

**City of Delaware Ohio
Design Build Contract for**

Re-Roofing 440 East William Street, Delaware Ohio

Intent: It is the City of Delaware's intent to enter into a contract with a qualified and experienced contractor for the design and construction of the project as described in the Conceptual Design Documents included in this RFP.

Process:

- 1) The Notice to Bidders will be on the City's website until May 20, 2016.
- 2) A pre-proposal meeting will be held at 9:00am on May 11, 2016 at the Facility Conference Room, 440 East William Street.
- 3) All proposals are due by 10:00am on May 20, 2016
- 4) The City will evaluate the qualifications of submitted proposals and short list the respondents
- 5) Only the short listed respondents' proposals will be further reviewed unless a short listed respondent cannot continue, then the City has the right to replace that respondent.
- 6) Once a proposal has been accepted, the City will prepare a contract for execution.
- 7) A pre-construction meeting will be held and then the project will commence

Submittal Requirements and Forms: Each proposer must identify the design member and the construction member of the design-build team and submit with its proposal the following information, which will be used by the City to evaluate the proposals and qualifications of the proposers:

- 1) Experience with Design/Build Projects (both team members);
- 2) Past performance with design and construction for similar projects (both team members);
- 3) Key staff dedicated to this project as well as total number of staff employed (both team members);
- 4) Most recent audited financial statements (both team members);
- 5) Narrative explaining technical and creative approach to the project; and
- 6) Proposed total price for design and construction.

Also, each proposer must submit with its proposal the following:

- 7) a completed Proposal Guaranty and Contract Bond identical to the form included in this RFP, in the amount of the total proposed price for design and construction or else a certified check for 10% of the proposed total price for design and construction; and
- 8) a completed Non-Collusion Affidavit.

The complete proposal with all required documentation is to be delivered in duplicate to:

City of Delaware
City Hall
City Manager's Office

One South Sandusky Street
Delaware, Ohio 43015
Attn: Jacqueline M. Walker

All other documents included in the RFP must be completed by the proposer whose proposal is accepted, prior to entering into a contract. The Modified Form of Agreement and Modified General Conditions included in the RFP are the contract documents that the proposer is agreeing to execute if its proposal is accepted.

Qualifications: According to the City of Delaware Ordinances:

(a). At the time design-build services are to be provided under a Design-build Contract, a Design/Builder must be an Entity, employ an Entity, or have as a partner, member, joint venturer, or subcontractor an Entity, that is licensed, registered or otherwise qualified under Ohio law to provide the design professional services and construction services to complete the public improvement project and do business in Ohio.

(b). In accordance with this article, a Design/Builder may contract with the City to provide design professional services and construction services that the Design/Builder is not itself licensed, registered or otherwise qualified under Ohio law to perform if the Design/Builder provides the services through subcontracts with licensed, registered or otherwise qualified Entities under Ohio law.

Approved Equals: All materials called out in the specifications may be substituted for *as approved equals*, at the discretion of the City of Delaware.

Proposal:

- 1) The fee proposal shall be provided in a lump sum bid (not including Alternate #1) including all design costs, labor and materials for the entire roofing system as specified.
- 2) The design build team will also provide these costs per building. The reason being is solely cost. The City may deem in its best interest to only complete a portion of the roof system.
- 3) Finally, the design-build team must provide a price for Alternate #1. The City of Delaware will require a 15% contingency fee on this project based on the total. The City's TOTAL budget for the entire project is \$380,000.