

**XENIA COMMUNITY SCHOOL DISTRICT  
REQUEST FOR QUALIFICATIONS  
FOR DESIGN BUILD SERVICES  
DATED OCTOBER 14, 2022**

**Project Owner:** Xenia Community School District  
**Name:** Doug Adams Stadium Renovation Phase I (“Project”)  
**Location:** 506 Dayton Avenue, Xenia, Ohio 45385  
**Delivery Method:** Design Build, in accordance with the Ohio Revised Code  
**Deadline to Submit Qualifications:** October 28, 2022

**INTRODUCTION:**

The Xenia Community School District (“Owner”) intends to contract for Design Build (“DB”) services for the renovation of its high school football stadium.

Pursuant to Ohio Revised Code Section 153.65, et seq., the Owner requests statements of qualifications from experienced firms to provide DB services to the Owner in connection with the Work for the Project. This Request for Qualifications (“RFQ”) includes criteria against which qualifications submitted will be reviewed and evaluated to develop a short list of firms from which proposals will be requested in the second phase of the selection process. The short-listed firms will be asked to provide both pricing and technical proposals, which will be reviewed and evaluated to determine the firm that will provide the best value to the Owner for the Project.

**SUBMITTALS:**

Interested firms (“Respondents”) must submit **5 hard copies and 1 electronic copy in PDF** format of the requested statement of qualifications (“SOQ”), enclosed in a sealed envelope. The envelope shall be plainly marked on the outside “**Xenia Community School District – Doug Adams Stadium Renovation Phase I DB SOQ**”.

SOQs must be delivered to the following address, before the submittal deadline:

Xenia Community School District  
819 Colorado Drive  
Xenia, Ohio 45385  
ATTN: Dr. Gabe Lofton

Hand deliveries must be made during the Owner’s normal operating hours: 8 AM to 4 PM, Monday through Friday.

The Owner reserves the right to waive any defect or technicality in any SOQ received or to eliminate any DB that submits an incomplete or inadequate SOQ or that is not responsive to the requirements of this RFQ.

SOQs will be received until the deadline set forth above.

## **COMMUNICATION PROTOCOL:**

All questions concerning this RFQ shall be directed in writing via email to Dr. Gabe Lofton at glofton@xeniaschools.org by **5:00 PM, 7 calendar days prior to the submittal deadline.**

Questions will be reviewed, and the Owner will determine whether any addenda should be issued pursuant to any pertinent or substantive inquiries. Addenda will be issued to all firms that have requested the RFQ for the Project. Firms shall not rely on any oral instructions or answers. Respondents should not seek to discuss any information directly relating to this procurement with any Owner personnel or anyone affiliated with the Project, except during scheduled site visits, or as otherwise provided for in the RFQ. Violation of this provision may result in disqualification from eligibility for selection.

## **PROJECT OVERVIEW:**

### **A. Project Description**

The Project entails the demolition and removal of the six current lighting towers, the home and away bleachers, the press box of the Owner's high school football stadium, and the locker room structure beneath the bleachers. In addition, the DB will design and construct four new lighting towers, new home and away bleachers, and a new press box.

All aspects of the Project and related issues will be implemented and operated consistent with the Owner's policies and procedures.

### **B. Scope of Services**

As required by the Agreement, and as properly authorized, DB services for the Project will include, but will not be limited to, the following: develop and maintain estimates of probable construction cost, value engineering, project schedules, and construction schedules (including identification of significant milestones for completion of the Work); lead and manage the Schematic Design, Design Development, Subcontractor Prequalification and Bidding process, Construction Documents, Construction and Closeout Stages. DB services will be defined in an agreement with the Owner. The form of agreement, including general conditions of the contract for construction, will be provided to the short-listed firms during the RFP phase. The scope of the selected firm's services will likely include, but may not be limited to, the following:

#### **1. *Pre-Construction Services***

- a. Preparation of all drawings and specifications required for the demolition of the existing facilities and construction of the new facilities. This shall include an evaluation of Owner's program..
- b. Schedule development. Identify and detail construction phasing and scheduling that will minimize interruptions to Owner operations, if

applicable.

- c. Estimate development, budgeting.
- d. Conduct pre-project planning, prepare Construction Documents.
- e. Permit Acquisition/Approval.
- f. Develop prequalification criteria for subcontractors and prequalify subcontractors for the Work, in accordance with Ohio law.
- g. Develop potential subcontractor bidders' lists.
- h. Develop a detailed, open book cost model and updates based on interim submittals for the Guaranteed Maximum Price (GMP) proposal based on the construction documents

## **2. *Construction Services***

- a. Coordinate with the Owner and other stakeholders as necessary.
- b. Bond and insure the construction per Ohio law and the Contract Documents.
- c. Arrange for procurement of materials.
- d. Schedule and manage construction operations.
- e. Bid, award (with Owner input, per Ohio law), and manage all construction-related subcontracts.
- f. Provide quality control and construction supervision.
- g. Progress Scheduling/compliance with Schedule.
- h. Conduct regular progress meetings.
- i. Address all construction related permitting requirements.
- j. Maintain safe work site.
- k. Project closeout including documentation (lien releases, O&M manuals, as-builts, etc.)

## **3. *Post-Construction Services***

- a. Warranty obligations.
- b. Other post-construction services.

## **PROCUREMENT PROCESS:**

As defined in the Ohio Revised Code and Ohio Administrative Code, the selection process will be conducted in two phases.

- A. RFQ:** The first phase includes review and evaluation of qualifications submitted by firms interested in providing the required DB services by the Owner's Evaluation Committee, in accordance with Ohio law. The Evaluation Committee will review and evaluate the qualifications received. A minimum of three short-listed firms that are determined to be qualified to provide the required DB services will be identified, unless it is determined that there are less than three qualified firms.
- B. RFP:** Technical and pricing proposals will be requested from the short-listed firms, using a request for proposals. The technical and pricing proposals received will be reviewed and evaluated and, considering both qualifications and technical/pricing information, the firm determined to provide the best value for the Project will be selected.

### **C. Anticipated Procurement Schedule:**

<b>RFQ PHASE</b>	<b>DATE</b>
All requests for clarifications to be submitted	10/24/2022
Deadline for submitting SOQ	10/28/2022
Short-List of Qualified Firms Announced	11/04/2022
<b>RFP PHASE</b>	<b>DATE</b>
Request for Pricing and Technical Proposals issued to Short-Listed Firms	11/4/2022
Deadline for Submitting Pricing and Technical Proposals	11/10/2022
Interviews	11/17/2022
Selection of "Best Value" DB	11/21/2022

All dates subject to change in Owner's sole discretion.

### **D. Rights of the Owner**

This RFQ constitutes only an invitation to present qualifications. The rights reserved by the Owner, which shall be exercised in its sole and absolute discretion, include without limitation the right to:

1. Require additional information from one or more Respondents to supplement or clarify the SOQ submitted including, but not limited to, conducting interviews with Respondents if Owner, in Owner's sole discretion, deems such interviews to be helpful.

2. Conduct investigations with respect to the qualifications and experience of each Respondent.
3. Visit and examine any of the facilities referenced in the SOQs and to observe and inspect the operations at such facilities.
4. Waive any defect or technicality in any SOQ received.
5. Determine which Respondents are qualified to be short-listed to receive the RFP and submit Proposals in response to the RFP.
6. Eliminate any Respondent that submits an incomplete or inadequate SOQ or is not responsive to the requirements of this RFQ.
7. Supplement, amend, or otherwise modify this RFQ, prior to the date of submission of the SOQs.
8. Issue one or more amendments to this RFQ extending the due date for the SOQs.
9. Receive questions concerning this RFQ from Respondents and to provide such questions, and the Owner's responses, to all Respondents.
10. Cancel this RFQ or the RFP in whole or in part with or without substitution of another RFQ or RFP if determined to be in the best interest of the Owner.
11. Take any action affecting the RFQ process, the RFP process, or the Project that would be in the best interest of the Owner.
12. Make public all documents associated with the Project, including documents submitted to the Owner by Respondents.

#### **SOQ REQUIRED FORMAT AND INFORMATION:**

##### **A. SOQ Format**

The format of the SOQ must be as outlined below. 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 with a maximum page limit of 40 single-sided pages (or 25 double-sided pages), not including resumes of key staff and financial information and supporting data. Audiovisual materials will not be accepted. Sales brochures are not desired unless directly related to the response and referenced in the text. Below is additional information about the submission requirements to this RFQ.

Only those persons or firms who have obtained an official copy of this RFQ from the Owner will receive any official addenda to this RFQ. Receipt of all addenda shall be acknowledged by Respondents in a transmittal letter with the SOQ.

##### **B. SOQ Required Information**

Provide the following information for consideration by the Owner as part of the evaluation of

Respondent's qualifications. The SOQ must be separated into tabbed sections as follows:

**1. *Firm Background and Competence.*** When providing the following information, if the firm is a national firm with a branch office in Ohio, provide information limited to the firm's Ohio office projects and experience.

- a. Provide a summary of the firm's history and philosophy. What is the firm's approach to the DB delivery method? What is it that makes the firm unique? How long has the firm been in business, and how long have key employees and principals been associated with the firm?
- b. Identify the DB team (the firm's proposed employees who would be assigned to perform services for the Project) including key consultants, if any.
- c. Describe the proposed DB team in more detail, i.e., credentials, technical training, experience with BIM, education, and experience of the DB team, in-house, full-time employees and in-house professional disciplines. Provide bios for Project Executive, Project Manager, Project Administrator (Site Level), and Construction Technical Staff (Estimating, Budgeting, Scheduling) only. Identify all designers and consultants to be used for the Project and the firm's experience with each on past projects. Include the bios for the key personnel for each such designer or consultant. Limit bios to one page in length.

**2. *Ability to Provide the Required Services.***

- a. What is the capacity of the firm and members of the DB team to provide the required services for the Project in terms of workload and availability? Include a list of current projects and the status of each and relevant information (i.e., budget, type of work, stage of completion, committed staff, and consultants).
- b. Identify the firm's and DB team members' representative project experience and DB delivery method on similar projects, with an emphasis on public projects in the State of Ohio:
  - (1) List the firm's relevant projects within the last 5 year with an emphasis on Ohio school stadium renovation experience and other projects of any type that are similar in size or budget, if any. Include a brief description of the project, including size of project (e.g., square footage) and project delivery model (e.g., general contractor, construction manager at risk, design-build, etc.). Describe experience with stadium lighting and bleacher systems.
  - (2) Identify projects on which a significant number of the individual team members have collaborated previously.
- c. Proximity of the firm's primary office where the majority of the Project work

will be managed/performed to the Project site – List distance in miles, straight-line method.

**3. *Past Performance.***

- a. Budget management success by firm on projects with similar construction costs for which original estimates/pricing were prepared by the firm. Show comparison of original estimates versus actual final construction costs and variance in percentage only, up to 10 projects may be listed.
- b. Schedule management success by the firm on projects with similar construction costs for which actual completion dates were significantly shortened versus original contracted completion date or original completion dates were held despite a challenging, unexpected schedule issue that occurred. List a summary for each of the circumstances, up to 5 projects may be listed.
- c. References for the firm with an emphasis on Ohio public school construction experience on projects similar in size and type (i.e., sports stadiums or facilities) as the Project:
  - (1) Project name, location, completion year
  - (2) Project owner, owner contact name, owner contact phone number/email
  - (3) Design Professional and Owner's Representative, if any
  - (4) Brief description of the project and its relevance to this RFQ – include construction budget, project size, and project delivery model (e.g., general contractor, construction manager at risk, design-build, etc.)
  - (5) Individual team members associated with project and their role on the project
  - (6) Construction budget, change order amounts, and actual construction cost
  - (7) Any disputes with project owner
  - (8) The initial scheduled completion date and the actual date services were completed or the current anticipated completion date

**4. *Compliance with architecture and engineering licensing requirements.*** Provide all applicable registration information for professionals proposed to provide architectural services, engineering services, or design services.

**5. *Financial responsibility.*** Demonstrate firm's bonding capacity as evidenced by a recently dated letter from the firm's surety agent listing current available bonding capacity, as well as total maximum bonding capacity. The letter should also state the

surety agent's commitment to provide the required payment and performance bonds in accordance with paragraph (A) of rule 153:1-4-02 of the Ohio Administrative Code, if the firm is determined to be the firm that will provide the best value for the project.

**6. *History of performance with goals of diversity and inclusion.*** Describe the firm's history of performance with goals of diversity and inclusion and compliance with applicable affirmative action programs.

**7. *Other qualifications consistent with the scope and needs for the Project.***

a. *Firm's Average Revenue.*

(1) Firm's annual revenue associated with similar construction projects for the past 5 years.

b. *Insurance Coverage & Claims History.*

(1) Commercial General Liability coverage of the firm, including claims history for the last 5 years.

(2) Specific information about any claims asserted by or against the firm within the last 5 years, including the resolution of the claim(s).

(3) Claims asserted against the firm's performance or payment bond(s) on other projects within the last 5 years, including the resolution of the claim(s).

c. *Value Added Experience.* Demonstrate the firm's/team's past success in providing past design-build projects with value added components thru the firm's/team's creative or innovative value engineering, construction technique or other similar methods. For each example, provide a brief one paragraph summary. Include recommendations that enhanced the cost effectiveness and functionality of similar facilities.

d. *Prior Performance with the Owner.* Has the firm or any of the DB team ever worked on Projects for the Owner in the past? Was the relationship successful?

e. *Familiarity with Local Area.* Knowledge of the local area and working relationships with local subcontractors and suppliers.

#### **SOQ EVALUATION PROCESS:**

The Owner's Evaluation Committee will review the qualifications received and will notify firms if they are included on the short-list of qualified firms.

#### **A. Conformance Review**

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.

## **B. Qualifications Criteria**

The qualifications criteria which may be the basis for evaluation of submitted SOQs are:

1. Competence to perform the required DB services as indicated by the technical training, education, and experience of the DB firm's personnel and key consultants, especially the technical training, education, and experience of the employees and consultants of the DB firm who would be assigned to perform the services, including the proposed architect or engineer of record;
2. Ability of the 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 (specifically experience with Ohio school stadium construction projects);
3. Past performance of the 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 DB firm's proposed architect or engineer of record;
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 Ohio Administrative Code;
5. History of performance with meeting goals of any diversity and inclusion programs required by a public authority or by applicable law, and compliance with applicable affirmative action programs. For public improvement projects subject to section 9.47 of the Ohio Revised Code, a valid certificate of compliance shall be submitted; and
6. Other qualifications that are consistent with the scope and needs of the Project including, but not limited to:
  - a. Average revenue;
  - b. Insurance and claims history;
  - c. Value added experience;
  - d. Prior performance with the Owner; and
  - e. Knowledge of the local area and working relationships with local subcontractors and suppliers.

### **ADDITIONAL INSTRUCTIONS:**

All SOQs and subsequent Proposals received in response to the procurement documents will become the property of the Owner and will not be returned. Note that all information submitted in response to this RFQ and to any subsequent RFP for DB services is a public record, which will be made available for inspection as required by section 149.43 of the Ohio Revised Code upon request

at the conclusion of the selection process. Respondents recognize and agree that the Owner will not be responsible or liable in any way for any losses that the Respondent may suffer from the disclosure of information or materials to third parties. Notwithstanding this, the following information in the SOQ will remain confidential and will not be released: (1) financial capacity; and (2) bonding/insurance.

Each DB firm submitting qualifications or any other information as part of this selection process is responsible for all costs associated with preparing the submission and participating in the selection process.

The Owner may reject any or all qualification statements received or cancel this process at any time for any reason and the Owner will have no liability for taking such action. The Owner reserves the right to waive minor variations in the selection process.

*The Owner appreciates your interest in the Project and looks forward to reviewing your qualifications for the Project.*

### EVALUATION SCORE SHEET FOR DESIGN-BUILD QUALIFICATIONS

**Name of Project:** Xenia Community School District Doug Adams Stadium Renovation Phase I

**Name of DB Firm:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Criteria	Points Possible	Score
Responsive to the RFQ	y/n	
Firm Background and Competence; Training/Experience	20	
Ability to Provide the Required Services	20	
Past Performance	20	
Compliance with licensing requirements	5	
Financial Responsibility	5	
History of Performance - Goals of Diversity and Inclusion	5	
Insurance Coverage & Claims History	5	
Value Added Experience	5	
Prior Performance with the Owner	5	
Familiarity with Local Area/Subcontractors/Suppliers	10	
<b>TOTAL</b>	<b>100</b>	_____

Evaluation Committee:

*Printed Name*

*Signature*

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