



**State of Oklahoma  
Office of Management and Enterprise Services  
Division of Capital Assets Management  
Construction and Properties Department**

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**CAP Solicitation No. 15151DB  
Oklahoma Capitol Restoration -  
Interior Rehabilitation  
State Capitol Building, Oklahoma City  
Office of Management and Enterprise  
Services**

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**Construction & Properties Department**

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**Design-Build Request for Qualifications (RFQ), Phase I**

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**SECTION 00 10 10 PREAMBLE**

The State of Oklahoma, Office of Management and Enterprise Services (OMES), Division of Capital Asset Management (DCAM), Construction and Properties (CAP) Department is in the process of procuring services for the renovation, repair and remodeling of the Oklahoma State Capitol Building. This project is funded through the issuance of obligations by the Oklahoma Capitol Improvement Authority in a total amount not to exceed One Hundred Twenty Million Dollars (\$120,000,000). In keeping with House Joint Resolution 1033, it is the intent of OMES to procure the design and construction for this project using a design-build process. This solicitation is for the interior repairs portion for the renovation, repair and remodeling of the Oklahoma State Capitol Building.

The projects will be procured by the OMES through the CAP Department, following state laws and regulations. The State of Oklahoma and OMES, DCAM, and CAP are committed to utilizing design-build best practices. The best practices are: two-phase delivery as allowed by the State of Oklahoma Law, a Request for Qualifications (RFQ) Phase I qualifications-based selection short-listing of three firms who will be invited to respond to the Request for Proposals (RFP) Phase II.

The OMES DCAM CAP Department seeks design-build firms who are resourceful in providing the best services and qualifications to the State of Oklahoma.

The State of Oklahoma, Office of Management and Enterprise Services, Division of Capital Asset Management, Construction and Properties Department is striving to make the procurement of services through a single contractual entity for planning, design and contracting services.

The procurement document reflects the design-build best practices and principles as an integral part of the procurement and implementation process. The State team is motivated to develop win-win solutions and a positive environment for design and construction as we believe that this demeanor will be reflected throughout the entire project, affirming our ultimate goal of providing the best possible rehabilitation of the Oklahoma State Capitol building to serve generations to come.

We encourage you to compete in the procurement of the Oklahoma State Capitol Building Interior Rehabilitation, as we know our industry partners are a critical and vital component in the success of this project.

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Construction and Properties Department  
Division of Capital Asset Management  
Office of Management and Enterprise Services



## SECTION 00 10 20 INTRODUCTION

The State Capitol Building represents who we are as a people. It resonates with the spirit of the people who have walked through its hallways or sat in its chambers for the past 100 years. The State Capitol of Oklahoma is a functioning historic and irreplaceable treasure, serving the people of our great state, as a building, a museum, and a repository of our government's past, while simultaneously, the constantly evolving headquarters of its future, in both its daily use and governmental guidance.

### Oklahoma State Capitol Building Exterior Rehabilitation

The rehabilitation of the Oklahoma State Capitol Building has been divided into two projects, a restoration and rehabilitation of the exterior, and this project to rehabilitate and restore the interior. The exterior project has proceeded to the RFP Phase II selection of a Design Builder. The final selection of the Design Builder is anticipated to be completed during the time that this RFQ selection process for the interior of the State Capitol is proceeding.

The timeframe for the exterior improvement project will overlap the work of the interior project, creating a need for coordination between the two Projects and Design Builders, to maintain a functioning building.

### Oklahoma State Capitol Building Interior Rehabilitation

The interior rehabilitation is meant to address several key issues. Many of the infrastructure systems have deteriorated. Mechanical, electrical and plumbing systems have deteriorated or not been updated to current standards in the century the building has been used. The building is the functioning seat of government and needs modern data, security and life safety systems that were never planned for when the building was built. In addition, this type improvement should be planned forward to facilitate accommodation of future improvements. To be successful, these improvements must preserve and enhance the historic character and appearance of the facility and help to establish a standard of excellence for future improvements.



## SECTION 00 21 10 INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS

### 1.1 GENERAL INFORMATION

The scope of this project includes all work required to design and construct the interior repairs and rehabilitation of the Oklahoma State Capitol Building. Provide the work in accordance with the Request for Qualification Phase I (RFQ Phase I) and Request for Proposal Phase II (RFP Phase II) documents. The State of Oklahoma Office of Management and Enterprise Services, Division of Capital Asset Management, Construction and Properties Department (CAP) is soliciting registered design-build entities interested in designing and constructing this 100% state funded project in Oklahoma City, Oklahoma.

Only registered design-build entities will receive electronic copies of the RFQ Phase I documents. CAP will be issuing a two-phase design-build solicitation. All registered design-build entities are eligible to propose in Phase I of the selection process, the RFQ Phase I. Three firms will be short listed to propose in RFP Phase II. The RFP Phase II will be based upon narrative documentation of the repair and rehabilitation information developed through specialized investigations.

### 1.2 PROJECT DESCRIPTION

The Interior Rehabilitation of the Oklahoma State Capitol will involve a restoration and improvement of the interior of the Capitol. The project RFP Phase II documents will include a Scope of Work that outlines the design and construction required as part of the project in detail. In summary, the interior work on the Capitol is described in a Historic Conditions Report document that was prepared by Mass Architects, Inc. in 2010. An in-depth report on its existing heating and air-conditioning systems was also included. This report was completed by the Benham Group of Oklahoma City in 2006. This document is available on the Capitol Restoration Project website at [http://www.ok.gov/OSF/Capitol\\_Restore/](http://www.ok.gov/OSF/Capitol_Restore/).

The interiors project will exclude the repairs and rehabilitation of the exterior currently part of the Exterior Rehabilitation Project. The elements of the building and adjacent elements that are part of that exterior rehabilitation project are included in the State Capitol Exterior Restoration Request for Proposals that is available on the Capitol Restoration Project website at [http://www.ok.gov/OSF/Capitol\\_Restore/](http://www.ok.gov/OSF/Capitol_Restore/).

The interiors project will include the elements of the building addressed in the “Interior Goals and Criteria” (included as Attachment 1).

The anticipated scope for this Interior Rehabilitation of the Oklahoma State Capitol construction cost limitation will not exceed Ninety One Million Six Hundred Thousand Dollars (\$91,600,000) inclusive of all design/build fees.

### 1.3 SITE AND SECURITY REQUIREMENTS

**Design-Builder’s Employee Identification:** The Design-Builder will be responsible for furnishing to each employee and for requiring each employee engaged on the work to display such identification as may be approved and directed by CAP. Deliver all identification to CAP, for cancellation upon release of any employees.

**Design-Builder’s E-verify Certification:** By submitting a proposal, the Design-Builder certifies that they, and any proposed subcontractors, will be in compliance with 25 O.S. §1313 and participate in the Status Verification System. The Status Verification System is defined in 25 O.S. §1312 and includes but is not limited to the free Employment Verification Program (E-Verify) available at [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify).

Tobacco-Free Environment: The Design-Builder and any proposed sub-contractors will comply with the State of Oklahoma Governor's Executive Order 2012-01, filed February 6, 2012 and effective July 1, 2012, the use of any tobacco product shall be prohibited on any and all properties owned, leased or contracted for use by the State of Oklahoma, including but not limited to all buildings, land and vehicles owned, leased or contracted for use by agencies or instrumentalities of the State of Oklahoma.

#### 1.4 ACCURACY IN QUALIFICATIONS AND PROPOSALS

Qualifications and proposals must set forth full, accurate, and complete information as required by this Solicitation, including attachments.

#### 1.5 SOLICITATION PROVISIONS

The offeror shall submit all requested information specified in the Request for Qualifications (RFQ) Phase I and, if short-listed, the Request for Proposals (RFP) Phase II of this solicitation process.

#### 1.6 TWO-PHASE DESIGN-BUILD SOLICITATION PROCESS

This procurement will be accomplished using the two-phase solicitation process. As part of the RFQ Phase I, potential design-builders submit their past experience and performance with major interior rehabilitation projects, basic technical approach and capability information for review and consideration by CAP. The RFP Phase II offerors provide a technical and pricing proposal for consideration by CAP. Evaluations will be conducted as described in Section 00 22 10 Request for Qualifications Phase I Selection Procedures. The final evaluation rating used for selection of the three short-listed firms will reflect only the RFQ Phase I ratings and evaluations.

#### 1.7 RFQ PRE-SUBMISSION CONFERENCE

A mandatory pre-submission conference will be held on December 8, 2014 at 1:00 p.m. CDT at the Senate Assembly Meeting Room (Room 535) at the Oklahoma State Capitol Building. All offerors and consultants are invited to attend. At least one representative of any DB firm wishing to propose must attend. A sign-in sheet will be provided for proposers to validate attendance. The following agenda is furnished for this meeting:

- 1) Introduction of State Project Team
- 3) Review of project and design build process
- 4) General requirements, review of documentation and submission procedures
- 5) Questions and answers
- 6) Close
- 7) Site walk-around – attendance is optional

#### 1.8 CLARIFICATIONS PRIOR TO DATE SET FOR RECEIPT OF THE RFQ PHASE I

Clarifications, if any, will be issued by written document addressing this solicitation. Only questions answered by this process will be binding; oral and other interpretations or clarifications will be without legal effect. All information relating to this Solicitation, including pertinent changes/clarifications and other information applicable prior to the date set for receipt of proposals will be e-mailed to the Design-Builders' identified point of contact by CAP or designated representative.

CAP reserves the right to address questions received after this time following solicitation closing with those offerors. Any interpretations made will be in the form of a clarification of the solicitation and will be furnished to all prospective offerors via email to the offerors designated point of contact.

## 1.9 ACCEPTANCE AND REJECTION

CAP reserves the right to pre-qualify any or all proposers or reject any or all proposers as unqualified, including without limitation the right to reject any or all nonconforming, nonresponsive, unbalanced, or conditional qualifications.

Information provided by the Design-Builder beyond the stated RFP requirements will be considered non-responsive information and will not be considered in the review and selection process. An example would be if a Design-Builder provides eleven representative projects, when only ten were required.

## 1.10 PROPOSALS FOR THE RFP PHASE II

If the Design-Builder is short-listed, the Design-Builder will be expected to prepare a proposal for the design and construction of the project in accordance with the RFP Phase II to be issued, if short-listed, said agreement to include:

- 1.10.1 If one of the Design-Build firms does not propose on RFP Phase II, the remaining two firms will be considered for selection for the project.
- 1.10.2 If two of the Design-Build firms do not propose on RFP Phase II, the process will be halted and additional Design-Build firms be allowed to propose. The additional two Design-Build firms will be the firms that had the highest selection ratings, but were not the top three. The process for proposal selection for RFP Phase II will then recommence.
- 1.10.3 The final team selection shall be based on the highest overall score of team as stated in the technical rating criteria issued with the RFP Phase II.

## 1.11 EVALUATIONS

CAP may conduct such other investigations as CAP deems necessary to assist in the evaluation of any proposal and to establish the responsibility, qualifications, and financial ability of proposers, proposed design professionals, sub-contractors, suppliers, and other individuals and entities to perform the work in accordance with the Contract Documents.

## 1.12 TECHNICAL RATING CRITERIA

- 1.12.1 The RFQ Phase I – The RFQ Phase I will be numerically evaluated based upon a 100 point weighted scoring system. Refer to Section 00 22 10 for detailed scoring information. The general points will be:

Major Interior Project Experience	20 points
D/B Experience	20 points
Historic Project Experience	20 points
Past Performance Evaluations	15 Points
Resumes	15 points
Organizational and Technical Approach	10 points
<b>TOTAL</b>	<b>100 Points</b>

The numerical score from the RFQ Phase I will not carry over to the RFP Phase II scoring criteria. All short-listed teams will be considered qualified to complete in the RFP Phase II.

1.12.2 The RFP Phase II – The RFP Phase II will be numerically evaluated based upon weighted criteria.

### 1.13 SOLICITATION SCHEDULE

Last day for Design-Build registration:	November 18, 2014
RFQ – Phase I Issued:	November 21, 2014
Pre-Submission Conference	December 8, 2014 1:00 p.m. CST
Responses to RFQ - Phase I Due:	December 15, 2014
Short-Listed Teams Announced:	January 2, 2015
Issue RFP - Phase II:	January 5, 2015
Pre-Proposal Conference:	January 21, 2015
Last Day to Submit RFI's:	January 28, 2015
Final RFI responses issued by CAP:	January 30, 2015
RFP – Phase II Due Date:	February 6, 2015
RFP Interviews:	February 11, 2015
Contract Award:	February 23, 2015

Proposals shall be received before 2:00 p.m. CST on February 6, 2015. There will be no public opening of the proposals.

Submit sealed responses to:

Hand Deliveries:

Mr. David Mihm

Construction and Properties Department

Division of Capital Assets Management

Office of Management and Enterprise Services

Will Rogers Office Building 2401 N. Lincoln Suite 106

Oklahoma City, OK 73105

US Postal Service Deliveries:

Mr. David Mihm

Construction and Properties Department

Division of Capital Assets Management

Office of Management and Enterprise

P. O. Box 53448

Oklahoma City, OK 73152-3448

Each DB firm submitting shall provide one (1) original and five (5) copies of their written responses to be submitted in 8-1/2" x 11" vertically formatted 3-ring binders and have sections tabbed as identified below. Each DB firm shall also provide one (1) electronic copy of the entire response using Adobe Acrobat PDF files on a Compact Disk (CD) or USB thumb drive.

### 1.14 FINAL SELECTION INFORMATION

The Source Selection Committee for this Solicitation will remain hidden. Evaluation and recommendation will be made by the CAPs Source Selection Committee.

### 1.15 POINTS OF CONTACT FOR THE REQUEST FOR QUALIFICATIONS – PHASE I

Point of Contact for Procurement Questions:

State of Oklahoma: Division of Capitol Asset Management, Construction and Properties Department

Point of Contact: Mr. David Mihm

Address: Will Rogers Office Building 2401 N. Lincoln Suite 106

City, State and Zip: Oklahoma City, OK 73105

Phone Number: (405) 522-4079

Fax Number: (405) 521-3789

Email: [david.mihm@omes.ok.gov](mailto:david.mihm@omes.ok.gov)

Point of Contact for Technical Questions:

Mass Architects Inc.

Point of Contact: Mr. Duane Mass or Mr. Michael Tower

Address: 18 W. Park Pl.

City, State and Zip: Oklahoma City, OK 73103

Phone Number: (405) 231-1990

Fax Number: (405) 231-1930

Email: [duane@massarch.com](mailto:duane@massarch.com) or [mike@massarch.com](mailto:mike@massarch.com)

#### 1.16 DISPOSITION OF UNSUCCESSFUL PROPOSALS

CAP will retain one copy each of all unsuccessful qualifications and proposals and destroy extra copies of unsuccessful qualifications and proposals. No destruction certificate will be provided.

#### 1.17 A/E FIRMS INELIGIBLE TO COMPETE

Mass Architects Inc., the firms who prepared the RFQ Phase I and RFP Phase II, and all their consultants have been determined to be ineligible to compete for the design-build contract to be awarded via this solicitation.



## SECTION 00 22 10 REQUEST FOR QUALIFICATIONS PHASE I SELECTION PROCEDURES

### 1.1 GENERAL INSTRUCTIONS

Only design-build entities registered with the State of Oklahoma, Division of Capital Assets Management, Construction and Properties Department (CAP) prior to the cut-off date are eligible to submit a response to the RFQ Phase I. Proposals from firms that are not registered will be returned unopened. The following information applies to all design-build firms who will submit an RFQ Phase I for this solicitation.

To qualify for RFQ Phase I, the offeror's design consultant is required to have professional architects and engineers, licensed in the State of Oklahoma for each appropriate technical discipline. All designs must be under the direct supervision of appropriately licensed professionals for each discipline involved.

Only those firms short-listed will receive the RFP Phase II documents. The short-listed offerors will submit proposals in accordance with the solicitation documents. CAP will announce the names of offerors selected for the RFP Phase II.

Information submitted about any company other than the offeror, whether a predecessor company, affiliated company, subsidiary (including wholly owned subsidiaries), that will perform major or critical aspects of this requirement, or other associated business, WILL NOT be evaluated for any factor unless the proposal contains a detailed narrative explaining why this submitted information is relevant to this acquisition.

CAP will consider the adequacy of this explanation in deciding the relevance and weight of the information to this procurement. Where information about a subcontractor is properly submitted and given significant weight during the evaluation, the failure of the offeror to actually perform with that subcontractor may be grounds for termination for default.

### 1.2 RFQ PHASE I - SCHEDULE

The RFQ Phase I will follow the schedule below:

Last day for Design-Build registration:	November 18, 2014
RFQ – Phase I Issued:	November 21, 2014
Pre-Submission Conference	December 8, 2014 1:00 p.m. CST
Responses to RFQ - Phase I Due:	December 15, 2014
Short-Listed Teams Announced:	January 2, 2015
Issue RFP - Phase II:	January 5, 2015

### 1.2 COPIES OF SOLICITATION DOCUMENTS AND ADDENDA

All solicitation documents and clarifications will be sent electronically and postal mail to the design-builders point of contact. A confirmation of receipt will be required from the Design-Build firms proposing.

### 1.3 RFQ PHASE I SUBMITTAL FORMAT

Provide all RFQ Phase I information within one (1) 3-ring binder. Submit one (1) original and five (5) copies.

Written materials: Provide 8 ½” x 11” format, using 10 point or larger font size with a cover sheet on the cover of the 3-ring binder. Within the binder, provide a title page identifying the prime contractor or joint venture’s name, address, telephone number, and fax number. Provide page numbering throughout the binder; the numbering may be consecutive through the entire binder or consecutive only within each section.

Provide a full Table of Contents in the front of the 3-ring binder that follows the submission requirements described in 2.1 RFQ Phase I - Submission Table of Contents, below. Provide Tabs for each category described in 2.2 Submission Tabs, below.

In the footer of each page within the document, provide the name and address of the prime contractor or joint venture, the volume number, and date submitted. If necessary, provide the revision number for the amended page.

Electronic Format: Provide one Compact Disk (CD) or USB thumb drive of the RFQ Phase I, using Adobe Acrobat PDF files.

#### 1.4 REQUEST FOR QUALIFICATIONS SUBMITTALS

Offerors may mail, ship or hand deliver (1 original, 5 copies and 1 electronic copy) qualification submittals in a sealed envelope or box clearly marked as follows:

“Oklahoma State Capitol Interior Rehabilitation – RFQ, CAP Solicitation #15151, DO NOT OPEN”

And addressed to:

##### Hand Deliveries:

Construction and Properties Department  
Division of Capitol Asset Management  
Office of Management and Enterprise Services  
Will Rogers Office Building  
2401 N. Lincoln Suite 106  
Oklahoma City, OK 73105

Attn: Mr. David Mihm

##### U.S. Postal Services Deliveries:

Construction and Properties Department  
Division of Capitol Asset Management  
Office of Management and Enterprise Services  
P. O. Box 53448  
Oklahoma City, OK 73152-3448

Attn: Mr. David Mihm

Only hardcopy submissions will be accepted. Oral, telephonic, electronic mail or fax submissions will be rejected.

All submittals will be time stamped as they are received. The clock located in the Construction and Properties Department, Will Rogers Office Building, Suite 106 will establish official time. Submittals will be received up to 2:00 PM CST on Tuesday, December 15, 2014. Submittals received after the time set for receipt of submittals, will not be considered. Offerors shall assume full responsibility for timely delivery at the location designated for receipt of submittals.

The RFQ Phase I Submittals will NOT be publicly opened. Short listed teams will be announced on January 2, 2015.

#### 1.5 RFQ PHASE I – EXPENSES AND PRE-CONTRACT COSTS

The RFQ Phase I does not commit the State of Oklahoma, or other governmental entity to pay, as a direct charge, any costs incurred in the preparation and submission of a Statement of Qualifications.

## 2. SUBMISSION CONTENTS

### 2.1 RFQ Phase I - Submission Table of Contents

<b>Section 00 22 10 RFQ – Phase I Submission Table of Contents</b>		
<b>TAB</b>	<b>CATEGORY</b>	<b>SUBMITTAL PAGE COUNT</b>
<b>1</b>	<b>Introductory Information</b>	
	Cover Letter from the Prime Contractor	Up to 5 pages
	Identification of person who can legally bind the company	Required
	Equal Opportunity Employer Statement	Required
	Drug Free Workplace Statement	Required
	State of Oklahoma Immigrant Labor Statement	Required
	Tobacco-Free Environment Intent to Comply	Required
	Acknowledgement of Clarifications	Required
	Insurance & Bonding Requirements – Letter from Surety Company	Required
	Sub-Contractor Competition and Buy Oklahoma Strategy	Required
	Legal Structure	Required
	Teaming Agreement/Teaming Arrangement	Required
<b>2</b>	<b>Project Experience</b>	
	Contractor – Specialized Experience	Up to 10 Forms, (20 pages)
	Architect-Engineer - Specialized Experience	Up to 10 Forms, (20 pages)
	Prior Experience Working Together	Up to 3 pages (including matrix)
<b>3</b>	<b>Past Performance Evaluation</b>	
	Contractor	

	A-E of Record	
	All Associated Design or Consulting Professionals	
<b>4</b>	<b>Resumes</b>	
	Design-Build Project Manager/Director or Project Leader	One Page
	Architect of Record	One Page
	Structural Engineer of Record	One Page
	Mechanical Engineer of Record	One Page
	Electrical Engineer of Record	One Page
	Civil Engineer of Record	One Page
	Historic Preservation Consultant	One Page
	Project Architect	One Page
	Interior Designer	One Page
	Security Consultant	One Page
	Construction Project Manager if different from the Design-Build	One Page
	Superintendent	One Page
<b>5</b>	<b>Organization and Technical Approach</b>	Up to 10 pages
	Organizational Approach	
	BIM /CADD	
	Quality Control for Design	
	Quality Control for Construction	
	Design and Construction Fast Track Scheduling	
<b>6</b>	<b>Additional Requirements</b>	Up to 10 pages
	Project Team Member Experience in Similar Historic Projects	
	Attachments	
<b>1</b>	<b>Specialized Experience Form</b>	
<b>2</b>	<b>Resume Form</b>	
<b>3</b>	<b>Past Performance Evaluation</b>	

#### Evaluation Criteria

The RFQ Phase I will be numerically evaluated based upon a 100 point scoring system. The numerical score from the RFQ Phase I will not carry over to the RFP Phase II scoring criteria, all short-listed teams will be considered qualified to complete in the RFP Phase II. "Required" items are scored as a "YES/NO" rather than points. Should an item be scored a "NO" the entire submittal will be disqualified.

<b>RFQ – Phase I Numerical Scoring Criteria</b>		
<b>TAB</b>	<b>CATEGORY</b>	<b>POINTS</b>
<b>Tab 1</b>	<b>Introductory information</b>	<b>Required</b>
	Insurance and Bonding Confirmation	Required
	Buy Oklahoma Strategy	Required
	Legal Structure	Required
	Teaming Arrangement/Teaming Agreement	Required
<b>Tab 2</b>	<b>Project Experience</b>	<b>20 Total</b>
	Project Experience	12
	Prior Experience Working Together	8
	<b>Design Build Experience</b>	<b>20 Total</b>
	Design Build Experience	12
	Prior Experience Working Together	8
<b>Tab 3</b>	<b>Past Performance Evaluations</b>	<b>15 Total</b>
<b>Tab 4</b>	<b>Resumes</b>	<b>15 Total</b>
<b>Tab 5</b>	<b>Organizational and Technical Approach</b>	<b>10 Total</b>
<b>Tab 6</b>	<b>Historic Project Experience</b>	<b>20 Total</b>
	<b>Total</b>	<b>100 Points</b>

## 2 SUBMISSION TABS

### 2.2.1 TAB 1 - INTRODUCTORY INFORMATION

The Prime Contractor will provide a maximum five (5) page cover letter. The cover letter may contain optional information about your design-build team and is required to provide the following statements:

- A. Identify and provide full contact information for the person authorized to contractually bind the company.
- B. Identify project team. Include as a minimum the following consultants: Architect, Structural Engineer, Civil Engineer, Mechanical Engineer, Electrical Engineer, Interior Designer, Historic Preservation Consultant, and any specialty consultant.
- C. Provide a statement of your corporate policy for Equal Opportunity Employment.
- D. Provide a statement of your corporate policy for Drug Free Workplace.
- E. Provide an Immigrant Labor Agreement Statement per the State of Oklahoma Law “Oklahoma Taxpayer and Citizen Protection Act of 2007”.
- F. Provide acknowledgement of intent to comply with Tobacco-Free Environment requirements.
- G. Provide acknowledgement of receipt of clarifications.

## Additional Information Required

### H. Insurance and Bonding

#### Submission Requirements

Submit a letter of commitment from a surety, signed by an officer or agent authorized to bond, that identifies the offeror's available bonding capacity and limits that the surety will bond the offeror, as the successful awardee for this project, taking into consideration the Cost Ceiling Limitation described in this Solicitation.

If the joint venture involves a contractor and an A-E firm and the contractor intends to provide the bond, provide a complete explanation with confirmation from the surety.

#### Evaluation Criteria

YES/NO

### I. Sub-Contractor Competition and Buy Oklahoma Strategy

#### Submission Requirements

Statutory requirements and Buy Oklahoma procurement strategy: Under State law, the Design-Build process must not interfere or inhibit the opportunity for subcontractors to openly and freely compete for subcontracts pursuant to the Public Competitive Bidding Act of 1974 with respect to public notices. Additionally the Division of Construction Assets Management, Construction and Properties Department seeks a commitment statement from the design-builder to pursue a Buy Oklahoma strategy. Provide a short statement on how your design-build team will encourage local firms and subcontractors in earning value from this contract. Buy Oklahoma may come from any source that is on your project team: designers, contractors, sub-consultants, sub-contractors, labor, suppliers, manufacturers or other entities that will have a contractual relationship with the Prime Contractor on this work. Describe how you will invite, encourage, screen and competitively select construction trade contractors if you are selected to participate in the RFP Phase II process.

#### Evaluation Criteria

YES/NO

### J. Legal Structure

#### Submission Requirements

Describe your team's legal structure in one page or less; integrated design-builder, joint venture, limited liability Corporation, prime-sub-contractor or others. If joint venture, provide a copy of your joint venture agreement in addition to the teaming arrangement requirements. Identify whether the offering firm is a legal entity recognized in the State of Oklahoma, and the date such entity was legally established.

#### Evaluation Criteria

YES/NO

### K. Teaming Arrangement/Teaming Agreement

#### Submission Requirements

Teaming Arrangement - Provide your design-build teams Teaming Agreement, page count as necessary. Provide information that is similar to that of the AIA-AGC Design-Build Teaming Agreement or the Design-Build Institute of America Teaming Checklist. You may use these Teaming Agreements or other

agreements that are specifically developed for your team. Include the Contractor, lead Architectural/Engineering firm and key sub-consultants in the teaming arrangement. YES/NO Evaluation Criteria does not apply to fully integrated firms but does if teaming with outside partners or consultants.

#### Evaluation Criteria

YES/NO

### 2.2.2 TAB 2 - PROJECT EXPERIENCE

#### A. Contractor's Project Experience

##### Submission Requirements

The Contractor shall demonstrate recent, relevant experience on similar projects using the Specialized Experience Form – Attachment 1. The relevant experience of Team Members for this project will have greater consideration. The Contractor shall demonstrate experience projects of similar type involving major interior restoration and historic restoration projects of similar scope and budget and properties listed on the National Register for Historic Places. The Contractor shall also demonstrate corporate experience with at least three projects completed within the last five years by a Design Build contract (Design Build as defined by Oklahoma state statutes) and/or contract similar in size and scope to this project if possible. Scoring will be more favorable if both project type and design-build experience are met. No preference will be given to either public or private projects. Private projects demonstrate innovation and public projects demonstrate an ability to administer the required bureaucracy of the publicly funded work. Projects will be considered similar to this procurement if they are similar in complexity in type, scope and magnitude for interior rehabilitation projects. Submission shall be limited to a maximum of ten (10).

##### Evaluation Criteria

CAP will evaluate the recent, relevant experience of the Contractor with emphasis on Team member relevant experience. Some examples of relevancy to this project may include:

- Project description; size, value, type of facility, complexity, and location
- Projects utilizing Design Build contracts
- Projects involving interior historic preservation, restoration or rehabilitation
- Projects where the construction phase has been completed within the past ten (10) years.
- Previous experience of the designer and construction of successfully working together
- Successful outcomes in the form of Owner/Client satisfaction

CAP may consider previous design-build experience strength, even if the experience is on different type projects than this project. Similarly, CAP may consider previous recent teaming experience among the team members as added value, even if on different type design and/or construction projects than this project. The more relevant the experience to this solicitation, the more credit will be given. Projects will be evaluated for merits and not quantity. Only ten (10) projects will be evaluated.

#### B. Architect-Engineer Project Experience including key Sub-Consultants

##### Submission Requirements

The Architect-Engineer shall demonstrate recent, relevant experience on similar projects using the Specialized Experience Form – Attachment 1. The relevant experience of Team Members for this project will have greater consideration. The Architect-Engineer shall demonstrate experience projects of similar type involving major interior restoration and historic restoration projects of similar scope and budget and properties listed on the National Register for Historic Places. The Architect-Engineer shall also demonstrate corporate experience with at least three projects completed within the last five years by a Design Build contract (Design Build as defined by Oklahoma state statutes) and/or contract similar in size

and scope to this project if possible. Scoring will be more favorable if both project type and design-build experience are met. No preference will be given to either public or private projects. Private projects demonstrate innovation and public projects demonstrate an ability to administer the required bureaucracy of the publicly funded work. Projects will be considered similar to this procurement if they are similar in complexity in type, scope and magnitude for interior rehabilitation projects. Submission shall be limited to a maximum of ten (10) projects.

#### Evaluation Criteria

CAP will evaluate the recent, relevant experience of the Architect-Engineer with emphasis on Team member relevant experience. Some examples of relevancy to this project may include:

- Project description; size, value, type of facility, complexity, and location
- Projects utilizing Design Build contracts
- Projects involving interior historic preservation, restoration or rehabilitation
- Projects where the construction phase has been completed within the past ten (10) years.
- Previous experience of the designer and construction of successfully working together
- Successful outcomes in the form of Owner/Client satisfaction

CAP may consider previous design-build experience strength, even if the experience is on different type projects than this project. Similarly, CAP may consider previous recent teaming experience among the team members as added value, even if on different type design and/or construction projects than this project. The more relevant the experience to this solicitation, the more credit will be given. Projects will be evaluated for merits and not quantity. Only ten (10) projects will be evaluated.

#### C. Prior Experience Working Together and Ability to Integrate in the Design-Build Model

##### Submission Requirements

Prior Experience Matrix - Provide a matrix (see following example) showing five (5) projects that your team has successfully completed within the past five (5) years. Projects may include various delivery methods such as: private-negotiated, design-bid-build, design-build, construction management at risk. The projects listed in Sub-Section 2.2.2.A and this Sub-Section 2.2.2.B are not required to be the same projects and are independent of one another. Clarification: The matrix form should demonstrate the teams “Prior Experience” relationships with the five (5) representative projects.

<b>DESIGN-BUILDER</b>	Project 1	Project 2	Project 3	Project 4	Project 5
Design-Build Project Manager/Director or Team Leader					
Architect/Designer of Record					
Structural Engineer of Record					
Electrical Engineer of Record					
Mechanical Engineer of Record					
Civil Engineer of Record					
Historic Preservation Consultant					
Project Architect					
Interior Designer					
Security Consultant					
Construction Project Manager					
Contractor's Superintendent					
Estimator					
Other Associated Design, Construction or Consultant					

For each of the five (5) projects listed in the matrix, provide a brief project description with following information:

- Project name, location, size and value
- Type of facility and complexity
- Brief description of a project challenge and how the project team collaborated to meet the challenge
- Brief description of why/how the final outcome provided Owner satisfaction
- Intent is to show individual's experience working together on the five (5) noted projects and to demonstrate within the matrix the delivery method, i.e. (DB) Design-Build; (CM) Construction Management; (DBB) Design-Bid-Build; (NC) Negotiated Contract.

Collaborative Approach for Design-Build - Describe interactions within the team and with the client during the design. Describe the role and interaction of the design team with the construction team during design and then construction. Provide information on how your design-build team will manage co-location and/or communications of design and construction team members; manage State of Oklahoma team comments, the design team's involvement throughout construction, and how subcontractors will be integrated into the design and construction processes.

#### Evaluation Criteria

Prior Experience Matrix – CAP will evaluate the design-build team's prior experience working together to attain successfully completed projects. A mix of various delivery methods and private or publicly funded projects is acceptable. Matrixes that show prior design-build teaming experience on projects of similar size

and scope will receive additional consideration. Projects will be evaluated for merits and not quantity. Only five projects will be evaluated.

Collaborative Approach to Design-Build: CAP will evaluate the integration plan of the design and construction firms and the staff during design and construction. The contractor and key subcontractors must be actively involved in the design process. The offeror must have an effective configuration management system to communicate, manage, control and track revisions to the design. CAP will evaluate the offeror's understanding of the design process and the roles of the designers of record.

### **2.2.3 TAB 3 – PAST PERFORMANCE EVALUATION**

A. Contractor: For every project listed under Section 00 22 10, subsection 2.2.2, Item A "Project Experience", submit a past performance evaluation. If these are not available, submit the appropriate Performance Survey - ATTACHMENT 3. If both the Contractor and Architect-Engineer performed work, submit form for each on the single project. Extra consideration will be given if Team Members for this project were involved.

B. Architect-Engineer: For every project listed under Section 00 22 10, subsection 2.2.2, Item B "Project Experience", submit a past performance evaluation. If these are not available, submit the appropriate Performance Survey – ATTACHMENT 4. If both the Contractor and Architect-Engineer performed work, submit form for each on the single project. Extra consideration will be given if Team Members for this project were involved.

### **2.2.4 TAB 4 - RESUMES**

#### **A. Licensing and certifications**

This project is on State Land. Prior to Contract Award, the State of Oklahoma requires that all design professionals including, but not limited, to architects, engineers, interior designers, land surveyors, etc. must be licensed through either the Oklahoma Board of Governors of the Licensed Architects, Landscape Architects and Interior Designers , per O.S. 59 Chapter 2, Section 46.1 and/or the State Board of Licensure for Professional Engineers and Land Surveyors per O.S. 59, Chapter 10 Article I & II Sections 475.1-22b.

All construction trades to include must have a current Oklahoma license. Construction trade licenses may be obtained through either the Construction Industries Board per O.S. 59, Section 1000.1. Other trades may require licenses as stipulated in O.S. 59.

#### **B. Requested Resumes**

Project Personnel Experience (Specialized experience and technical competence)

Demonstrate the relevant experience of key project personnel. Biographical data shall include the following:

- 1) Name of individual.
- 2) Company employed by.
- 3) Company position title.
- 4) Years with the company.
- 5) Describe work experience with projects that; were completed by the design build process, were rehabilitation projects and the company (by name) they worked for when involved in the project.
- 6) An indication of which (if any) projects submitted under Corporate Experience (above) the individual participated in and what the individuals responsibility was for that project.

- 7) An indication of which other individuals submitted under Project Personnel Experience this individual has worked with and the project they worked on together, noting if that project has been submitted under Corporate Experience (above).
- 8) Position that the individual will hold in regard to this contract/project team, description of duties and what percentage of the individual's time would be committed to the project during both the design and construction phases.
- 9) Describe job related educational experience including degrees, certificates etc and granting institutions.

#### Submission Requirements

Provide a one (1) page resume for each of the following positions on your design-build team. Use the form provided in Attachment 2 or another form that provides the same information. For any personnel, Design Build Institute of America Designation is desired but not required.

**Design-Build Project Manager/Director or Team Leader**– This is the premier role on the design-build team and will act as the first point of contact between the design-builder and the State team. The position requires a minimum of five (5) years experience in design or construction management. Demonstrate satisfactory experience to manage, and control the design and construction. Additional consideration will be given if the Design-Build Project Manager is assigned solely to this project. If the Design-Build Project Manager is assigned to more than one project, clearly state the number of multiple projects and how they will be managed by this role.

**Architect /Designer of Record** – Licensed professional Architect with a minimum of five (5) years experience in facilities of similar size and scope.

**Structural Engineer of Record** - Licensed professional engineer with a minimum of five (5) years experience designing structural systems for projects of similar size and scope.

**Mechanical Engineer of Record** - Licensed professional engineer with a minimum of five (5) years experience designing mechanical systems on projects of similar size and scope.

**Electrical Engineer of Record** - Licensed professional engineer with a minimum of five (5) years experience designing electrical systems on projects of similar size and scope.

**Civil Engineer of Record** - Licensed professional engineer with a minimum of five (5) years experience designing for site conditions for projects of similar size and scope.

**Historic Preservation Consultant** - A Historic Preservation Consultant with five (5) years of full time experience on projects of similar size and scope.

**Project Architect** - B.S., B.A. in Architecture, Licensed Architect with a minimum of five (5) years experience in facilities of similar size and scope.

**Interior Designer** – Licensed professional with five (5) years of experience in interior design in a similar region.

**Security Consultant** – A security consultant with five (5) years of full time experience on projects of similar size and scope.

**Construction Project Manager** – If this role is not fulfilled by the Design-Build Project Manager or Team Leader, then the firm must provide another qualified individual (in addition to the DB PM) that is degreed

in Construction Management, Construction Science or Architecture/Engineering and has five (5) years experience in construction and construction management projects of similar size and scope. Degree may be substituted by an additional five (5) years of experience. Ability to effectively manage, control, administer, and execute the integrated design and construction operations, safety, quality control program, and subcontracts.

Superintendent – Minimum five (5) years experience as superintendent, managing multiple trades and subcontractors with a proven experience in safety and quality control.

## **2.2.5 TAB 5 - ORGANIZATIONAL AND TECHNICAL APPROACH**

Provide an organization and technical approach narrative on your team's response to executing the design-build contract addressing the intricacies of this project. Limit the plan to ten (10) pages or less clearly and concisely describing the organizational and technical approach to project management and execution.

### **A. Organizational Approach**

#### **Submission Requirements**

Organization: Demonstrate an understanding of the fundamental design-build problem, i.e. a design and construction proposal that meets the RFP requirements while still meeting the funding constraints. Demonstrate an understanding of the risk management process associated with design/build processes. Describe the firm, and their resources and how their resources will be utilized, and their roles and responsibilities.

Provide an organizational chart of the design-build team, including key sub-consultants, the proposed quality control group(s) and key personnel and how they will fit into the design-build team organization.

#### **Evaluation Criteria**

Organization: CAP will evaluate the clarity and strength of the overall organization, the structure and staffing to execute the entire scope of work. The offeror is required to select and commit to design firms to achieve a satisfactory rating.

### **B. Design and Construction Scheduling**

#### **Submission Requirement**

Provide information on the design and construction firms' ability to complete the project in the time available. Provide information on the type of scheduling program to be used for this project. Describe how you will integrate design, construction and CAP milestones into a comprehensive schedule. Describe any additional features you will provide such as cost loaded scheduling or if offering BIM for extraordinary reasons. Fast Track design-build is not required but is highly desirable. Relevant project examples where the scheduling has met the time available should be included.

#### **Evaluation Criteria**

Planning and Scheduling: CAP will evaluate the offeror's integrated scheduling capabilities and demonstrated performance on completed projects that are relevant to the systems that will be utilized to implement the schedule for this project.

### **C. Quality Control for Design**

#### **Submission Requirements**

Demonstrate the design team's proven ability to develop excellent contract documents using full design quality control. Prove information on how the design team will accomplish this and any in-house processes that the design team will utilize. Provide information on how design documents will be compiled from multiple sources and who will coordinate this effort. Provide information on how the design team has historically achieved 100% complete design document at pre-determined design milestones. Provide information on how the multiple design teams and personnel will collaborate to create integrated design.

#### Evaluation Criteria

CAP will evaluate the design team's proven ability to develop comprehensive, integrated and 100% complete design packages. Specific information on how the design team will complete the design quality control process, track design evolution and changes during design to meet the schedule and to facilitate quicker CAP reviews will also be evaluated.

### D. Quality Control for Construction

#### Submission Requirements

Provide information on your team's capabilities to commit to and assure construction control quality. Describe your quality control approach, corporate systems, and capabilities to maintain quality control of the design and construction. Provide information on how you will handle internal and external requests for information, shop drawings, submittal reviews, progress meetings, site visits, contract completion, closeout, as-built, and completion documentation. Provide a brief description of the general contracts quality control plan.

#### Evaluation Criteria

Quality Control: CAP will evaluate your team's capabilities to insure control quality construction. The evaluation will include how the contractor assumes all matters relating to quality control of construction and how this control and commitment will reduce the workload for the State. The quality and speed of how information internal to the design build team and with CAP will be also be evaluated.

### E. CADD and Building Information Modeling (BIM)

#### Submission Requirements

The design-builders are required to utilize CADD. BIM is encouraged but not required, if BIM is used the design-builder may receive extra consideration depending on the approach, extent and value to CAP. The design-builder may use Bentley, Revit, or another industry 3-D modeling program.

Provide information on which system your team will use and describe how BIM will facilitate and support collaborative teaming within the design-build team and with CAP.

#### Evaluation Criteria

Describe your CADD System, or if providing BIM, describe the system you propose. All systems will be allowed, however, those design-builders that provide Revit or Bentley will receive the highest consideration. If BIM is provided, only 3-D modeling is required.

## **2.2.6 TAB 6 – EXPERIENCE IN SIMILAR HISTORIC PRESERVATION, RESTORATION AND REHABILITATION PROJECTS**

### A. Similar Historic Projects

#### Submission Requirements

Provide demonstrated experience working with interior historic preservation, restoration or rehabilitation projects for the Contractor, Architect-Engineer and Historic Preservation Consultant (if part of the DB team). Provide a narrative not to exceed ten (10) pages that demonstrates your experience with emphasis placed on the coordination between disciplines and an understanding of the construction methods that will be utilized to rehabilitate the interior of the Capitol. Provide a list of projects your team has completed with comparable conditions.

#### Evaluation Criteria

Contractor, Architect-Engineer, and Historic Preservation Consultant shall demonstrate successful project experience working together in challenging interior rehabilitation projects and share solutions developed to overcome problems.

## SECTION 00 22 10 - ATTACHMENT 1: SPECIALIZED EXPERIENCE FORM

<b>Specialized Experience Form</b> Provide the following information to show examples of projects of similar size and scope.			
Your Firm's Name:		Start Date:	
Name of the project:		Completion Date:	
Your Contract Amount:		Type of Facility:	
Total Cost of Facility:			
Identify the Designer and Contractor for this project:			
Your role: (Prime, Joint Venture, LLC, Integrated DB, Sub):			
What Type of Delivery Method was used for this project?			
Private Negotiated		Construction Management @Risk	
Design-Build		Bridging	
Design-Bid-Build		Other (explain)	
What type of specifications were used for this project?			
Performance Specifications		Describe any Awards for this project:	
Master Format Type Specifications			
Bridging Drawings and Specifications			
Past Performance Reference: The State of Oklahoma reserves the right to contact this organization or person and conduct a telephone interview for references. Confirm this reference is available.			
Organization:			
Contact Person:			
Telephone:			
Email:			
Address:			
City, State, Zip:			
Provide the reference performance rating, if any:			
Were you terminated or assessed liquidated damages? If either is "yes" please explain:			
Percentage of work self-performed:			
Detailed description of work self-performed:			
Describe any work you subcontracted to others:			

## Specialized Experience Form

Page 2.

General Scope of the Specialized Experience project: Maximum of one (1) photo page per project.

## SECTION 00 22 10 – ATTACHMENT 2: RESUME FORM

Use this form or format. Provide all the required information on one page.

Resume Form			
Position/Assignment for the Project:			
Firm Name:		Number of Years of Experience:	
Name:		This Firm:	
Title:		Other Firms:	
Degree:		Specialization:	
Year Earned:		Registration:	
Describe your specific experience and qualifications relevant to this project:			



## SECTION 00 22 10 – ATTACHMENT 3: PERFORMANCE SURVEY - CONSTRUCTION SERVICES

To: \_\_\_\_\_  
(Name of person completing survey)

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Subject: Past Performance Survey of: \_\_\_\_\_  
(Name of Company)  
\_\_\_\_\_  
(Name of Individuals)

The State of Oklahoma is implementing a process that collects past performance information on firms and their key personnel. The information will be used to assist the Division of Capital Assets Management, Construction and Properties Department (CAP) in the selection of firms to perform various projects. The firm/individual listed above has listed you as a client for which they have previously performed work on. We would appreciate your taking the time to complete this survey.

Using an "X," please mark the performance on a scale from Excellent to Unsatisfactory. Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge in a particular area, please leave it blank.

Client Signature: \_\_\_\_\_

Client Name: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Completion: \_\_\_\_\_

NO	CRITERIA	Exceptional	Good	Satisfactory	Unsatisfactory
1	Ability to manage the project cost (minimize cost increases)				
2	Ability to maintain schedule requirements (complete on-time)				
3	Quality of workmanship				
4	Professionalism and ability to manage the project				
5	Ability to continuously improve				
6	Ability to communicate				
7	Ability to follow the users rules, regulations, and requirements				
8	Overall customer satisfaction and comfort level in hiring vendor/individual again				

When rating, be sure to have only one "X" for each row.



## SECTION 00 22 10 – ATTACHMENT 4: PERFORMANCE SURVEY - DESIGN SERVICES

To: \_\_\_\_\_  
(Name of person completing survey)

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Subject: Past Performance Survey of: \_\_\_\_\_  
(Name of Company)  
\_\_\_\_\_  
(Name of Individuals)

The State of Oklahoma is implementing a process that collects past performance information on firms and their key personnel. The information will be used to assist the Division of Capital Assets Management, Construction and Properties Department (CAP) in the selection of firms to perform various projects. The firm/individual listed above has listed you as a client for which they have previously performed work on. We would appreciate your taking the time to complete this survey.

Using an “X,” please mark the performance on a scale from Excellent to Unsatisfactory. Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge in a particular area, please leave it blank.

Client Signature: \_\_\_\_\_

Client Name: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Completion: \_\_\_\_\_

NO	CRITERIA	Exceptional	Good	Satisfactory	Unsatisfactory
1	Ability to manage the project cost (minimize cost increases)				
2	Ability to maintain schedule requirements (complete on-time)				
3	Quality of workmanship				
4	Professionalism and ability to manage the project				
5	Ability to continuously improve				
6	Ability to communicate				
7	Ability to follow the users rules, regulations, and requirements				
8	Overall customer satisfaction and comfort level in hiring vendor/individual again				

When rating, be sure to have only one “X” for each row.



## SECTION 00 22 15 – DRAFT REQUEST FOR PROPOSALS PHASE II INFORMATION

## 1. NOTICE

Information provided in this section is provided for your information and understanding only. These documents may receive revisions prior to the start of the Request for Proposal Phase II solicitation. Clarifications and questions will NOT be addressed concerning these documents until after the start of the RFP Phase II selection.

## 2. RFP PHASE II - DRAFT SELECTION SCHEDULE

The State of Oklahoma, Division of Capital Assets Management, Construction and Properties Department (CAP) is planning to conduct the design-build solicitation based upon the schedule identified below. This schedule is an estimate only; there may be some changes due to unforeseen conditions. The final solicitation schedule will be given to the three short listed firms when the RFP Phase II is issued.

Issue Request for Proposal	January 5, 2015
Pre-Proposal Conference	January 21, 2015
Last Day to Submit RFI's	January 28, 2015
Final RFI responses issued by CAP	January 30, 2015
RFP – Phase II Due Date	February 6, 2015
RFP Interviews	February 11, 2015
Design-Build Team Selection	February 23, 2015

## 3. RFP PHASE II - PRELIMINARY INFORMATION

Complete RFP Phase II solicitation documents will be provided to the three short listed firms. Information listed here is in short form to provide information to design-builders in evaluating the scope of work that will be expected from them during contract award.

## 4. RFP PHASE II -TABLE OF CONTENTS FOR THE SOLICITATION

Section 00 72 00 – Contract Clauses: This section is included in the RFQ Phase I to inform design-builders of the required contract clauses after contract award. This section will be re-issued in the RFP Phase II as a finalized contract document.

Section 01 10 00 - Statement of Work: The Statement of Work will be a key part of the RFP Phase II and will include the following information:

Section 01 10 00 01 Interior Scope of Work – The Interior Scope of Work will describe the needed rehabilitation and repairs to the interior. Information will be provided about the program objective, site restraints and aesthetic requirements.

Section 01 10 00 02 Performance Specifications: The project RFP will utilize narrative performance specifications based upon the Masterformat Specifications, Cost Estimating, and Cost Analysis.

Each of the following sections list some, but not all, of the requirements for design and construction after award. The intent of this information is to provide basis descriptions for each Section. Full documents will be provided to the three short- listed firms.

Section 01 33 16 Design After Award - Design after Award will address the following requirements:

Design Quality Control Plan, partnering, project progress, fast tracking design and construction, interim design submittals, over-the-shoulder progress reviews, final design submissions, design submittals, design and code checklists, acceptance and release for construction, as-built drawings, and fire and life safety code review.

Section 01 45 02 00 10 Quality Control System (QCS) - QCS Software, users guide, training, database and database maintenance, Quality Control, submittal management, monthly coordination meetings and notifications of non-compliance.

Section 01 32 01 00 10 Project Schedule - Basis for payment and cost loading, detailed schedule requirements, submission requirements, period schedule meetings, requests for time extensions, directed changes, progress meetings.

Section 01 33 00 Submittal Procedures - Submittal classifications, approving and disapproving submittals, CAP approved submittals, for information only submittals, withholding payments, control of submittals, and submittal procedures.

Section 01 35 91 Historic Treatment Procedures - Special procedures for historic treatments, storage and protection of existing historic materials, temporary protection and protections during application of chemicals and historic treatment procedures.

Section 01 45 04 00 10 Contractor Quality Control - General requirements of the Quality Control Plan, coordination meetings, quality control organization, submittals and deliverables, tests, complete inspections, and notification of non-compliance.

Section 01 50 02 Temporary Construction Facilities - Availability and use of utility services, bulletin board, project sign and safety sign, protection and maintenance of traffic, maintenance of construction site, and contractor provided CAP field office.

Section 01 78 02 00 10 Closeout Submittals - Required close out submittals, project record documents, equipment data, construction warranty management, mechanical testing, adjusting, balancing, and commissioning, operation and maintenance manuals, red zone meeting, and final cleaning.

## SECTION 00 30 00 AVAILABLE INFORMATION

### Existing Conditions Reports

A Historic Conditions Report document was prepared by Mass Architects, Inc. in 2010. More in depth surveys will be required as the restoration process begins. The overview of the buildings structure, its electrical systems, and plumbing systems were performed and a very in-depth report on its existing heating and air-conditioning systems was also included. This in depth report was completed by the Benham Group of Oklahoma City in 2006.

The Historic Conditions Report is available to design-build teams responding to this Request for Qualifications. This document is available on the Capitol Restoration Project website at [http://www.ok.gov/OSF/Capitol\\_Restore/](http://www.ok.gov/OSF/Capitol_Restore/).



**SECTION 00 72 00 CONTRACT CLAUSES**

We will be using the contracts based up the DBIA Family of Contracts that have been modified to comply with State of Oklahoma requirements.

1. Standard Form of Agreement Between Owner and Design-Builder – Cost Plus Fee with an Option for a Guaranteed Maximum Price
2. Standard Form of General Conditions of Contract Between Owner and Design-Builder
3. Supplementary Conditions to Contract Between Owner and Design-Builder



## **ATTACHMENT 1 – INTERIOR GOALS AND CRITERIA**





## **Interior Goals and Criteria**

*Prepared by: Office of Management and Enterprise Services, Mass Architects Inc.*

To begin the process of repairing and restoring the interior of the State Capitol, a list of goals and criteria must be established. The comprehensive list that follows is based upon the findings in the 2010 Historic Conditions Report, as well as additional needs determined through subsequent evaluation by the Office of Management and Enterprise Services and Mass Architects Inc. This list should not be confused with the scope of work for the project, which will be determined later.

Some of the goals in this document may not be achievable in the immediate future due to time and cost constraints. Nevertheless, to begin the process of choosing a design-build vendor, a broad list of goals and criteria should be determined to secure a contractor with the appropriate skills and experience.

### **Infrastructure and Systems**

**1. Goal: Replace nonfunctional, deteriorated plumbing (2010 Historic Conditions Report)**

*Replace degraded, out-of-service, deteriorated or noncompliant plumbing in the building.*

**Criteria:**

- Ensure work completed enhances the original historic nature of the building.
- Replace below-grade sanitary waste and vent piping in addition to domestic hot and cold water piping.
- Replace existing plumbing fixtures (water closets, urinals, lavatories, sinks, etc.) to meet current codes and standards.
- Replace leaking or degraded roof drains and piping.
- Replace degraded vitrified clay tile storm drain piping outside the building.
- Upgrade existing dewatering sump pumps in the basement and add additional sump pumps as necessary.

**2. Goal: Restore and replace electrical system (2010 Historic Conditions Report)**

*Replace all degraded, out-of-service, deteriorated, or noncompliant electrical infrastructure and work to improve energy efficiency.*

**Criteria:**

- Ensure work completed enhances the original historic nature of the building.
- Provide new electrical devices, cover plates, wiring, etc., as required by architectural modifications to the building.
- Ensure aesthetic aspects of the electrical equipment provided are fully coordinated with the architectural scheme for the spaces.
- Provide power, devices, connections, etc., as required for new mechanical equipment.
- Provide power as required for owner-provided equipment.
- Conduct an overall fault current/coordination/arc-flash hazard study for the newly designed electrical system during the design phase with all selectable breaker settings specified and update the study following final installation to reflect actual as-built conditions.



- Provide arc-flash hazard labels for all electrical equipment.
- Upgrade existing electrical rooms and electrical equipment so that codes (mandated clearances, working spaces, egress, etc.) are met for electrical distribution systems and grounding.
- Evaluate the condition of feeders and feeder busways extending to the upper floors.
- Replace all feeders that are in poor condition, undersized or otherwise damaged.
- Evaluate the condition of branch circuits and replace all conductors that are in poor condition, undersized or otherwise damaged.
- Replace all cloth-covered wiring.
- Evaluate the condition of all electrical panel boards and equipment located throughout the spaces on each floor and replace all that are in poor condition, undersized or otherwise damaged.
- Ensure that all electrical equipment is installed with adequate clearance, working space and egress as required by codes.
- Evaluate the condition (or existence) of the grounding system in the building and ensure that a full grounding system is in place.
- Remove the existing 230V-distribution system that was left in place to serve the elevators and revise or replace elevator equipment as necessary in order to change to 480V-distribution system.
- Evaluate condition of the existing lightning-protection system and upgrade as required while ensuring the lightning-protection system is fully bonded to building-grounding system.

**3. Goal: Install emergency power (2010 Historic Conditions Report)**

*Analyze the need for an emergency power system and install generators if necessary.*

**Criteria:**

- Evaluate the various systems to verify which should be backed up by the generator while ensuring all life-safety systems are backed up by the generator.
- Coordinate with building stakeholders to provide emergency power for other optional systems from a separate automatic transfer switch.
- Provide emergency lighting throughout the building powered by the generator and in accordance with current codes.
- Provide exit signage throughout the building that is consistent in appearance, powered from either emergency generator or battery backup, and in accordance with current codes.
- Provide battery backup for elevators, elevator lighting, and elevator controls (or generator power as required by code).

**4. Goal: Install Uninterruptable Power Supply (UPS) system**

*Analyze the need for UPS system and install, if necessary.*

**Criteria:**

- Evaluate the large battery room in the basement data center for all current life-safety related issues such as ventilation, hazardous area rating, fire alarm, and suppression, etc.
- Evaluate whether a new UPS system should be provided and consider the use of a flywheel type system if it meets the needs of building stakeholders.
- Provide power to this area from the new emergency generator, if required.



**5. Goal: Install updated lighting and lighting controls** (some criteria discussed in 2010 Historic Conditions Report)

*Analyze the existing lighting system and upgrade for use and efficiency.*

**Criteria:**

- Design new lighting and lighting control systems to meet IECC 2009 to the maximum extent possible and provide individual space lighting controls in accordance with IECC 2009.
- Ensure all lighting color selections, including color rendering index and color temperature, are fully coordinated with architectural selections.
- Provide appropriate lighting on all artwork to include paintings, monuments and sculptures.
- Provide a programmable lighting-control system for all common areas and building exterior.
- Evaluate various options to determine the most energy efficient type of lighting and replace interior and exterior lighting as recommended.
- Provide scene-based lighting controls and dimming systems for Senate and House chambers, and evaluate other areas in the building that would be well-served by this type of system.
- Coordinate with architect to provide a method for re-lamping all fixtures with new fixtures that provide a very long lamp life, particularly in traditionally non-accessible portions of the building that prevent regular re-lamping.
- Install historic light fixtures in historic preservation zones.

**6. Goal: Improve heating ventilation and air conditioning** (2010 Historic Conditions Report)

*Evaluate and improve the function of the HVAC systems in the building.*

**Criteria:**

- Ensure work completed enhances the original historic nature of the building.
- Identify areas that are not currently climate controlled and provide the proper HVAC for those areas.
- Identify areas with inadequate or malfunctioning HVAC and replace or upgrade those systems as necessary to meet requirements for current and future space utilization.
- Verify that existing HVAC systems comply with current building codes and upgrade or replace HVAC systems to meet the standards of ASHRAE 90.1 and 62.2.
- Verify proper operation of existing HVAC controls (control valves, dampers, electronics, etc.) and replace or upgrade those controls as necessary.

**7. Goal: Improve elevators** (2010 Historic Conditions Report)

*Replace and upgrade elevators to a historically sympathetic modern elevator design that works faster and serves a higher occupant load.*

**Criteria:**

- Replace elevator cabs with a modern, but aesthetically appropriate, design.
- Install new controls, motors, and operational elements to provide for more efficient operation and use.
- Install new ADA-compliant elevator hardware, including an audible signal.



**8. Goal: Upgrade information technology and security systems**

*Provide a historically appropriate, but enhanced, Information Technology infrastructure for support of current and future technology needs including business, guest services, access control and advanced security systems.*

**Criteria:**

- Remove all exposed cabling throughout the building. All cabling shall be installed in cable tray or conduit. All cabling shall be concealed. If no other method exists for concealing the cabling, a surface raceway may be used. All use of surface raceway shall be fully compatible with architectural appearance of the space.
- Hide exposed wiring and equipment for data, security, and power.
- Provide new telecommunications service, audio-visual equipment and information technology infrastructure to renovated spaces as required in coordination with state IT personnel to verify type of cabling and connections desired.
- Coordinate with state security personnel for required revisions and upgrades to the security system.
- Relocate security cameras to locations that offer better coverage of the building and do not detract from historic architecture.

**Historic Restoration and Preservation**

**9. Goal: Enhance historic character (2010 Historic Conditions Report)**

*Ensure construction plans are appropriate for historic application and, if possible, remove non-historical or poorly conforming renovations made in the past.*

**Criteria:**

- Ensure work completed enhances the original historic nature of the building.
- Establish preservation zones within the building with guidelines and design standards for all future construction or repair in those areas.
- Unify the building with appropriate and consistent historic and design criteria.
- Establish criteria and recommended proper locations for signage, clocks, fire extinguishers and other miscellaneous items in a manner that respects and enhances the historic nature of the building.
- Remove or modify areas that were poorly remodeled in the past, causing an erosion of the historic nature of the building.
- Ensure security stations at entrances are better integrated into the historic character of the building.
- Re-open and re-establish the south grand entry as the building's ceremonial entrance during visiting hours.



**10. Goal: Improve historic aesthetics and establish a master plan for efficient use of space**  
(some criteria discussed in 2010 Historic Conditions Report)

*Establish consistency of historical design and revisit the space utilization plan for optimum efficiency.*

**Criteria:**

- Develop appropriate historic displays for artifacts.
- If possible, remove drop ceilings and expose original vaulted ceilings.
- Remove exposed phone and communication wiring inappropriately installed over the past 80 years.
- Re-establish the use of historic doors and frames and remove poorly conforming openings that have been cut into historic areas.
- Establish a consistent door hardware standard that is historically sympathetic to the building.
- Establish storage areas and staff work rooms to remove clutter (tables, chairs, copy machines, water coolers, etc.) from hallways and corridors.
- Renovate the ceremonial spaces such as the Blue Room, Governor's Large Conference Room, legislative chambers, Supreme Court chamber and conference rooms to better reflect the historic nature of the space and for enhanced function.
- Renovate bathrooms where required in a historically sympathetic manner that is ADA compliant.
- Replace damaged and cracking flooring in the basement and repair areas in which the flooring and base is failing, severely worn, or poor in historic appearance.
- Remove all 1960s-era wood paneling.
- Install period-appropriate furnishings in the public spaces.

**Structure and Safety**

**11. Goal: Ensure structural integrity**

*Repair all damaged components of the building structure, reinforce marginal elements, and establish a baseline for seismic alterations or repairs.*

**Criteria:**

- Analyze structural elements to determine whether the structure is serviceable for an extended period of time.
- Complete a seismic study and reinforce the building to better withstand seismic activity.
- Survey building slab for structural integrity and repair as required.
- Repair damaged columns or beams.
- Replace damaged gypsum plank decking in roofing that is falling on stained glass.

**12. Goal: Prevent water infiltration (2010 Historic Conditions Report)**

*Repair all building roofs, walls and foundation to stop water intrusion and its damaging effects.*

**Criteria:**

- Repair below grade items to a water-tight condition.
- Repair damaged granite steps and associated items.
- Replace damaged finishes in areas of repair.
- Identify and repair areas of damaged foundation or below grade wall cracks as allowable.



- Replace accessible below grade water-proofing.
- Repair basement structural areas damaged by water infiltration.

**13. Goal: Remove hazardous material**

*Remove and dispose of hazardous materials encountered.*

**Criteria:**

- Remove asbestos-containing materials encountered and repair associated finishes.
- Identify, remove or encapsulate lead paint encountered.

**14. Goal: Ensure the health, safety and welfare of building occupants**

*Where possible, improve the existing life safety conditions with regards to building code compliance.*

**Criteria:**

- Install fire sprinklers throughout the building to achieve reasonable compliance with code.
- Establish exit pathways to limit dead-end corridors to improve fire safety.
- Identify corridors with little or no fire exit access and improve by redesign or marking as noncompliant and not to be used in a fire emergency.
- Establish a method to improve smoke containment or limit smoke passage between floors at stairwells.
- Ensure proper exit hardware is installed at all exterior exit doors.
- Install appropriate signage for navigating out of the building in case of emergency.
- Install a fire-alarm system.

**15. Goal: Improve disability access**

*In all areas where it is reasonable and possible, improve the ability of those with disabilities to circulate throughout the building.*

**Criteria:**

- Refurbish bathrooms for full accessibility in historically appropriate character.
- Replace noncompliant hardware at doors, toilets and other areas.
- Ensure work completed is compliant with ADA.
- Replace noncompliant drinking fountains with accessible units.
- Install ADA-compliant signage throughout the building.