

REQUEST FOR QUALIFICATIONS
PPM Stormwater Equipment and Materials Storage Building
Design-Build Services
STATEMENTS DUE: February 7, 2025 at 12:00 noon

The City of Wooster is requesting statements of qualifications from qualified Design-Build firms (DB) for the design and construction of the PPM Stormwater Equipment and Materials Storage Building at 1151 Mechanicsburg Road, Wooster, Ohio.

Part One: Scope of Work

A. Project Description

The City of Wooster is requesting statements of qualifications to provide design-build services for the PPM Stormwater Equipment and Materials Storage Building. The construction of the proposed project will utilize the services of a design-build firm as permitted under section 160.063 of the City of Wooster Codified Ordinances.

The project will entail designing and constructing a wood frame construction equipment and materials storage building. The building will be single story structure with minimum dimensions of 50 feet long by 50 feet wide and a ceiling height of 20 feet. The building shall have concrete or masonry foundation walls extending approximately 18 inches above the finished floor. The exterior shall have metal siding and the interior shall have metal panels. The walls and the ceiling shall be insulated. The building shall have at least two insulated garage doors with electric openers and two man doors. The building shall be complete with gutters and downspouts, interior shop and exterior LED lighting, 120V interior outlets, and natural gas radiant tube heaters.

State of Ohio prevailing wage rates will only be required for the construction if the construction cost exceeds the current prevailing wage threshold of \$250,000 for new building construction. In that case, the primary contractor and all subcontractors will be required to pay laborers on the job in accordance with the State of Ohio, Ohio Bureau of Employment Services Wage Determination. Note that the current project budget of \$225,000 is below the prevailing wage threshold.

B. Preconstruction Services

The DB will work cooperatively with the City and will provide, among other services, schedule development, estimate development, program verification, Guaranteed Maximum Price (“GMP”) proposal, subcontractor prequalification and bidding, construction documents preparation, constructability review, permits, budgeting, value engineering and preconstruction planning throughout the preconstruction stages.

C. 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, construction execution, progress schedule, weekly progress meetings, testing and inspection, project safety, project completion within the schedule agreed upon in the preconstruction phase, and compliance with all applicable laws and regulations. The contractor or construction management company shall be the entity responsible for all construction bonding and insurance.

The City reserves the right to approve the DB's selection of subcontractors and any supplemental terms to the form of subcontract.

Project Schedule

City Issues DB RFQ	1/24/2025
DB Qualifications Due	2/7/2025
City Short Lists DB	2/14/2025
City Issue DB RFP	2/14/2025
DB Technical Proposals with GMP Due	2/28/2025
City Selects DB Firm	3/7/2025
City and DB Finalize Contract	3/21/2025
DB Submits 75% Drawings	4/18/2025
DB Submits Final Drawings	5/2/2025
DB Submits for Building Permit	5/2/2025
Begin Construction	6/1/2025
Complete Construction	12/1/2025

D. Project Budget

The total budget for the project is \$225,000.

Part Two: Statement of Qualifications

The following information should be included under the title "Statement of Qualifications for PPM Stormwater Equipment and Materials Storage Building":

1. Name of Respondent
2. Respondent address
3. Respondent telephone number
4. Respondent federal tax identification number
5. Name, title address, telephone number, fax number, and email address of contact person authorized to contractually obligate the Respondent on behalf of the Respondent.

Contents of Statement of Qualifications

Respondents should letter and number responses exactly as the questions are presented herein. Interested Respondents are invited to submit a qualifications statement that contains the following information:

1. Introduction (transmittal letter)
2. Background and Experience
3. Specialized Knowledge & Technical Expertise
4. Personnel/Professional Qualifications
5. Listing of Anticipated Subconsultants and Subcontractors
6. Listing of Professional References

If the design-build firm is a joint venture, each company that is partner in the joint venture shall submit information on their individual company.

1. Introduction (transmittal letter)

By signing the letter, the Respondent certifies that the signatory is authorized to bind the

Respondent. The RFQ response should include:

- a. A brief statement of the Respondent's understanding of the scope of the work to be performed;
- b. Project communication diagram that shows the key members throughout the preconstruction/design and construction phases of the project;
- c. A confirmation that the Respondent meets the appropriate state licensing requirements to provide the required professional design services in the State of Ohio;
- d. Jurisdictions and trade categories in which the Respondent is legally qualified to do business, including construction trade licenses and/or registrations;
- e. Any other information that the Respondent feels appropriate;
- f. The signature of an individual who is authorized to provide information of this nature in the name of the Respondent submitting the qualifications statement.

2. Background and Experience

Respondents should:

- a. Describe Respondent's firm by providing its full legal name, date of establishment, type of entity and business expertise, short history, current ownership structure and any recent or materially significant proposed change in ownership.
- b. Describe the firm's history, including years in business, type of firm (architect, engineer, construction management, etc.), projects completed within the last five years, and service fees received in last five years.
- c. Describe the firm's current workload and current capacity for new projects.
- d. Provide current information on professional errors and omissions coverage carried by Respondent's firm, including amount of coverage.
- e. Provide current information on bonding capacity, general liability coverage, builder's risk coverage.
- f. Provide evidence of adequate financial stability through certified financial statements, including a balance sheet and income statement. The City reserves the right to request any additional information to assure itself of a Respondent's financial status.
- g. Provide information on any awarded work that the Respondent has failed to complete; information on any judgments, claims, arbitration proceedings, or suits pending or outstanding against the Respondent; and information on any law suits or requests for arbitration filed by the Respondent in the past five years with regard to construction contracts.

3. Specialized Knowledge

Respondents should:

- a. Describe their knowledge and experience in constructing public building projects, specifically for local governments.

4. Personnel/Professional Qualifications

Respondents should:

- a. Identify the number of personnel by discipline in the firm. Also identify the Principal(s) in Charge and Project Manager(s) to be assigned to the City project, and who would be assigned to act for Respondent's firm throughout all phases of the project.
- b. Include resumes of each such key staff member designated above, including name, position, telephone number, fax number, email address, education, and years and type of experience.

- c. Estimate the number of persons to be assigned to a typical similar project, indicating the number working in northeast Ohio and the number working elsewhere.

5. Listing of Anticipated Subconsultants and Subcontractors

6. Listing of Professional References (Include organization, contact name and information)

PART THREE: SELECTION CRITERIA

The City of Wooster shall evaluate each potential firm in terms of its:

1. Competence of the design-build firm to perform the required professional design and construction services.
2. Ability of the design-build firm to perform the required professional design and construction services competently and expeditiously.
3. Past performance of the design-build firm as reflected by the evaluations of the City and previous clients.
4. Experience of the design-build firm on local government projects.
5. Financial responsibility.
6. Other similar factors.

Respondents will be evaluated on the basis of the written materials submitted, references, and interviews if needed. The most qualified firms will be contacted to submit technical proposals. Unsuccessful firms will be notified as soon as possible.

Statements of Qualifications shall be emailed to John Rice, City Engineer, at jrice@woosteroh.com. Statements must be received no later than **12:00 noon on Friday, February 7, 2025** to be considered.

Questions should be directed to:

John Rice, PE
City Engineer
jrice@woosteroh.com