

Administration of Project: City of Athens, Ohio

Project Name	<u>East Side Solar Array</u>	Response Deadline	<u>2/27/2020 4 pm</u> local time
Project Location	<u>East Park Drive (vicinity)</u>	Project Number	<u>TBD</u>
City / County	<u>Athens / Athens</u>	Project Manager	<u>Andrew Chiki</u>
Owner	<u>City of Athens</u>	Contracting Authority	<u>Local Agency</u>
Delivery Method	<u>Design – Build</u>	Prevailing Wages	<u>State</u>
No. of paper copies requested (stapled, not bound)	<u>3</u>	No. of electronic copies requested (PDF)	<u>1</u>

Submit the requested number of Statements of Qualifications in the format described directly to Andrew Chiki at 8 E. Washington St., Athens, Ohio, 45701.

Submit all questions regarding this RFQ in writing to Andrew Stone at astone@ci.athens.oh.us with the project number included in the subject line (no phone calls please). Questions that substantially clarify the RFQ will be answered and posted to the city website 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.

Project Overview

A. Project Description

The purpose of this project is to construct a city-owned solar array, or multiple arrays, in the vicinity of 701 E. State St., Athens, OH, 45701 and the surrounding city-owned parcels. The array will generate enough electricity on a net-metered basis to fully power the city community center, the city aquatic facility, the city wastewater treatment plant, and the city laboratory, as well as any ancillary supporting demands. The public facilities are situated in a cluster on the east side of the city, adjacent to the Hockhocking Adena Bikeway and the Hocking River. Initial estimates indicate the project should generate a minimum of 2.5 Megawatts. The array will be in a net-metering arrangement and all facilities will continue to be connected to the electric grid. Back-up power generation currently exists at several of the locations and the array must be configured to not interfere with continuity of service.

Athens is a member of Southeast Ohio Public Energy Council (SOPEC) <https://www.sopec-oh.gov/>. The council will consult and advise the City throughout the project. It is possible that the project could serve as an "anchor project" for other members of SOPEC to contract with the selected team under the same or similar terms for project at their location.

The Program of Requirements ("POR") will be developed as a part of this project by the Criteria Architect/Engineer ("Criteria A/E") from the city staff. All aspects of the project and related issues will be implemented and operated consistent with City of Athens contracting policies and procedures.

Athens is a city and the county seat of Athens County, Ohio, United States. Athens is the home of Ohio University, a large public research university with an enrollment of more than 36,800 students across all campuses. Located along the Hocking River in the southeastern part of Ohio about 65 miles (105 km) southeast of Columbus. The population of Athens in the 2010 U.S. Census was 23,832, with a daytime population of over 40,000.

B. Scope of Services

As required by the Agreement, and as properly authorized, the design-build firm will 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, potentially including Plumbing, Fire Protection, HVAC, and Electrical trades will be awarded by the Design-Builder ("DB") to prequalified 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 City of Athens, the city staff Criteria A/E and the DB. The City of Athens 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.

Preconstruction Services: The DB will work cooperatively with the City of Athens, city staff Criteria A/E and Project Team, and will provide, among other services, schedule development, estimate development, program verification, site evaluation and schematic design, design development, 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. 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 City'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 City 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 progress meetings, 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 City. All subcontracts shall be in the form prescribed by OAC Section 153:1-03-02. The City of Athens reserves the right to approve the DB's selection of subcontractors and any supplemental terms to the subcontract form.

Operations Services: The BD firm shall include an Equity Partner who will maintain ownership of the constructed facility for a period of up to 10-years from completion of construction. The purpose of the Equity Partner's participation is to take full advantage of any and all renewable energy incentive and tax advantages available to the project, thus maximizing the city's value in the project. It is the city's intent to take full ownership of the array as soon as possible, yet take full advantage of credits. The structure of the arrangement between the city and the equity partner could be a power purchasing agreement (PPA) with an option to purchase the array, or a lease-to-own structure, or any other combination that is in the best interest of the city. Respondents should describe options and ideas for this arrangement in their qualification statement. This location is in an Opportunity Zone, and additional consideration will be given to a team that can maximize value to the city utilizing both renewable energy credits and the Opportunity Zone incentives.

Below is a list of relevant scope of work requirements for this RFQ:

1. Project delivery method = Design-Build
2. Respondent's role on project = Design-Build Firm with Equity Partner
3. LEED
4. Work experience with public entities and finance requirements
5. Work experience with significant community involvement with siting and preliminary design
6. Speed of delivery

C. Funding / Estimated Budget

Total Project Cost	<u>\$4,000,000</u>	State Funding	<u>\$0</u>
Construction Cost	<u>\$3,800,000</u>	Other Funding	<u>\$0</u>

D. Anticipated Schedule

DB Preconstruction Services Start	<u>05/20</u>
Construction Stage Notice to Proceed	<u>09/20</u>
Substantial Completion of all Work	<u>08/21</u>
DB Services Completed	<u>10/21</u>

E. EDGE Participation Goal

Percent of the DB's total compensations excluding DB's Contingency*	<u>0%</u>
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*Preconstruction Stage Compensation plus Contract Sum minus DB's Contingency

F. Evaluation Criteria for Selection

Evaluation 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 (RFP) 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 City, 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 City will select a short list of up to three candidates that it considers to be the most qualified and conduct interviews.

Interview: After submitting responses to the RFQ, the short-listed firms will be interviewed by the City. 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, and budget. The City will notify each short-listed firm to schedule individual times for the interviews.

Request for Proposal: After the interviews, the top one or more short-listed firm(s) shall be sent a Request for Proposal (“RFP”) that will invite the firm(s) 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 City containing the contract terms and conditions, (ii) set of the most recent criteria documents and (iii) proposed Project schedule. Prior to submitting a response to the RFP, the short-listed firms may request to meet individually with the City. The purpose of the pre-proposal meeting is to permit the short-listed firms an opportunity to ask the City questions in an individual setting to help the firms prepare their responses to the RFP.

Selection Schedule: Tentative schedule is subject to change.

Qualification statement due	27 FEB 2020 4:00 PM
Interviews	9-13 MAR 2020
RFPs issued	13 MAR 2020
Proposals due	27 MAR 2020
DB team selected	o/a 01 APR 2020
Legislation complete and contract execution	NLT 22 MAY 2020

Cancellation and Rejection: The City 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 City shall have no liability to any proposer arising out of such cancellation or rejection. The City reserves the right to waive minor variations in the selection process.

G. Submittal Instructions

Firms are required to submit a Statement of Qualification **not to exceed 8 pages**, including cover or appendixes.

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 label the CD or DVD and the sleeve with the project number and firm name if applicable.

Paper copies of the Statement of Qualifications should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary. Facsimile copies of the Statement of Qualifications will not be accepted.

Unless otherwise noted or exempt, all documents submitted to the City 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 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, and will be evaluated in accordance with the matrix at the end of this document:

1. **Summary:** Provide a summary describing why your firm/team is the most qualified for the Project. Include a description of the structural business partnership arrangement between designers, builders, and the equity partner.
2. **Location:** Provide the primary location of firm/team’s business offices and any other key locations that will be essential to completing this project.
3. **Key Personnel:** At a minimum, include project manager, lead designer, construction management personnel, and financial personnel, including a description of their qualifications.
4. **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.
5. **Management Systems:** Describe the scheduling and cost control systems the firm would propose to use for the Project.
6. **Self-Performed Work:** Indicate how much self-performed work on the Project vs. subcontracting through a competitive process.
7. **Estimating:** Demonstrated track record of performance of in-house estimating on projects comparable to the Project.
8. **Scheduling:** Demonstrated track record of performance of managing projects to the original schedule.
9. **Financing:** Describe the role of the equity partner and options of how the financing could be structured.
10. **Project Approach:** Unique ideas and approach that will deliver the best possible project for the city.

Firms are requested to identify professional registrations, memberships and credentials including but not limited to: PE, RA, LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, CPE, DBIA, and any other appropriate design and construction industry credentials.

