

Request for Qualifications/Proposals

Design / Build Services

For:

Galion Port Authority

Freese Center for Sports and Recreation

August 2020

Inquiries and Proposals may be addressed to:

Galion Port Authority

**c/o Eric Kent
City of Galion
301 Harding Way East
Galion, OH 44833
Email: erickent79@gmail.com**

Deadline Submittal

September 10, 2020

Request for Qualifications/Proposals
FOR DESIGN / BUILD SERVICES FOR:
GALION PORT AUTHORITY
FREESE CENTER FOR SPORTS AND RECREATION

I Overview

The Galion Port Authority and the City of Galion are seeking Design / Build proposals for The Freese Center for Sports and Recreation. Located in Galion, Ohio, The Freese Center will be a new multi-purpose sport and recreation facility.

The Port Authority has enlisted MSA Sport, a division of MSA Design to serve as Criteria Architect on the project. MSA Sport has prepared the Criteria Design Package, including in this RFQ/RFP request. The project includes the design and construction of a pre-engineered metal building/s (PEMB) of approximately 62,000 square feet, as well as the adjacent parking lot and associated site work. The PEMB will provide space for recreational activities and will include both an indoor turf area, and a multi-purpose wood court area. The building will have an entry tower component, as well as a central spine that includes support spaces such as administration area, concessions, locker rooms, and storage. A mezzanine level will be constructed above the central spine with views to both the turf and court areas and will provide spectator seating as well as additional restrooms and access to a roof top mechanical area. The full scope of the design can be found in the Criteria Package.

The project site is located just south of US-30 and to the west of OH-598 in Galion, Ohio. The site consists of approximately 6.9 acres of unbuilt land. The project site is currently owned by The Galion Port Authority.

The Galion Port Authority and the City of Galion (the "Owner") is seeking a qualified Design/Build team for the completion of the project as outlined in the Criteria Package, and is requesting qualifications and a proposal to assist with the selection process. The project team shall have significant experience in the design and construction of similar pre-engineered metal building projects.

II Description of Services

The Design/Build team shall provide the following Design and Construction Services:

1. **Design Services:** The Design/Build team shall provide full design and construction documents, including drawings and technical specifications, for The Freese Center. The design intent of the project has been developed in the Criteria Design Package. The Design/Build team shall utilize the building size, programming information, building height and clearances, and material and equipment narratives as the basis for the design. In addition to the architectural and structural services, the Design/Build team shall also provide the necessary civil and landscape design, as well as full mechanical, electrical, plumbing, fire protection and technology engineering services.
 - a. Preliminary Design Services shall include meeting/s with the Owner and Owner's Representatives to review the Criteria Design Package in detail. The design team will provide

- a thorough code review and analysis at this time. The Design/Build team will provide a preliminary estimate of construction cost, based on the Criteria Design Package.
 - b. The Design/Build team will develop a complete project schedule, including all milestones identified by the Owner, submission dates for design documents and cost estimates, permitting, and key construction durations. The schedule will be reviewed and confirmed by the Owner.
 - c. Upon completion of the Preliminary Design Services, the Owner will approve the design direction to move forward, and the Design/Build team will proceed with Construction Documents.
 - d. The team will provide Construction Documents at identified stages of completion, including a corresponding updated cost estimate. The completion stages will be 30%, 60%, 90%, and 100%.
 - e. The Design/Build team will provide drawings and specifications to be submitted for zoning review (as required), any other local reviews, and obtain all project permits.
2. Construction Services: The Design/Build team shall provide the full construction services, including, but not limited to:
- a. The Design/Build team shall prepare a Guaranteed Maximum Price for the project, which shall include the total cost of the construction project.
 - b. The Design/Build team will manage and coordinate all phases of construction
 - c. Prepare and review all submittals, shop drawings, RFIs, bulletins, and other Construction Administration items.
 - d. The Design/Build team shall maintain the project budget and schedule
 - e. Provide daily oversight during construction, including frequent reviews to ensure conformance with the construction documents and design intent.
 - f. The Design/Build team shall prepare and submit monthly pay applications/invoices and prepare and submit change orders as needed.
 - g. With the Owner, the Design/Build team shall prepare a final punch list review and correct deficient work.
 - h. Maintain an as-built set of documents, as well as operation and maintenance manuals, to be given to Owner at project completion.
3. A site survey has been provided, as well as a geotechnical report for the site.
4. The Design/Build team shall meet with the Owner bi-weekly during the Design Phase, and weekly during Construction, or as needed, throughout the project to track progress and discuss project development. The Design/Build team will be responsible for all project meeting minutes, record keeping, photographs, etc.
5. The Design Build team shall advise on overall feasibility, selection of materials, building systems, construction methods, availability of labor and materials and other factors relating to the economic feasibility of the project.

III Schedule of Work

The Galion Port Authority is anticipating the contract with the Design/Build team in the Fall of 2020, with Construction anticipated to commence in Summer of 2021.

RFQ Issued	August 21, 2020
Qualifications Due	September 10, 2020
Notify Shortlist	September 18, 2020
Interview / Proposals Due	October 16, 2020
Notify Intent to Award	October 30, 2020
Design NTP	January 2021
Construction NTP	Summer 2021

IV Submission Requirements

All interested Design/Build teams shall include in their qualification submission the following information within the specific page limits noted. Note that one (1) page equals the front face of an 8.5 x 11 sheet of paper.

1. The Design/Build team history, including information on the company/companies, resumes of key personnel who would be involved in the work along with a description of their education and experience with similar projects and the percent of their time devoted to such project. Clearly identify roles and key contacts. *Eight (8) page limit.*
2. Demonstration of expertise and knowledge in similar facility construction. A list of similar projects completed and under construction along with references shall be provided with telephone numbers and email addresses for each client reference. *Six (6) page limit.*
3. How the company would approach the planning, organizing and management of a project of this nature. Include information on quality control and project management, project scheduling and project reporting. Include the projected workload for all projects of all team members over the next 18 months and the total number of staff in the project office. *Four (4) page limit.*
4. Provide an initial work plan schedule, include information on how the project could be developed, designed, and constructed in a timely and efficient manner. Identify key milestone dates as well as anticipated durations of each phase. *One (1) page limit.*
5. Provide examples or information on design abilities and communication skills. The Team must demonstrate the ability to effectively communicate the design intent. *One (1) page limit.*

An optional pre-submission meeting will be conducted August 28th. This meeting will be held at the project site at 11:00. Due to the current pandemic, advanced notification of meeting attendance is requested. If requested, The Galion Port Authority will attempt to provide an alternative pre-submission meeting opportunity, potentially via a virtual format. Those interesting in attending shall notify Eric Kent via email at least 24 hours in advance. After this meeting, all questions are to be submitted in writing to Eric Kent.

V Selection of Design/Build Team

The criteria the team will use in evaluating the qualifications will include, but not be limited to the following:

1. Qualifications of key personnel assigned to the project
2. Similar project history
3. Review of functional design capability, cost estimate accuracy and ability to remain within budget during construction, and aesthetic achievement on previous projects
4. Current workload and ability to meet the time schedule
5. Demonstration of a thorough understanding of the project
6. History of the proposed team with respect to services performance, quality, and timeliness on other projects.

VI Interviews with Prospective Design/Build Teams and Request for Proposals

A team comprised of representatives from The Galion Port Authority and the City of Galion will evaluate submissions to select a shortlist of finalists and reserves the right to interview Design/Build teams as necessary. Any necessary interviews and presentations will be conducted the week of October 12th. Confirmation of the presentation schedule and additional information will be provided to the selected Design/Build teams.

The Port Authority reserves the right to request additional technical, legal, or other information at the shortlist and interview phase.

If shortlisted for the interview process, The Galion Port Authority shall request a Proposal that will include the anticipated cost of services, including all fees and definition or description of reimbursable expenses, if any, are to be proposed, as well as stages of completion for payment. The Design/Build team shall submit lump sum not to exceed fees based on the Criteria Package scope of services as stated above and included with this RFQ/RFP. A complete list of assumptions and clarifications shall be provided with the proposal to assist the Owner with the review process. The proposal shall include the teams' considerations for the four (4) foundation strategies that were outlined in the Geotechnical Report. Include the proposed foundation strategy as well as the cost and schedule ramifications for each of the other options. This fee shall be substantiated by detailing the hours anticipated for each task along with the personnel classification(s) and associated hourly rates to complete the task. Additional information on the proposal requirements can be provided to the shortlisted groups.

VII Miscellaneous

As a condition for selection, the Design/Build team is required to agree to the following, as many of the items listed herein are important to Owner in terms of selection and/or will be an integral part of an agreement between the Design/Build team and the Owner:

1. The Owner reserves the right to accept or reject any or all proposals. The Owner reserves the right to terminate services and select an alternative Design/Build team after the design and pre-construction phase.
2. By submission of a proposal, the Design/Build team agrees that the proposal shall not be withdrawn nor altered without the written permission of the Owner for ninety (90) days after submission. Furthermore, the Design/Build team, if selected will enter into an agreement within thirty days after being selected under the terms, conditions, etc. consistent with the submitted proposal or said terms

and conditions as mutually agreeable between the Owner and the Design/Build Team.

3. The Design/Build team selected must carry insurance policies which contain provisions which will defend and indemnify the Owner and any employees harmless from claims, suits, etc. of the Design/Build Team's employees or third parties with respect to the project or any equipment used for the project in connection with the Scope of Work. In addition, liability insurance coverage must be provided to protect itself from claims under worker's compensation acts; claims for damages because of bodily injury including personal injury, sickness or disease, or death of any of its employees or of any person other than its employees; and from destruction of tangible property including loss of use resulting therefrom; and professional liability insurance related to claims arising out of the performance by the Design/Build Team of professional services caused by any errors, omissions or negligent acts for which it is or may be legally liable.
4. There will be no reimbursement for costs incurred by the Design/Build team prior to selection by the Owner.
5. The Design/Build team must assure that it is an equal opportunity employer and that it does not and will not discriminate in any fashion in regard to race, sex, national origin, political affiliation, disability (handicap), and age where protected by law, or any other non-merit or non-occupational related factors.

VIII Deadline for Submission of Proposals

Six (6) hard copy (8.5x11 format, bound) proposals and a thumb drive containing an electronic copy in PDF format shall be submitted to:

**Galion Port Authority
c/o Eric Kent
City of Galion
301 Harding Way East
Galion, OH 44833**

Proposals are to be received no later than 3:00 pm. Upon receipt and analysis of the proposals, interviews will be scheduled with primary candidates for consideration.

IX Inquiries and Additional Information

Eric Kent will be responsible for all questions. All questions will be submitted to Eric **in writing via email** five business days prior to proposal deadline. No questions will be answered after this time period.

END OF RFQ/RFP