



**CITY OF WARRENSVILLE HEIGHTS, OHIO**

**REQUEST FOR QUALIFICATIONS  
DESIGN-BUILD CONTRACT**

**WARRENSVILLE HEIGHTS MUNICIPAL CENTER FITNESS CENTER  
PROJECT**

**DATED: NOVEMBER 30, 2020**

**STATEMENT OF QUALIFICATIONS DUE:  
DECEMBER 14, 2020**

# Request for Qualifications (Design-Build Contract)

## City of Warrensville Heights, Ohio Request for Qualifications for Design-Build Contract

**Project Owner and City:**  
City of Warrensville Heights, Ohio, Cuyahoga County, Ohio

**Project Name:** Warrensville Heights Municipal Center Fitness Center

**Project Location:** 4743 Richmond Road, City of Warrensville Heights, Ohio, 44128  
PPN# 763-31-006

**No. of paper copies requested:** 1

**Submit the requested number of Statements of Qualifications directly to the City in accordance with Instructions in Section F below.**

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### Project Overview

#### A. Project Description

The City of Warrensville Heights, Ohio ("City"), is seeking requests for qualifications from companies that have expertise in the design, purchase and/or lease, installation, and maintenance of new and brands and fitness equipment for employees health and wellness at the Warrensville Heights Municipal Center Fitness Center. The facility is a newly constructed fitness area, located on the 2<sup>nd</sup> floor, within the Warrensville Heights Municipal Center at 4743 Richmond Road, Warrensville Heights, Ohio 44128.

The City of Warrensville Heights, Ohio is planning on purchasing and/or leasing fitness equipment for employee health and wellness in 1st quarter of 2021 for the newly constructed municipal center fitness area. This RFQ is specifically for companies that can design, purchase, install, and maintain items such as treadmills, elliptical' s, power racks, rack accessories, lifting bars, plates, dumbbells, kettlebells, medicine balls, exercise bikes, weight machines, and etc.

#### B. Scope of Services

The primary goal of the fitness area is to provide a wide range of equipment that will appeal to users (employees) to be used in helping to maintain their overall health and wellness through ability to utilize this facility.

Those seeking to be qualified vendors should be able to design, purchase and/or lease the fitness equipment to the "City" in the fitness area. (See attached PDF Floorplan) The vendor shall be required to include floor plan that indicates the locations and dimensions of the fitness areas. The desired equipment includes, at a minimum, Cardio Vascular, Selectorized, Plate Loaded, and Free Weight Equipment, et al.... Other equipment may be included as recommended by vendor.

#### C. Funding / Estimated Budget

Total Project Cost	\$55,000	City Funding	\$55,000
Construction Cost	\$ NA	Other Funding	\$0.00

#### D. Anticipated Schedule

Contract Awarded	January 19, 2021
Notice to Proceed	January 29, 2021
Substantial Completion of all Work	April 1, 2021
DB Services Completed	April 25, 2021

**E. Evaluation Criteria for Selection**

Selection Criteria: The DB will be selected using (i) qualifications-based process during the Request for Qualifications (RFQ) stage to develop a short list and (ii) best value process during the Request for Proposal (RFP) stage. The qualifications-based criteria for the RFQ is included in this announcement. The best value criteria used in evaluating proposals from short listed firms will include such factors that are determined to derive or offer the greatest value to the City, combining both qualifications and fee.

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, the City will select a short list of no fewer than three candidates that it considers to be the most qualified, except if the City determines that fewer than three firms are qualified, it will only select the qualified firms.

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 conditions costs, 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 City containing the contract terms and conditions, (ii) set of the most recent criteria documents and (iii) proposed Project schedule.

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

Interview: After submitting responses to the RFP, the short-listed firms will be interviewed by the City. 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. The City will notify each short-listed firm to schedule individual times for the interviews.

Selection Schedule: Tentative schedule is subject to change.

RFP issued to the Short-Listed Firms	December 22, 2020
Interviews	January 5, 2021
Selection of DB	January 12, 2021

Cancellation and Rejection: The City 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. The City shall have no liability to any proposer arising out of such cancellation or rejection. The City reserves the right to waive minor variations in the selection process.

**F. Submittal Instructions**

Firms wishing to respond to the RFQ should submit the following Statement of Qualifications items to be considered/  
**PLEASE SUBMIT THREE (3) COPIES OF STATEMENT OF QUALIFICATIONS.**

**ITEMS:**

1. Company Profile (Background Information)
2. Company Financial Background
3. Company Insurance Information / Bonding Information
4. Examples of Self Performed Work (Similar Projects) by Company / References
5. Estimating: Demonstrated track record of performance of in-house estimating on projects comparable to the Project
6. Scheduling: Demonstrated track record of performance of managing projects to the original schedule

All Statements of Qualifications shall be submitted **no later than 12:00PM on December 14, 2020** to the City to the following address: Karen Howse, Director of Finance City of Warrensville Heights, Ohio 4743 Richmond Road, Warrensville Heights, Ohio 44128. The Package containing the Statement of Qualifications shall clearly state on the package in capital and bold lettering: DESIGN-BUILD STATEMENT OF QUALIFICATIONS WARRENSVILLE HEIGHTS MUNICIPAL CENTER FITNESS CENTER – [NAME OF FIRM SUBMITTING QUALIFICATIONS].

Paper copies of the Statement of Qualifications should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary. Unless otherwise noted or exempt, all documents submitted to the City in response to this RFQ and subsequent RFP are public and will be available for inspection at the conclusion of the selection process.

Firms are requested to identify professional registrations, memberships and credentials including but not limited to: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, CPE, DBIA, and any other appropriate design and construction industry credentials

Submit all questions regarding this RFQ in writing via e-mail to the attention of Karen Howse – the Director of Finance of the City. Ms. Howse's e-mail address is: [Khowse@cityofwarrensville.com](mailto:Khowse@cityofwarrensville.com).

G. Please see below for the form of Design Build Selection Rating Form which will be used by the City to rate qualifications for the firms submitting qualifications pursuant to this RFQ.

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SELECTION CRITERIA FORM		Value	Score
<b>1. Primary Firm Location and Workload (Maximum 10 points)</b>			
a. Proximity of firm to project site	Less than 50 miles	5	
	50 miles to 100 miles	2	
	More than 100 miles	0	
b. Amount of contracts awarded by City in previous 24 months	Less than \$5,000	5	
	\$5,000 to \$25,000	2	
	More than \$25,000	0	
<b>2. Primary Qualifications (Maximum 35 points)</b>			
a. Project management lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 20	
b. Project design lead	Experience / creativity of project designer to achieve the City's vision and requirements	0 - 2.5	
c. Technical staff	Experience / ability of technical staff to coordinate installation documents and develop accurate estimates and schedules	0 - 7.5	
d. Installation administration staff	Experience / ability of field representatives to identify and solve issues during installation	0 - 5	
<b>3. Fitness Equipment Knowledge (Maximum 15 points)</b>			
a. Fitness Equipment Knowledge	Fitness Equipment Knowledge / ability of key consultant to effectively evaluate fitness equipment for best use and quality	0 - 15	
<b>4. Overall Team Experience (Maximum 30 points)</b>			
a. Previous team performance	Past performance as indicated by evaluations and letters of reference	0 - 10	
b. Experience with similar projects / delivery methods	Less than 2 projects	0 - 3	
	2 to 5 projects	4 - 6	
	More than 5 projects	7 - 10	
c. Budget and schedule management	Performance in completing projects within original construction budget and schedule	0 - 5	
d. Knowledge of Fitness Center Project Development	Less than 2 projects	0 - 1	
	2 to 5 projects	2 - 3	
	More than 10 projects	4 - 5	
		<b>Total</b>	

Notes:

Evaluator:

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

# FITNESS CENTER LAYOUT

