



Richland County Fairgrounds
Richland County, OH

REQUEST FOR PROPOSAL (RFP)
For
DESIGN/BUILD PROJECT SERVICES

New Livestock Show Arena

April 7th, 2023

The Agricultural Society of Richland County invites the submittal of responses to this RFP from qualified firms interested in providing Design Build Project Services in connection with the construction of a new Livestock Show Arena. Responses are solicited for this service in accordance with the terms, conditions, and instructions set forth in the RFP guidelines.

The Agricultural Society of Richland County will receive responses to this RFP until 5:00 pm on **Friday, 28TH of April 2023.**

Receipt of responses does not bind the Agricultural Society of Richland County to any contract for said services, nor does it guarantee that a contract for the Project will be awarded.

REQUEST FOR PROPOSAL (RFP) FOR Design Build Project SERVICES

INTRODUCTION AND PROJECT DESCRIPTION

The Agricultural Society of Richland County issues this Request for Proposal (“RFP”) to provide the selection process for DESIGN-BUILD (“Contractor”) services for the construction of a new Livestock Show Arena. The construction phase is anticipated to begin early/2024 and be completed no later than July/2024. Firms submitting a response to the RFP will be asked at a minimum to state their understanding/experience of the Project and offer their methodology for meeting the criteria noted in this RFP. The shortlisted finalists will then be requested to participate in an interview. At that stage of the selection process, respondents will be asked to include a fee proposal for the design work as outlined in this RFP. Once the design is complete, the Contractor will provide a price for the construction.

BUDGET

The approximate overall project budget is \$1,000,000.00.

LOCATION

The new Livestock Show Arena shall be located within the fairgrounds, The approximate location to be directly to the South of the existing show arena.

GENERAL DESIGN-BUILD SCOPE OF SERVICES

The exact scope of services required by the Agricultural Society of Richland County will be set forth in the agreement between the Agricultural Society of Richland County and the selected Contractor.

- The scope of work will consist of finalizing the design criteria from the provided Schematic Design.
- Contractor will assist the Agricultural Society of Richland County in completing the preconstruction/design phase of the project and will prepare the plans for submission and final approval by the Agricultural Society of Richland County.
- In conjunction with this approval, the Contractor will have also prepared a final Guaranteed Maximum Price (GMP) for construction, anticipated at 100% Design Documents.
- Upon approval by the Agricultural Society of Richland County, the contractor will enter into a pre-negotiated contract to perform the construction management/general contracting services and design construction administration necessary to satisfactorily complete the project in compliance with the contract documents.
- The Contractor's services during the Pre-Construction Services phase shall include but may not be limited to design and cost estimating of building and site, value engineering, scheduling, logistical planning, constructability analysis, bid package administration, bidding of trade contracts, and the submittal of a Guaranteed Maximum Price (GMP) Proposal for the Agricultural Society of Richland County optional acceptance.
- The GMP Proposal shall be supplemented with a clearly defined and detailed breakdown of costs for the entire Project. All construction costs must be clearly defined and included in the GMP Proposal. All proposed allowances included shall be approved by the Agricultural Society of Richland County and shall include estimated quantities and values justified by the Contractor. All clarifications, exclusions, exceptions must be identified within pricing packages and the GMP Proposal.
- The Contractor's services during the Construction Services phase shall include, but may not be limited to, construction management, design construction administration, field supervision, coordinating subcontractors, maintaining quality, meeting schedules, and providing the general work for the Project.
- The Contractor shall allow for "open book" policy and facilitate review of all Project contracts, records, accounting and other

documentation and information, in any form, to the Agricultural Society of Richland County or persons designated by the Agricultural Society of Richland County for auditing purposes.

1. PRE-CONSTRUCTION SERVICES

The Contractor shall participate in the design process as an integral member of the Project Team and shall perform Pre-Construction Services that, in general, shall include but not be limited to the following:

- a. Assemble and contract with a Design Team consisting of architects and engineers as necessary to complete the design of the Project in compliance with applicable building codes.
- b. Schedule, attend and manage all necessary design work sessions with the Agricultural Society of Richland County and Design Team to gather and distribute information on the Project as required.
- c. In conjunction with the Agricultural Society of Richland County and Project Management Team, immediately identify the Project requirements and prepare a comprehensive Construction Budget.
- d. Contractor to identify all project-related construction costs including (but not limited to) building and site construction, infrastructure improvement costs (on-site and off-site), and other such costs that may be of consequence to Agricultural Society of Richland County.
- e. Develop and continue to refine a comprehensive Project Schedule. Identify, set decision dates, and make recommendations to the Agricultural Society of Richland County and the Design Team on procurement of long-lead delivery items. Update and monitor the Project Schedule with the Agricultural Society of Richland County and the Design Team regularly to identify deviations and changes.
- f. Provide value engineering and life-cycle costing for all materials, equipment and systems mutually agreed upon to determine the best possible value to the Agricultural Society of Richland County. Conduct formal value engineering work sessions with the Agricultural Society of Richland County and the Design Team, and recommend design detail, system, and assembly alternatives.

- g. Prepare and monitor estimates of the construction cost during each of the design phases based on detailed quantity surveys of the Drawings and Specifications.
- h. Advise the Agricultural Society of Richland County and the Design Team if it appears that the construction budget will not be met.
- i. Prepare and update with each cost estimate a reconciliation report comparing the previous cost estimate, the current cost estimate, and the approved budget.
- j. Provide a narrative of the changes made from the previous versions and accompanied with an updated construction billing and cash flow forecast. Provide this service at each design milestone: Schematic Design Package, Design Development (100% DDs); Permit Drawings (100%CDs).
- k. Review the drawings and specifications as they are being prepared, and recommend alternate solutions whenever design details affect budget, schedule, constructability, and consistency with local and traditional trade practice.
- l. Prepare a detailed approach to phasing of the work, mobilization, logistics, and safety of the public for review by the Agricultural Society of Richland County and the Design Team.
- m. Prepare and submit a final Guaranteed Maximum Price (GMP) Proposal for the Agricultural Society of Richland County 's optional acceptance reflecting the entire cost, scope of work and quality intent of the Project before any construction funds are committed. The GMP Proposal shall be supplemented with a clearly defined and detailed breakdown of costs for the entire Project. All construction costs must be clearly defined and included in the GMP Proposal. All proposed allowances included shall be approved by the Agricultural Society of Richland County, and shall include estimated quantities and values justified by the Contractor. All clarifications, exclusions, exceptions must be identified within your proposal.
- n. Identify and submit proposals for long lead items for direct purchase by the Agricultural Society of Richland County.

2. CONSTRUCTION SERVICES

- a. If the Agricultural Society of Richland County elects to accept the GMP proposal, the Contractor shall construct the work according to the construction documents and specifications within the scheduled time frame agreed to with the Agricultural Society of Richland County.
- b. The Contractor will work with the Agricultural Society of Richland County's Owner's Representative Project Management Team to track project-related information.
- c. The Contractor will be required to provide close-out procedures such as assembling of punch lists, operations and maintenance manuals, record drawings, warranties/guarantees, third-party commissioning, start-up and testing, and all other necessary close-out functions. Warranty on items will be for a minimum of 1 year.

3. CONTACTS

- a. Project Representative: David Dick email: dmd@badnell.com, telephone: 419-566-3622
- b. Board President: Jim Schaub telephone: 419-961-8497
- c. Site Contact: Dave Grauer telephone: 419-295-3116

4. General Information

- a. Project is Tax-exempt
- b. Project requires state prevailing wage

5. SCHEDULE OF EVENTS

The anticipated schedule below outlines milestones for the project.

April 28th, 2023 Contractor RFP Issued
April 28th, 2023 11:00 AM Non-mandatory site visit
May 5th, 2023 12:00 PM Deadline for receipt of questions and inquiries (forward to Owner's Rep)
May 9th, 2023 Final responses to questions
May 19th, 2023 1:00 PM Deadline for submission of proposals from Contractor candidates
May 26th, 2023 Notification of short-listed candidates
June 9th, 2023 4:00 PM Shortlisted candidates required to submit fee proposals to Owner Rep
June 19th – June 23rd 2023, TBD Interviews of short-listed firms
June 30th, 2023 Contractor notified of award
July 14th, 2023 Finalize contract negotiations
March 1st 2024 Construction Begins
July 1st 2024 Construction Complete

6. CONTRACT REQUIREMENTS

1. Insurance: If awarded the contract under this RFP, Contractor must maintain agreed upon insurance coverages for Professional Liability/Errors and Omissions; Commercial General Liability, Commercial or Business Automobile Liability and Worker's Compensation.

2. Payment and Performance bonds: The successful bidder shall furnish assurances of satisfactory performance, such as payment and performance bonds.

7. PROPOSAL INSTRUCTIONS.

- a. Pages in the proposal shall be typed with the maximum number of pages of proposal information to be limited to thirty 30 pages (including all cover sheets and attachments) numbered in sequential order.
- b. Submit a single electronic PDF file of your proposal by the submittal date/time aforementioned; email to the Owner's Representative contact listed above.
- c. No Proposing Firm may submit more than one proposal. Multiple submissions under different names will not be accepted from one firm, Joint Venture, or association.
- d. Each respondent must comply with the submission requirements as outlined.
- e. Submittals that fail to comply with the requirements as specified may be deemed non-responsive and such determination will result in no further consideration of that respondent or the respondent's submittals by the Agricultural Society of Richland County.
- f. At any stage, the Agricultural Society of Richland County reserves the right to terminate, suspend or modify this selection process; reject any or all submittals at any time; and waive any informalities, irregularities or omissions in submittals, as the best interests of the Agricultural Society of Richland County may require.

8. PROPOSAL REQUIREMENTS

Proposals must include, but are not limited to, the following items:

- i. A summary of you or your firm's experience and results in design-build services
- ii. Three client references including reference name, email, phone number, and a short explanation of similar project(s) you have completed for each reference.
- iii. A statement of proposed fees and costs
 1. General Conditions – description of items and anticipated cost per line-item

2. Overhead and Profit
 - a. Preconstruction Services Phase % OH/Profit
 - b. Construction Services Phase % OH/Profit
- iv. A proposed scope of work, to include anticipated time by staff level, anticipated deliverables.
- v. The proposed scope of work shall include an option for heating, ventilation and air conditioning.
- vi. Any information that may be relevant to assessing whether a conflict of interest exists.
- vii. Organizational Chart: graphically indicating how your firm would staff and structure the proposed team (both in the field and in the office) during the Pre-Construction and Construction phases.

9. QUESTIONS, INQUIRIES, AND AMENDMENTS REGARDING THIS RFP

Questions and inquiries regarding the RFP should be directed to David Dick via email to: dmd@badnell.com

10. PROPOSING FIRMS TO FULLY INFORM THEMSELVES

Proposers are required to fully inform themselves of all project conditions which may impact their proposal and the Agricultural Society of Richland County 's requirements prior to submitting a proposal. Proposers should become acquainted with the nature and extent of the services to be undertaken and make all necessary examinations, investigations and inspections prior to submitting a proposal. Firms proposing are responsible for examining and determining for themselves the location and nature of the proposed work, the amount and character of the labor and materials required, and the difficulties which may be encountered.

11. EVALUATION & SELECTION CRITERIA

The Agricultural Society of Richland County reserves the right to reject any or all responses to this RFP. Final selection of the short-listed Contractor candidates will be on the basis of their apparent ability to best meet the overall expectations of the Agricultural Society of Richland County, as determined solely by the Agricultural Society of Richland County. The Agricultural Society of Richland County reserves the absolute right to conduct investigations as it deems necessary for the evaluation of any proposal and to establish the experience, responsibility, reliability, references, reputation, business ethics, history, qualifications and financial ability of the firm responding. The purpose of such investigation is to determine that the Contractor has the ability, experience, resources and reputation necessary to perform the work and to support all warranties in accordance with the contract documents.

1. Proposal Evaluation: The following items will be reviewed to provide a basis for selection (not in order of priority):
 - a. Qualifications Proposal Phase of Selection (total points available = 100):
 - i. Qualifications and experience of the teams, as indicated by prior successful completion of similar projects. 20 points
 - ii. Qualifications and experience of the key individuals who will be assigned to this project, as indicated by prior involvement in similar projects. 20 points
 - iii. Proposed approach to completion of the scope of work and understanding of the project and project issues. 20 points
 - iv. References 20 points.
 - v. Interview & Fee Proposal Phase of Selection 20 points.
2. Those respondents deemed best qualified will be invited to participate in an interview with the Selection Committee. An interview invitation will be sent out to approx. three (3) Candidates with the highest RFP submittal scores (from the above Qualifications Proposal Phase) on the date noted in the schedule of events. The invitation will explain the interview requirements and provide the time and location. The purpose of the interview is to ensure a full understanding of the RFP responses, and to introduce key members of the Contractor Team. Note – Although the project cost will be a major component of the selection process, other factors will also be considered. Contract may not be awarded to the firm providing the lowest proposed fee.
3. Selection Process
 - a. The Agricultural Society of Richland County will review all responses to this RFP that meet requirements and are received prior to the designated closing date and time.
 - b. Upon review of the qualified firms, the Agricultural Society of Richland County will select the proposal which best reflects the Agricultural Society of Richland County's needs and requirements.
 - c. The top firm's proposal, based on qualifications, will be reviewed and, if necessary, negotiations will commence.
 - d. If a satisfactory agreement with the proposer cannot be reached, at a price that is determined to be fair and

- reasonable, negotiations with that firm shall be formally terminated.
- e. Negotiations with the second ranked proposer may then be initiated. Failing accord with the second ranked proposer, the Agricultural Society of Richland County shall formally terminate negotiations and may then undertake negotiations with the third ranked proposer or re-issue the RFP at their discretion.
 - f. The Agricultural Society of Richland County will have sole determination of which proposal is in the Agricultural Society of Richland County's best interest.
 - g. Right of Rejection The Agricultural Society of Richland County reserves the right to accept or reject any or all responses to this RFP and to enter into discussions and/or negotiations with one or more qualified Proposing Firms, if such action is in the best interest of the Agricultural Society of Richland County. The Agricultural Society of Richland County has the right, in its sole and absolute discretion, to select the proposal or proposals that the Agricultural Society of Richland County determines best meets its needs.
 - h. Modification and Withdrawal of Proposal Withdrawn proposals may be resubmitted up to the time designated for the receipt of proposals due date/time provided that they are then fully in conformance with the RFP. If, within twenty-four hours after proposals are opened, any company that provides written notice to the Agricultural Society of Richland County and promptly thereafter demonstrates to the reasonable satisfaction of Agricultural Society of Richland County that there was a material and substantial mistake in the preparation of its proposal, that company may withdraw its proposal.
 - i. COST OF PROPOSALS Expenses incurred in the preparation of proposals in response to this RFP are the Proposing Firm's sole responsibility. The Agricultural Society of Richland County assumes no responsibility for payment of any expenses incurred by any Proposing Firm as part of the RFP process.

* * * End of Proposal Form * * *