## Request for Qualifications (Architect / Engineer)

#### **State of Ohio Standard Forms and Documents**

#### Administration of Project: Ohio Facilities Construction Commission

Project Name	OSP Roof Replacement		Response Deadline	May 9, 2014   4:00 p.m.	local time
Project Location	Ohio State Penitentiary		Project Number	DRC-140051	
City / County	Youngstown / Mahoning		Project Manager	John McCready	
	-			Ohio Facilities Construction	
Owner	Rehabilitation and Correction		Contracting Authority	Commission	
Delivery Method	Single Prime		Prevailing Wages	State	
No. of paper copies requested (stapled, not bound) 3		3	No. of electronic copies requested on CD (PDF) 1		

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Amber Mock at 30 West Spring Street 4th Floor, Columbus, Ohio 43215. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Amber Mock at <a href="mailto:Amber.Mock@ofcc.ohio.gov">Amber.Mock@ofcc.ohio.gov</a> with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the Opportunities page on the OFCC website at <a href="http://ofcc.ohio.gov">http://ofcc.ohio.gov</a> on a regular basis until one week before the response deadline. The name of the party submitting a question will not be included on the Q&A document.

#### **Project Overview**

#### A. Project Description

This project at the Ohio State Penitentiary will replace the existing roof on the main building that is 16 years old. The main building is approximately 100,000 square feet. There are leaks in multiple areas of the roof and these leaks and new leaks are continuing to occur and become increasingly difficult to locate and repair.

#### B. Scope of Services

Upon award of the Agreement, confirm areas needing new roofing and commence Design.

The selected Architect/Engineer (A/E), as a portion of its required Scope of Services and prior to submitting its proposals, will discuss and clarify with the Owner and/or the Contracting Authority, the cost breakdown of the Architect/Engineer Agreement detailed cost components to address the Owner's project requirements. Participate in the Encouraging Growth, Diversity & Equity (EDGE) Program as required by statute and the Agreement.

As required by the Agreement, and as properly authorized, provide the following categories of services: Program Verification, Schematic Design, Design Development, Construction Document Preparation, Bid and Award Support, Conformed Documents, Construction Administration, Post-Construction, and Additional Services of all types.

Refer to the OFC Manual for additional information about the type and extent of services required for each. A copy of the standard Agreement can be obtained at the OFCC website at <a href="http://ofcc.ohio.gov">http://ofcc.ohio.gov</a>.

During the construction period, provide not less than four hours (excluding travel time) on-site construction administration services each week, including (1) conducting and recording minutes at weekly progress meetings, (2) a written field report of each site visit, (3) on-site representation comprised of the A/E and its consultant staff involved in the primary design of the project, all having relevant and appropriate types of construction administration experience.

For purposes of completing the Relevant Project Experience Matrix in Section F of the Statement of Qualifications (Form F110-330), below is a list of relevant scope of work requirements for this RFQ:

- 1. Architectural Design
- 2. Roof Renovations
- 3. Prison ExperienceSingle Prime Contracts
- 4. Capital Project Experience
- 5. LCCA for Envelope Componenets
- 6. Single Prime Contracts
- 7. Oaks CI Experience

### Request for Qualifications (Architect / Engineer) continued

#### C. Funding / Estimated Budget

Total Project Cost	\$2,500,000	State Funding	\$2,500,000
Construction Cost	\$2,000,000	Other Funding	\$0
Estimated A/E Fee	5.5% to 7.0%		

NOTE: The A/E fee percentage for this project includes all professional design services, and consultant services necessary for proper completion of the Basic Services for the successful completion of the project, including but not limited to: review and verification of the Program of Requirements provided by the Owner, validation of existing site conditions (but not subsurface or hidden conditions), preparation of cost estimates and design schedules for the project. Fees may be negotiated and allocated for Additional Services (e.g., creation of a Program of Requirements, extensive evaluation or validation of site conditions, extensive pre-design investigations, code-required special inspection and testing, Quality Assurance testing during the construction period, and testing due to unforeseen conditions).

E.

**Anticipated Schedule** 

#### **D.** Services Required (see note below)

Primary

Others

Secondary

#### Architectural Professional Services Start (mm/yy) 07/14 MEP Engineering Construction Stage Start (mm/yy) 05/15 Structural Engineering Construction Stage Completed (mm/yy) 12/15 Roofing Consultant / Waterproofing Professional Services Completed (mm/yy) 01/16 F. **EDGE Participation Goal** Percent of initial TOTAL A/E Fee 5.0%

NOTE: The primary A/E shall be (1) a registered architect holding a license and certificate of authorization issued by the Ohio Architects Board pursuant to ORC Chapter 4703, (2) a landscape architect holding a license and certificate of authorization issued by the Ohio Landscape Architects Board pursuant to ORC Chapter 4703, or (3) a professional engineer or professional surveyor holding a license and certificate of authorization issued by the Ohio Engineers and Surveyors Board pursuant to ORC Chapter 4733.

#### G. Evaluation Criteria for Selection

- Demonstrated ability to meet Owner's programmed project vision, scope, budget, and schedule on previous projects.
- Previous experience compatible with the proposed project (e.g., type, size).
- Relevant past work of prospective firm's proposed consultants.
- Past performance of prospective firm and its proposed consultants.
- Qualifications and experience of individuals directly involved with the project.
- Proposer's previous experience (numbers of projects, sizes of projects) when working with its proposed consultants.
- · Specification writing credentials and experience.
- CPM schedules as a project management resource.
- Approach to and success of using partnering and Alternative Dispute Resolution.
- Proximity of prospective firms to the project site.
- Proposer's apparent resources and capacity to meet the needs of this project.
- The selected A/E and all its consultants must have the capability to use the Internet within their normal business location(s) during normal business hours.

Interested A/E firms are required to submit the Commitment to Participate in the EDGE Business Assistance Program form in its Statement of Qualifications (Form F110-330) submitted in response to the RFQ, to indicate its intent to contract with and use EDGE-certified Business Enterprise(s), as a part of the A/E's team. The Intent to Contract and to Perform and / or waiver request letter and Demonstration of Good Faith Effort form(s) with complete documentation must be attached to the A/E's Technical Proposal. Both forms can be accessed via the OFCC website at <a href="http://ofcc.ohio.gov">http://ofcc.ohio.gov</a>. The Intent to Contract and to Perform form is again required at the Fee Proposal stage.

For all Statements of Qualifications, please identify the EDGE-certified Business Enterprises, by name, which will participate in the delivery of the proposed professional services solicited in the RFQ.

#### Request for Qualifications (Architect / Engineer) continued

#### H. Submittal Instructions

Firms are required to submit the current version of Statement of Qualifications (Form F110-330) available via the OFCC website at http://ofcc.ohio.gov.

Paper copies of the Statement of Qualifications, if requested, should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary.

Electronic submittals should be combined into one PDF file named with the project number listed on the RFQ and your firm's name. Use the "print" feature of Adobe Acrobat Professional or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Adobe Acrobat Professional, go to Advanced, then PDF Optimizer. Also, please label the CD and the CD cover with the project number and firm name.

Facsimile or e-mailed copies of the Statement of Qualifications will not be accepted.

Firms are requested to identify professional registrations, memberships and credentials including but not limited to: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, DBIA, CPE, and any other appropriate design and construction industry credentials. Identify that information on the resume page for individual in Block 22, Section E of the F110-330 form.

LEED Credentials: Leadership in Energy & Environmental Design (Green Building Certification Institute)

GA: Green Associate

AP: LEED AP (Legacy LEED Accredited Professional without specialty)

AP +: (see below):

LEED AP BD+C (Building Design and Construction specialty)

LEED AP ID+C (Interior Design and Construction

specialty)
LEED AP O+M (Operations and Maintenance specialty)

LEED AP ND (Neighborhood Development specialty)

LEED AP Homes (Specialty for residential LEED construction)

Other Industry Credentials:

ACEC: American Council of Engineering Companies

AIA or FAIA: American Institute of Architects

CCCA: Certified Construction Contract Administrator (CSI)

CCM: Certified Construction Manager (CMAA)

CCS: Certified Construction Specifier (CSI)

CDT: Construction Document Technologist (CSI)

CMAA: Construction Management Association of America CPE: Certified Professional Estimator (American Society of Professional Estimators)

DBIA or Associate DBIA: Design-Build Institute of America

(list credentials, not memberships)

NCARB: National Council of Architectural Registration

Poords (list cortification only)

Boards (list certification only)

NCIDQ: National Council for Interior Design Qualification NSPE: National Society of Professional Engineers

# **Architect/Engineer Selection Rating Form**State of Ohio Standard Forms and Documents

Project Name	OSP Roof Replacement	Proposer Firm	Proposer Firm			
Project Number DRC-140051		City, State, Zip	City, State, Zip			
Selection Crite	eria		Valu		Score	
1. Primary Fi	m Location, Workload and Size (Maxi	mum 10 points)				
		Less than 25 miles	5			
a. Proximity of firm to project site		25 miles to 100 miles	2		1	
		More than 100 miles	0			
h Amount o	of food awarded by Contracting Authority in	Less than \$50,000	2			
<ul> <li>Amount of fees awarded by Contracting Authority in previous 24 months</li> </ul>		\$50,000 to \$500,000	1			
		More than \$500,000	0			
c. Number of licensed professionals		Less than 3 professionals	3	- Max - = 3		
		3 to 10 professionals	2			
		More 10 than professionals	1			
2. Primary Fir	rm Qualifications (Maximum 30 points)					
a. Project management lead		Experience / ability of project manager to	0 - 10			
a. Projectii	anagement lead	manage scope / budget / schedule / quality	0 - 10			
b. Project de	esign lead	Experience / creativity of project designer to achieve owner's vision and requirements	0 - 10			
	ıl staff	Experience / ability of technical staff to create		Max		
c. Technica		fully coordinated construction documents	0 - 5	= 20		
	tion administration staff	Experience / ability of field representative to		-		
a. Construc		identify and solve issues during construction	0 - 5			

Experience / ability of key consultants to

perform effectively and collaboratively

	b. Proposed EDGE-certified Consultant participation*	increase in professional services over the advertised EDGE participation goal		0 - 5	
4.	Overall Team Qualifications (Maximum 10 points)				
		Less than 2 sample projects	1	Max	
a. P	a. Previous team collaboration	2 to 6 sample projects	2	= 3	
		More than 6 sample projects	3	- 3	
h IEED**	b. LEED** Registered / Certified project experience	Registered projects	1	Max	
	b. LLLD Registered / Certified project experience	Certified projects	2	= 2	
a DIM project	c. BIM project experience	Training and knowledge	1	Max	
	c. blivi project experience	Direct project experience	3	= 3	
	d. Team organization	Clarity of responsibility / communication	0 - 2		
	d. ream organization	demonstrated by table of organization	0 - 2		
5.	Overall Team Experience (Maximum 30 points)				
a. Previous team performance		Past performance as indicated by	0 - 10		
		evaluations and letters of reference			
		Less than 2 projects	0 - 3		ļ
	b. Experience with similar projects / delivery methods	2 to 6 projects	4 - 6		ļ
		More than 6 projects 7 - 10		10	
	c. Budget and schedule management	Performance in completing projects within	0-5		
	c. Daaget and concade management	original construction budget and schedule			
		Less than 2 projects	0 - 1		ļ
	d. Knowledge of Ohio Capital Improvements process	2 to 6 projects	_	- 3	Į
l		More than 6 projects	1	5	l

Notes:	Evaluator:	
	Name	
	Signature	 Date

\* Must be comprised of professional design services consulting firm(s) and NOT the primary firm

\*\* Leadership in Energy & Environmental Design administered by the Green Building Certification Institute

a. Key discipline leads

0 - 15

Subtotal