

Request for Qualifications (Planning Services)

State of Ohio Standard Forms and Documents

Administration of Project: Ohio Facilities Construction Commission

Project Name	<u>Master Planning and Programming</u>	Response Deadline	<u>5/15/2014</u>	<u>5:00 p.m.</u> local time
Project Location	<u>Statewide</u>	Project Number	<u>DRC-140064</u>	
City / County	<u>N/A</u>	Project Manager	<u>John McCready</u>	
Owner	<u>Department of Rehabilitation and Correction</u>	Contracting Authority	<u>Ohio Facilities Construction Commission</u>	
No. of paper copies requested (stapled, not bound)	<u>0</u>	No. of electronic copies requested on CD (PDF)	<u>3</u>	

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

Submit all questions regarding this RFQ in writing to Amber Mock at amber.mock@ofcc.ohio.gov 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

The Ohio Department of Rehabilitation and Correction (ODRC) is developing a comprehensive facilities master plan which will provide the framework for future ODRC program development and facilities improvement at each of the agency's institutions, and support ODRC Capital and Maintenance program planning.

The master plan process is being separated into two projects: Facilities Condition Assessment (FCA), and Master Planning and Programming. The FCA project consultants have been selected separately and will begin assessment of the facilities upon contract award.

This project will develop the final Master Plan report including evaluations and recommendations from this consultant with consideration given to the gathered data from the facilities condition assessment (FCA) of all buildings, structures, systems and site being performed simultaneously by other consultants under a separate OFCC agreement. The FCA will have data on approximately 13 million square feet of facilities across approximately 26 campuses located in various counties across the state.

The project will have three phases. Phase 1 will gather information through interviews of main operating departments within the agency to determine previous and current goals and priorities, current program needs and ACA deficiencies and future initiatives and projects being planned. Program areas will include reintegration, safety and security, inmate classification, health and dental care, mental health care, education and skills development, and additional program areas as defined by the Agency through the goal and priority development process. Phase 2 will be visioning, setting goals and objectives, developing criteria guidelines for programs and sustainability and determining priority. Phase 3 will be developing the final plan including site utilization, space usage, recommended projects and phasing within the multi-biennium Capital Improvement Plan process.

B. Scope of Services

The selected Team shall perform the necessary interviews, site visits, surveys and assessment evaluations to develop the Master Plan report. This requires review of existing surveys, drawings, previous reports and evaluations, maintenance records including deferred maintenance, existing asbestos survey, environmental and health citations or reports, and to include interviews with all building managers, department and maintenance supervisors and maintenance and operational staff.

The facilities condition assessment (FCA) will contain the visual inspection of all building, systems and components, and fixed equipment; including structure, roof, envelope integrity, curtain walls, windows and doors, walls, floors, and finishes; plumbing systems including DHW, fixtures, water, sanitary and drainage, and sprinkler systems; electrical systems including lighting, distribution, transformers and generators, panels and switchgear, security and fire alarm, and IT distribution, network and capacity; HVAC including distribution, units, exhaust systems, sensors and controls, and interfaces with other systems. In addition the site and infrastructure assessment will include pavement and walk condition; utility distribution and site lighting; sanitary and storm distribution, condition and performance; and way-finding devices, gates and fences. It does not include destructive or functional testing but will be considered an Additional Service if alerted by the A/E and deemed necessary for the integrity of the FCA report.

G. Evaluation Criteria for Selection

- Demonstrated ability to meet Owner's 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.
- Proposer's apparent resources and capacity to meet the needs of this project.
- The selected Team and all its consultants must have the capability to use the Internet within their normal business location(s) during normal business hours.

Interested 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 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 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>.

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 (ASPE)
CSI or FCSI: Construction Specifications Institute
DBIA or Associate DBIA: Design-Build Institute of America
NCARB: National Council of Architectural Registration Boards
NCIDQ: National Council of Interior Design Qualification
NSPE: National Society of Professional Engineers

Planning Services Selection Rating Form

State of Ohio Standard Forms and Documents

Project Name Master Planning and Programming Proposer Firm _____
 Project Number DRC-140064 City, State, Zip _____

Selection Criteria		Value	Score
1. Firm Workload and Size (Maximum 10 points)			
a. Amount of fees awarded by Contracting Authority to the Team	Less than \$200,000	5	
	\$200,000 to \$500,000	2	
	More than \$500,000	0	
b. Team number of relevant professionals	Less than 2 planning professionals	0	Max = 5
	2 to 4 planning professionals	2	
	More than 4 planning professionals	5	
2. Primary Qualifications (Maximum 30 points)			
a. Master planning lead	Experience / ability of MP Lead to manage visioning / capital improvement plans	0 - 10	
b. Assessment evaluator lead	Experience / ability of lead to evaluate assessments of various disciplines	0 - 5	Max = 20
c. Planning staff	Experience / ability of planning staff to develop long range master plans	0 - 10	
d. Technical staff	Experience / ability of assessors to accurately collect and evaluate systems and components	0 - 5	
3. Consultant Qualifications (Maximum 10 points)			
a. Key discipline leads	Experience / ability of all key discipline leads to effectively perform the work	0 - 10	
b. Proposed EDGE-certified Consultant*	One additional point for every 2 percent increase in professional service over the advertised EDGE goal	0 - 5	
4. Project Team Qualifications (Maximum 15 points)			
a. Previous team collaboration	Less than 1 projects (Low)	0	Max = 5
	1 to 2 projects (Average)	2	
	More than 2 projects (High)	5	
b. LEED** Registered / Certified consultant participation	No projects	0	Max = 5
	Registered	2	
	Certified	5	
c. Team Organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
5. Overall Project Team Experience (Maximum 30 points)			
a. Criteria development and prioritization	Performance in establishing owner criteria for capital improvement plans	0 - 10	
b. Experience with similar projects involving programming	Less than 4 projects (Low)	0 - 3	
	4 to 6 projects (Average)	4 - 6	
	More than 6 projects (High)	7 - 10	
c. Past performance	Level of performance as indicated by past evaluations / letters of reference	0 - 10	
		Subtotal	

* Must be comprised of professional design services consulting firm(s) and NOT the primary Firm
 ** LEED = Leadership in Energy & Environmental Design developed by the U.S. Green Building Council

Notes:

Evaluator:

Name _____

Signature _____ Date _____