# Request for Qualifications (Architect / Engineer)
## State of Ohio Standard Forms and Documents

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

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|---|---|---|---|---|---|
| Project Name | CRC Window Replacement | Response Deadline | 10/14/2015 | 4:00 PM | local time |
| Project Location | Correctional Reception Center | Project Number | DRC-140047 | | |
| City / County | Orient / Pickaway | Project Manager | Jeff Kring | | |
| Owner | ODRC | Contracting Authority | OFCC | | |
| Delivery Method | General Contracting | Prevailing Wages | State | | |
| No. of paper copies requested (stapled, not bound) | 0 | No. of electronic copies requested via email (PDF) | 1 | | |

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Sarah Haight at 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**

The purpose of this Request for Qualifications (RFQ) is to obtain Professional Architectural/Engineering (A/E) services for the design of a window replacement project at the Correctional Reception Center (CRC), located at 11271 OH-762, Orient, OH 43146.

This project at the Corrections Reception Center (CRC) will replace all of the 2,500 windows that are original to the 1987 construction of the facility. The security screens have been damaged by use, weather and offender abuse. The metal frames surrounding the glass have begun to deteriorate with age, and a combination of structural settling and window frame deterioration has resulted in windows that are less than energy efficient.

The development of a complete Program of Requirements (POR) will also be included as part of the Professional Design Services as an Additional Service. The development of the POR will include a comprehensive field investigation of the existing space in order to evaluate the building condition in relation to the project scope described above, and in relation to the project budget. The project scope will then be evaluated, prioritized, and defined/redefined to align with available project funds. Evaluation of the project construction schedule will also be a part of the POR stage.

State of Ohio, Capital Improvements Funding will be used to complete the Design and Construction of this project.

All aspects of the project and related issues will be implemented and operated consistently with Department of Rehabilitation and Corrections policies and procedures.

**B. Scope of Services**

Upon award of the Agreement, commence by developing the 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 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* 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 8 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 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 (AE, C-AE, AOR, CMA/OA, CMR, DB, GC, Trade).
3. Correctional facility project experience.
4. Pickaway Correctional Institute (CRC) project experience.
5. Security, Armory, and ACA experience.
6. LCCA
7. PREA
8. Renovations in a secured/inmate occupied State Facility including phased construction.
9. Window replacement project experience.
10. Ohio Capital Improvements projects (State of Ohio Contracts and/or use of OAKS CI).

**C. Funding / Estimated Budget**

| | | | |
|---|---|---|---|
| Total Project Cost | $3,400,000.00 | State Funding | $3,400,000.00 |
| Construction Cost | $2,800,000.00 | Other Funding | $0.00 |
| Estimated A/E Fee | 6.0% to 6.75% | | |

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 | Architect |
| Secondary | Structural Engineering |
| | Security Specialists |
| | Electrical Engineer |
| | |
| | |
| | |
| Others | |

**E. Anticipated Schedule**

| | |
|---|---|
| Professional Services Start | 03 / 16 |
| Construction Notice to Proceed | 11 / 16 |
| Substantial Completion of all Work | 12 / 17 |
| Professional Services Completed | 01 / 18 |

**F. EDGE Participation Goal**

| | |
|---|---|
| Percent of *initial* TOTAL A/E Fee | 5% |

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.

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**

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 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
## State of Ohio Standard Forms and Documents

Project Name CRC Window Replacement

Project Number DRC-140047

Proposer Firm _____

City, State, Zip _____

| Selection Criteria | | Value | | Score |
|---|---|---|---|---|
| **1. Primary Firm Location, Workload and Size** (Maximum 10 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 $200,000 | 2 | | |
| | $200,000 to $500,000 | 1 | | |
| | More than $500,000 | 0 | | |
| c. Number of licensed professionals | Less than 5 professionals | 2 | Max = 3 | |
| | 5 to 10 professionals | 3 | | |
| | More than 10 professionals | 1 | | |
| **2. Primary Firm Qualifications** (Maximum 30 points) | | | | |
| a. Project management lead | Experience / ability of project manager to manage scope / budget / schedule / quality | 0 - 10 | | |
| b. Project design lead | Experience / creativity of project designer to achieve owner's vision and requirements | 0 - 0 | Max = 20 | |
| 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 - 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 10 points) | | | | |
| a. Previous team collaboration | Less than 3 sample projects | 1 | Max = 3 | |
| | 3 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 4 projects | 0 - 3 | | |
| | 4 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 3 projects | 0 - 1 | | |
| | 3 to 6 projects | 2 - 3 | | |
| | More than 6 projects | 4 - 5 | | |
| | | | | |
| * Must be comprised of professional design services consulting firm(s) and NOT the lead firm<br>** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute | | **Subtotal** | | |

**Notes:**

**Evaluator:**

Name _____

Signature _____ Date _____