

# Request for Qualifications (Architect / Engineer)

## State of Ohio Standard Forms and Documents

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

Project Name	<u>Athens Full Service Maint. Facility</u>	Response Deadline	<u>02/12/2013   4:00 p.m.</u> local time
Project Location	<u>700 W. Union Street</u>	Project Number	<u>DOT-130006</u>
City / County	<u>Athens / Athens</u>	Project Manager	<u>Michael Downey <del>Bruce Ratekin</del></u> Ohio Facilities Construction
Owner	<u>Ohio Department of Transportation</u>	Contracting Authority	<u>Commission</u>
No. of paper copies requested (stapled, not bound)	<u>1</u>	No. of electronic copies requested on CD (PDF)	<u>1</u>

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

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### Project Overview

#### A. Project Description

The Ohio Department of Transportation, (ODOT), plans on replacing the existing Athens County Maintenance Facility with new Full Service Facilities located in Athens County, 700 W. Union Street, Athens, OH 45701.

The project will utilize the existing site and may include the functional areas containing, 7,500 G.S.F. office / maintenance building, a 19,000 G.S.F. heated truck storage building, and a combination of some or all of the following components: construction of new site utilities, re-fueling station with above ground fuel tanks, 2,500 G.S.F. fabric covered materials storage building, 8,000 G.S.F. fabric covered salt storage building, cold storage buildings, monopole communications antenna, site grading, parking lots and demolition of the existing office / truck building and other site structures.

The final scope has not yet been finalized but, will include some prototypical structures and a Phased construction approach.

By agreeing to this contract the Criteria C-A/E firms agree that ALL documents will become the property of the State of Ohio to be used on other projects in the future by other firms as they may select. Please refer to Section 9.2.1.4 of the A/E Standard Contract.

The current draft of the Program of Requirements will be shared with shortlisted firms prior to interviews for selection of the Criteria C-A/E. The final version prepared by the selected Criteria C-A/E will serve as the basis for the Program Verification stage.

The project delivery method for this project will be Design-Build.

#### B. Scope of Services

This project upon award of the Agreement shall commence by developing the Project Criteria. The project delivery method for these projects will be Design Build (DB).

As required by the Agreement, and as properly authorized, provide the following categories of services: Program Verification, Participation in a Project Design Stage, Selection Support, Construction Observation, 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>.

The selected Criteria Architect (C-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.

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Services will include, but not be limited to the following:

1. Programming / Criteria: The Programming requires the prospective C-A/E to develop the Owner's Program of Requirements. The Criteria will be provided in two parts:
  - 1.1. ODOT General Requirements
    - 1.1.1. Review and adapt Owner's current Design Standards to this project
    - 1.1.2. Project / Site Specific requirements.
2. Best Value Selection Services, Preparation of the RFP Package and establish a schedule of milestones for the DB team submissions and assistance with the Design-Build Selection Process;
3. Preconstruction Services, Project Design compliance and participate in Design Build Pre-Proposal activities.
4. Construction Observation and Closeout Services: Provide construction observation services at the project site to observe the work in progress, verify criteria compliance, and report findings; review DB submittals for conformance with the Criteria; attend weekly job meetings and associated close of services.
  - 4.1. During the construction period, provide not less than 8 hours (excluding travel time) on-site construction observation services weekly, including:
    - 4.1.1. attendance at progress meetings,
    - 4.1.2. a written field report of each site visit,
    - 4.1.3. on site representation comprised of the C-A/E and its consultant staff involved in the primary criteria of the project, all having relevant and appropriate types of construction observation 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. Experience as Criteria Architect / Engineer
2. Design-Build delivery method experience
3. Programming experience
4. Project schedule management
5. State of Ohio construction experience
6. Site development experience
7. Phased Construction
8. OAKS CI
9. Experience with ODOT vertical construction projects.

### C. Funding / Estimated Budget

Total Project Cost	<u>\$8,000,000.00</u>	State Funding	<u>\$8,000,000.00</u>
Construction Cost	<u>\$6,500,000.00</u>	Other Funding	<u>\$0.00</u>
Estimated A/E Fee	<u>2.25% to 3.0%</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).



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### 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.

Submit all questions regarding this RFQ in writing to Contact Name at E-mail Address with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the OAKS Capital Improvements (OAKS CI) website at <http://ci.oaks.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.

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, 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 EBO+M (Existing Buildings, Operations and Maintenance specialty)

LEED AP ND (Neighborhood Development specialty)  
LEED AP Homes (Specialty for residential LEED construction)

Other Industry Credentials:  
CCCA: Certified Construction Contract Administrator (CSI)  
CCM: Certified Construction Manager (CMAA)  
CCS: Certified Construction Specifier (CSI)  
CDT: Construction Document Technologist (CSI)  
DBIA: Design-Build Institute of America

# Architect/Engineer Selection Rating Form

## State of Ohio Standard Forms and Documents

Project Name Athens Full Service Maint. Facility Proposer Firm \_\_\_\_\_  
 Project Number DOT-130006 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary A/E Firm Location, Size, and Workload (Maximum 10 points)</b>			
a. Proximity of primary A/E firm's office where the majority of work will be performed to the principal project site, and knowledge of local conditions	Less than 75 miles from project site	4 - 5	
	75 miles to 125 miles from project site	2 - 3	
	More than 125 miles from project site	0 - 1	
b. Number of relevant licensed professionals within primary A/E firm available to perform the work (based on Part II of F110-330)	Less than 5 licensed professionals	0	Max = 3
	5 to 10 licensed professionals	2	
	More than 10 licensed professionals	1	
c. Amount of fees awarded by the Contracting Authority to the primary A/E firm in the previous 24 months (exclude projects on hold)	Less than \$250,000 in previous 24 months	2	
	\$250,000 to \$500,000 in previous 24 months	1	
	More than \$500,000 in previous 24 months	0	
<b>2. Primary A/E Qualifications (Maximum 30 points)</b>			
a. Project Manager (e.g., education, experience, credentials, effective communication skills)	Experience / ability of A/E project manager to manage scope / budget / schedule / quality	0 - 10	
b. Project Designer (e.g., design awards, publications, appropriateness, innovation)	Experience / creativity of project designer to achieve owner's vision and requirements	0 - 0	
c. Technical Staff (e.g., BIM/CAD operator / specifier education, experience, CDT or CCS* credentials)	Experience / ability of technical staff to create fully coordinated construction documents	0 - 5	
d. Construction Administration Staff (e.g., education, experience, CDT or CCCA* credentials)	Experience / ability of field representative to identify and solve issues during construction	0 - 15	
<b>3. Key Consultant Qualifications (Maximum 20 points)</b>			
a. Key Consultants (e.g., civil, mechanical, or electrical engineering, specialty consultants)	Experience / ability of key consultants to perform effectively and collaboratively	1 - 15	
b. Proposed EDGE-certified Consultant Participation** (fully executed Statements of Intent to Contract and Perform with relevant EDGE firms)	One additional point for every 2 percent increase in professional services over the advertised EDGE participation goal	0 - 5	
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
a. Previous Collaboration of the Project Team (sample projects on which a significant number of individual team members have worked together)	Less than 5 sample projects	1	
	5 to 7 sample projects	2	
	More than 7 sample projects	3	
b. LEED*** Training / Professional Accreditation (demonstrated either by the primary A/E firm or relevant consultant)	LEED*** Credentials* (Maximum 3 points)	GA	1
		AP	2
		AP+	3
c. LEED*** Registered / Certified Project Experience (demonstrated either by the primary A/E firm or relevant consultant)	LEED*** Registered Projects (RP) or LEED*** Certified Projects (CP) (Maximum 2 points)	RP	1
		CP	2
d. Team Organization (showed formal relationships between owner, contracting authority, consultants)	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
<b>5. Overall Team Experience (Maximum 30 points)</b>			
a. Past Performance of the Project Team (provided reference letters from sample project contacts)	Past performance as indicated by A/E evaluations and letters of reference	0 - 10	
b. Experience with similar projects and anticipated project delivery method (e.g., Multiple-Prime, General Contracting, CM at Risk, Design-Build)	Less than 5 projects	0 - 3	
	5 to 7 projects	4 - 6	
	More than 7 projects	7 - 10	
c. Budget and Schedule Management (included data on estimate versus bid and original contract sum & time versus change orders for sample projects)	Performance in completing projects within original construction budget and schedule	0 - 5	
d. Knowledge of Ohio Capital Improvements Process (e.g., experience following <i>The OFC Manual or the OSDM</i> , the Standard Requirements, and ORC Chapter 153)	Less than 3 projects	0 - 1	
	3 to 6 projects	2 - 3	
	More than 6 projects	4 - 5	
* Refer to list of applicable credentials in Section H of the RFQ		<b>Subtotal</b>	
** Must be comprised of professional design services consulting firm(s) and NOT the primary A/E firm			
*** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute			

**Notes:**

**Evaluator:**

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_