

CE 381 Construction Engineering Management

Design-Build RFQ/SOQ Project

Assignment:

Your DB team will work together to prepare a winning submittal for a design-build contract on a student health and wellness facility on a liberal arts college campus in the Northwestern United States. "Design-build (DB) is a method of project delivery in which one entity – the design-build team – works under a single contract with the project owner to provide design and construction services." (DBIA).

This assignment is running simultaneously with the 2017 DBIA National Student Competition. CE381 will independently participate in phase 1. Only phase 1 is required for a grade in CE381. If your team chooses to register for the DBIA competition, please let me know as I will need to submit a letter of intent to DBIA on your behalf. If you register for phase 1, DBIA asks your team to commit to attending the DBIA national conference if your team is a phase one finalist.

Phase 1 is preparing a response to the request for qualifications (RFQ) referred to as a submittal of qualifications (SOQ). Phase 1 is required for all CE381 students. Phase 2 is preparing a proposal in response to the request for proposal (RFP). Phase 2 is optional for CE381 students, though teams are strongly encouraged to consider entering the DBIA competition.

SOQs and proposals requires a significant amount of research and effort to prepare. Review professional submittals to gain an understanding of the content, format, and level of detail and professionalism you should strive for.

Engineers and contractors love to design and build things, but before that happens, your firm needs to win the work. This assignment will provide you with realistic, practical experience in preparing submittals of qualifications (SOQs) and proposals. Having experience preparing SOQs and proposals will be an added-value you can offer to the firm that hires you.

Pre-Solicitation Criteria:

The project is a **student health and wellness facility on a liberal arts college campus in the Northwestern United States**. After evaluating various delivery methods, the college has decided to use design-build for this project. Since the college has not utilized the design-build method before, the Board of Directors had many questions regarding the delivery method at their Board meeting in December 2016. The Board gave their approval contingent on the RFQ requesting that the proposers **address the pros and cons of design-build versus the two delivery methods utilized by the college in the past (Design-Bid-Build and Construction Manager at Risk)**.

Although the report and program has not been finalized the committee has identified the following since the December Board meeting:

1. There will be additional services in the new facility.
2. Three potential sites have been identified for the facility.
3. Potential teaming with the community is actively being pursued.
4. The final report / program is scheduled to be complete by June 2017.
5. Using a date of July 15, 2017 for the report to be reviewed by the committee the following schedule is contemplated:
 - o Issue RFQ September 2017.
 - o Program will be included in the RFQ.
 - o RFP to short-listed firms will be issued October 2017.

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Schedule:

Registration in the 2017 DBIA National Competition is optional; however, all dates listed below still apply to this assignment.

Phase 1	
Team Registration	April 17, 2017 - September 6, 2017
Letter of Intent (LOI) from Team Faculty Advisor Due	September 12, 2017
Request for Qualifications Issued	September 13, 2017
Virtual RFQ Meeting – Mandatory	September 14, 2017
Request for Qualifications Due	September 25, 2017
Region Competition Winners Announced	October 3, 2017
Phase 2	
Request for Proposals Issued	October 4, 2017
Virtual RFP Meeting – Mandatory	October 5, 2017
Request for Proposals Due	October 16, 2017
Three Short-listed Teams Announced	October 25, 2017
Proposal Presentation in Philadelphia	November 9, 2017
National Competition Winner Announced	November 10, 2017
<u>2017 Design-Build Conference & Expo, Philadelphia Nov. 8-10, 2017</u>	

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Phase 1: Request for Qualifications (RFQ)

The RFQ response, or SOQ, provides the team experience in responding to a typical industry RFQ and demonstrates the team's overall understanding of the design-build process. The RFQ is specifically written to address a project on a college campus that is not a real campus project but utilizes typical industry approaches to RFQs.

NOTE: Because this is a Student Competition, we will request design, cost and schedule components in the response to the RFQ which typically are not components for an Industry Qualification Package.

The RFQ response requires teams to develop resumes and building examples that they do not have. Your team will invent resumes and building examples that you think best meet the experience required for the campus health and wellness project. As in industry, the RFQ expects the team to provide the resumes and projects that provide the judges evaluating the RFQ a clear perspective that this team has both the people and project experience (type, cost, location, etc.) to be the best team for this project. **Resumes** are not your own actual experience. You will create resumes that depict a professional with excellent ability and experience well-suited to perform this DB project. Likewise, **example buildings** are not projects you have worked on, but actual health and wellness facilities somewhere in the world that are similar to the goals and context of this new project.

Teams will be allowed to submit Requests for Qualification Information Requests (RFQIR) by email during the proposal period.

The RFQ requirements will include all or parts of the following components:

- Provide information to solidify your team's ability to be a design and construction partner with the college specifically for the student healthcare facility including:
 - Design-Build Team specifics – integrated firm or design and construction firms forming a JV, teaming alliance, etc.
 - Design-Build Team's similar work experience in building type
 - Design-Build Team experience working together (if not an integrated firm)
 - Project Team key personnel qualifications and resumes
 - Available work capacity
 - Insurance and bonding
- Demonstrating your understanding of the design-build delivery method response to:
 - Design Excellence (FYI...DBIA's Design Excellence Award recognizes design-build projects that embody truly exceptional, innovative and inspirational design.)
 - Overall design and construction team approach
 - Since the committee is charged with convincing the Board that the design-build delivery is the correct direction for the college, the RFQ will also address the following:
 1. Design
 2. Schedule
 3. Cost

The scoring criteria will be included with the RFQ.

Academic integrity:

All work should be original work of the students on the team for this class. All student team members must contribute substantially to the assignment.

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2017 DBIA National Student Competition Rules

For updated information on the competition, check the web site at:

<https://www.dbia.org/Pages/2017-National-Student-Design-Build-Competition.aspx>

If your class team decides to participate in the 2017 DBIA competition, all these rules must be kept.

Phase 1: Request for Qualification Competition Rules

1. Although DBIA encourages DBIA Student Chapters to compete, they do not receive special consideration and schools without chapters are invited to compete.
2. Teams will consist of five students: **two students must be design students**. Students must be currently enrolled in a construction or design curriculum. For this competition, design curriculum is defined as architecture, landscape, interior design, mechanical engineering, electrical engineering or civil engineering. Students currently participating in a school-sponsored internship are considered eligible. One member of the team can be enrolled in a graduate program.
3. Teaming Agreements are considered a DBIA Best Practice to establish a forum for the agreements of the designer and builder to be written down and agreed on. Because design-build incorporates all facets of the design/construction process, a Teaming Agreement between construction and architecture schools is highly encouraged in order to form the best team to respond to the RFQ.
 - A. Teaming Agreements can be between schools within the same university – construction, architectural, engineering, etc.
 - B. Teaming Agreements can also be between two different universities. Similar to industry where firms team with other firms in order to present the most qualified team, a construction school in a university with no architectural school should consider teaming with another university's architectural school or an architectural school with no construction school should consider teaming with another university's construction school.
 - C. If two schools form a competition team and those schools are in different competition Regions (i.e., a construction school in Region E teams with an architectural school in Region A), they must decide as a group which Region they choose their team to compete in by completing the Teaming Agreement. The Region they choose to compete in is strictly the team's choice, but must be made at the time of the submission of the Letter of Intent.
 - D. **Teams that submit the teaming agreement between a school of construction and school of architecture, either within the same university or separate universities, will receive 20 points towards their final RFQ score.**
 - E. No matter the composition of your team, teaming with other schools/within your school or developing a team within your discipline, you must have two design students on your team. For this competition, we are defining design students as any student enrolled in the following programs: architecture, landscape, interior design, mechanical engineering, electrical engineering or civil engineering.
4. Design Excellence as defined by DBIA is an evaluation element for the competition.

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5. Providing a facility that meets the functional program requirements while providing an aesthetically pleasing design that maintains the integrity of the campus is critical to the overall success of the project.
6. The five students may only contribute to the development and response to the RFQ. The faculty advisor is allowed to participate on a very limited basis and only as a consultant.
7. Team registrations must be submitted online on or before September 6, 2017.
8. The Team's faculty advisor will email a Letter of Intent (LOI) to DBIA Membership Department on or before September 12, 2017, to confirm team participation. All Teaming Agreements must be submitted with the LOI.
9. The RFQ will be released on September 13, 2017.
10. Teams (and faculty advisor) must participate in a mandatory one-hour webinar to discuss the RFQ on September 14, 2017.
11. Teams will submit their RFQ response on or before the due date of September 25, 2017, at 9:00 p.m. Eastern Time, by email to the Membership Department at DBIA National and the competition chair, Dennis Ashley.
12. Submittals will be judged by the Regional Jury on team responses to the issued RFQ.
13. RFQ deliverables must be in format as requested.
14. Unlike industry, where late proposals will not be evaluated, DBIA policy is that proposals submitted late will have 20 points deducted from overall score; if the proposal is more than two hours late, it will not be evaluated.
15. If any violation of these rules is identified, the team will be disqualified.
16. All Phase 1 teams will have the opportunity to debrief with the Region Jury chair regarding RFQ responses as requested.
17. All Phase 1 first place teams are expected to attend the 2017 Design-Build Conference & Expo in Philadelphia from November 8-10, 2017.

Phase 1 Award Winners

1. There will be nine (9) first-place Phase 1 winners.
2. Complimentary registration will be awarded to each team (faculty advisor and students) for the DBIA Design-Build Conference & Expo on November 8-10, 2017, in Philadelphia.
3. Faculty sponsor and the team will receive a minimum of \$1,500 from their Region to assist in making their own round-trip plane, rental car and hotel reservations. **All teams are expected that if chosen as the winner for their Region, they will be in attendance at the annual conference. The \$1,500 is ONLY to be used for travel and expenses for team to attend the DBIA conference.**
4. The top three teams will have three rooms (each) reserved for them at the conference hotel, Hilton Garden Inn City Center. All first-place Regional teams will be given advance registration to secure rooms at the host hotel, making note that they have until October 16 to reserve them and must cancel any reservation 48 hours prior to avoid being charged a penalty. Teams are responsible for covering lodging and travel costs.

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Phase 2: Request for Proposal Competition Rules

The competition is not a design competition, scheduling competition, estimating competition or a construction competition. All of these components will be important in the response to the RFP, specifically **Design Excellence**, but ***the competition is to test the team's ability to look at the problem globally and respond to the whole process***, not just one area. These are critical in an industry RFP response and the judges will look for how teams approach each one of these areas and combine them in developing your program response. The logical process and consistency utilized in your design to address the program functional requirements, while providing an aesthetically appealing structure, structure constructability, design and construction schedule, overall design and construction management, and overall cost is important.

1. The RFP will be released to Phase 1 winners on October 4, 2017.
2. Phase 1 winners (and faculty advisor) must participate in mandatory one-hour webinar to review the RFP on October 5, 2017.
3. Teams will be allowed to submit Requests for Proposal Information Requests (RFPIR) by e-mail during the proposal response period to the competition chair, Dennis Ashley.
4. Industry consultants (architect, structural engineer, design-build mechanical contractor, design-build electrical contractor and general contractor) will be available for the teams to call during a specific time period during the RFP response period; names and contact information will be provided to finalists with the issuance of the RFP.
5. Teams will submit their RFP response on or before the due date of October 16, 2017, at 9:00 p.m. Eastern Time, by email to the Membership Department at DBIA National and the competition chair, Dennis Ashley.
6. RFP deliverables must be in format as requested.
7. Submittals will be judged on team responses to the issued RFP by a National Jury.
8. Proposals submitted late will have 20 points deducted from overall score; if the proposal is more than two hours late, it will not be evaluated.
9. If any violation of these rules is identified, the team will be disqualified.
10. All Phase 2 finalists may schedule debriefing with competition chair at the Annual Conference to discuss responses to RFP and jury feedback as requested.

Phase 2 Award Winners

Shortlisted Teams:

The top three teams with the highest scores will present in-person at the Design-Build Conference & Expo in Philadelphia on November 9 in front of the National Jury. The top three teams will have three rooms (each) reserved for them at the conference hotel, Hilton Garden Inn City Center.

Each team will receive \$3,000 for travel and lodging expenses; DBIA will provide complimentary registration to each team and faculty advisor.

Phase 2 Participants:

Teams not selected to present in person will receive complimentary registration (along with faculty advisor) to attend the Design-Build Conference & Expo in Philadelphia (Nov. 8-10, 2017). It is expected that all Phase 1 Region winners will attend the conference.