REQUEST FOR QUALIFICATIONS
FOR CONSTRUCTION
MANAGER AT RISK SERVICES

Great Parks Shaker Trace Nursery Improvements

ISSUED: July 10, 2023

INTERESTED FIRM REGISTRATION DEADLINE: July 25, 2023, 4:00 p.m. (EST)

QUESTION DEADLINE: July 31, 2023 at 4:00 p.m. (EST)

STATEMENT SUBMITTAL DUE: August 10, 2023, 2:00 p.m. (EST)
The following is a Request for Qualifications (‘RFQ’) for Construction Manager at Risk services in accordance with Ohio Revised Code (‘ORC’) 9.331 and Ohio Administrative Code (‘OAC’) 153:1-6-01.

Great Parks of Hamilton County (‘Great Parks’) is seeking construction management firms to submit Statements of Qualifications (‘SOQs’) to direct and construct all phases of its Shaker Trace Nursery improvements, including, but not limited to:

- Site Improvements (enhanced vehicular circulation and relocated and expanded parking, expanded pedestrian circulation, upgrades to site utility infrastructure including power, water, sewage, geothermal heat pump, and solar array);
- Construction of a new greenhouse;
- Construction of a new seed processing facility and staff work space;
- Repurposed existing historic drying barn (including restrooms); and
- Additional equipment and supply storage.

RFQs, including a full description of the project, statement of the specific management services required, description of the qualifications required, and information on how to submit a proposal may be obtained by visiting the Great Parks website at https://www.greatparks.org/administration/documents.

All firms submitting SOQs must register by providing the firm’s name and contact information to Madison Stanley at mstanley@greatparks.org by 4:00 p.m. (EST), Tuesday, July 25, 2023.
Any questions prior to the deadline should be submitted in writing by email to Madison Stanley at mstanley@greatparks.org by 4:00 p.m. (EST), Monday, July 31, 2023. No questions will be answered after that date and time unless Great Parks determines that answering the question is necessary to correct an error or inconsistency in the RFQ. All questions and answers will be provided by email to all registered firms simultaneously.

SOQs must be submitted in pdf format via email to mstanley@greatparks.org by 2:00 p.m. (EST), Thursday, August 10, 2023. Any firm that submits, or attempts to submit, an SOQ is solely responsible for the method of submission and assumes the risk that the SOQ may be delayed or not received by Great Parks, whether by reason of equipment malfunction, human error or any other cause whatsoever.

**SOQs RECEIVED AFTER THE DEADLINE WILL NOT BE CONSIDERED.**

As set forth in ORC 9.28, SOQs will be available for public inspection after Great Parks makes an award. Great Parks is a governmental agency exempt from all local, state, and federal taxes. Firms shall be responsible for the collection of and payment of all sales and other taxes that may be applicable.

Pursuant to ORC 9.332 and OAC 153:1-6-01, Great Parks, through its evaluation committee, intends to select no fewer than 3 firms which it considers most qualified to continue to the second step of the process (submitting a proposal to perform the construction manager services on this project). However, Great Parks reserves the right, in its sole discretion, to select more or less than 3 firms to continue in the process, to waive any formalities or irregularities in the submission of SOQs, or to reject all SOQs and readvertise for construction management services.
Information Regarding Great Parks of Hamilton County

Great Parks of Hamilton County ("Great Parks") exists as a separate political subdivision of the State of Ohio and is not part of any local or other political subdivision. Great Parks is comprised of over 18,000 acres and 22 parks, nature preserves and conservation areas. Great Parks is governed by a Board of Park Commissioners.

The purpose of Great Parks is rooted in the enabling legislation creating the Park District in 1930, as articulated in the Ohio Revised Code Section 1545.11:

The Board of Park Commissioners may acquire lands either within or without the Park District for conversion into forest reserves and for the conservation of the natural resources of the state, including streams, lakes, submerged lands and swampland, and to those ends may create parks, parkways, forest reservations and other reservations and forest, develop, improve, protect and promote the use of the same in such manner as the Board deems conducive to the general welfare.

Great Parks’ Mission:
To preserve and protect natural resources and to provide outdoor recreation and education in order to enhance the quality of life for present and future generations.

The Board of Park Commissioners of Great Parks is soliciting qualifications from firms interested in performing construction management at risk services for the Shaker Trace Nursery Improvements.

This Request for Qualifications consists of:
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**EXHIBIT A** – Site Location Map, Schematic Site Plan, and Schematic Renderings.
A. **General Description of the Project**

Great Parks is inviting qualified construction firms interested in partnering with collaborative project team members to submit their qualifications for Construction Manager at Risk (“CMR”) services for the proposed Shaker Trace Nursery Improvements, the “Project”. Further details of the Project will be provided when available and prior to requesting a proposal from the shortlisted firms. Emersion Design will be the Architect of Record for the Project.

The current schematic level of design of the Project includes:

- **Site improvements:**
  - Enhanced vehicular and equipment circulation including relocated and expanded parking.
  - Expanded pedestrian circulation opportunities incorporating paths to support educational activities and connection to the nearby Shaker Trace shared use trail.
  - Upgrades to site utility infrastructure including power, water, sewage, geothermal heat pump, and solar array.
  - Green infrastructure facilities that address on-site stormwater drainage and support educational opportunities.
  - New outdoor amenities that include spaces supporting outdoor education programming and special events.
  - Improvements to support the operational function of the facility including plant propagation and the use of existing ponds for conservation projects.

- **A new greenhouse and shade structure:**
  - Modern facility with capacity to support multiple zones & growing phases.
  - Will be designed to the applicable code standards for a publicly accessible building.

- **A new seed processing facility and staff workspace:**
  - Modern facility to support seed processing and storage.
- Climate-controlled seed storage.
- Staff office, break area, and restrooms.
- Designed to the applicable code standards for a publicly accessible building.

- Repurposed existing historic drying barn:
  - Flexible design to accommodate operational, educational, and special event functions.
  - Designed to the applicable code standards for a publicly accessible building.
  - Includes restrooms.
  - Renovation sensitive to historical qualities of the barn.

- Additional equipment and supply storage.

The Design-Team (under a separate contract) led by Great Parks will complete the following tasks as part of their project responsibilities during the design of the project:

- Due Diligence: geotechnical evaluations, survey and mapping, and utility needs analysis.
- Schematic Design and Design Development: refine design from information gathered from Great Parks and conceptual design, complete site analysis and investigations to create site plans according to regulatory requirements for authorities having jurisdiction over the project area. Incorporate sustainability objectives into the design that reinforces Great Parks’ conservation mission.
- Document Preparation: prepared construction documents inclusive of all improvements and technical specifications.
- Construction Administration: supply clarifications and information when requested regarding the design documents, issue revisions, and review submittals.
- Permitting: submit to all jurisdictions having authority, review drawings as necessary to secure approvals and permits.
B. **Specific Management Services Required (Scope of Work)**

The selected Construction Manager at Risk will develop pricing for the design, will develop construction means and methods, and will construct the Project.

The Construction Manager at Risk work items shall include, but are not limited to, the following:

- **Design Phase Coordination** – regular design review and development of cost implications (estimates) during the design process with the project team to ensure the Project’s compliance with budget along with identification of long-lead items and procurement plans with a focus on material and labor availability. Design assist and early involvement partnerships will be sought where positive impact can be achieved.
- **Construction Phase** – provide construction sequencing for the Project, conduct construction progress meetings, pre-construction and pre-installation conferences, and record and distribute meeting minutes to the Project team.
- **Development of as-built drawings.**

1. **Project Goals**
   
   a. Great Parks desires the Shaker Trace Nursery Improvements to be constructed to LEED Gold minimum and Net Zero certification equivalency.
   
   b. Develop collaboration among all project partners.

2. **List of Attachments**
   
   a. Exhibit A– Site Location Map, Schematic Site Plan, and Schematic Renderings.

3. **Project Location**
The project site is located in Miami Whitewater Forest at 8667 New Haven Road, Harrison, Ohio 45030.

4. **Project Budget**

   Great Parks has established a holistic estimated CMR Guaranteed Maximum Price ("GMP") budget of $10 million which is inclusive of Cost of the Work, the Construction Manager’s Contingency for the Work, Construction Manager’s Staffing Cost, General Conditions Cost, and Construction Manager’s overhead and profit.

5. **Project Delivery and Construction Manager at Risk’s Responsibilities**

   This Project will be constructed using the Construction Manager at Risk project delivery format generally described below. The services to be provided shall be set forth in more detail in the agreement between Great Parks and the Construction Manager ("CMR Contract").

   a. **Preconstruction Phase Services.** The Construction Manager shall work cooperatively with Great Parks’ staff and any consultants to the Project that may be retained by Great Parks. The Construction Manager shall provide, among other services, cost estimating, budgeting, value engineering, constructability review, scheduling, and pre-construction planning throughout the pre-construction phase. The Construction Manager shall deliver detailed cost estimates during completion of the construction documents, prior to development of a GMP (defined below) and as otherwise agreed to by the parties.

   b. **Development of the GMP.** When the drawings and specifications, prepared by the Architect/Engineer ("A/E"), are at a stage of completion specified in the Construction Management Contract, such partially completed documents, together with a draft of the A/E’s detailed listing of any material incomplete design elements and the A/E’s statement of intended scope with respect to such incomplete elements (the “Prose Statement”), shall be provided to and utilized by the Construction Manager to prepare its proposed
GMP Documents. The Construction Manager shall submit its proposed GMP Documents to Great Parks, and the proposal shall include, at a minimum, the following (the “GMP Documents”): (a) a detailed breakdown of the GMP to include the Cost of the Work, detailed by each subcontract, trade, or bid division, the Construction Manager’s Contingency for the Work, Construction Manager’s Staffing Cost, General Conditions Cost, Construction Manager’s overhead and profit (i.e., fee) (any work to be self-performed by the Construction Manager shall be pre-approved by Great Parks; competitive prices for rented equipment and materials shall be secured, in addition to, pre-established labor rates); (b) schedule of values that allocates the GMP among the various categories of work and services being provided by Construction Manager; (c) construction schedule; (d) a list of unit prices, if any apply; (e) the drawings and specifications upon which the GMP is based; (f) the Prose Statement; and (g) a list of any qualifications and assumptions relating to the GMP. The Construction Manager, Great Parks and A/E (along with any additional selected engineers and consultants) shall meet to reconcile any questions, discrepancies or disagreements relating to the GMP Documents. The reconciliation shall be documented by an addendum to the GMP Documents that shall be approved in writing by Great Parks, A/E and Construction Manager. The Construction Manager shall then submit to Great Parks, for Great Parks’ approval, the Construction Manager’s proposed final GMP Documents. Contingent upon Great Parks’ approval of the final GMP Documents, the parties will enter into an amendment to the CMR Contract. The final negotiated GMP shall not exceed the Project budget for construction. If the proposed GMP exceeds such Project budget, then Great Parks may terminate the CMR Contract with the Construction Manager and seek bids for completion of the Project from other firms or may request that the Construction Manager perform the services as a construction manager without a GMP.

c. **Open-Book Pricing.** The parties will engage in an "open book" process in which Great Parks, the A/E and Construction Manager
will review bids for trade work, the costs proposed for general conditions/overhead of Construction Manager, contingency amount, and the fee of Construction Manager. Great Parks shall have access to all books, records, documents, and other data in the Construction Manager’s possession related to itself, its subcontractors and material suppliers pertaining to bidding, pricing or performance of the agreement. For each subcontract, there will be competitive pricing obtained from a list of mutually agreed-upon and qualified subcontractors.

When the Construction Manager proposes to self-perform aspects of construction, material costs and equipment rental rates shall be competitively bid. Additionally, when self-performing work, labor rates and owned equipment rates shall be established by the Construction Manager and preapproved by Great Parks. Owned equipment rates and labor rates shall be established during the response to the Request for Proposal and may be adjusted for inflation or wage rate updates as construction commencement nears. Self-performed work shall be pre-approved by Great Parks and further described in the forthcoming Request for Proposal.

d. Construction Phase Services. The Construction Manager shall construct the Project pursuant to the construction documents and in accordance with Great Parks’ schedule requirements, including the Substantial Completion Date. The Construction Manager shall select subcontractors based on competitive pricing submitted by qualified subcontractors in accordance with criteria approved by Great Parks. The Construction Manager shall hold all subcontracts and shall be fully responsible for the means and methods of construction, project safety, and project completion within the schedule agreed upon in the pre-construction phase, equal employment and prevailing wage requirements, and submitting reports of these activities to Great Parks.

6. Tentative Project Schedule

Below is the preliminary project schedule, which is subject to change:
<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statement of Qualifications Due</td>
<td>August 10, 2023</td>
</tr>
<tr>
<td>Selection of +/- 3 Qualified Firms</td>
<td>August 25, 2023</td>
</tr>
<tr>
<td>Requests for Proposals</td>
<td>August 28, 2023</td>
</tr>
<tr>
<td>Proposals Due</td>
<td>September 22, 2023</td>
</tr>
<tr>
<td>Construction Manager Selection</td>
<td>October 13, 2023</td>
</tr>
<tr>
<td>Contract Negotiations Complete</td>
<td>November 10, 2023</td>
</tr>
<tr>
<td>Board Approval</td>
<td>November 16, 2023</td>
</tr>
<tr>
<td>Cost Estimating (contract documents)</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Construction Documents</td>
<td>December 2023 – February 2024</td>
</tr>
<tr>
<td>GMP Submission</td>
<td>April 2024</td>
</tr>
<tr>
<td>Construction Commencement</td>
<td>Spring 2024</td>
</tr>
<tr>
<td>Construction Complete</td>
<td>Spring 2026</td>
</tr>
</tbody>
</table>

C. **Description of the Qualifications Required for the Project**

Due to the complexity of this Project, only firms who meet the following minimum qualifications will be considered as “qualified firms” for purposes of being selected for the short-list of firms which will continue to the Request for Proposal stage of the selection process:

1. Minimum 5 years in construction industry as a construction manager at risk with the competence to perform the work as indicated by the technical training, education, and experience of the construction manager at risk’s employees assigned to perform the service.
2. Experience as reflected by completion of at least 3 projects in the last 10 years of similar scope and scale to the proposed Shaker Trace Nursery Improvements. Projects are preferred to have been completed for public agencies and ideally include public facilities, adaptive reuse of existing buildings, agricultural or horticultural uses, and Leadership in Energy and Environmental Design (LEED) Leadership in Energy and Environmental Design (LEED) certification.
3. Financial responsibility including evidence of the capability to provide a surety bond for a project of the scale of the Shaker Trace Nursery Improvements.

4. Knowledge and experience with implementing LEED certified projects.

D. **Important Dates**

Below is the target project schedule, which is subject to change:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 10, 2023</td>
<td>RFQ issued</td>
</tr>
<tr>
<td>July 25, 2023 4:00 p.m. (EST)</td>
<td>Deadline for registration</td>
</tr>
<tr>
<td>July 31, 2023 4:00 p.m. (EST)</td>
<td>Deadline for written questions from firms</td>
</tr>
<tr>
<td>August 10, 2023, 2:00 p.m. (EST)</td>
<td>Deadline for submitting SOQ</td>
</tr>
<tr>
<td>August 28, 2023</td>
<td>RFP issued to shortlist of firms (subject to change)</td>
</tr>
<tr>
<td>September 4, 2023</td>
<td>Pre-proposal conference and site visit (subject to change)</td>
</tr>
<tr>
<td>September 22, 2023</td>
<td>RFP submittal deadline (subject to change)</td>
</tr>
<tr>
<td>September 25 – October 13, 2023</td>
<td>Shortlisted firm/team interviews (subject to change)</td>
</tr>
<tr>
<td>November 16, 2023</td>
<td>Target for award of contract by Great Parks Board</td>
</tr>
<tr>
<td>March 2024</td>
<td>Great Parks and Construction Manager complete GMP negotiations</td>
</tr>
<tr>
<td>April 2024</td>
<td>Target for Great Parks Board approval of the GMP Amendment</td>
</tr>
</tbody>
</table>

E. **RFQ Process**

1. **Invitation**
2. **Firm Registration**
   All firms submitting a Statement of Qualifications must register by providing the firm’s name and contact information to Madison Stanley at mstanley@greatparks.org by 4:00 p.m. (EST), Tuesday, July 25, 2023.

3. **Written Questions**
   All questions must be submitted in writing by email to Madison Stanley at mstanley@greatparks.org by 4:00 p.m. (EST), Monday, July 31, 2023. No questions will be answered after that date and time unless Great Parks determines that answering the question is necessary to correct an error or inconsistency in the RFQ. All questions and answers will be provided by email to all registered firms simultaneously.

4. **Statement of Qualification Submission**
   SOQs must be submitted in pdf format via email to mstanley@greatparks.org by 2:00 p.m. (EST), Thursday, August 10, 2023. Any firm that submits, or attempts to submit, an SOQ is solely responsible for the method of submission and assumes the risk that the SOQ may be delayed or not received by Great Parks, whether by reason of equipment malfunction, human error or any other cause whatsoever. SOQs received after the deadline will not be considered.

5. **Requirements of the Statement of Qualifications**
   Firms interested in being considered to provide CMR services for this Project must submit a SOQ by the deadline established above.

   The SOQ shall be completed by each firm in such detail as to facilitate a complete and comprehensive analysis. The SOQ should describe all qualifications. Specifically, the SOQ shall include the following information and documents:
a. General Firm Information. Firms must include in the SOQ the following information about their firm.

i. Cover letter.
   - Name, address, and phone number of the offices where the personnel assigned to the Project will be based.
   - Name, title, email and phone number of the principal contact person.

ii. Firm Overview.
   - Years of existence.
   - Legal form of the firm.
   - Other persons, firms or corporations involved. If the firm is a partnership, the name and address of each partner must be included. If the firm is a corporation, the state of incorporation and the names and titles of officers having authority to sign a proposal and contract on behalf of the corporation must be provided, including a copy of the corporate resolution or bylaw authorizing those officers’ signatures on the proposal and contract.
   - Location of home office.
   - General firm history and services provided.
   - Total firm staffing broken down by discipline.

iii. Resumes. Resumes for the principals and those of each project manager or key staff expected to work on the Project, including
phone numbers and email addresses. Each resume should include a description of the duties and responsibilities of the individual’s proposed Project role. A list of the prior experience of such key personnel on similar projects and a summary of the proposed time commitment such key personnel shall have to this Project.

iv. **Insurance Certificate.** Certificate(s) of insurance evidencing the firm’s current limits of liability for commercial general liability, business automobile liability and professional liability insurance.

v. **Sustainability.** A description of the firm’s experience and cost and constructability planning related to sustainability initiatives.

b. **Project Experience Information.** Firms must include in the SOQ the following information about their past project experience.

i. **Past Project Information.** Information regarding at least 3 relevant projects of similar nature completed in the last 10 years by the firm. Projects are preferred to have been completed for public agencies and ideally include public facilities, adaptive reuse of existing buildings, agricultural or horticultural uses, and LEED certification. The information must include:
   - Description of the project, the delivery method for the project (i.e., competitively bid, design-build, construction manager at risk, negotiated, etc.), and the services provided for the project by the firm.
   - Name, title, and role of key personnel that worked on the project.
   - Project costs and funding, including engineer’s estimate, actual project construction costs, and any local, state or federal grants associated with the project.
- Start and completion dates for the project.

- Name, title, email address and telephone number of the client contact most familiar with the firm’s services on each project.

ii. **Current Project Workload.** List of the firm’s key personnel’s present significant projects, including anticipated dates of completion, and any heavy workload considerations or deadlines.

iii. **Projects for Great Parks.** A list of all projects previously performed for Great Parks and the year performed, including all projects currently under contract with Great Parks detailing status.

c. **Project Team and Organization.** Firms must describe the anticipated working relationship between the firm and any associated professionals and/or subcontractors and also the history of collaboration between firms on the team.

d. **Firm’s Benefit to Project.** Firms must provide the following information related to their benefit to the Project:

i. Description of the firm’s reason for interest in this Project, anticipated value to the project and innovative or sustainable ideas.

ii. A list of the firm’s owned equipment available for the Project.

iii. A statement of how the firm will meet the Project goals and schedules.

e. **Financial Information.** Firms must provide the following information related to their financials:

i. A statement of any work that was awarded to the firm that the firm failed to complete, explaining where and why.
ii. A list of any contracts on which the firm has defaulted, explaining where, when and why.

iii. A list of any significant claims, lawsuits, judgments or defaults pending against the firm or any officer or principal of the firm, including, as applicable, the name of the lawsuit, jurisdiction, amount of possible judgment and any other pertinent details.

iv. The amount of credit available for this project.

v. A bank reference.

f. Bonding Capacity. Firms must provide evidence of capacity to provide bonding for the Project.

g. References. Firms must provide a list of three references, including the company name, address, contact person, email and telephone number. By submitting and signing an SOQ, the firm authorizes any person, firm or corporation identified in the SOQ to furnish any information requested by Great Parks relating to the firm’s qualifications to perform the CMR services for this Project and releases that person, firm, or corporation from any liability for providing the information.

6. Submission

SOQs must be submitted in pdf format via email to Madison Stanley at mstanley@greatparks.org by 2:00 p.m. (EST), Thursday, August 10, 2023.

7. Selection

a. Short List. Each firm submitting an SOQs will be evaluated based on its qualifications and the qualifications and experience of the associated professionals and sub-consultants identified as the firm’s proposed team for the Project. Great Parks may hold
discussions with individual firms to explore further their qualifications, the scope and nature of the services they would provide, and the various technical approaches they may take regarding the Project. After evaluating the SOQs submitted, Great Parks will select a shortlist of no fewer than three firms that it considers to be the most qualified, except if Great Parks determines that fewer than three firms are qualified, it will only select the qualified firms.

b. **Request for Proposals.** The short-listed firms shall be sent a Request for Proposal “RFP” that will invite the firms to submit more detailed proposals and their proposed fees for the Project.

c. **Great Parks Construction Manager at Risk Contract.** Great Parks’ typical CMR Contract will be provided with the Request for Proposal.

d. **Pre-Proposal Conference and Site Visit.** A pre-proposal conference will be scheduled with the short-listed firms. At the pre-proposal conference, firms may ask questions regarding the Project and, immediately following the conference, a Great Parks’ representative will conduct a brief walk-through of the Project site. Attendance at the pre-proposal conference is mandatory.

e. **Interviews.** As required by the OAC, the Great Parks evaluation committee will interview each short-listed firm that submits a proposal. The purpose of the interview is to allow each short-listed firm an opportunity to clarify and respond to questions related to its proposal, including the scope and nature of the proposed services and potential technical approaches. The interview will also give Great Parks the opportunity to meet the firm’s proposed Project team, become familiar with key personnel, and understand the firm’s approach to the Project. Firms should be prepared to discuss with specificity their firm’s capacity to conduct the services in compliance Great Parks’ timetable and budget. The
interview will not be scored or included in the scoring of the proposal.

f. **Selection of Construction Manager.** Unless extenuating circumstances arise, Great Parks will enter into contract negotiations with the firm deemed to be the best value for this Project. Upon negotiation of contract terms, an agreement in the form provided in the Request for Proposals shall be entered into between Great Parks and the firm. If negotiations to reach a contract with the firm ranked most qualified fail, Great Parks shall inform the firm in writing of the termination and may enter negotiations with the firm ranked next most qualified.

8. **Amendments to RFQ**

At its discretion, Great Parks may amend this RFQ at any time prior to the deadline for receipt of SOQs and distribute the amendment(s) to registered firms.

9. **Withdrawal of SOQ of Qualifications**

A SOQ may be withdrawn up to the time of the due date by request.

10. **Cancellation/Rejection**

Great Parks reserves the right to cancel at any time for any reason this RFQ and to reject all SOQs. Great Parks shall have no liability to any firm arising out of such cancellation or rejection. Great Parks assumes no responsibility for costs incurred in the preparation, presentation, or submission of the SOQs.
F. Exhibits

**EXHIBIT A**

Site Location Map, Schematic Site Plans, and Schematic Renderings
EXHIBIT A
Schematic Facility Plan

- GREENHOUSE
- SHADE STRUCTURE
- EVENT SPACE
- DRYING AND PROCESSING
- SEED VAULT
- OFFICE
- EQUIPMENT AND SUPPLY STORAGE