

**REQUEST FOR QUALIFICATIONS
FOR DESIGN-BUILD SERVICES**

**Design-Build Team for the City of Sylvania
Harroun Park River Trail
Bioretention and Stream Restoration**

**CITY OF SYLVANIA
6730 MONROE STREET
SYLVANIA, OHIO 43560**

Issued January 22, 2020

Qualification Submittals are due by 3:00 p.m., February 7, 2020

GENERAL DESCRIPTION OF WORK

The City of Sylvania (“Owner”) was awarded a Great Lakes Restoration Initiative, Implementing Ohio’s Domestic Action Workplan Sub-Grant for this project at Harroun Park, Sylvania, Ohio (Exhibit A). The conceptual plan (Exhibit B) outlined the conversion of a mowed, 0.4 acre depression to a bioretention cell to intercept stormwater draining directly to Tenmile Creek, as well as a complementary stream restoration component that installs three (3) cross vane and rock riffle structures and riparian plantings along a 350 linear foot stretch of Tenmile Creek within the park.

The City of Sylvania is seeking a design-build team to provide professional design construction services for the Harroun Park River Trail Bioretention and Stream Restoration Project (“Project”). The Project will improve water quality within Tenmile Creek by 1) detaining and filtering stormwater that currently flows directly to Tenmile Creek, 2) reducing excess stress and subsequent erosion from streambanks through in-stream engineered structures while increasing in-stream habitat for aquatic communities and 3) removing rip-rap and replanting riparian floodplain for additional nutrient and sediment attenuation.

The Project site is located between approximately RM 0.2 and 0.1 in Tenmile Creek within the Tenmile Creek HUC-12 (04100001 03 06). The Project location is within an identified critical area targeted for nonpoint source reduction within the Heldman Ditch-Ottawa River HUC-12 Nonpoint Source-Implementation Strategy (NPS-IS) and aligns with objectives set forth in the plan to reduce stormwater inputs and impacts within the watershed, create in-stream habitat, improve stream morphology and improve riparian corridors. Currently, stormwater from the Harroun Park parking lot and surrounding commercial area (~2 acres of impervious surface) drains to a storm sewer located within a 0.4 acre mowed depression and is directly piped to Tenmile Creek through an outlet that opens into a rip-rapped gravel section of the streambank.

The Project will convert the 0.4 acre mowed depression to a native rain garden and redirect stormwater flow to this area, promoting bioretention and filtration before final outflow to Tenmile Creek (Exhibit C). Tenmile Creek, within this area, is highly constrained and channelized by existing infrastructure, including the City’s River Trail, adjacent to its northern streambank. The Project will install three in-stream cross vanes and rock constructed riffles along a 350-linear foot stretch to establish grade control and reduce erosive stress along the streambanks, thereby decreasing sediment loads within the stream. Approximately 0.1 acres of rip-rap and gravel will be removed from the southern bank of Tenmile Creek and will be replanted with native riparian grasses and shrubs to further promote sediment and nutrient attenuation in times of high flow.

The Design-Build Team shall furnish all necessary drawings, plans, labor, equipment, and construction oversight services to complete the Project. The Design-Build Team will be responsible for all site characterization and evaluation activities, including establishing site existing conditions and utility locations; the Project’s historic and cultural resources management; and application and acquisition of all necessary local, state and federal permits for the Project. No construction work shall commence until the permits are secured.

LIST OF ENCLOSURES

- Exhibit A – Project Location Maps
- Exhibit B – Conceptual Plan
- Exhibit C – Site Photographs

PROJECT LOCATION

The project site is located in Harroun Park, within the limits of the City of Sylvania, with coordinates of (41.713817, -83.701828).

CRITERIA ARCHITECT

The Owner will serve as the criteria architect for the Project (or Owner's designee).

PROJECT BUDGET

The Owner has established the following budget for this project: \$240,200 (total project cost including design and construction). Funding provided in part by a subgrant from the Ohio Lake Erie Commission from the Great Lakes Restoration Initiative, Implementing Ohio's Domestic Action Workplan.

PROJECT DELIVERY & DESIGN-BUILD TEAM'S RESPONSIBILITY

The Project will be constructing using the "design-build" delivery model generally described below.

1. Criteria Architect. The City of Sylvania (or The City of Sylvania's designee) will serve as the criteria architect/engineer (the "Criteria Architect") to develop the program, scope and preliminary design of the Project and to validate design intent during the completion of design by the Design-Build Team's architect/engineer ("A/E") as the engineer-of-record. After approval of the Guaranteed Maximum Price ("GMP"), the Criteria Architect shall be responsible for, among other duties, reviewing selected shop drawings and other Design-Build Team submittals, reviewing and certifying Design-Build Team pay applications and verifying the dates of substantial and final completion.
2. Design-Build Team. The Design-Build Team shall be selected in a two stage process in conformance with ORC 153.693 which includes a submittal of qualifications from firms desiring to be considered, followed by the selection of a short list of firms requested to provide a cost proposal for preconstruction and design fees, as well as fees associated with the project based on the Owner's estimate of construction costs.

The Design-Build Team shall work cooperatively with the City of Sylvania and other design professionals, and provide, among other services, design, permitting (including fees), geotechnical services, historic and cultural resource management services, cost estimating, due diligence, budgeting, value engineering, constructability review, scheduling and pre-construction planning throughout pre-construction phase of the Project. The Design-Build Team, through its A/E, shall produce the detailed design development documents and the construction documents.

3. Development of the GMP. When the design documents are at a stage of completion agreed to by the City of Sylvania and Design-Build Team, to be more fully described in the Request for Proposal, the Design-Build Team shall submit its proposed GMP to Owner/Criteria Architect, and the proposal shall include, at a minimum, the following: (a) a detailed breakdown of the GMP to include the Cost of the Work, detailed by each subcontract, trade, or bid division, the Design-Build Team's Contingency for the Work, Design-Build Team's Staffing Cost, General Conditions Cost, Design-Build Team's overhead and profit (i.e., fee). Any work to be self-performed by the Design-Build Team shall be pre-approved by the Owner. Competitive prices for rented equipment and materials shall be secured, in addition to, pre-established labor rates; (b) schedule of values that allocates the GMP among the various categories of work and services being provided by Design-Build Team; (c) construction schedule; (d) the completed design development documents (as approved by

Owner/Criteria Architect); (e) a list of any material incomplete design elements and a statement of intended scope with respect to such incomplete elements; and (f) a list of any qualifications and assumptions relating to the GMP (the foregoing are collectively referred to herein as the "GMP Documents"). Design-Build Team, Owner/Criteria Architect shall meet to reconcile any questions, discrepancies or disagreements relating to GMP Documents. The reconciliation shall be documented by an addendum to the GMP Documents that shall be approved in writing by Owner/Criteria Architect and Design-Build Team. Design-Build Team shall then submit to Owner, for Owner's approval, Design-Build Team's proposed final GMP based upon the amended GMP Documents. Contingent upon Owner's approval of the final GMP, the parties will enter into the GMP Amendment. The final negotiated GMP will not exceed the Project budget line items for construction. If the proposed GMP exceeds such Project budget, then Owner may terminate its agreement with Design-Build Team and seek bids for completion of the Project from other firms based on the Design-Build Team's plans.

4. Construction Documents. After the GMP has been established, the Design-Build Team, through the A/E, shall proceed to complete the construction documents. During this stage of the document production, the design documents will continue to be reviewed by Owner/Criteria Architect for consistency with the design intent of the documents prepared by the Criteria Architect and the GMP Documents approved by Owner.
5. Coordination of Documents. Design-Build Team shall be responsible for the quality, completeness, accuracy, and coordination of the construction documents. Design-Build Team shall provide, through the A/E, design services that meet all environmental and regulatory requirements. Design-Build Team shall provide for all testing and inspections required by sound architectural and engineering practices and by governmental authorities having jurisdiction over the Project. Design-Build Team shall secure all necessary approvals to complete the work.
6. Open Book. The parties will engage in an "open book" process in which Owner/Criteria Architect and the Design-Build Team will review bids for trade work (to the extent bids are available at the time the GMP is established), the costs proposed for general conditions/overhead of the Design-Build Team and the fee of Design-Build Team. For each Subcontract, there will be competitive pricing obtained from a list of mutually agreed-upon and pre-qualified Subcontractors. Self-performed work shall be pre-approved by Owner in strict accordance with the RFP.
7. Construction Phase Services. The Design-Build Team shall construct the Project pursuant to the construction documents and in accordance with the Owner's schedule requirements. The Design-Build Team shall hold all subcontracts and shall be fully responsible for the means and methods of construction, project safety, project completion within the schedule agreed upon in the pre-construction phase, monitoring compliance with all equal employment and prevailing wage requirements, and submitting monthly reports of these activities to the Owner.

PROJECT SCHEDULE

January – March 2020	Design-Build Team Selection
March – July 2020	Design Phase and Permitting
August – September 2020	Design-Build Team Initial GMP Proposal and 50% CDs
Fall 2020	Construction Begins
December 2020	Project Complete

STATEMENT OF QUALIFICATIONS

Please provide the following information in your Statement Of Qualifications (SOQ), in the order presented below:

1. **General Firm Information.** Include in your qualifications statement the following information about your firm, the firm you intend to use as the engineer-of-record, and the disciplines encompassed by your design-build team:
 - a) Cover Letter. Cover letter must include: (i) name, address and phone number of the offices where the personnel assigned to the Project will be based, (ii) name, title and phone number of the principal contact person.
 - b) Company Overview. Company overview must include: (i) years of existence; (ii) legal form of firm, (iii) location of home office; (iv) general firm history.
 - c) Bonding/Insurance Certificate. Provide evidence of capacity to provide bonding and a copy of the Certificate of insurance evidencing the firm's current limits of liability for commercial general liability, business automobile liability and professional liability insurance. Not less than \$1,000,000 per occurrence.
 - d) Sub-Consultants. Please provide a list of all sub-consultants planned to be utilized for the project (i.e. geotechnical engineer, environmental engineer, biologist, hydrologist, structural engineer, surveyor, landscape architect, architect, historical or cultural consultant, etc.). Please be sure all proposed design disciplines of the team are included. For each sub-consultant, provide the same items required of the prime firm (i.e. cover letter, company overview, and insurance certificate).

2. **Project-Specific Information** Include in your qualifications statement the following information relevant to the Scope of Services for your firm, the firm you intend to use as the A/E, and the proposed sub-consultants:
 - a) Project Experience. Provide at least three (3) relevant projects of similar nature, in particular cost and constructability analysis. Include: (i) description of the project and the services your firm provided for the project; (ii) start and completion dates for each project, (iii) name, title and telephone number of the client contact most familiar with your services on the project; (iv) history of collaboration between firms on team.
 - b) Project Team and Organization. Resumes for the principals of each firm (Design-Build Team, A/E, and sub-consultants) and that of each project manager, superintendent, engineer, and any key staff expected to work on the project. Each resume should include a one paragraph description of the duties and responsibilities of the individual's proposed project role. List the prior experience of such key personnel on similar projects and a summary of the proposed time commitment such key personnel shall have to this Project.
 - c) Design-Build Project Delivery Experience. Describe any prior experience with the Design-Build project delivery method described above. Include experience, if any, working with public entities in relevant Design-Build projects.

3. **Sustainability.** Describe the Design-Build Team's experience and cost and constructability planning related to sustainability initiatives.

4. **Funding Terms and Conditions.** This project is funded through a Great Lakes Restoration Initiative subgrant. Please describe the Design-Build Team's experience, if any, in working with state or federally funded projects, and a plan to ensure these terms are met.
5. **Team's Benefit and Integration into Project.** Describe the Design-Build Team's reason for interest in this project, anticipated value to the project and innovative ideas. Describe, based on the provided scope of work, how the firm anticipates integrating their team into the Owner's team to provide maximum value and benefit.

INSTRUCTIONS FOR SUBMISSION

1. **Submission.** Two (2) copies and one (1) electronic copy of the qualification statement shall be submitted by 2:00 PM on January 31, 2020 to Kevin Aller, City of Sylvania Public Service Department, 6730 Monroe Street, Sylvania, Ohio 43560.
2. **Questions/Inquiries.** Written questions must be submitted to kaller@cityofsylvania.com by 4:00 PM on January 23, 2020. Questions received will be answered by the City of Sylvania by 4:00 PM on January 28, 2020. The City of Sylvania will not be responsible for any oral instructions or information.
3. **Page Limit.** Submissions are to be limited to 10 (twenty) double-sided pages, including resumes, (20 electronic pages) printed legibly on 8.5"x11" sheets.
4. **Cancellation/Rejection.** Owner reserves the right to cancel at any time for any reason this solicitation and to reject all qualification statements. Owner shall have no liability to any proposer arising out of such cancellation or rejection. Owner reserves the right to waive minor variations in the selection process.
5. **Costs.** Owner assumes no responsibility for costs incurred in the preparation, presentation or submission of the qualifications statements.

SELECTION

1. **Short List.** Each firm responding to this RFQ will be evaluated based on the contractor's qualifications and the qualifications and experience of the proposed engineer-of-record, and sub-consultants identified as the firm's proposed team for the Project. After evaluating the responses to this RFQ, Owner will select a short list of no fewer than three firms that it considers to be the most qualified, except if Owner determines that fewer than three firms are qualified, it will only select the qualified firms.
2. **Request for Proposals.** The short-listed firms will be sent a Request for Proposal (RFP) that will invite the firms to submit pricing proposals containing their proposed fees for the Services. The short-listed candidates will also receive a form of the agreement with Owner (the "Design-Build Agreement") containing the contract terms and conditions.
3. **Interviews.** If deemed necessary due to project size or complexity, the Owner may request an interview or hold discussions with individual firms to explore the firm's statement of qualifications, the scope and nature of the services the firms would provide and the various technical approaches the firms may take toward the project. Firms should be prepared to discuss with specificity your firm's capacity to conduct the services in compliance with the Owner's timetable and budget.

2. Selection of Design-Build Team. Owner shall enter into contract negotiations with the Design-Build team deemed to be the best value for this Project.

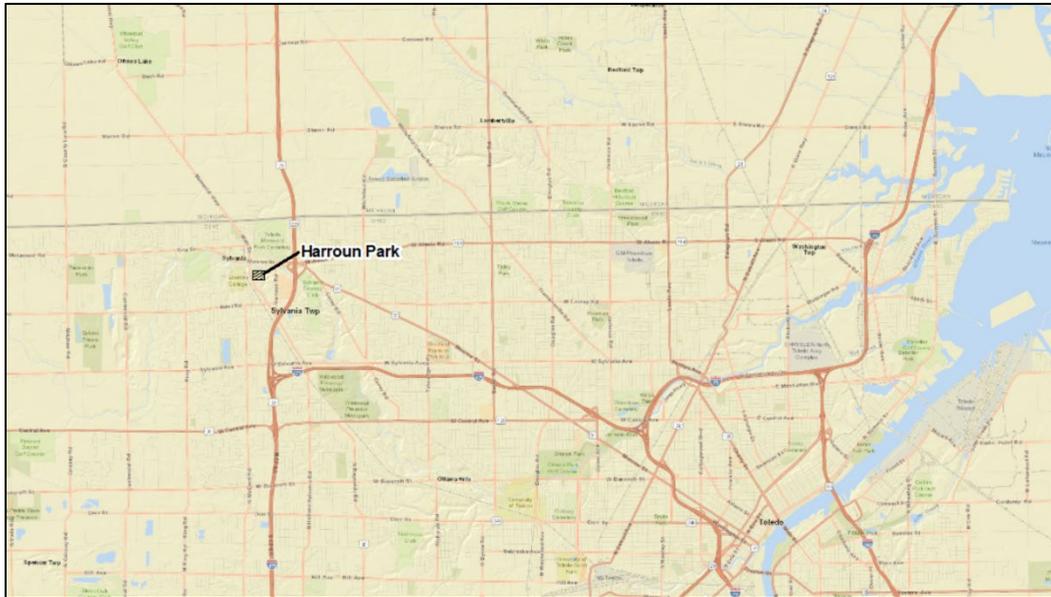
If the fee proposed by the design firm is more than the Owner has budgeted, the firm and Owner will review options for modifying the scope of services, in order to reduce the fee. If the two parties negotiating in good faith are unable to reach a contract agreement, the Owner should terminate discussions with the first-ranked firm in writing and invite the firm ranked second on the short-list to enter into contract discussions.

4. Design-Build Agreement. Upon negotiation of contract terms, a Design-Build Agreement shall be entered into between Owner and the firm chosen to be the Design-Build Team. If an agreement is reached on the specific scope of services and fee for those services, the Owner and selected firm will enter into a contract that must be approved by the City of Sylvania Council.

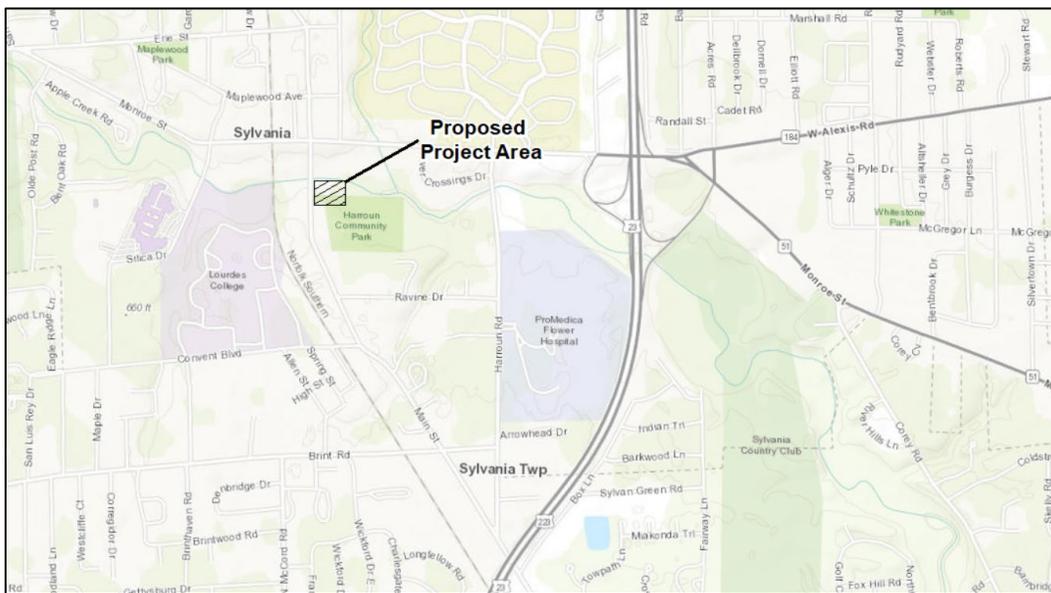
5. Selection Schedule. Owner's schedule for selection of a firm is as follows (and is subject to change):

January 22, 2020	RFQ Issued
January 30, 2020	Questions Submitted
February 4, 2020	Owner Responses
January 7, 2020	RFQ Submittal Deadline
February 10-14, 2020	Owner Review of Qualifications
February 17, 2020	RFP Issued to Short list of Firms
February 24, 2020	RFP Submittal Deadline
February 26 – 28, 2020	Short-listed team/firm Interview(s) if required by Owner
February 28, 2020	Owner selects Top-Ranked Design-Build Teams
February 28 – March 6, 2020	Owner negotiates with Top-Ranked Design Builder

Exhibit A: PROJECT LOCATION MAPS



Map 1: Location of Harroun Park, Sylvania, OH



Map 2: Location of restoration site within Harroun Park

Exhibit C – SITE PHOTOGRAPHS



Photograph 1: Mowed depression in middle of Harroun Park parking lot with storm sewer



Photograph 2: Storm sewer outlet from mowed depression catch basin



Photograph 3: Tenmile Creek, view from southern bank, looking westward (upstream)



Photograph 4: Tenmile Creek, view from northern bank, looking westward (upstream)



Photograph 5: Riparian area of Tenmile Creek