

# Request for Qualifications (Design-Build Contract)

## State of Ohio Standard Forms and Documents

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### Administration of Project: OFCC Energy Services

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|--|---|--|--|
| Project Name                                       | <u>Allen-Oakwood Solar Project</u>                      | Response Deadline                        | <u>June 03 2025 2:00 pm</u> local time |
| Project Location                                   | <u>Allen-Oakwood Correctional Institution</u>           | Project Number                           | <u>DRC-25F155</u>                      |
| City / County                                      | <u>Lima / Allen</u>                                     | Project Manager                          | <u>Weidong Huang</u>                   |
| Owner  | <u>Ohio Department of Rehabilitation and Correction</u> | Contracting Authority                    | <u>OFCC</u>                            |
| Delivery Method                                    | <u>Design-Build</u>                                     | Prevailing Wages                         | <u>State</u>                           |
| No. of paper copies requested (stapled, not bound) | <u>1</u>  | No. of electronic copies requested (PDF) | <u>1</u>                               |

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Jill Hoobler at [procurement@ofcc.ohio.gov](mailto:procurement@ofcc.ohio.gov) See Section G of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Jill Hoobler at [procurement@ofcc.ohio.gov](mailto:procurement@ofcc.ohio.gov) with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the Opportunities page on the OFCC website at <https://ofcc.ohio.gov> on a regular basis until one week before the response deadline. The name of the party submitting a question will not be included on the Q&A document.

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### Project Overview

#### A. Project Description

Ohio Department of Rehabilitation and Correction is planning a solar energy project at the Allen-Oakwood Correctional Institution. This project will consist of the addition of **Solar Photovoltaic and Solar Thermal** systems to reduce electrical and gas consumption. The Photovoltaic system will serve to supplement the power grid for the entire facility. Solar Thermal systems will serve individual Housing Units and the E-Building as a supplemental heat source for the natural gas fired domestic hot water system.

The Program of Requirements ("POR") will be developed as a part of this project by the Criteria Architect/Engineer ("Criteria A/E"), which will be performed by OFCC Energy team.

The Allen Correctional Institution is located at 2338 N. West Street, Lima, Ohio 45801, Allen County. The facility was built in 1987 and houses approximately 1500 offenders; most of which are minimum and medium security. The average electrical consumption is 6,535,815 kwh, gas consumption is 362,501 ccf, water consumption is 79,648,766 gal for last three years. The goal is to reduce consumption from this baseline after the project is completed. The percentage reduction is unknown at this time and will depend on the size of renewable systems.

#### B. Scope of Services

The selected Design-Builder ("DB"), as a portion of its required Scope of Services and prior to submitting its proposal, will discuss and clarify with the Contracting Authority and/or Owner, the breakdown of the Agreement detailed cost components, to address the Owner's project requirements and refine the project schedule. Participate in the Encouraging Diversity, Growth & Equity (EDGE) Program as required by statute and the Agreement.

As required by the Agreement, and as properly authorized, provide the following categories of services: develop and maintain estimates of probable construction cost, value engineering, project schedules, and construction schedules; lead and manage the Schematic Design, Design Development, Subcontractor Prequalification and Bidding process, Construction Documents, Construction and Closeout stages.

The preconstruction and construction services are generally described below. Subcontracts including Plumbing and Electrical trades, as well as a sub-consultant who is a licensed PE, will be awarded by the DB to pre-qualified vendors using a competitive process. The parties will engage in an "open book" pricing method in which all subcontracted work shall be based upon competitive pricing that will be reviewed by the Contracting Authority and the Owner, Criteria A/E and DB. The Contracting Authority and/or Owner shall have access to all books, records, documents and other data in the DB's possession related to itself, its subcontractors and material suppliers pertaining to bidding, pricing or performance of the Agreement.

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**Preconstruction Services:** The DB contractor will work cooperatively with the Contracting Authority and Owner, Criteria A/E and Engineer in Record as the Project Team, will provide services as, schedule development, estimate development, program verification, schematic design, design development, Guaranteed Maximum Price (“GMP”) proposal, subcontractor prequalification and bidding, construction documents preparation, constructability review, permits, budgeting, value engineering, on-site design reviews at each stage of design, field verify existing conditions and preconstruction planning throughout the preconstruction stages. When the drawings and specifications are at a stage of completion specified in the Agreement, such partially completed documents (the “Basis Documents”) shall be provided to the DB, together with the Architect/Engineer of Record’s (“AOR”) detailed listing of any incomplete design elements and the AOR’s statement of intended scope with respect to such incomplete elements (the “Design Intent Statement”). Contingent upon the Contracting Authority’s approval of the GMP, the parties will enter into an amendment to the Agreement establishing the Contract Sum (“GMP Amendment”). If the proposed Contract Sum exceeds the Project Budget established for construction, then the Contracting Authority may terminate the agreement with the DB and seek proposals from other firms for completion of the Project.

**Construction Services:** The DB shall construct the Project pursuant to the construction documents and in accordance with the schedule requirements. The DB shall hold all subcontracts and shall be fully responsible for the means and methods of construction, weekly on-site progress meetings, weekly field reports, testing and inspections, project safety, project completion within the schedule agreed upon in the preconstruction phase, compliance with all applicable laws and regulations including monitoring compliance with all EDGE, equal employment, and prevailing wage requirements, and submitting monthly reports of these activities to the Contracting Authority. All subcontracts shall be on the subcontract form prescribed by OAC Section 153:1-03-02. The Contracting Authority reserves the right to approve the DB’s selection of subcontractors and any supplemental terms to the subcontract form.

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

1. Project delivery method experience (GC, D/B, CMR etc)
2. Company’s role in the project (GC, CMR, D/B, trades etc)
3. Examples of renewable energy installation projects
4. Professional Engineer (teamed with A/E as necessary)
5. Certified Energy Manager (teamed with A/E as necessary)
6. PV Installation Professional (PVIP) Board Certification
7. North American Board of Certified Energy Practitioners (NABCEP)
8. Experience with Power Purchase Agreement
9. Other related experience

### C. Funding / Estimated Budget

|                    |                        |               |                      |
|--------------------|------------------------|---------------|----------------------|
| Total Project Cost | <u>\$ 2.7 million</u>  | State Funding | <u>\$2.7 million</u> |
| Construction Cost  | <u>\$ 2.45 million</u> | Other Funding | <u>\$0</u>           |

### D. Anticipated Schedule

|                                      |                    |
|--------------------------------------|--------------------|
| DB Preconstruction Services Start    | <u>Aug / 2025</u>  |
| Construction Stage Notice to Proceed | <u>Nov / 2025</u>  |
| Substantial Completion of all Work   | <u>Aug / 2026</u>  |
| DB Services Completed                | <u>Sept / 2026</u> |

### E. EDGE Participation Goal

Percent of the DB’s total compensation excluding DB’s Contingency\* 5%

\*Preconstruction Stage Compensation plus Contract Sum minus DB’s Contingency

### F. Evaluation Criteria for Selection

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

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

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

**Pre-Proposal Meeting:** Prior to submitting a response to the RFP, the short-listed firms will be invited to meet individually with the Contracting Authority and the Owner. The purpose of the pre-proposal meeting is to permit the short-listed firms an opportunity to ask the Contracting Authority and the Owner questions in an individual setting to help the firms prepare their responses to the RFP. The Contracting Authority will notify each short-listed firm to schedule individual times for the pre-proposal meetings.

**Interview:** After submitting responses to the RFP, the short-listed firms will be interviewed by the Contracting Authority and representatives of the Owner. The purpose of the interview will be to meet the proposed Project team, become familiar with key personnel, and understand the project approach and ability to meet the stated objectives for the Project. Please be prepared to discuss with specificity the firm’s capacity to conduct this work in compliance with the timetable, budget and EDGE expectations. The Contracting Authority will notify each short-listed firm to schedule individual times for the interviews.

**Selection Schedule:** Tentative schedule is subject to change.

|                                      |               |
|--------------------------------------|---------------|
| Qualifications Due                   | June 03, 2025 |
| RFP issued to the Short-Listed Firms | June 19, 2025 |
| Interviews                           | July 3, 2025  |
| Selection of DB                      | July 5, 2025  |

**Cancellation and Rejection:** The Contracting Authority reserves the right to reject all proposals and cancel at any time for any reason this solicitation, any portion of this solicitation or any phase of the Project. The Contracting Authority shall have no liability to any proposer arising out of such cancellation or rejection. The Contracting Authority reserves the right to waive minor variations in the selection process.

Interested DB firms are required to submit the Commitment to Participate in the EDGE Business Assistance Program form in its Statement of Qualifications (Form F110-330) submitted in response to the RFQ, to indicate its intent to contract with and use EDGE-certified Business Enterprise(s), as a part of the DB’s team. The EDGE Affidavit and / or waiver request letter and Demonstration of Good Faith Effort form(s) with complete documentation must be attached to the DB’s Proposal. Both forms can be accessed via the OFCC website at <https://ofcc.ohio.gov>.

**If the DB firm intends to receive points for exceeding the EDGE Participation Goal, it must provide BOTH a completed *Commitment to Participate* form AND a completed *Statement of Intent to Contract and to Perform* forms signed by both parties with its *Statement of Qualifications*.**

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

Interested DB firms must indicate on their *Statement of Qualifications*, the locations where their services will be performed in the spaces provided or by attachment in accordance with the requirements of Executive Order 2019-12D related to providing services only within the United States and the requirements of Executive Order 2022-02D prohibiting purchases from or investment in any Russian institution or company. Failure to do so may cause their *Statement of Qualifications* to be rejected.

### G. Submittal Instructions

Electronic submittals should be combined into one PDF file named with the project number listed on the RFQ and your firm’s name. Use the “print” feature of Adobe Acrobat or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Acrobat, go to Advanced, then PDF Optimizer. Also, please insert the project number and firm name followed by “SOQ” in the email subject line.

**Statements of Qualifications must be submitted electronically by email. Submittals are limited to one email with a maximum file size of 25 MB.**

Unless otherwise noted or exempt, all documents submitted to the Contracting Authority in response to this RFQ and subsequent RFP are public and will be available for inspection at the conclusion of the selection process. The following

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information shall remain confidential and will not be released: (1) Proposal Form(s), except for cost category subtotals which will be transferred to the Best Value Rating Form; (2) Financial Capacity; and (3) Bonding/Insurance.

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

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

Firms are requested to identify professional registrations, memberships and credentials including but not limited to: LEED GA, LEED AP, LEED AP+, CEM, PE, NABCEP and any other appropriate design and construction industry credentials. Identify that information on the resume page for individual in Block 22, Section E of the F110-330 form.

# Design-Build Selection Rating Form

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Project Name Allen-Oakwood Solar Project Proposer Firm \_\_\_\_\_  
 Project Number DRC-25F155 City, State, Zip \_\_\_\_\_

| Selection Criteria   |   | Value           | Score    |
|--|---|-----------------|----------|
| <b>1. Primary Firm Location and Workload</b> (Maximum 10 points)   |   |                 |          |
| a. Proximity of firm to project site   | Less than 100 miles   | 5               |          |
|  | 100 to 300 miles  | 2               |          |
|  | More than 300 miles   | 0               |          |
| b. Amount of contracts awarded by Contracting Authority in previous 24 months  | Less than \$ 2 mil  | 5               |          |
|  | \$ 2 mil to \$ 10 mil   | 2               |          |
|  | More than \$ 10 mil   | 0               |          |
| <b>2. Primary Qualifications</b> (Maximum 35 points)   |   |                 |          |
| a. Project management lead   | Experience / ability of project manager to manage scope / budget / schedule / quality                                     | 0 - 10          | Max = 25 |
| b. Project design lead   | Experience / creativity of project designer to achieve owner's vision and requirements                                    | 0 - 5           |          |
| c. Technical staff   | Experience / ability of technical staff to coordinate construction documents and develop accurate estimates and schedules | 0 - 5           |          |
| d. Construction administration staff   | Experience / ability of field representatives to identify and solve issues during construction                            | 0 - 15          |          |
| <b>3. Key Consultant Qualifications</b> (Maximum 15 points)  |   |                 |          |
| a. Key consultants   | Experience / ability of key consultants to perform effectively and collaboratively  | 0 - 10          |          |
| b. Proposed EDGE-certified Consultant participation*   | One point for every 2 percent increase in Services compensation** over the EDGE participation goal                        | 0 - 5           |          |
| <b>4. Overall Team Qualifications</b> (Maximum 10 points)  |   |                 |          |
| a. Previous team collaboration   | No sample projects  | 0               | Max = 3  |
|  | 1 to 5 sample projects  | 2               |          |
|  | More than 5 sample projects   | 3               |          |
| b. Renewable energy project  | Training and knowledge  | 1               | Max = 5  |
|  | Direct project experience   | 5               |          |
| c. Team organization   | Clarity of responsibility / communication demonstrated by table of organization   | 0 - 2           |          |
| <b>5. Overall Team Experience</b> (Maximum 30 points)  |   |                 |          |
| a. Previous team performance   | Past performance as indicated by evaluations and letters of reference   | 0 - 10          |          |
| b. Experience with similar projects / delivery methods   | Less than 1 projects  | 0 - 3           |          |
|  | 2 to 5 projects   | 4 - 6           |          |
|  | More than 5 projects  | 7 - 10          |          |
| c. Budget and schedule management  | Performance in completing projects within original construction budget and schedule                                       | 0 - 5           |          |
| d. Knowledge of Ohio Capital Improvements process  | Less than 1 projects  | 0 - 1           |          |
|  | 2 to 5 projects   | 2 - 3           |          |
|  | More than 5 projects  | 4 - 5           |          |
| * Must be comprised of consulting firm(s) and NOT the lead firm - For more information on scoring this and other criteria refer to <a href="#">Document F199-01 - PS Selection Rating Rubric</a> .<br>** Preconstruction Stage Compensation plus Contract Sum minus Subcontracted Work, Self-performed Work, and DB's Contingency<br>*** Leadership in Energy & Environmental Design administered by Green Business Certification Inc. |   | <b>Subtotal</b> |          |

Notes:

Evaluator:

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_