

Welcome to the RFQ Informational Meeting for
FY 24 Summer Work

Please sign-in to this meeting by emailing your name, company name, preferred email address and phone number to: bbronston@columbus.k12.oh.us

Please mute your microphone; we will be muting everyone before the presentation begins.

Please direct all your questions through the chat feature.

You can access chat at the top right corner of your screen.

Questions will be addressed at the end of the presentation.

If you are unable to submit your questions via chat, please email them as a Request for Information (RFI) using the contact information provided in the presentation.

The meeting agenda is posted on the district website and will be updated with any notes from the meeting. Solicitations can be found at www.columbus.k12.oh.us/rfp Navigate to the appropriate solicitation.

Columbus City Schools – FY 24 Summer Work

Informational Meeting **Agenda**

July 26, 2023

1. Welcome/Introductions to the Project Team
 - a. **Brandie Bronston Houpe, Construction Contract Manager** – Columbus City Schools
 - b. **Kurt Keaton, Project Manager** – Columbus City Schools kkeaton@columbus.k12.oh.us
 - c. **Lori Seeger, Project Manager** – Columbus City Schools lseeger@columbus.k12.oh.us
 - d. **Annslee Stevenson, Project Manager** – Columbus City Schools astevenson@columbus.k12.oh.us
 - e. **Alex Trevino, Facility Director** – Columbus City Schools atrevino3260@columbus.k12.oh.us

2. General
 - a. Deadline: **August 2nd (Wednesday), 2023 at 2:00 PM**
 - b. Submit statements of qualification to Brandie Bronston Houpe at bbronston@columbus.k12.oh.us
Submit in PDF format ONLY.
 - c. General questions can be directed to Alex Trevino, Director of Capital Improvements at atrevino3260@columbus.k12.oh.us Project specific questions should be directed to the assigned project manager indicated for each project. Kurt Questions will be answered and posted to the website at <http://www.columbus.k12.oh.us/rfp> on a regular basis until one week before the response deadline. The name of the party submitting a question will not be included on the Q&A document.
 - d. Cancellation and Rejection: CCS 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. CCS shall have no liability to any Proposer arising out of such cancellation or rejection. CCS reserves the right to waive minor variations in the selection process.
 - e. Notification of the short-listed vendors anticipated as follows:
 - a. 24008 – Architect of Record – **August 7th**
 - b. 24009 – Engineer of Record – **August 14th**
 - c. 24010 – Architect or Landscape Architect of Record – **August 14th**
 - d. 24011 – Criteria Engineer – **August 7th**
 - f. Interviews schedules as follows:
 - a. 24008 – Architect of Record – **August 10th**
 - b. 24009 – Engineer of Record – **August 24th**
 - c. 24010 – Architect or Landscape Architect of Record – **August 25th**
 - d. 24011 – Criteria Engineer – **August 11th**
 - g. Board approval of a contracts anticipated as follows:
 - a. 24008 – Architect of Record – **September 5th**
 - b. 24009 – Engineer of Record – **October 5th**
 - c. 24010 – Architect or Landscape Architect of Record – **October 5th**
 - d. 24011 – Criteria Engineer – **September 5th**

- h. Submit on OFCC's form F110-330 (most recent version) available from their website www.ofcc.ohio.gov . Delete sections H, items 34c and 34d and include district's LEDE forms instead (see section below).
- i. While EDGE requirements do not apply to these projects, the Board of Education's LEDE policy (Locally and Economically Disadvantaged Enterprise program) does apply. Please reference the RFQ document online for the required forms A&B to submit and to the district's [vendor](#) page for more information on the LEDE program, as well as updated LEDE information proposers should submit with Statement of Qualifications.
- j. Do not reach out to any district school or other department to prepare your statement of qualifications.
- k. Submit a separate statement of qualifications for each project you intend to compete for
- l. Page limits for all projects are as follows:
 - a. Part 1 is limited to 25 pages. Total submittal should be no more than 30 pages.
- m. Score sheet is included in the RFQ packet which is available on the district's purchasing website.
- n. Prevailing Wage Rates do NOT apply to these projects.

3. Scope

- a. Entry, Storefront and Window Upgrades Package #24008
 - i. This project will consist of replacing entry doors, storefronts, and windows at multiple facilities across the district. The anticipated project budget is \$1.75 - \$2.25M. Project delivery model will be design-bid-build. The selected firm can anticipate that district staff will provide a list of 8-12 facilities targeted for this work. The selected firm will assess the selected facilities, and working with their assigned project manager, scope the projects to align to the available budget. Work should prioritize primary entrances, secondary and service entrances, and limited window replacement where needed. The project will need to consider security aspects as they relate to selected system type(s), glazing options, hardware, access control, and associated intrusion detection systems. The selected consultant should anticipate that the work may be split into at least 2 bid packages dependent upon the bidding environment.
 - ii. Specific site locations will be announced after selection.
 - iii. Construction administration services should be emphasized.
- b. Fire Alarm Upgrades Package #24009
 - i. This project will consist of the installation of new fire alarm systems at multiple facilities across the district. The anticipated project budget is \$1.25 - \$1.75M. Project delivery model will be design-bid-build. The selected firm can anticipate that district staff will provide a list of 6-8 facilities targeted for this work. The selected firm will assess the selected facilities, and working with their assigned project manager, scope the projects to align to the available budget. This work will prioritize older, non-addressable fire alarm systems that have not been recently upgraded. The selected consultant should anticipate that the work may be split into 2 or more bid packages dependent upon the bidding environment.
 - ii. Specific site locations will be announced after selection.
 - iii. Construction administration services should be emphasized.
- c. Playground Upgrades Package #24010
 - i. This project will consist of replacing existing and/or installation of new playground equipment, site accessories, and fencing at multiple facilities across the district. The district intends to direct procure the play equipment based on a district standard. The total anticipated project budget (including equipment) is \$4.5 - \$5.25M, with equipment estimated at \$2.25M. Project delivery

- model will be design-bid-build (with Owner procured equipment). The selected firm can anticipate that district staff will provide a list of 10-14 facilities targeted for this work. The selected firm will assess the selected facilities, and working with the district's play structure standard and working with their assigned project manager, scope the projects to align to the available budget. This work will prioritize older, and deficient playgrounds, as well as sites that currently house early childhood programs but do not have play structures intended to serve this population. The selected consultant should anticipate that the work may be split into 2 or more bid packages dependent upon the bidding environment.
- ii. Specific site locations will be announced after selection.
 - iii. Construction administration services should be emphasized.
- d. HVAC Improvements Package #24011
- i. This project will consist of various HVAC equipment upgrades/replacements, at multiple facilities across the district. Anticipated project budget is \$6.5 - \$8.5M. Project delivery model will be design-build. The selected firm should anticipate that this project will consist largely of replacement of existing HVAC equipment, like-for-like, that is at the end of its useful life. The district will provide the selected firm a list of the equipment recommended for replacement. Working with their assigned project manager, the firm will scope the project to align to the available budget. The team should anticipate looking at opportunities to improve simplicity of maintenance requirements, reliability, comfort, efficiency, and noise levels where possible within the project requirements.
 - ii. Specific site locations will be announced after selection.
 - iii. Support during the Best Value Selection phase should be emphasized.
 - iv. Construction administration services should be emphasized.
- e. Budget and Schedule
- i. Funding for the projects will come from the district's Permanent Improvement Fund.
 - 1. Entry, Storefront and Window Upgrades anticipated construction costs are estimated at \$1.6 - \$2.1M
 - 2. Fire Alarm Upgrades anticipated construction costs are estimated at \$1.1 - \$1.6M
 - 3. Playground Upgrades anticipated construction costs (excluding equipment) are estimated at \$2.1 - \$2.7M
 - 4. HVAC Improvements anticipated construction costs are estimated at \$6.2M - \$8.1M
 - 5. Prevailing wage requirement do NOT apply to these projects.
 - ii. Project schedules will need to be coordinated for each specific project. Dependent upon the scope of the work, some activities may be able to commence during the school year if they are not disruptive to the educational environment, but most construction activity should be anticipated to occur over summer break of 2024.
- f. Team Structure
- i. Organization and competence of team
 - ii. Availability of manpower to manage the work
 - iii. Estimating, reconciliation, Guaranteed Maximum Price negotiation (if applicable)

- iv. Constructability and value engineering
 - v. Past performance on similar projects
 - vi. Financial responsibility
4. Questions?
- a. Does the 20% subconsultant LEDE goal still apply if the prime firm is LEDE certified? **Alex Trevino noted yes!**

COMMUNITY INCLUSION FORM A
CERTIFICATE OF LEDE PARTICIPATION

To be submitted with the Bid (for general contractors) or with the RFQ/ RFP (for design professionals, design-builders or construction managers-at-risk)

The Submitter, _____ (*name of company*), in accordance with the LEDE-related Good Faith Effort requirements of the Community Inclusion Program for the project on which the Submitter is submitting a bid, RFQ, or RFP, certifies that (*check and complete A or B*):

- (A) _____ The Submitter has complied (or, in the case of a design-build or construction manager-at-risk project, will comply) with the LEDE requirements by selecting and engaging LEDEs consistent with the LEDE Participation Goal of 20%.
- (B) _____ The Submitter does not or will not meet the LEDE requirements, but certifies that it has accurate documentation (or, in the case of a design professional, design-builder, or construction manager-at-risk, will have accurate documentation) which verifies the Submitter's following Good Faith Efforts to meet the LEDE requirements (*check all that apply*):
- (1) _____ Contacted appropriate trade, professional, and business-assistance organizations to identify LEDEs with the capacity to meet particular contracting or subcontracting needs or to supply materials and services needed for the Work;
 - (2) _____ Selected particular portions of the Work to become subcontracting opportunities for LEDEs, or selected particular materials and services to be purchased for the performance of the Work to become supplying opportunities for LEDEs, or both, to increase the likelihood of achieving meaningful LEDE project participation (including where appropriate, breaking down contracts into economically feasible units to facilitate LEDE participation) (if this box is checked, the Submitter must provide, along with other documents required by this Form, a written summary of the selected portions of the Work identified as opportunities for LEDEs);
 - (3) _____ Attended any pre-bid or other pre-solicitation meeting scheduled to inform LEDEs of contracting or subcontracting opportunities, or material and services supplying opportunities on the Project;
 - (4) _____ Notified an appropriate number of LEDEs that their interest in contracting or subcontracting or supplying materials or services on the Project is requested and provided the notice in sufficient time to allow the LEDEs to participate effectively;
 - (5) _____ Followed-up initial solicitations of interest by contacting LEDEs to determine with certainty whether the LEDE was interested;
 - (6) _____ Provided interested LEDEs with adequate information about plans, specifications, and other contract requirements;
 - (7) _____ Advertised subcontracting opportunities in general-circulation, trade-association, and minority-focused media;

- (8) _____ Assisted interested LEDEs with preparing bids or submissions consistent with the Contract Documents;
- (9) _____ Negotiated in good faith with interested LEDEs, not rejecting LEDEs as unqualified without sound reasons based on a thorough investigation of their capabilities.
- (10) _____ Made efforts to assist interested LEDEs in obtaining bonding, lines of credit, or insurance required for the Project.
- (11) _____ Provided a written statement of the reasons for rejecting as unqualified any LEDE contacted for purposes of subcontracting Work, if applicable;
- (12) _____ Provided a written statement of the reasons why agreements with LEDEs were not reached, if applicable;
- (13) _____ Provided a written statement of the reasons for requiring a bond from a LEDE, if applicable; and,
- (14) _____ Other (*attach additional sheets if necessary*) _____

For all Submitters:

The Submitter acknowledges that voluntary compliance with the stated goals and objectives of the Community Inclusion Program and the requirement to make Good Faith Efforts to provide contracting opportunities to LEDEs will be considered in the evaluation of the Submitter for this Project and any future construction contracts with the School District Board.

The Submitter's anticipated percentage of LEDE participation for this Project is _____.

Signed this _____ day of _____, 20__ .

By: _____

Title: _____

If the Submitter DOES NOT meet the LEDE requirements, the Submitter must submit all documentation verifying the Submitter's Good Faith Efforts to the School District Board during the scope review meeting if the Submitter is identified as the apparent low bidder or during contract negotiations if the Submitter is identified as the best value candidate.

Section below to be completed by Community Inclusion Coordinator.

Date Received _____

_____ Approved

_____ Not Approved

Comments: _____

By: _____

COMMUNITY INCLUSION FORM B
AFFIDAVIT OF EQUAL EMPLOYMENT OPPORTUNITY
AND NON-DISCRIMINATION

To be submitted with the Bid (for general contractors) or with the RFQ/ RFP (for design professionals, design-builders or construction managers-at-risk)

The Submitter, _____ (*name of company*), declares under penalty of perjury under the laws of the State of Ohio and the laws of the United States that the information provided below is true and correct.

Pursuant to Paragraph 1.2.1 – Nondiscrimination – of the General Conditions and the Non-Discrimination Policy adopted by the School District Board, the Submitter certifies that directly or indirectly it (1) has not engaged, is not engaged, and will not engage in any kind of unlawful discrimination in employment on account of race, religion, national origin, age, sex, disability, veteran status, or color, whether or not such discrimination is related to a contract or procurement activity with or for the School District Board, and (2) will not, for any purpose related to its contractual relationship with the School District Board, employ or contract with persons or businesses, that the Submitter knows or has reason to know have engaged, are engaged, or will engage in any kind of unlawful discrimination in employment on account of race, religion, national origin, age, sex, disability, veteran status, or color, whether or not such unlawful discrimination is related to a contract or procurement activity with or for the School District Board.

The Submitter also certifies that (1) it has not engaged, is not engaged, and will not engage in any kind of unlawful discrimination against subcontractors, vendors, or suppliers on account of race, religion, national origin, age, sex, disability, veteran status, or color, and (2) it will not, for any purpose related to its contractual relationship with the School District Board, prohibit fair and open competition with respect to contract and procurement activities on account of race, religion, national origin, age, sex, disability, veteran status, or color.

The Submitter has read and pledges full support to all sections of this Affidavit of Equal Employment Opportunity and Non-Discrimination. The Submitter acknowledges that failure to comply with this Affidavit shall (1) be a factor to be considered in the evaluation of a subsequent bid or submission by the Submitter, or (2) result in liability for breach of contract or the enforcement of any other remedies available under the related contract or applicable law.

Signed this _____ day of _____, 200 .

Signature

Print Name

Title

Name of Company

Address

City/State/Zip Code

Before me, a Notary Public in _____ county, in the State of Ohio,

Personally appeared _____ of the
(name and title)

_____ Company, and acknowledged execution of the

above Affidavit of Equal Employment Opportunity and Nondiscrimination, this _____ day of

_____, 200 .

Notary Public residing in _____ County, Ohio.

My commission expires: _____.