

# Request for Qualifications (Architect / Engineer)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** School District Board + OFCC

Project Name	<u>Miami Trace LSD - New High School</u>	Response Deadline	<u>August 14, 2015 4:00 pm</u> local time
Project Location	<u>3818 State Route 41 NW</u>	Project Number	<u>SFC-160389</u>
City / County	<u>Washington C.H. / Fayette</u>	Project Manager	<u>Stacey Thomas</u>
Owner	<u>Miami Trace Local School District</u>	Contracting Authority	<u>School District Board + OFCC</u>
Delivery Method	<u>CM at Risk</u>	Prevailing Wages	<u>None</u>
No. of paper copies requested (stapled, not bound)	<u>0</u>	No. of electronic copies requested via email (PDF)	<u>1</u>

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Sarah Haight at [sarah.haight@ofcc.ohio.gov](mailto:sarah.haight@ofcc.ohio.gov) See Section H of this RFQ for additional submittal instructions.

Please submit all questions regarding this RFQ in writing to Sarah Haight 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 <http://ofcc.ohio.gov> 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.

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### Project Overview

#### A. Project Description

Build one new 146,627 square foot school to house 831 high school (9-12) and career technical students.

The building will be located on a newly purchased site adjacent to the existing high school and will be incorporated into the existing elementary and middle school campus. The existing high school, attached stadium bleachers and athletic fields will be utilized throughout construction of the new building.

The scope also includes abatement and demolition of the existing High School and attached stadium bleachers after the new building is occupied.

This District may include a locally funded initiative budget for additional square footage (800 seat auditorium) and additional bleacher seating in the gymnasium.

A Project Agreement between the District and the OSFC is anticipated in September 2015. It is anticipated that the new building will be completed in Nov. 2018 and then the Abatement and Demolition of the existing building and stadium bleachers will start in Jan. 2019 and complete in May 2019.

#### B. Scope of Services

Upon award of the Agreement, the A/E will commence by developing a Program of Requirements.

The selected 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 of Requirements, Schematic Design, Design Development, Construction Document Preparation, Bid and Award Support, Conformed Documents, Construction Administration, Post-Construction, Close Out, and Additional Services of all types.

Refer to the *Ohio School Design 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 <http://ofcc.ohio.gov>.

During the construction period, provide not less than **24 hours** (excluding travel time) on-site construction administration services each week, including (1) attendance at progress meetings, (2) a written field report of each site visit, (3) on-site representation comprised of the A/E. In addition to the 24 hours of the CA on site, the AE is responsible for having their consultant staff involved in the primary design of the project, all having relevant and appropriate types of construction administration experience, at the site when necessary/applicable and required for the proper progress of the project. Note that the 24 hours is just for the actual AE's Construction Administrator and does not include time required/needed for their

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consultants, when needed/required to be on site, nor does it include time for the AE's Project Manager, Executive, budget/accounting and/or scheduling personnel.

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. Project Delivery Method (MP, GC, CMR, DB)
2. Role on Project (AE-Lead, AE-Sub, CAE-Lead, CAE-Sub)
3. K-12 Facility (ES, MS, HS, CT, Combination)
4. New Construction on Occupied Site
5. LEED Certification (Reg., Cert., Silver, Gold, Platinum)
6. Detailed Estimating
7. Review & providing opinion of construction schedules and updates provided by the CMR
8. Ohio Capital Improvements Process (OAKS CI)
9. Overall Budget Management/Tracking and Change Order Cost Tracking
10. Close-out and tracking of overall project documentation and financials

For scope items 1, 2, 3, and 5 listed above, insert one of the noted abbreviations in the Relevant Project Experience Matrix instead of using an "x" when applicable to the one of the 10 Example Projects.

### C. Funding / Estimated Budget

Total Project Cost	<u>\$35,514,315 (not including LFI)</u>	State Funding	<u>\$11,009,438</u>
Construction Cost	<u>\$32,036,608 (not including LFI)</u>	Other Funding	<u>\$ 24,504,877</u>
Estimated A/E Fee	<u>6.0% to 7.0%</u>		

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).

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

Primary	<u>Architecture</u>
Secondary	<u>Mechanical/Electrical/Plumbing Eng.</u>
	<u>Civil &amp; Structural Engineer</u>
	<u>Site Survey</u>
	<u>Technology Design</u>
	<u>Interior &amp; Furniture Design</u>
	<u>Environmental Consultant (Phase 1 &amp; 2</u>
	<u>Envir. Reports)</u>
	<u>Food Service</u>
	<u>Landscape Architecture</u>
	<u>Demolition Design</u>
	<u>Abatement Consultant</u>
	<u>Testing Agent</u>
	<u>Detailed Estimating</u>
Others	<u>Budget Management/Tracking</u>

### E. Anticipated Schedule

Professional Services Start	<u>10 / 15</u>
Construction Notice to Proceed	<u>05 / 17</u>
Substantial Completion of all Work	<u>04 / 19</u>
Professional Services Completed	<u>06 / 19</u>

### F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL A/E Fee	<u>5%</u>
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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.
- Experience and capabilities of creating or using Critical Path Method (CPM) schedules and of using 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.
- Budget management, tracking, reconciliation, etc.
- Close out procedures.

Interested A/E firms are required to address how they will implement Building Information Modeling ("BIM") on the project, experience and level of training of staff related to BIM, incorporation of team partners that have previous BIM experience, and an understanding of collaborative BIM processes, including but not limited to the *State of Ohio BIM Protocol* available at the OFCC website at <http://ofcc.ohio.gov>.

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 <http://ofcc.ohio.gov>. 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.

### H. Submittal Instructions

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 insert the project number and firm name followed by "SOQ" in the e-mail subject line.

**Statements of Qualifications are to be submitted electronically by e-mail. Submittals are to be limited to a maximum of one e-mail with the total file size of 25 MB.**

Firms are requested to identify professional registrations, memberships and credentials including: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, CPE, DBIA, 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.

# Architect / Engineer Selection Rating Form

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Project Name Miami Trace New High School Proposer Firm \_\_\_\_\_  
 Project Number SFC-160389 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary Firm Location, Workload and Size (Maximum 10 points)</b>			
a. Proximity of firm to project site	Less than 50 miles	5	
	50 miles to 100 miles	2	
	More than 100 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$1,000,000	2	
	\$1,000,000 to \$2,000,000	1	
	More than \$2,000,000	0	
c. Number of licensed professionals	Less than 2 professionals	1	Max = 3
	2 to 4 professionals	2	
	More than 4 professionals	3	
<b>2. Primary Firm Qualifications (Maximum 30 points)</b>			
a. Project management lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	Max = 20
b. Project design lead	Experience / creativity of project designer to achieve owner's vision and requirements	0 - 5	
c. Technical staff	Experience / ability of technical staff to create fully coordinated construction documents	0 - 10	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 5	
<b>3. Key Consultant Qualifications (Maximum 20 points)</b>			
a. Key discipline leads	Experience / ability of key consultants to perform effectively and collaboratively	0 - 15	
b. Proposed EDGE-certified Consultant participation*	One point for every 2 percent increase in professional services over the EDGE participation goal	0 - 5	
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
a. Previous team collaboration	Less than 3 sample projects	1	Max = 3
	3 to 6 sample projects	2	
	More than 6 sample projects	3	
b. LEED** Registered / Certified project experience	Registered projects	1	Max = 2
	Certified projects	2	
c. BIM project experience	Training and knowledge	1	Max = 3
	Direct project experience	3	
d. Team organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
<b>5. Overall Team Experience (Maximum 30 points)</b>			
a. Previous team performance	Past performance as indicated by evaluations and letters of reference	0 - 10	
b. Experience with similar projects / delivery methods	Less than 4 projects	0 - 3	
	4 to 6 projects	4 - 6	
	More than 7 projects	7 - 10	
c. Budget and schedule management	Performance in completing projects within original construction budget and schedule	0 - 5	
d. Knowledge of Ohio Capital Improvements process	Less than 3 projects	0 - 1	
	3 to 7 projects	2 - 3	
	More than 7 projects	4 - 5	
* Must be comprised of professional design services consulting firm(s) and NOT the lead firm ** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute		<b>Subtotal</b>	

Notes:

Evaluator:

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_