any subcontract, no contractor, subcontractor, or any person acting on a contractor's or subcontractor's behalf, by reason of race, creed, sex, disability or military status as defined in section 4112.01 of the Revised Code, or color, shall discriminate against any citizen of the state in the employment of labor or workers who is qualified and available to perform the work to which the employment relates.
- B. That no contractor, subcontractor, or any person on a contractor's or subcontractor's behalf, in any manner, shall discriminate against or intimidate any employee hired for the status as defined in section 4112.01 of the Revised Code, or color.

6.6 Cancellation and Rejection

The DCRSD (Owner) 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 DCRSD shall have no liability to any proposer arising out of such cancellation or rejection. The DCRSD reserves the right to waive minor variations in the selection process. Acceptance of a proposal shall not constitute an agreement between the submitter and the DCRSD.

6.7 General Submittal Information

Electronic submittals shall be combined into one PDF file named with the project name listed on the RFQ and the firm's name. Use the "print" feature of Adobe Acrobat Professional or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Adobe Acrobat Professional, go to Advanced, then PDF Optimizer.

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Facsimile or e-mailed copies of the statement of qualifications will not be accepted.

Unless otherwise noted or exempt, all documents submitted to the DCRSD in response to this RFQ are public and will be available for inspection at the conclusion of the selection process. Subject to the applicable Ohio public records law, the following information will remain confidential and will not be released: (1) Financial Capacity; and (2) Bonding/Insurance.

Under no circumstance will the DCRSD be responsible for any costs incurred by anyone in (a) the submittal of qualifications, (b) in any subsequent follow up to the submittal, (c) in any subsequent negotiations of a contract, or (d) in any other aspect of the effort to select the Design-Builder team.

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Project Name OECC Upgrades Project

Proposer Firm _____

City, State, Zip _____

Selection Criteria		Value	Score
1. Qualifications of Firm/ Key Personnel (Maximum 50 points)			
a. Builder (Contractor)	Experience / ability of Builder	0 - 20	
b. Designer (Consultant)	Experience / ability of Designer	0 - 20	
c. Construction Administration Staff	Experience / ability of technical staff and/or field representatives to identify and resolve issues during construction.	0 - 10	
2. Past Performance (Maximum 40 points)			
a. Previous team performance	Past performance as indicated by success of previous projects and references	0 - 15	
b. Experience with similar projects / delivery methods	Less than 5 projects	0 - 3	
	5 to 9 projects	4 - 6	
	More than 9 projects	7 - 10	
c. Team organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
d. Budget and schedule management	Performance in completing projects within original construction budget and schedule	0 - 10	
e. PDB Experience	Direct progressive design-build experience	3	
3. Financial Responsibility (Maximum 10 points)			
a. Financial Responsibility	Evidenced by the capability to provide documentation as required in ORC 9.33(E)(4) & 9.333	0 - 10	
Subtotal			

Notes:

Evaluator:

Name

Signature/Date

Attachment A

Definition of Terms

The definition of capitalized terms used in this RFQ are listed below;

Builder – The Design-Builder or other firm (such as subcontractor or joint venture partner) that will provide construction services and have responsible charge of construction of the project.

Designer – The Design-Builder or other firm (such as subcontractor or joint venture partner) that will provide professional design services and have responsible charge of the design, including preparation of the construction documents.

Design-Builder – The firm that will enter into the Progressive Design-Build Contract with the DCRSD (Owner) and that will be the single point of accountability to the Owner for delivering the services and the Project.

Key Personnel – The individuals, employed by Design-Builder or other firm included on the Project Team, who will fill certain roles in delivery of the Project and related services by the Design-Builder, including the following positions: project manager, safety manager, design manager, and construction manager.

Minimum Qualification Requirements – The requirements set forth in Subsection 6.3 of this RFQ that, at a minimum, must be satisfied (or waived by the DCRSD) in order for the SOQ to be evaluated and ranked according to the comparative criteria.

Owner – Delaware County Regional Sewer District (DCRSD)

Project – Olentangy Environmental Control Center (OECC) Headworks and Aeration Upgrades

Project Team – The Design-Builder, Key Personnel and any additional firms (such as subcontractors and sub-consultants) included in the SOQ.

Respondent – The entity responding to this RFQ by submitting the SOQ.

Attachment B

Scope of Design-Builder Services

Listed below are typical services the Design-Builder will be expected to be able to perform for the project.

General Services Included in Phase One and Phase Two (Preconstruction and Construction) Services shall include:

1. The preparation, submission and maintenance of a Project Management Plan which the Design-Builder shall provide components, including: Personnel Plan, Communication Plan, Project Schedule, Cost Estimate Model, Construction Execution Plan, Start-up and Commissioning Plan, Permitting Plan, Quality Management Plan, Environmental Management Plan, Safety Plan, and an Emergency Response Plan.
2. The Design-Builder shall submit a printed copy and electronic copy (PDF format) of the Project Management Plan to the DCRSD Representative.
3. A Project Schedule shall include schedule information for the first and second phases of the Project as identified in the Draft Progressive Design-Build contract.
4. Monthly Status reports and schedules shall be provided with payment applications. Status reports shall describe activities performed during the reporting period, anticipated activities during the next reporting period and any problems or anticipated issues that will impact Project scope, schedule or budget. The Project Schedule shall be cost loaded and automatically generated by Procore software. DCRSD recently implemented Procore construction management software for the administration of construction projects. The software is used for the tracking of submittals, RFI's and all construction reporting activities (<https://www.procore.com>).
5. The Design-Builder shall conduct bi-monthly in-person meetings with key personnel with DCRSD to update the Project participants on the design, project schedule, and constructability review and project scope conformance. Call-in conference meetings may also be acceptable at the discretion of the DCRSD.
6. Coordinate with DCRSD on all communications with Key Regulatory Agencies.

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Phase One (Preconstruction) Services will generally include:

1. Complete the Basis of Design Report. The report will be based on the information from the OECC Facilities Plan and will document the recommended treatment alternatives and process equipment. The BODR shall consider the layout of the facility for the ultimate buildout of 12 MGD.
2. Provide Key Personnel Plan and all other associated personnel necessary to fully meet the Design-Builder obligations for Preconstruction Phase Services including but not limited to pre-construction and construction project manager(s), lead estimator, lead scheduler, procurement lead, QA/QC lead and all other associated personnel necessary to fully meet the Design-Builder's obligations for Phase One services.
3. Project Communication Plan that defines methods of communication between all project participants and review project expectations.
4. Develop, implement and maintain a quality management plan that assures conformance with the project specifications and the surveillance of design and construction to ensure error-free work.
5. Provide an environmental management plan detailing programs to ensure compliance with permits and regulations applicable to the Project including, but not limited to, the Environmental Site Assessment of the Project Site.
6. Participate in the Project kick off meeting for Preconstruction Phase Services with the Design-Builders key personnel including the project manager, superintendent(s), quality control manager, lead scheduler, safety officer, lead estimator and/or procurement specialist.
7. Provide the DCRSD with an evaluation of Progressive Design Build contract agreements (e.g., lump sum versus GMP).
8. Develop a permitting plan that identifies all construction related permits to be obtained by Design-Builder, any other permits the Owner may desire the Design-Builder to be responsible for managing on its behalf, and other necessary permits identified in the Agreement.
9. Develop a site investigation plan to include all necessary utility location investigations, geotechnical studies, site condition assessments related to areas of the site that will impact the plan for construction.
10. Participate in a formal partnering session with key personnel including the project manager, superintendent(s), quality manager, lead scheduler, safety office, lead estimator and/or procurement specialist shall participate in a formal partnering session with DCRSD.

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11. Develop protocol for additional investigations for review by DCRSD prior to completion of the Basis of Design Report. Conduct investigations necessary to satisfy and complete development of design criteria and technical requirements.
12. Design-Builder shall provide a 90% design submittal with intermediate design submittals including schematic, 30%, 60% and 90% design milestones.
13. Attend review workshops with key personnel to consult on the design documents and to provide constructability review of the schematic, 30%, 60% and 90% design plans and specifications.
14. Incorporate the DCRSD's Engineering, and Operations and Maintenance staff review comments into the design and construction of the Project.
15. With the DCRSD's staff, perform on-going value engineering reviews to minimize project cost and maximize flexibility and maintainability.
16. Identify, evaluate and propose innovative solutions/alternatives to minimize project cost and schedule.
17. The Design-Builder shall perform detailed construction cost estimates at the Basis of Design Report, 30%, 60%, and 90% design review milestones and reconcile the cost estimates with the cost estimates from the OECC Facilities Plan.
18. Prepare and Update Critical Path Method (CPM) project schedules at a monthly basis and at the Basis of Design Report, 30%, 60% and 90% design review milestones.
19. Develop and maintain a project cost estimate model that will be used during Phase One services to validate conformance with the Project budget.
20. Identify long-lead equipment procurement requirements.
21. Prepare all necessary Bids/Proposals packages for construction and equipment.
22. Develop a Procurement and Buyout plan which maximizes competitive bidding by subcontractors, equipment vendors and suppliers.
23. Develop and submit recommendations for the award of the subcontractors to construct the Project.
24. Clearly identify Work packages that the Design-Builder intends to bid with the intent to self-perform the work in the Procurement Plan.

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25. Prepare a detailed Guaranteed Maximum Price (GMP) proposal (including line item cost breakdowns for self-performed work, subcontracted work, contingency and allowances). GMP proposal shall also include a detailed CPM schedule, description of assumptions, clarifications, exclusions and qualifications. The GMP proposal shall with conditions, assumptions and contingency be presented and negotiated in an open book manner with the DCRSD.
26. Attend a GMP negotiation and finalization meeting to present and review the completion of the GMP proposal to the DCRSD.

Phase 2 (Construction) Services will generally include the following:

1. Prepare completed and approved design documents to be utilized for construction of the Project.
2. Develop a construction emergency response plan.
3. Prepare and submit a construction site safety plan.
4. Attend and participate in the Project kick off meeting for the Construction Phase Services.
5. Complete and perform all construction of the project work in strict accordance with all applicable Contract Documents.
6. Coordinate and manage the project work that includes all required appurtenances, necessary site improvements, and all other work required to make a complete and operable system within the Guaranteed Maximum Price and within the terms of the contract schedule.
7. Coordinate with local and state agencies during the construction of the project, as necessary.
8. Provide the Performance Bond and Payment Bond (s) as required by the contract.
9. Implement the construction site safety plan to provide a safe working site for the Project.
10. Develop and implement with equipment manufacturers or representatives performance testing for the project.
11. Conduct a pre-construction meeting with all contractors, sub-contractors, and the DCRSD prior to the start of the project construction.

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12. Obtain approval of all necessary construction permits prior to the start of project construction.
13. Implement the Procore Software to track, expedite and process all submittals, change orders, and requests for information. Once a submittal is approved, as noted or otherwise, information regarding the status of the submittal shall be updated on Procore.
14. Submit construction shutdown/outage request plan:
15. Maintain, monitor and update the Critical Path Method schedule prepared during the preconstruction phase and prepare two week look-ahead work schedules consistent with the overall schedule.
16. Conduct bi-monthly progress meetings with the DCRSD staff and provide written bi-monthly progress reports and an updated project schedule.
17. Maintain updated hard copies of the project submittals and record drawings, including all subcontracted work, and submit monthly in hard copy, PDF and electronic format.
18. Develop, implement and manage a commissioning, start-up and testing plan as required for project acceptance and operation.
19. Develop and submit electronic Operation and Maintenance Manuals.
20. Supervise and manage the project warranties provided to the DCRSD for the equipment and construction work; and perform warranty work during the project warranty period.
21. Implement all project close out procedures.

Attachment C

Project Background Documents

1. Olentangy Environmental Control Center Facilities Plan: Alternatives Analysis Report, Hazen and Sawyer, April 2019
2. Olentangy Environmental Control Center As-built Plans.
3. Olentangy Environmental Control Center Motor Control Centers Upgrade Plans, AECOM
4. Olentangy Environmental Control Center: Bio-Win Modeling Data, Hazen and Sawyer