

PUBLIC ANNOUNCEMENT AND REQUEST FOR QUALIFICATIONS FOR DESIGN-BUILD SERVICES

COVINGTON EXEMPTED VILLAGE SCHOOL DISTRICT

DESIGN BUILD – ATHLETIC STADIUM RENOVATIONS

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The Board of Education of Covington Exempted Village School District, Ohio (the “District”) in accordance with Ohio Revised Code Sections 153.65 through 153.72 is soliciting statements of qualifications (SOQ) and design-build services. Design/Build Firms interested in providing the services may obtain from the District its Request for Qualifications for Design-Build Services document detailing the procedures and conditions for submitting a statement of qualifications by contacting:

Dr. Joseph Hoelzle, Superintendent  
Covington EVSD  
807 Chestnut St. Door 34  
Covington, Ohio 45318  
Email: [HoelzleJ@covingtonk12.org](mailto:HoelzleJ@covingtonk12.org)

Please submit all questions regarding this RFQ in writing to Joe Hoelzle at [hoelzlej@covingtonk12.org](mailto:hoelzlej@covingtonk12.org) with the project name included in the subject line. **The deadline for questions is December 2, 2024 at 12:00 pm.** Any interpretations of questions, which in the opinion of the School District or its representative require interpretation, will be issued by addenda posted on the School District’s website. The name of the party submitting a question will not be included on the Q&A response.

Sealed statements of qualifications must be addressed and delivered to the Superintendent’s Office at the address noted above by no later than **12:00pm December 6, 2024. Statements of qualifications received after this deadline will not be accepted or considered.** Statements of Qualifications must be identified on the outside of the envelope by the following: “REQUEST FOR QUALIFICATIONS FOR DESIGN-BUILD SERVICES.”

Two (2) copies of the SOQ are to be submitted. SOQ may not exceed fifteen (15) letter-size (8.5” x 11”) pages and shall include the information specified in Section C. A one-sided sheet counts as one page. A two-sided sheet counts as two pages. Pages that exceed the fifteen-page (15) limit shall not be reviewed or included in the scoring of the SOQ.

## **A. PROJECT DESCRIPTION**

### **1. PRESS BOX**

Demo the existing press box. Replace with free standing press box. Ground level to upper press box floor to be used for storage and to include overhead door access. The upper press box to be one-story with roof access through an interior staircase. The roof should have safety railing. Both the storage area and the upper press box should have electric and climate control. Access to the press box area to be with an exterior stair or a bridge from the bleachers.

### **2. CONCESSION STAND EXTERIOR FACELIFT**

Refresh the exterior brick façade and doors of the concession stand to coordinate aesthetically with the other stadium improvements. Repair or replace the concession roof as necessary. Coordinate with the District to install student records/student recognition signage on an exterior wall.

### **3. COORDINATE AND OVERSEE SIX-LANE RUNNING TRACK RESURFACING**

The design/build firm will *work with the District* to select a contractor to replace the six-lane running track surface of the existing track and field event runways. *Coordination* will include: scheduling existing track surface removal, evaluation and scheduling repairs or replacement of the existing asphalt base and scheduling the resurfacing and striping. The District will have final approval in the track contractor selection. The District will be responsible for track contractor payment and any future warranty work for the track portion of the project.

### **4. NEW ENTRY GATE AND TWO-PERSON TICKET BOOTH**

Remove the existing chain link fencing and ticket booth on the northwest entrance to the stadium. Design and build new ticket booth, and gated entry with decorative fencing. Preference will be given for a new two-person ticket booth to support our existing procedure. (Allow for two ticket purchasing lines with direct entry after purchase. The two ticket takers have line of sight to monitor the walk-gate entry. There should be no *necessity* for a 3<sup>rd</sup> person at the gate). The ticket booth should include electric only. (No HVAC or plumbing). The new entrance area should incorporate elements of the Covington Buccaneer image.

### **5. CONCRETE FLATWORK AND FENCING**

Remove existing asphalt at entry area and around the concession stand. Full square footage scope to be determined after the contractor selection. Remove approximately 1,650 l.f. of existing 4' black vinyl coated fencing surrounding the track. The amount of new fencing will be determined after contractor selection. Remove and replace approximately 1,550 l.f. of existing 6' galvanized perimeter chain link fencing. The amount of new fencing will be determined after contractor selection.

**The estimated budget for items 1-5 is not to exceed \$1,000,000. (This budget does not include the removal or replacement of the track surface or any track asphalt repairs).**

## **B. SCOPE OF SERVICES AND KEY REQUIREMENTS**

The Project will be constructed using the “Design-Build” delivery method generally described below, consistent with the criteria established by the Criteria Architect and in accordance with the District’s schedule requirements.

### Pre-Construction and Construction Phase Services:

The DB will provide pre-construction and construction phase services as more particularly detailed in the Design-Build Agreement as described herein. Pre-construction phase services may include, but are not limited to schedule development, estimate development, schematic design, design development, construction documents preparation, constructability review, permits, and project planning throughout the preconstruction stages.

### Project Design Build Services:

The DB shall implement the Project pursuant to the construction documents and in accordance with the schedule requirements. The DB shall hold all subcontracts and shall be fully responsible for the means and methods of construction, construction execution, progress schedule, weekly progress meetings, testing and inspection, project safety, project completion within the schedule agreed upon in the preconstruction phase, compliance with all applicable laws and regulations, and submitting monthly reports of these activities to the District. The District reserves the right to approve the DB’s selection of subcontractors and any supplemental terms to the subcontract form.

## **C. DESIGN BUILDER SELECTION**

The Design-Builder (DB) shall be selected using “best value criteria” in which award is based upon a combination of pricing and performance considerations.

### Design Builder Request for Qualifications:

Each DB is asked to submit a Statement of Qualifications that will be evaluated by the District Superintendent and Board, based on the firm’s qualifications. Qualifications include the following criteria:

I. Firm Background (Maximum 20 points)

Provide general information on the responding firm, including: name, business address, local telephone number, officers of the firm, and contact person(s) for this project. Provide the year the DB’s firm was established, former firm name(s), and relationships with professional organizations, if applicable.

II. Team Experience (Maximum 20 points)

Provide a Project organizational chart that identifies the employees of the DB’s firm that would work on the project, and consultants (Design Professional of Record). Describe each Team Member’s experience in his/her disciplinary field. Specify the team members that will be on the project by their name, job title, roles, and training. Include a summary of education, experience, and any other pertinent information for each member of the DB’s project team. Describe the firm’s current workload/availability to perform the work necessary during the specified off-use timeframe.

III. Past Performance (Maximum 30 points)

Provide the Reference's name, address, current telephone, and contact person for each reference. Provide a brief description of the projects: type of facility, scope of work, duration of project, and key personnel involved with the project.

IV. Project Administration (Maximum 30 points)

Letter from surety stating bond in the amount of bid will be issued if selected. Provide demonstrated track record of performance of in-house estimating on projects comparable to the Project. Provide a demonstrated track record of performance of managing projects to the original schedule.

**D. SELECTION**

I. Short List

Each firm responding to this RFQ will be evaluated and selected based on its qualifications and the qualifications and experience of the particular individuals identified as the candidate's proposed team for the Project. After evaluating the responses to this RFQ, Covington EVSD will select a short list of no more than three candidates that it considers to be the most qualified. Do not submit a fee proposal with the SOQ response.

II. Request for Proposal

The short-listed firms shall be sent a Request for Proposal ("RFP") that will invite the firms to submit pricing proposals containing their proposed preconstruction stage compensation, construction stage personnel costs, itemized construction stage general cost, construction stage contingency percentage, construction stage design fee percentage, and design-build fee percentage. The short-listed candidates will also receive (i) form of the Agreement with the Covington EVSD containing the contract terms and conditions AIA 141, (ii) set of the most recent criteria documents and (iii) proposed Project schedule.

III. Pre-Proposal Meeting

Prior to submitting a response to the RFP, the short-listed firms will be invited to meet individually with Covington EVSD officials. The purpose of the pre-proposal meeting is to permit the short-listed firms an opportunity to ask Covington EVSD officials questions in an individual setting to help the firms prepare their response to the RFP. Covington EVSD will notify each short-listed firm to schedule individual times for the pre-proposal meetings.

IV. Interview

After submitting response to the RFP, the short-listed firms will be interviewed by the Covington Stadium Project committee. The purpose of the interview will be to meet the proposed Project team, become familiar with key personnel, and understand the project approach and ability to meet the stated objectives for the Project. Please be prepared to discuss with specificity the firm's

capacity to conduct this work in compliance with the timetable, and budget. Each short-listed firm to schedule individual times for the interviews.

V. Selection Schedule

Tentative schedule is subject to change

RFP Issued to the Short-Listed Firms	December 10, 2024
RFP Due	January 6, 2025
Interviews	January 9-10, 2025
Selection of DB	January 16, 2025

VI. Cancellation and Rejection

Covington EVSD reserves the right to reject all proposals and cancel at any time for any reason this solicitation, any portion of this solicitation or any phase of the Project. Covington EVSD shall have no liability to any proposer arising out of such cancellation or rejection. Covington EVSD reserves the right to waive minor variations in the selection process.