# Purpose

This document is meant to be a guide for the technical proposal requirements which are listed below. If your firm is selected, you will be required to submit a Technical Proposal and a series of documents to obtain an executed contract for services.

# Technical Proposal Requirements

To ensure the effective and timely execution of a contract, upon receipt of the Intent to Award letter, you must submit a complete and accurate technical proposal to the Project Manager **within 2 business days** of receipt of the award letter. If you do not submit a viable proposal within 2 business days, the University may negotiate an agreement with the next most qualified firm.

The selected firm must sign an Agreement for Design Build – Competitive Guaranteed Maximum Price (GMP). All Agreement samples are available to view at [ofcc.ohio.gov/Documents.](http://ofcc.ohio.gov/Documents.aspx) The terms and conditions of the Agreement are **non-negotiable**. The University **will not accept** any modifications, deletions, or counter proposals to the terms of any Agreement.

Submit the following items on company letterhead to the Project Manager. This letter must be signed by an individual who is authorized to contractually bind your firm:

1. Date of proposal (revisions are to include all previous submission dates)
2. The company’s address, phone and fax numbers (if not included in the letterhead)
3. Company’s federal tax ID number
4. OSU’s project name and number
5. Description of the scope of work and understanding of the project. Highlight any unique or special needs of the project.
6. Reference the estimated construction budget (should be from OSU’s advertisement unless otherwise noted)

The following items must also be enclosed with the technical proposal and can are located at <https://fod.osu.edu/resources> with in the following drop downs: “EDGE/MBE”, “Pre-Award”, or “Professional Services”.

1. Design Build Competitive GMP Best Value Rating form
2. Provide a preliminary project schedule including pre-construction and construction. Allow 30 - 60 days for receipt of executed contract.
3.  Intent to Perform form (Encouraging Diversity Growth and Equity (EDGE) requirement):
	* Edge Subcontracting Plan; required at each GMP Amendment
		+ Description of intent and strategy for meeting or exceeding participation goal.
		+ At a minimum, a list of potential labor and material categories with goal percentage met.

**NOTE:** Any firms contracting with The Ohio State University **must make a good faith effor**t to subcontract five percent (5%) of the total contract value with businesses certified under the EDGE program. If a firm, at the time of final SoV submission, is incapable of meeting this goal follow the EDGE waiver requirements on the following page.

1.  Project Contact Information form
	* At a minimum, include Primary and Consultant Key Personnel (Project Manager, Project Architect/Engineer, Construction Administrator, etc).
2. Equal Employment Opportunity form
3.  Payment Bond and Performance Bond for the total contract amount of the Preconstruction Stage and Construction Stage combined.
4. Certificate of Good Standing if your company is registered as an out of state company with the Ohio Secretary of State.
5. EEO Certificate of Compliance if your company intends to Self-perform any construction.
6. Ohio Worker’s Compensation Certificate
7. Evidence of enrollment in the Ohio Bureau of Workers’ Compensation Drug-Free Safety Program (DFSP) per Article 1.6 of the General Conditions *(Required at GMP)*
8. Insurance Certificates per Article 10 of the General Conditions.
	* List the project name and number on the certificate.
	* The Ohio State University, its Board of Trustees, and Criteria A/E (if applicable) must be named as additional insured.
	* Certificate holder listed as The Ohio State University, Facilities Operations and Development, 400 Enarson Classroom Bldg, 2009 Millikin Rd, Columbus, OH 43210.
	* Minimum coverage requirements as outlined in Article 10.3 of the Design-Build General Conditions.

**NOTE:** Company name on all required documents listed above must exactly match the name as registered with the Ohio Secretary of State (link to [Business Search](http://www2.sos.state.oh.us/pls/bsqry/f?p=100%3A1%3A0%3A%3A%3A%3A)).

# Requesting an EDGE Waiver

Documentation Required:

* Formal request for EDGE waiver on company letterhead- including the following information:
	+ Type of contract (i.e. Architect/Engineer, Criteria AE, General Contract, Design Build, Construction Manager at Risk etc.)
	+ Detailed explanation of the scope of work included in the contract
	+ Dollar value of contract
	+ Dollar value and percentage of waiver being requested o What scope of work was solicited to EDGE businesses o What means were used to solicit EDGE businesses
	+ What information was shared with the EDGE businesses solicited
	+ When was the information shared
	+ What was the time frame the businesses were given to respond
	+ What negotiations were made or attempted with interested businesses
	+ If negotiations were terminated or EDGE businesses were deemed unqualified – reasoning
* Completed and signed Demonstration of Good Faith Effort form
* Copy(ies) of the “Intent to Perform” form(s) – if any
* Print out of EDGE certified businesses search results from EOD website
* Documentation that the vendor utilized reasonable and available means to solicit EDGE businesses that have the capability to perform the scope of work
* Copy(ies) of dated written communication, fax confirmation, personal contact, follow up and negotiation with all solicited certified EDGE businesses that have the capability to perform the scope of work
* Proof that the bidder or contractor selected portions of the contracted work to increase the likelihood of participation by EDGE certified businesses
* Copy(ies) of dated written communication and/or fax confirmation that EDGE bidders solicited were provided with adequate information about the plans, specifications and requirements of the contract in a timely manner to assist them in responding to a solicitation
* Copy(ies) of dated written communication and/or fax confirmation of each EDGE vendor not awarded a contract that includes the dollar value of each reference item and the type of work
* Documentation of negotiating efforts and basis for rejecting bids – include names, addresses, dates and telephone number of the EDGE certified businesses considered
* Copy(ies) of dated written communication and/or fax communication showing that the bidder or contractor utilized the services of one or more organizations that provide contractor assistance in the identification and recruitment of EDGE certified businesses
* Copy(ies) of dated written communication and/or dated fax confirmation of EDGE businesses that were not interested in providing a quote or did not respond