



REQUEST FOR QUALIFICATIONS
DESIGN BUILD SERVICES

DATE ISSUED: _____

THE NEBRASKA BOARD OF REGENTS

for and on behalf of

_____ UNIVERSITY

REQUEST QUALIFICATIONS FOR:

(PROJECT/CONTRACT NUMBER)

(PROJECT TITLE)

DUE DATE/ TIME: _____

Time and Date of Pre-Submittal Conference
Deadline for Inquiries
Time and Date Set for Submittal

REQUEST FOR QUALIFICATIONS (RFQs)
FOR
DESIGN BUILD SERVICES

(PROJECT TITLE)

INFORMATION AND INSTRUCTIONS TO DESIGN BUILDERS

1 GENERAL INFORMATION

- 1.1 The University of Nebraska intends to procure a qualified Design Builder (DB) to provide design and construction services for the _____ (Project). The total estimated cost of the design and construction is \$ _____.
- 1.2 The Statement of Qualifications (SOQ) must be received by the _____ (office address) at _____ (city), Nebraska, by _____ local time, _____, 200__.
- 1.3 Questions pertaining to the selection process should be directed to _____ at _____.
- 1.4 The University of Nebraska shall not be held responsible for any oral instructions. Any changes to this Request for Qualifications (RFQ) will be in the form of an addendum, which will be furnished to all registered RFQ holders.
- 1.5 The University of Nebraska reserves the right to reject any or all SOQs, to waive any informality or irregularity in any SOQ received, and to be the sole judge of the merits of the respective SOQs received.
- 1.6 A pre-submittal conference for the Project will be held _____ (date), 200_ at _____ a.m./p.m. at _____ (location). University staff will discuss the scope of work, general contract issues and respond to questions from the attendees. Because staff will not be available to respond to individual inquires regarding the project scope outside of this pre-submittal conference, attendance at this pre-submittal conference is highly recommended.
- 1.7 The Project description is:
- 1.8 The Design Build services will be performed as a single contract with one entity identified as the Design Builder. Services will include all necessary activities to design and construct the project.
- 1.9 The DB will be selected using a two-step procurement method. This RFQ comprises Step I during which Respondents will submit Statements of Qualifications for the project. Upon completion of this Step I, the University will publish a shortlist composed of the top three ranked responses to the RFQ. Only those three firms (Offerers) will be invited to respond to a Request for Proposals

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to be issued by the University. The selection of the Design-Builder will be based upon those compliant Proposals received during Step II of the procurement process.

- 1.10 The DB will be an integral member of the Project Team, consisting of the DB, representatives from the University, and other consultants as required. Generally, it will be the responsibility of the DB to integrate the design and construction phases, utilizing skills and knowledge of design and general contracting, to provide design, code analysis, value engineering and constructability reviews, develop schedules; prepare detailed project construction estimates; study labor conditions; and, in any other way deemed necessary, to contribute to the development of the Project during the pre-construction/design phase.
- 1.11 The DB assumes design and construction risk and has direct authority over the subconsultants and subcontractors. The DB will act as the University's fiduciary and have a relationship of trust and confidence between itself and the University. The Project will be an "open book" job whereby the University may attend any and all meetings of the DB firm relating to the Project and have access to any and all books and records of the DB relating to the Project.

2 - ANTICIPATED SCOPE OF WORK

- 2.1 After being selected, the DB will execute a contract with the University to provide design and construction services of the project including:
- 2.1.1 Project Management and Administration through project leadership and overall team coordination.
 - 2.1.2 Interdisciplinary Coordination
 - 2.1.3 Review of Codes and Standards
 - 2.1.4 Test the Architectural Program
 - 2.1.5 Identify Opportunities for Economy
 - 2.1.6 Identify and Coordinate Facilities Tours
 - 2.1.7 Value analysis services, value engineering and offer cost savings suggestions and best value recommendations
 - 2.1.8 Project planning and scheduling
 - 2.1.9 Constructability studies and reviews
 - 2.1.10 Construction cost models, estimates based on marketplace conditions, and cash flow development and analysis
 - 2.1.11 Coordination of Contract Documents
- 2.2 The DB will assume the risk of delivering the Project and will be responsible for construction means and methods.

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3 - STATEMENT OF QUALIFICATIONS SELECTION CRITERIA

3.1 Firms interested in providing design build services must submit a Statement of Qualifications (SOQ) that addresses the following evaluation criteria. Applicants are encouraged to organize their submissions in such a way as to follow the general evaluation criteria listed below. Information included within the SOQ may be used to evaluate your firm as part of any criteria regardless of where that information is found within the SOQ. Information obtained from the SOQ and from any other relevant source may be used in the evaluation and selection process.

3.2 Cover Letter (1-page) containing at a minimum:

Company name, contact name, address, fax number, and email address

3.3 Qualifications Criteria

3.3.1 General Information

Description of firm/team

Legal company organization; organization chart with names

List of applicable Nebraska licenses

3.3.2 Relevant Firm Experience (___ points)

- a. Applicant's overall reputation, service capabilities and quality as it relates to this project.
- b. List and briefly describe 3-5 comparable projects completed by your firm or currently in progress; include your firm's role, and discuss contract amendment history, if applicable. For each project, include: contract value and construction value (original value plus contract amendments, if applicable), project owner, project location, contact name and title, address, current/accurate telephone number, fax number, and email address (if available).
- c. A minimum of three referrals and references from other agencies and owners. If possible, references should be from the projects listed above.
- d. List and describe any litigation; arbitration; claims filed by your firm against any project owner as a result of a contract dispute; any claim filed against your firm; termination from a project.
- e. Applicant's capacity and intent to proceed without delay if selected for this work.
- f. Type and amount of self-performed work.

3.3.3 Team Experience & Qualifications (___ points)

- a. Describe each team member's position within the firm. Provide resumes of each proposed team member in Appendix A. List professional continuing education.
- b. Briefly describe each team member's role on this project.
- c. Provide "team" experience working together on similar projects.

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- d. Identify proposed subconsultants/subcontractors, and your method of subconsultant/subcontractor selection, if applicable. Attach a proposed Subconsultant/Subcontractor Selection Plan as part of Appendix A.
- e. Explain your understanding of, and experience with, the Design Build Delivery Method.

3.3.4 Project Understanding and Approach (___ points)

- a. Describe your understanding of the project.
- b. Identify and discuss any potential problems during design and construction.
- c. Identify and discuss methods to mitigate those problems.
- d. Describe the work you anticipate self-performing, and the work you anticipate being performed by subconsultants/subcontractors.

3.3.5 Approach to Project Management (___ points)

- a. Describe your approach to change orders.
- b. Describe your planning, scheduling, estimating, and construction management tools.
- c. Describe your quality control plan, dispute resolution, and safety management.

3.3.6 Other Factors (___ points)

- a. Current workload and ability to proceed promptly.
- b. Willingness to abide by the University's standard form Agreements with few or no objections or changes.
- c. Provide statement regarding your assurance that this engagement will not result in a conflict of interest.
- d. Relevant factors impacting the quality and value of work.

4 - SUBMITTAL REQUIREMENTS

4.1 The SOQ shall include a one-page cover letter plus a maximum of fifteen (15) pages to address the SOQ criteria specified in Section 3 (excluding Resumes and Subconsultant/Subcontractor Selection Plan). Table of Contents and section divider pages do not count toward the total page count. Resumes for each key team member shall be limited to no more than two pages. Resumes and Subconsultant/Subcontractor Selection Plan shall be attached as Appendix A.

4.2 ___ # ___ copies of the Statement of Qualifications and Appendix A must be submitted to ___ - (office address) ___ at ___ (city) ___, Nebraska, by ___ local time, ___, 200__.

4.3 Failure to comply with the following criteria may be grounds for disqualifications:

- Receipt of submittal by the specified cut-off date and time.
- The number of originals and/or copies of the submittal specified.
- Adherence to maximum page requirements.

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4.4 Adherence to the maximum page criteria is critical; each page side (maximum 8 1/2" x 11") with criteria information will be counted. Pages that have photos, charts and graphs will be counted toward the maximum number of pages.

5 - SELECTION PROCESS AND SCHEDULE

- 5.1 A minimum 5-member Project Evaluation Board will evaluate each Statement of Qualifications (SOQ) according to the above criteria. No oral interviews are planned in the first step of the selection process. Following a review of the submittals, the PEB shall prepare a "short-list" of three finalists qualifying for further participation in Step II of the selection process. These three finalists are the Offerors. Those firms selected for the Short List will be provided additional instruction by the University. Those firms not selected for further consideration will be notified.

- 5.2 The Offerors will be provided with supplemental information regarding the University's expectations and priorities for the project. This information shall include, in Step II only,
 - 5.2.1 Complete set of bridging documents
 - 5.2.2 Design Build Contract
 - 5.2.3 Architectural Program
 - 5.2.4 Project Budget
 - 5.2.5 Project Schedule
 - 5.2.6 University Building Standards
 - 5.2.7 (any additional information such as site surveys, geotechnical reports, etc.)

- 5.3 The Short List firms will be invited to submit binding technical and price proposals in response to a Request for Technical and Price Proposals (RFP).

- 5.4 Prior to submission of the binding technical and price proposals, the Short List firms will be offered an opportunity to meet with PEB members and selected end users to present design concepts developed to that point. The purpose of the interim design presentation and discussion is to allow the design team to ask the end users questions regarding design intent and functionality. It is an opportunity for clarification of questions which may have arisen during the design process to that point and to assure full understanding of, and responsiveness to, the solicitation requirements.

- 5.5 Following submission of the technical and price proposals, the Short List firms will meet with the Project Evaluation Board for interviews and presentations of their design and technical proposal.

- 5.6 The following tentative schedule has been prepared for this project. Firms interested in this project must be available on the interview meeting date.

Pre-submittal conference (if any): _____
SOQs due: _____
Firms notified of Short List: _____
Interim Design Review: _____
Technical & Price Proposals Due: _____
Interviews: _____
Selection of Design Builder: _____