

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Agency

Project Name	<u>Salt Buildings – Varies – see below</u>	Response Deadline	<u>06/27/18</u> <u>2:00 pm</u> local time
Project Location	<u>Varies – see below</u>	Project Number	<u>Varies – see below</u>
	<u>Northwood / Wood</u>		
	<u>Middletown / Butler</u>		
City / County	<u>Lower Salem / Monroe</u>	Project Manager	<u>Tom Kushner</u>
Owner	<u>Ohio Dept. of Transportation</u>	Contracting Authority	<u>Local Agency</u>
Delivery Method	<u>General Contracting</u>	Prevailing Wages	<u>State</u>
No. of paper copies requested (stapled, not bound)	<u>0</u>	No. of electronic copies requested (PDF)	<u>1</u>

Submit the requested number of Statements of Qualifications (Form F110-330) directly to **Sulaiman Bah** at Sulaiman.bah@dot.ohio.gov See Section J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to **Sulaiman Bah** 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.

Project Overview

A. Project Description

DOT – 180002 Northwood Outpost Salt Building 200 Lemoyne Rd, Northwood OH 43619

Demolition of existing super barn (80'x144' timber building) leaving existing slab for owner's future use, design of a new 8,000 tons salt storage building with 3 sided 12' high walls with reinforced concrete slab on grade with 10' approach concrete apron, 40' clear span tension fabric structure with design to be contingent on user needs. Provide LED flood lights mounted on top of wall pointing into the building including a convenience outlet at exterior of building. Connect power to main building and consider including wall packs to improve site lighting. Consider alternative designs such as T-wall construction instead of poured concrete walls for salt building. Design a loading ramp per owner's location.

DOT – 180003 Middletown Outpost Salt Building 4011 Tytus Avenue, Middletown OH 45042

Demolition of (2) existing salt barns (50'x56' timber buildings), design of a new 2,000 tons salt storage building with 3 sided 12' high walls with reinforced concrete slab on grade with 10' approach concrete apron, 40' clear span tension fabric structure with design to be contingent on user needs. Provide LED flood lights mounted on top of wall pointing into the building including a convenience outlet at exterior of building. Consider including wall packs to improve site lighting. Consider alternative designs such as T-wall construction instead of poured concrete walls for salt building. Design a loading ramp per owner's location.

DOT – 180004 Monroe Yard Salt & Loader Buildings 32286 State Route 565, Lower Salem OH 45745

Design of a new 1,000 tons salt storage building with 3 sided 12' high walls reinforced concrete slab on grade with 10' approach concrete apron, analyze clear span tension fabric structure height with design to be contingent on user needs. Provide LED flood lights mounted on top of wall pointing into the building including a convenience outlet at exterior of building. Consider including wall packs to improve site lighting. Electric entering site is on a pole and will need to be relocated. Design of a loader storage building (size & type TBD), concrete fuel tank pad and also the design of a loading ramp per owner's location. Consider alternative designs such as T-wall construction instead of poured concrete walls for salt building. Consider combining salt storage and loader storage building. Asphalt pavement needed to access site (extent TBD).

B. Scope of Services

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, the cost breakdown of the Architect/Engineer Agreement detailed cost components to address the

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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 *Ohio Facilities Construction Manual and ODOT Facilities Guidelines* 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, at each location - provide 4 hours (excluding travel time) on-site construction administration services each week on 2 different days, including (1) attendance at 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. Project Delivery Method (MP, GC, CMR, DB)
2. Role on Project (CMA, OA, CMR, DB, GC, Trade)
3. State of Ohio OFCC (Standard Documents / OAKS CI) experience
4. Tension Fabric Storage Buildings (salt and other materials)
5. Alternatives such as T-wall construction or similar types
6. Site circulation for tandem trucks and semi
7. Probable Project Cost Estimating / Project Activity Scheduling

C. Estimated Budget / Funding

State Funding: \$1,940,000.00
 Other Funding: \$0.00
 Construction Cost: \$1,552,000.00
 Total Project Cost: \$1,940,000.00

D. Anticipated Schedule

Professional Services Start: 07 / 18
 Construction Notice to Proceed: 03 / 19
 Substantial Completion of all Work: 09 / 19
 Professional Services Completed: 11 / 19

E. Estimated Basic Fee Range (see note below)

7.60% to 7.85%

F. EDGE Participation Goal

Percent of initial Total A/E Fee: 5.0%

NOTE: **Basic Services** include: (1) Program Verification, (2) Schematic Design, (3) Design Development, (4) Construction Documents, (5) Bidding and Award OR GMP Proposal and Amendment (as applicable), (6) Construction Administration, and (7) Closeout services. The **Basic Fee** includes all professional design services and consultant services necessary for proper completion of the Basic Services, including validation of existing conditions (but not subsurface or hidden conditions) and preparation of cost estimates and design schedules for the project. **The Basic Fee excludes any Additional Services required for the project.**

G. Basic Service Providers Required (see note below)

Lead A/E Discipline: Architecture
 Secondary Structural Engineering
 Disciplines: Electrical Engineering
Civil Engineering

H. Additional Service Providers Required

Geotechnical borings
Surveying
Testing and Inspections

NOTE: The lead A/E shall be (1) an architect registered pursuant to ORC Chapter 4703, (2) a landscape architect registered pursuant to ORC Chapter 4703, or a (3) professional engineer or (4) professional surveyor licensed pursuant to ORC Chapter 4733.

I. Evaluation Criteria for Selection

Selection Criteria: The AE firm will be selected using qualifications-based process during the Request for Qualifications (RFQ) stage to develop a short list. The qualifications-based criteria for the RFQ is included in this announcement.

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Short List: Each firm responding to this RFQ will be evaluated and selected based on its qualifications and the qualifications and experience of the particular individuals identified as the candidate's proposed team for the Project. After evaluating the responses to this RFQ, the Contracting Authority will select a short list of no fewer than three candidates that it considers to be the most qualified, except if the Contracting Authority determines that fewer than three firms are qualified, it will only select the qualified firms.

Request for Proposal: The short-listed firms shall be sent a Request for Proposal ("RFP") that will invite the firms to submit pricing proposals containing their proposed fees for basic services and additional services. The short-listed candidates will also receive (i) form of the Agreement with the Contracting Authority containing the contract terms and conditions, (ii) set of the most recent ODOT Statewide Facilities Guidelines (iii) proposed Project schedule.

Interview: After submitting responses to the RFP, the short-listed firms will be interviewed by the Contracting Authority / Owner. The purpose of the interview will be to meet the proposed Project team, become familiar with key personnel, and understand the project approach and ability to meet the stated objectives for the Project. Please be prepared to discuss with specificity the firm's capacity to conduct this work in compliance with the timetable, budget and EDGE expectations. The Contracting Authority / Owner will notify each short-listed firm of their individual time for the interview.

Cancellation and Rejection: The Contracting Authority / Owner reserves the right to reject all proposals and cancel at any time for any reason this solicitation, any portion of this solicitation or any phase of the Project. The Contracting Authority / Owner shall have no liability to any proposer arising out of such cancellation or rejection. The Contracting Authority / Owner reserves the right to waive minor variations in the selection process.

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.

J. 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>.

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 or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Acrobat, go to Advanced, then PDF Optimizer. Also, please insert the project number and firm name followed by "SOQ" in the email subject line.

Statements of Qualifications must be submitted electronically by email. Submittals are limited to one email with a maximum 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

State of Ohio Standard Forms and Documents

Project Name Northwood Outpost Salt Building
Middletown Outpost Salt Building
Monroe Yard Salt Building

Project Number DOT-180002 DOT-180003 DOT-180004

Proposer Firm _____
 City, State, Zip _____

Selection Criteria		Value	Score
1. Primary Firm Location, Workload and Size (Maximum 3 points)			
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 \$2,000,000	2	
	\$2,000,000 to \$10,000,000	1	
	More than \$10,000,000	0	
c. Number of licensed professionals	Less than 2 professionals	1	Max = 3
	2 to 4 professionals	2	
	More than 4 professionals	3	
2. Primary Firm Qualifications (Maximum 30 points)			
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 - 5	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 10	
3. Key Consultant Qualifications (Maximum 20 points)			
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	
4. Overall Team Qualifications (Maximum 5 points)			
a. Previous team collaboration	Less than 2 sample projects	1	Max = 3
	2 to 4 sample projects	2	
	More than 4 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	
5. Overall Team Experience (Maximum 30 points)			
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 3 projects	0 - 3	
	3 to 6 projects	4 - 6	
	More than 6 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 4 projects	0 - 1	
	4 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		Subtotal	

Notes:

Evaluator:

Name _____

Signature _____ Date _____