



BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO

406 Justice Drive, Lebanon, Ohio 45036

www.co.warren.oh.us

commissioners@co.warren.oh.us

Telephone (513) 695-1250

Facsimile (513) 695-2054

SHANNON JONES
DAVID G. YOUNG
TOM GROSSMANN

24-0288

February 27, 2024

**ENTERING INTO A CONTRACT WITH HGC CONSTRUCTION FOR DESIGN-BUILD SERVICES
RELATIVE TO THE NEW WARREN COUNTY COURT PROJECT.**

WHEREAS, pursuant to Resolution #23-1427, adopted October 24, 2023, this Board authorized the Director of Facilities Management to initiate contract negotiations for design-build services with HGC Construction relative to the new Warren County Court Project; and

WHEREAS, said negotiations are complete and it is the recommendation of the Director of Facilities Management to enter into contract with HGC Construction relative to the entire project with the preconstruction and design-build fee defined and the remaining fees and Guaranteed Maximum Price to be set forth as the plans are further refined.

NOW THEREFORE BE IT RESOLVED, to enter into contract with HGC Construction, 2814 Stanton Avenue, Cincinnati, Ohio 45026 for the design-build services on the Warren County Court Project; as attached hereto and made hereof.

Mrs. Jones moved for adoption of the foregoing resolution being seconded by Mr. Grossmann. Upon call of the roll, the following vote resulted:

Mr. Young – yea
Mr. Grossmann – yea
Mrs. Jones – yea

Resolution adopted this 27th day of February 2024.

BOARD OF COUNTY COMMISSIONERS

Krystal Powell, Clerk

cc: c/a—HGC Construction
Facilities Management (file)
OMB Bid file
Project file



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DAVID G. YOUNG
TOM GROSSMANN

AUTHORIZE THE DIRECTOR OF FACILITIES MANAGEMENT TO INITIATE CONTRACT NEGOTIATIONS WITH HGC CONSTRUCTION & KZF DESIGN FOR DESIGN-BUILD SERVICES FOR THE NEW WARREN COUNTY COURT PROJECT

WHEREAS, pursuant to Resolution #23-0878, adopted July 18, 2023, this Board issued a request for qualifications for Design-Build Services relative to the new Warren County Court Project; and

WHEREAS, pursuant to Resolution #23-1030 adopted August 8, 2023, the Board established an Evaluation Committee to review the request for qualifications submittals prior to selection by this Board; and

WHEREAS, statements of qualifications were received and reviewed, and the Evaluation Committee then invited four qualified firms to submit proposals for said Design-Build Services: Conger Construction & MSA Design, Shook Construction & Champlin Architecture, Megen Construction & Elevar Design, and HGC Constructions & KZF Design; and

WHEREAS, proposals from the four firms were received and reviewed, and the Evaluation Committee then interviewed the four firms and in accordance with the procedures set forth in Section 153.65 of the Ohio Revised Code, and the published criteria in the request for qualifications and proposals, the Evaluation Committee scored and ranked the four firms based on Best Value; and

WHEREAS, based on the attached ranking by the Evaluation Committee, HGC Construction & KZF Design is the Best Value to provide Design-Build Services for said Project; and

NOW THEREFORE BE IT RESOLVED, to authorize Trevor Hearn, Director of Facilities Management, to begin contract negotiations with HGC Construction & KZF Design for Design-Build Service for the new Warren County Court Project.

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mrs. Jones – absent

Mr. Young – yea

Mr. Grossmann – yea

Resolution adopted this 24th day of October 2023.

BOARD OF COUNTY COMMISSIONERS

Tina Osborne, Clerk



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*TOM GROSSMAN
SHANNON JONES
DAVID G. YOUNG*

**REQUEST FOR QUALIFICATIONS FOR
DESIGN-BUILD SERVICES**

Project Owner: Warren County Commissioners, Warren County, Ohio
Project Name: Warren County Court Project
Project Location: 880 Memorial Drive, Lebanon, Ohio 45036
Delivery Method: Design-Build in accordance with Ohio Revised Code

Introduction:

The Warren County Commissioners (the "Owner" or the "County") intend to contract for Design-Build (DB) services in connection with its new Warren County Court Project (the "Project").

As required by Ohio Revised Code Section 153.67, et seq., the Owner requests statements of qualifications from experienced design-build firms to provide design-build services to the Owner in connection with the Work for the Project. This Request for Qualifications (RFQ) includes criteria against which qualifications submitted will be reviewed and evaluated to develop the short-list of firms from which pricing will be requested in the second phase of the selection process. The short-listed firms will be asked to provide both pricing and technical proposals, which will be reviewed and evaluated to determine the Design-Build firm that will provide the best value to the Owner for the Project.

Interested firms (Respondents) must submit **four (4) paper copies and one (1) electronic copy in PDF format** of the requested statement of qualifications (SOQ), enclosed in a sealed envelope. The envelope shall be plainly marked on the outside "**WARREN COUNTY COURT DESIGN-BUILD SOQ**".

SOQs must be delivered to the following address, before the submittal deadline:

Warren County Commissioners Office
ATTN: Trevor Hearn
406 Justice Drive
Lebanon, Ohio, 45036

Submittal Deadline

SOQs will be received until 1:00 pm, local time, August 11, 2023.

Submittals received after this time may be considered solely in Owner's discretion.

The County reserves the right to waive any defect or technicality in any SOQ received or to eliminate any firm that submits an incomplete or inadequate SOQ or that is not responsive to the requirements of this RFQ.

Design-Builder Procurement Process:

1. Statements of Qualifications due
2. Selection of Short-Listed Firms
3. Request for Proposal (RFP) issued to the Short-Listed Firms
4. Design-Build Proposals Due
5. Design-Builder Interviews
6. Selection of Design-Builder

Communication Protocol:

Direct all questions in writing to Trevor Hearn, Director, Department of Facilities Management at Trevor.Hearn@co.warren.oh.us. Verbal responses to questions, at any time, are not official and cannot be relied upon. Respondents should not seek to discuss any information directly relating to this procurement with any Owner personnel or anyone affiliated with the Project, except during scheduled site visits, or as otherwise provided for in the RFQ. Violation of this provision may result in disqualification from eligibility for selection.

Project Overview and Owner Budget:

The Warren County Ohio Board of Commissioners (“Owner”) requires a new County Court Building constructed adjacent to the existing court building, which will be demolished following the construction of the new building. Demolition and construction must be planned carefully such that there is no interruption to the function of the existing building until the new building is completed, nor to the new building once Court activities have been relocated. Work will take place over multiple phases, and will require demolition of multiple buildings and parking lots on site, in addition to the new construction of the court building.

- A. It is anticipated that initial site demolition will commence in Early 2024, with new construction beginning Summer 2024.
- B. Criteria Design Professional services are being procured separately, per Ohio Revised Code. The Program of Requirements (“POR”) and conceptual design will be developed as a part of this project by VSWC Architects, the Criteria Architect/Engineer (“Criteria A/E”). The Board of Commissioners intends on contracting with a Design-Build Firm to complete the building design, required demolition, and full construction of this Project.
- C. The Owner’s estimated total budget for the Project (including all construction costs and design fees) is \$10 million.

Scope of Services:

Design-Build services for the Project will include, but not be limited to, design review and pre-construction services, participation in developing the budget and updated construction cost estimates,

participation in preparing the construction schedule (including identification of significant milestones for completion of the Work), prequalification of subcontractors to perform the required Work, construction, and close-out phases of the Project. Design-Build services will be defined in an agreement with the Owner; the form of agreement, including general conditions of the contract for construction, will be provided to the short-listed firms during the RFP phase.

The scope of the selected Design-Build firm's services will likely include, but may not be limited to the following:

A. Pre-Construction Services

1. Participate in regularly scheduled design progress meetings with the Design Professional, the various consultants, and the Owner. The Design-Builder shall provide ongoing input with respect to Project site assessment, budget development, constructability, construction costs, material selection/evaluations, construction duration and phasing, sequence of construction, other scheduling services, along with construction means and methods.
2. Coordinate/participate in meetings with the Owner and Design Professional, utility companies, and regulatory agencies in order to expedite the design/permit process.
3. Identify and detail construction phasing and scheduling that will minimize interruptions to Owner operations.
4. Facilitate long-lead procurement studies and initiate procurement of long-lead items.
5. Develop comments, suggestions and cost models (estimates) throughout the phases of design.
6. Develop constructability and value engineering suggestions at all design phases—considering different design/material/life cycle elements.
7. Permit Acquisition/Approval.
8. Develop prequalification criteria for subcontractors and prequalify subcontractors for the Work, in accordance with Ohio law.
9. Manage the effort of the development of potential subcontractor bidders' lists.
10. Develop a detailed, open book cost model and updates based on interim submittals for the Guaranteed Maximum Price (GMP) proposal based on the nearly complete Construction Documents.

B. Construction Services

1. Coordinate with the Owner, the Design Professional, and other stakeholders as necessary.
2. Arrange for procurement of materials.
3. Schedule and manage construction operations.
4. Bid, award (with Owner input, per Ohio law) and manage all construction related contracts.
5. Provide quality control and construction supervision.
6. Progress Scheduling/ Compliance with Schedule.
7. Regular Progress Meetings.
8. Bond and insure the construction per Ohio law and the Contract Documents.
9. Address all construction related permitting requirements.
10. Provide prevailing wage reporting/accounting.
11. Maintain safe work site.
12. Project closeout including documentation (final wage reports, lien releases, O&M manuals, as-builts, etc.)

- C. Post-Construction Services
 - 1. Warranty Service
 - 2. Warranty Close-out

Procurement Process:

As defined in the Ohio Revised Code and Ohio Administrative Code, the selection process will be conducted in two phases:

RFQ: The first phase includes review and evaluation of qualifications submitted by firms interested in providing the required Design-Build services by the Owner's Evaluation Committee, in accordance with Ohio law. The Evaluation Committee will review and evaluate the qualifications received. Firms may be invited to meet with the Evaluation Committee prior to the release of the shortlist of Design-Build firms. A minimum of three (3) short-listed firms that are determined to be qualified to provide the required Design-Build services will be released, unless it is determined that there are less than three (3) qualified firms.

Request for Proposal: Technical and pricing proposals will be requested from the short-listed Design-Build firms, using a request for proposals. The technical and pricing proposals received will be reviewed and evaluated and, considering both qualifications and technical/pricing information, the Design-Build firm determined to provide the best value for the Project will be selected.

Rights of the Owner:

This Request for Qualifications (RFQ) constitutes only an invitation to present qualifications. The rights reserved by the Owner, which shall be exercised in its sole and absolute discretion, include without limitation the right to:

1. Require additional information from one or more Respondents to supplement or clarify the SOQs submitted including, but not limited to, conducting interviews with Respondents if Owner, in Owner's sole discretion, deems such interviews to be helpful.
2. Conduct investigations with respect to the qualifications and experience of each Respondent.
3. Visit and examine any of the facilities referenced in the SOQs and to observe and inspect the operations at such facilities.
4. Waive any defect or technicality in any SOQ received.
5. Determine which Respondents are qualified to be short-listed to receive the RFP and submit Proposals in response to the RFP.
6. Eliminate any Respondent that submits an incomplete or inadequate SOQ or is not responsive to the requirements of this RFQ.
7. Supplement, amend, or otherwise modify this RFQ, prior to the date of submission of the SOQs.
8. Issue one or more amendments to this RFQ extending the due date for the SOQs.
9. Receive questions concerning this RFQ from Respondents and to provide such questions, and the Owner's responses, to all Respondents.
10. Cancel this RFQ or the RFP in whole or in part with or without substitution of another RFQ or RFP if determined to be in the best interest of the Owner.
11. Take any action affecting the RFQ process, the RFP process, or the Project that would be in the best interest of the Owner.
12. Make public any and all documents associated with the Project, including documents submitted to the Owner by Respondents.

Statement of Qualifications (SOQ) Required Format and Information:

A. SOQ Format

The format of the SOQ must be as outlined below. Narrative pages are to be 8-1/2 inches by 11 inches. All information provided shall be bound into a single volume. A clear and concise presentation of information is encouraged with a maximum page limit of 50 single-sided pages (or 25 double-sided pages), not including resumes of key staff, standard brochures, and financial information and supporting data. Audiovisual materials will not be accepted. Sales brochures are not desired unless directly related to the response and referenced in the text. Below is additional information about the submission requirements to this RFQ. Only those persons or firms who have obtained an official copy of this RFQ from the Owner will receive any official addenda to this RFQ. Receipt of all addenda shall be acknowledged by Respondents in a transmittal letter with the SOQ.

B. SOQ Required Information

Provide the following information for consideration by the Owner as part of the evaluation of Respondent's qualifications. The SOQ must be separated into tabbed sections as follows:

1. Competence and Services:

When providing the following information, if the firm is a national firm with a branch office in Ohio, provide information limited to the firm's Ohio office projects and experience. Include:

- a. An Executive Summary of the Design-Build Firm and DB Team (the firm's proposed employees who would be assigned to perform services for the Project) including key consultants, if any.
- b. Describe the DB Firm and proposed DB Team in more detail, building from the Executive Summary – i.e., credentials, technical training, experience with BIM (in detail), education, and experience of the DB Team, in-house, full-time employees and in-house professional disciplines. Provide bios for Project Executive/Project Manager, Architect of Record, Project Administrator (Site Level), and Construction Technical Staff (Estimating, Budgeting, Scheduling) only. Include consultants to be used for the Project and the firm's experience with each on past projects. Limit bios to one page in length.
- c. DB Firm's relevant projects within recent history **with an emphasis on Ohio judicial or administrative facility experience and projects of any type with construction costs around \$10 million or more**, if any. Include a brief description of the project, including size of project (e.g., square footage, building features) and project delivery model (e.g., general contractor, construction manager at risk, design-build, etc.). Describe experience with use of space, technology, and systems that support court functions and any experience minimizing operating costs and increasing efficiency in staffing requirements.

2. Ability to Provide the Required Services:

- a. Capacity of the DB Firm and members of the DB Team to provide the required services for the Project in terms of workload and availability.

Include a list of current projects and the status of each and relevant information (i.e., budget, type of work, stage of completion, committed staff and consultants).

- b. DB Firm's project experience with DB delivery method on similar projects, with an emphasis on public projects in the State of Ohio.
- c. Previous collaboration of the DB Team members on any project type, sample projects on which a significant number of individual team members have collaborated previously.
- d. Provide representative project experience detailed information. Provide detailed project information including project name, project location, project completion year, project owner, owner contact name, owner contact phone number/email, brief description of the project and its relevance to this RFQ, firm(s) from team associated with project and their role on the project, construction cost, project size (e.g., square footage, building features), and project delivery model (e.g., general contractor, construction manager at risk, design-build, etc.). Up to 10 projects may be listed from members of the project team.

3. Past Performance:

- a. Budget Management success by DB Firm on any project type with over \$10,000,000 in construction costs for which original estimates/pricing were prepared by DB Firm. Show comparison of original estimates versus actual final construction bid costs and variance percentage only, up to 10 projects may be listed.
- b. Schedule Management success by DB Firm on any project type with over \$10,000,000 in construction costs for which actual completion dates were significantly shortened versus original contracted completion date or original completion dates were held despite a challenging, unexpected schedule issue that occurred. List a brief summary for each of the circumstances, up to 5 projects may be listed.
- c. References for the DB Firm **with an emphasis on judicial or administrative facility experience** providing information on:
 - (1) Control of costs (to the extent not addressed in 3(a) above)
 - (2) Quality of Work performed
 - (3) Dispute Resolution (dealing with subcontractor and supplier issues)
 - (4) Administration of subcontractors and suppliers
 - (5) Meeting deadlines and maintaining the Project schedule (to the extent not addressed in 3(b) above)
 - (6) Past performance by the DB Firm and DB Team (to the extent not demonstrated in other sections)

4. Financial Responsibility:

Demonstrate DB Firm's bonding capacity as evidenced by a recently dated letter from the DB Firm's surety agent listing current available bonding capacity, as well as total maximum bonding capacity. The letter should also state the surety agent's commitment to provide the required payment and performance bonds in

accordance with OAC 153:1-4-02, if the DB Firm is determined to be the firm that will provide the best value for the Project.

5. Other qualifications consistent with the scope and needs for the Project:

a. Firm's History / Revenue.

(1) What is the firm's history and philosophy? What is it that makes the firm unique? How long has the DB Firm been in business, and how long have key employees and principals been associated with the firm?

Describe the aspects of the firm's approach to the DB delivery method specifically that have made it successful. **Describe the firm's history with an emphasis on judicial or administrative facility projects.**

(2) DB Firm's annual revenue associated with judicial or administrative facility construction projects for each of the past 7 years.

(3) DB Firm's total annual revenue for each of the past 7 years.

b. Insurance Coverage & Claims History.

(1) Professional Liability coverage of the DB Firm, including claims history for the last 10 years.

(2) Commercial General Liability coverage of the DB Firm, including claims history for the last 10 years.

c. Value Added Experience. Demonstrate the DB Firm/DB Team's past success in providing past construction manager at risk projects with value added components thru the DB Firm/DB Team's creative or innovative value engineering, construction technique or other similar methods. For each example, provide a brief one paragraph summary. Include recommendations that enhanced the cost effectiveness and functionality of judicial facilities, such as practical value engineering, operating costs, and staffing.

d. Prior Performance with the Owner. Has the DB Firm or any of DB Team ever worked on Projects for the Owner in the past? Was the relationship successful?

e. Proximity to the Site. Proximity of the DB Firm's primary office where the majority of the Project work will be managed/performed to the Project site – List distance in miles, straight-line method.

f. Familiarity with Local Area. Knowledge of the local area and working relationships with local subcontractors and suppliers.

SOQ Evaluation Process:

The Owner's Evaluation Committee will review the qualifications received and will notify firms if they are included on the short-list of qualified firms.

A. Conformance Review

Respondent shall be considered responsive if the SOQ responds to the RFQ in all material respects and contains no irregularities or deviations from the RFQ. Each Respondent that is rejected as nonresponsive will be notified of the finding that it was nonresponsive and the reasons for the finding in writing.

B. Qualifications Criteria

The qualifications criteria which may be the basis for evaluation of submitted SOQs are:

1. Competence to perform the required management services as indicated by the technical training, education, and general experience of the DB's personnel, especially the technical training, education, and experience of the DB's employees and consultants who will be assigned to the Project;
2. Ability in terms of workload and the availability of qualified personnel, equipment, and facilities to perform the required services competently and expeditiously, and experience working on similar types of projects (specifically experience with Ohio judicial facility construction projects);
3. Past performance of the DB Firm as reflected by the evaluation of previous clients with respect to factors such as control of costs, quality of work, dispute resolution, administration of subcontracts, meeting deadlines;
4. Financial responsibility including evidence of the capability to provide the payment and performance bonds in accordance with OAC 153:1-4-02; and
5. Other qualifications that are consistent with the scope and needs of the Project, including, but not limited to:
 - i. History and philosophy of the firm
 - ii. Number of years in business
 - iii. Average revenue
 - iv. Insurance and claims history
 - v. Value added experience
 - vi. Prior performance with the Owner
 - vii. Proximity to the site
 - viii. Knowledge of the local area and working relationships with local subcontractors and suppliers

Additional Instructions

During the RFQ phase, Respondents may schedule a visit to the existing County Court Facility and Project site, after submitting a written request that is approved in advance by the Owner. Such written request to schedule a visit must be made by email to Trevor.Hearn@co.warren.oh.us. The Owner reserves the right to have a representative present. Investigations must be performed at the Proposer's own expense. All SOQs and subsequent Proposals received in response to the procurement documents will become the property of the Owner and will not be returned. Note that all information submitted in response to this RFQ and to any subsequent RFP for DB services is a public record, which will be made available for inspection as required by ORC 149.43 upon request at the conclusion of the selection process. Respondents recognize and agree that the Owner will not be responsible or liable in any way for any losses that the Respondent may suffer from the disclosure of information or materials to third parties. Each DB firm submitting qualifications or any other information as part of this selection process is responsible for all costs associated with preparing the submission and participating in the selection process. The Owner may reject any or all qualification statements received or cancel this process at any time for any reason and the Owner will have no liability for taking such action. The Owner reserves the right to waive minor variations in the selection process.

The Owner appreciates your interest in the Project and looks forward to reviewing your qualifications for the Project.



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SHANNON JONES
DAVID G. YOUNG

REQUEST FOR QUALIFICATIONS

DESIGN-BUILD SERVICES

The Warren County Ohio Board of County Commissioners is accepting Statements of Qualifications (SOQ) pursuant to Ohio Revised Code Section 153.67, et seq., from firms to provide Design-Build services for its new Warren County Court Project. Sealed SOQ will be received by the Warren County Commissioners Office until 1:00 p.m. on August 11, 2023. SOQ envelopes must be clearly marked with the name of the person/ company submitting the SOQ, and addressed to the following:

WARREN COUNTY COURT
DESIGN BUILD SOQ
ATTENTION: TREVOR HEARN
406 JUSTICE DRIVE
LEBANON, OH 45036

Request for Qualifications documents and specifications are available online at the Warren County Website at <https://www.co.warren.oh.us/commissioners/Bids/Default.aspx> Questions regarding this RFQ should be emailed to Trevor Hearn, Director of Facilities Management, at Trevor.Hearn@co.warren.oh.us SOQ should include four (4) print copies of the submittal.

This notice is posted on the Warren County website which can be accessed at <https://www.co.warren.oh.us/commissioners/Bids/Default.aspx> . Please contact the Warren County Commissioners Office at (513) 695-1250 if you have trouble with this procedure or if you need additional information on accessing project information on our website. Please be aware that if you are downloading documents for this project, addendums to the scope may be issued prior to the bid date. In order to stay updated on any change, please email your contact information to Trevor Hearn at Trevor.Hearn@co.warren.oh.us.

By order of the Board of County Commissioners, Warren County, Ohio.

Tina Osborne, Clerk