



**FRANKLIN COUNTY
CONVENTION FACILITIES
AUTHORITY**

COLUMBUS

REQUEST FOR QUALIFICATIONS:

**Architectural and Engineering Design Services for the Replacement of
the Greater Columbus Convention Center's South Facility Roof**

Issued: December 7, 2018

Due: January 4, 2019

Issued By:

Franklin County Convention Facilities Authority
400 North High Street, 4th Floor
Columbus, Ohio 43215
Phone: (614) 827-2800
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www.meetusincolumbus.com

The Franklin County Convention Facilities Authority (the "FCCFA") is seeking submittals of qualifications from firms interested in providing design services for the replacement of the Greater Columbus Convention Center's South Facility Roof. The FCCFA is seeking firms that have extensive experience overseeing the engineering, design, and construction of roof replacements similar in size and scope to the proposed project as described within this request for qualifications.

BACKGROUND

The FCCFA is the owner/developer of the Greater Columbus Convention Center, the Hilton Columbus Downtown Hotel, Nationwide Arena, and three parking garages; all located in downtown Columbus, Ohio. Established by the Franklin County Commissioners in July 1988 pursuant to Chapter 351 of the Ohio Revised Code, the FCCFA is a special governmental unit governed by an eleven-member board appointed by the Franklin County Commissioners, Mayor of Columbus, and suburban mayors.

As owner/developer of these facilities, the FCCFA is responsible for the improvement, management, and successful operations of these facilities. In addition, the FCCFA is responsible for ensuring the continued success and growth of the convention business within the Greater Columbus community. Both responsibilities are directly linked to the FCCFA's continued investment in and support of services, resources, facilities, and community projects that enhance the use and improvement of the convention center, hotel, arena, and parking garages.

South Facility Roof Replacement Project

The roof of the Greater Columbus Convention Center's South Facility has reached the end of its useful life and is now in need of replacement. In order to provide a safe, efficient, and clean facility for use by convention clients the FCCFA has determined that it is in the convention center's best interest to proceed with the roof replacement project. The South Facility's roof spans the length of the Battelle Grand Ballroom, Hyatt Regency Ballroom, South Café and Marketplace, and several meeting rooms. The project's probable cost is estimated to be \$3.5 million.

Currently, the FCCFA anticipates that work on the roof replacement project would begin in mid-2019 and be completed by September 2019. An estimated timeframe is included in Appendix A.

SCOPE OF SERVICES

The scope of services requested through this RFQ will be for the comprehensive completion of all design/engineering documents and services needed to complete the roof replacement project as described herein. An overview of the roof replacement project is attached as Appendix B. Services will include but not be limited to:

- Programming & Schematic Design Services – in the schematic design/engineering phase the firm shall provide those services necessary to solidify the program and prepare documents consisting of drawings illustrating the general scope, scale, function and relationship of project components for approval by the FCCFA. The firm shall complete any engineering/design studies needed to support the proposed schematic design.
- Engineering/Design Development Services – in the design/engineering development phase the firm shall provide those services necessary to prepare from the approved schematic design documents, drawings and other documents detailing the size and character of the entire project, including architectural, structural, mechanical and electrical systems, materials and such other elements as may be appropriate. The firm will assist with the development of cost estimates associated with the design/engineering documents as presented.
- Construction Document Services – in the construction documents phase, the design team shall provide those services necessary to prepare all construction documents consisting of drawings, specifications and other documents setting forth in detail the requirements for construction of the project. The firm shall also be required to prepare all documents needed to bid and contract for the construction of the project.
- Construction Contract Administration Services – the firm shall provide those services necessary for the administration of the construction contract. The firm will help oversee the implementation of the project and ensure that the project is constructed in a manner that meets all design/engineering specifications and requirements. The firm shall review the progress of work and assist the FCCFA in evaluating the work of contractors.

The selected design firm will also be expected to complete the additional services described in Appendix A.

SELECTION PROCESS and EVALUATION CRITERIA

The FCCFA will review, evaluate and select an Architect (“Respondent”) that is the most qualified, as determined by the criteria stated in this document. The FCCFA reserves the right to select one or more firm(s) depending upon the qualifications submitted and the requirements for the project. Evaluation will be made by members of the FCCFA staff with the FCCFA Board providing final approval. The FCCFA will review and evaluate all statements of qualifications, and may, if necessary, short-list Respondents for interviews based upon the criteria listed below and requirements of law. The FCCFA does not require any form of fee estimate, fee proposal, or other estimate or measure of compensation prior to selection of the most qualified firm.

Upon completing review of the statements of qualifications, and any possible interviews, the FCCFA will review and rank no fewer than three Respondents considered to be most qualified (unless fewer than three qualified Respondents are available) and will enter into contract negotiations with the Respondent(s) considered to be most qualified.

In no particular order of priority, the criteria used for selection will include, but not be limited to:

- Experience of the professionals that will work on the project;
- Scope and nature of the services the firm will provide;
- Availability of personnel, equipment, facilities, and other resources to perform the services within the required timeframe;
- Experience of the firm to complete design/engineering services as needed for this project as well as the firm's demonstrated knowledge and understanding of essential requirements involved in providing the services requested;
- Proposed technical approach to completing the project and potential schedule for completion of services; and
- Quality of references.

REQUIRED SUBMITTALS

One original, five paper copies, and one electronic copy of submittals shall be delivered to the following addressee on or before January 4, 2019 by 4:00 p.m. EST.

Don L. Brown, Executive Director
Franklin County Convention Facilities Authority
400 North High Street, Fourth Floor
Columbus, Ohio 43215
Phone: (614) 827-2807

Submittal Content

To enable the FCCFA to efficiently evaluate the submittals, Respondents should prepare their submittal on 8.5 x 11 paper utilizing the general format guidelines described below. Please feel free to include other materials, such as covers, table of contents, transmittal letter, appendices, brochures, etc., at your discretion.

Questions regarding this RFQ must be submitted in writing to Jordan Edmonds at jedmonds@fccfa.org on or before close of business on December 18, 2018. Responses to all questions submitted before the deadline will be distributed to Respondents on record that have received a copy of this RFQ. Responses to questions will be distributed on or before December 21, 2018.

The following outlines the information to be included in the qualifications submitted by Respondents. This outline is not all-inclusive, and information may be added and organized as deemed necessary. Submittals are to be paginated and the section number, title of section, and each sub-part should also be identified.

Section I – Firm Description

General information should include, but not be limited to:

1. The name, address, telephone number, fax and email address of an individual who will serve as the Respondent's contact for any questions or correspondence regarding the submittal and RFQ process.
2. A certification of accuracy provided by the highest ranking individual responsible for the Respondent's submittal.
3. Certification that Respondent has not, is not, and will not engage in discriminatory practices and is compliant with the nondiscrimination policy set forth in the last section of this RFQ.
4. A summary highlighting why Respondent is uniquely qualified to successfully fulfill the requirements of this RFQ.

Section II – Approach and Schedule

1. Include a preliminary project schedule and proposed timeframe for completing the requested deliverables.
2. A description of the Respondent's approach to the project and how this approach will impact not only the implementation of the services requested in the RFQ, but the potential success of the project included in the RFQ. Identify possible challenges associated with the project described in the RFQ and discuss how these challenges will be addressed through the management of the project.
3. A discussion of how the Respondent will control the quality, design, budget, schedule and construction for the project. Provide information on control techniques used in prior projects and how these techniques proved to be beneficial. Discuss how the Respondent will address deviations from design, schedule and budget.

Section III – Profile & Organization

The profile should include but not be limited to:

1. Information describing the Respondent's current organization, date of incorporation, ownership, corporate office, number of years in business, size of business, services offered, operating philosophy, number of employees and employee demographics.
2. If applicable, information describing any other participating Respondents' current organization, date of incorporation, ownership, corporate office, number of years in business, size of business, services offered, operating philosophy, number of employees and employee demographics.
3. Provide a description of the Respondent's proposed organization for the project. Identify key team members and describe the services, roles, and responsibilities of each. Discuss the relationship of key team members throughout the project. Information should be provided that describes the Respondent's current workload as well as outlines the

availability of necessary personnel, equipment and resources needed to satisfy the requirements of this RFQ.

Section IV – Resumes of Key Individuals

Provide professional resumes and job descriptions of the key individuals that will be assigned to this project; describing each member's education, qualifications and experience with similar roof replacement projects.

Section V – Experience

Provide brief descriptions of projects that Respondent has participated in during the past five years that are similar in size, scope, and type to the roof replacement project referenced in this RFQ. The firm's role in each project should be clearly identified as well as the role of the team members proposed for this project. Information should include a description of services provided; examples of successful strategies implemented that improved the outcome of the project; and unique characteristics of the project that made the project interesting. Include references for each described project. References should include a contact person, address, phone number, and email. References should be prepared to be contacted by the FCCFA.

Section VI – Other Requested Information

To respond to this RFQ, Respondents should provide specific information describing the Respondent's understanding of required services for the project along with a description of any services not provided by the firm and any other pertinent information to the Respondent's work on this project.

ADDITIONAL INSTRUCTIONS, NOTIFICATIONS, AND INFORMATION

FCCFA's Best Interest – the FCCFA reserves the sole right to (1) evaluate the qualifications submitted; (2) waive any irregularities therein; (3) select candidates for the submittal of more detailed qualifications; (4) accept any submittal or portion of a submittal; and/or (5) reject any or all responses to the RFQ, should it be deemed in the FCCFA's best interest to do so. This RFQ is not intended to be an offer, contract, obligation, or commitment of any kind.

Addenda and Modifications – Changes in the specifications or terms and conditions of this RFQ may be made in writing by the FCCFA prior to the required due date. Results of informal meetings or discussions between a Respondent and any FCCFA or GCCC official may not be used as a basis for deviations from the requirements contained within this RFQ and may subject the Respondent to immediate disqualification.

All addenda, amendments, and interpretations to this RFQ shall be in writing. Any amendment or interpretation that is not in writing shall not legally bind the FCCFA. Only information supplied

by the FCCFA in this RFQ, or in connection with this RFQ, shall be used in preparing submittals. All contact that a Respondent may have had before or after receipt of this RFQ with any individuals, employees, or representatives of the FCCFA and any information that may have been read in any news media or seen or heard in any communications regarding this RFQ should be disregarded by Respondents in preparing responses to this RFQ.

Clarification – the FCCFA reserves the right to conduct discussions with Respondents who submit proposals, or statements of qualifications, for the purpose of clarifications or corrections regarding a submittal to ensure full understanding of, and responsiveness to, the requirements of this RFQ.

No Gratuities – Respondents shall not offer any gratuities, favors, or anything of monetary value to any official, director or employee of the FCCFA nor its advisors for any purpose or reason that could be construed as influencing the selection process. Any attempt by the Respondent to influence the selection process by any means, other than disclosure of qualifications and credentials through the proper channels, shall be grounds for exclusion from the selection process.

No False Information – Respondents who provide false or misleading information, whether intentional or not, in any of the documents presented to the FCCFA for consideration in the selection process shall be excluded.

Conflicts of Interests – All Respondents must disclose, within their statement of qualifications, the name(s) of any officer, director, agents, or immediate family member (spouse, parent, sibling, child) who is also an employee of the FCCFA or SMG or have a familial or business relationship with any FCCFA director. Further, all statements of qualifications must disclose the name of any FCCFA or GCCC employees who own, either directly or indirectly, an interest of 10% or more in the Respondents or any of its affiliates or subcontractors.

Preparation Costs – Under no circumstances will the FCCFA be responsible for any costs incurred by anyone in (a) the submittal of qualifications, (b) in any subsequent follow-up to the submittal, (c) in any subsequent negotiations of a contract, or (d) in any other aspect of the effort to select the most qualified Respondent.

Confidentiality – To the extent permitted by law, the FCCFA will make reasonable efforts to safeguard the confidentiality of confidential information submitted in response to the RFQ, provided that the information is conspicuously marked “CONFIDENTIAL”. The FCCFA will not be required to defend any litigation seeking disclosure of confidential information. The FCCFA will make reasonable efforts to notify a Respondent to give the Respondent opportunity to defend any request or litigation seeking disclosure.

Note that the wholesale use of headers/footers bearing designations such as “confidential”, “proprietary”, or “trade secret” on all or nearly all of a proposal is not acceptable and may be deemed by the FCCFA as a waiver of any exemption claim. The identification of exempt

information must be sufficiently specific to allow for the FCCFA to identify the exempt data in responding to public records requests.

Public Records – Respondents are hereby notified that all proposals and qualifications, including without limitation, any and all information and documentation submitted therewith, will be available for public inspection after the award of the contract, in compliance with Ohio Revised Code 149 and other applicable public records laws.

By submitting to the FCCFA a document that the Respondent designates as “confidential” or “trade secret”, the Respondent agrees that in the event a third party brings any action against the FCCFA or any of its officials or employees to obtain disclosure of the document, the Respondent will indemnify and hold harmless the FCCFA and any affected officials and employees from all costs, including attorney’s fees incurred by or assessed against any defendant, of defending against such action. The Respondent also agrees that at the FCCFA’s request, the Respondent will intervene in such action and assume all responsibility for defending against it, and that the Respondent’s failure to do so will relieve the FCCFA of all further obligations to protect the confidentiality of the document. The FCCFA assumes no responsibility for disclosure or use of unmarked data for any purposes.

FCCFA Policies and Ordinances – Respondents should be aware of and therefore familiar with all pertinent ordinances and policies that will relate to contracting with the FCCFA. In the event of any inconsistency or conflict between the process of requirements set forth in this RFQ and FCCFA policies and ordinances, or other requirements of law, such policies, ordinances, or other requirements shall take precedence.

Right of Refusal – the FCCFA reserves the right to reject any proposal in which the Respondent takes exception to the terms and conditions of this RFQ; fails to meet the terms and conditions of this RFQ, including but not limited to, the standards, specifications, and requirements specified in this RFQ.

NON-DISCRIMINATION POLICY

The Franklin County Convention Facilities Authority (“FCCFA”) is committed to equal opportunity and non-discrimination in all aspects of its contracting and procurement activities through the adoption of this Non-Discrimination Policy (“Non-Discrimination Policy”). Pursuant to this Non-Discrimination Policy, the FCCFA will not participate in either active or passive unlawful discrimination of any type.

The FCCFA recognizes that it has a continuing obligation to avoid unlawful discrimination in contracting and procurement activities. Therefore, all Respondents shall not have engaged, and shall not engage, in any kind of unlawful discrimination. Each Respondent, should they be engaged by the FCCFA, shall certify in writing that such Respondent, directly or indirectly, (1) has not engaged, is not engaged, and will not engage in any kind of unlawful discrimination involving race, color, sex, disability, age, religion, veteran status or national origin, or any other basis

prohibited by laws of the United States, the State of Ohio or the City of Columbus (“Other Prohibited Basis”), whether or not such discrimination is related to a contract or procurement activity with or for the FCCFA and (2) will not, for any purpose related to its engagement by the FCCFA, employ or contract with persons or businesses which the Contractor knows or has reason to know have engaged, are engaged, or will engage in any kind of unlawful discrimination involving race, color, sex, disability, age, religion, veteran status or national origin, or Other Prohibited Basis, whether or not such unlawful discrimination is related to a contract or procurement activity with or for the FCCFA.

It is the position of the FCCFA that discrimination against business owners based on race, color, sex, disability, age, religion, veteran status or national origin, or Other Prohibited Basis, is prohibited. No person unlawfully shall be denied the benefit of, or otherwise discriminated against, in connection with the award and/or performance of any contract or award, or modification of any contract or award, between a Contractor and the FCCFA on such basis.

The fundamental tenets of this Non-Discrimination Policy are as follows:

- All contractors should have an equal opportunity to compete with respect to contract and procurement activities of the FCCFA, regardless of race, color, sex, disability, age, religion, veteran status or national origin;
- No contractor shall have engaged or shall engage in any kind of unlawful discrimination involving race, color, sex, disability, age, religion, veteran status or national origin, or Other Prohibited Basis, whether or not such unlawful discrimination is related to a contracting or procurement activity with or for the FCCFA;
- The FCCFA through its staff, management company and other contractors will (i) monitor and provide periodic reports to the FCCFA regarding compliance by the FCCFA and its contractors with this Non-Discrimination Policy; (ii) collect and record information on the use of minorities and women in contracting and procurement activities; and (iii) analyze data to evaluate the utilization of minorities and women in the FCCFA’s contracting and procurement activities;
- The FCCFA shall review this Non-Discrimination Policy periodically to ensure that it effectively promotes and achieves non-discrimination and equal opportunity in connection with FCCFA contracting and procurement activities; and
- All contractors shall comply with this Non-Discrimination Policy. A contractor’s success or failure to comply with this Non-Discrimination Policy will be a factor in any award of contracts or procurements from the FCCFA to such contractor.

The FCCFA through its staff, management company and other contractors shall be responsible for implementing, monitoring and evaluating this Non-Discrimination Policy.

The FCCFA staff shall periodically review this Non-Discrimination Policy to ensure that it effectively promotes non-discrimination and equal opportunity in connection with the FCCFA's contracting and procurement activities and periodically report to the Board regarding compliance by the FCCFA and its contractors.

If the FCCFA determines that the objectives of this policy are not being achieved, the FCCFA may, in its discretion, direct the Executive Director to conduct further investigations into the reasons for not achieving such objectives.

This Non-Discrimination Policy applies to all contracting and procurement activities of the FCCFA, including contracting for construction, professional and non-professional services and procurement of goods and supplies.

This Non-Discrimination Policy shall be referenced in each bid and Request for Proposal or Qualifications document issued by the FCCFA. A contractor's failure to comply with this Non-Discrimination Policy may result in (a) debarment from participation in future FCCFA contracting opportunities, (b) liability for breach of contract and (c) the enforcement of any other remedies available under the related contract or applicable law.

**Appendix A –
Additional Project Scope**

PROJECT DESCRIPTION:

This project description is based on a total square footage of approximately 123,231 square feet at an estimated construction cost of \$3,500,000.00. The area to be replaced is the original building constructed on the south side of the complex as shown on the roof plan attached as Appendix B.

PHASE I – PRE-DESIGN/ SCHEMATIC DESIGN PHASE

The design team will attend two pre-design/schematic design meetings with the FCCFA Representative. This Phase will encompass:

- Participation in two (2) meetings with the FCCFA Representative to discuss the schedule and project updates, phasing of the project, items that specifications will encompass (e.g., products of preference), the FCCFA front end documents (if available), and possible phasing of the work.
- Development of preliminary project budgets.
- Review products of preference for the roof replacement and options regarding how to bid the project out.
- Preparation of meeting minutes and reports of items reviewed at meetings.

PHASE II – DESIGN DEVELOPMENT / CONSTRUCTION DOCUMENT PHASE

The design team will attend two meetings to review the project documents for approval by the FCCFA. Project documents are to include a summary of work, project specifications, technical sections, and construction drawings for applicable work involved in the project.

The design team will prepare a preliminary design to include:

- An outline of the summary of work for the project.
- Specification sections for the proposed roof system, inclusive of roof membrane types and sloped atrium panels.
- Providing project detail drawings for related project conditions.
- Identification of items that may require special coordination during construction (e.g., site access, staging areas, and use of special equipment, such as a mobile crane or dumpster)
- Providing an updated construction budget.
- Preparing meeting minutes and reports of items reviewed at meetings.

PHASE III – FINAL CONSTRUCTION DOCUMENT PHASE

- Attendance at one meeting to review project documents for FCCFA approval in preparation for moving forward to the Bid Phase.
- Making adjustments, as required, to incorporate final selections and site conditions relevant to the scope of the project.
- Finalizing coordination of specifications for the overall project.
- Providing an updated construction budget.

- Reviewing FCCFA comments and preparation of final specification sections and construction drawings for the proposed roof system, associated accessories and flashings.
- Preparation of meeting minutes and reports of items reviewed at meetings.

Proposed Schedule

To perform the work required for the partial roof replacement per the attached roof plan, FCCFA proposes the following schedule:

| TASK | TIME FRAME TO COMPLETE TASK | DATE |
|---------------------------|------------------------------------|-------------|
| Program Verification | 2 weeks | 1/21-2/1 |
| Schematic Design | 4 weeks | 2/4-3/1 |
| Owner Review | 2 weeks | 3/4-3/15 |
| DD/Construction Documents | 6 weeks | 3/18-4/26 |
| Owner Review | 2 weeks | 4/29-5/10 |
| Bid/Negotiate/Contract | 4 weeks | 5/13-6/7 |
| Construction Observation | 16 weeks | 6/10-9/27 |
| Project Closeout | 2 weeks | 9/30-10/11 |

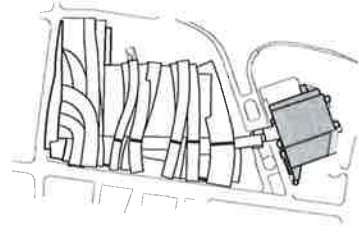
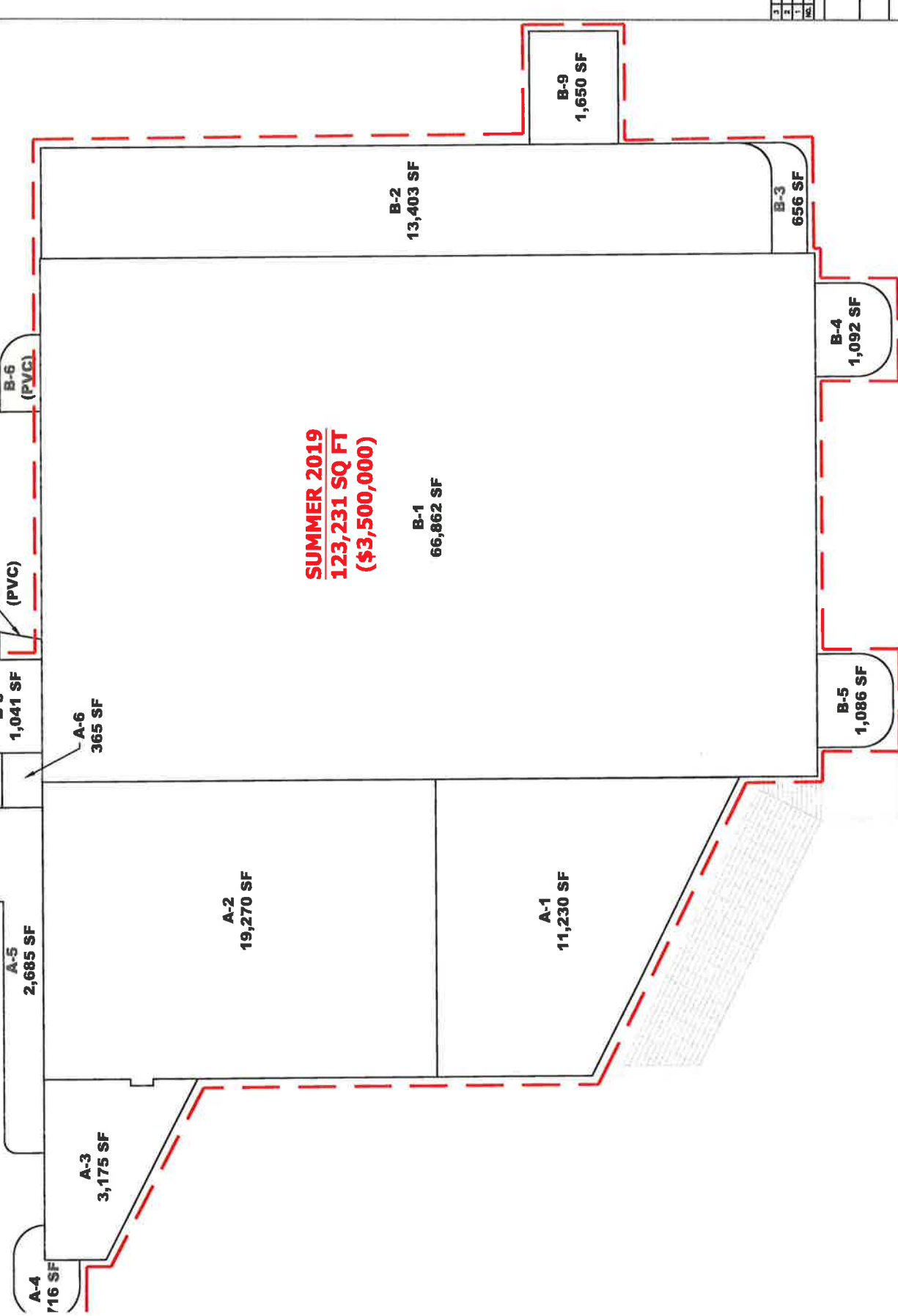
Assistance provided from FCCFA

We request your assistance in performing the various tasks described herein as follows:

- A. Designating an authorized representative with whom we may communicate regarding matters relating to the project.
- B. Arranging for access to the building site encompassed by the scope of this work. Please notify us of any hazards known to the owner that may be encountered in performing the work.
- C. Arranging for access to the interior of the facilities to allow for the examination of interior conditions as they may relate to the project.
- D. Arranging for permission to take record and reference photographs.
- E. Providing copies of drawings, specifications, reports and records relative to the project.

**Appendix B –
Overview of Roof Replacement**

175



COLUMBUS CONVENTION CENTER
 175

| NO. | DATE | DESCRIPTION |
|-----|------|-------------|
| 3 | | |
| 2 | | |
| 1 | | |

REVISIONS

GREATER COLUMBUS CONVENTION CENTER
 400 NORTH HIGH STREET
 COLUMBUS, OH 43215
 PROJECT NO. 175

CTL ENGINEERING INC.
 2880 FISHER ROAD, COLUMBUS, OH 43204

A & S ROOF AREAS

DATE: 10/9/2018
 DRAWN BY: C.T.E.

SCALE: AS SHOWN
 1" = 10'-0"