

# Request for Qualifications (Architect / Engineer)

## State of Ohio Standard Forms and Documents

---

**Administration of Project:** Local Administration

Project Name	<u>Engineering Consulting Services</u>	Response Deadline	<u>May 17, 2013   5:00 pm</u> local time
Project Location	<u>various</u>	Project Number	<u>DMH-130009</u>
City / County	<u>Various / Various</u>	Project Manager	<u>Robin Cox</u>
Owner	<u>Department of Mental Health</u>	Contracting Authority	<u>Department of Mental Health</u>
No. of paper copies requested (stapled, not bound)	<u>0</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 Robin Cox at the Ohio Department of Mental Health, Capital Office, 30 E. Broad St., Room 1160, Columbus, OH 43215-3430. See Section H of this RFQ for additional submittal instructions.

---

### Project Overview

#### A. Project Description

The Ohio Department of Mental Health (ODMH) is seeking a firm to provide engineering services that may include, but not be limited to, small project design, building code review, life safety code review, feasibility studies, construction cost estimates and other specialized tasks.

ODMH operates six (6) behavioral healthcare facilities in Ohio including Athens, Cincinnati, Columbus, Massillon, Northfield and Toledo therefore travel will be required. Each of these facilities is a restricted and secure healthcare facility operating on a 24/7, 365- day per year basis. These facilities generally include patient living and treatment units, dietary kitchen facilities, administrative support, central storerooms and maintenance/boiler plant operations. Work may occur in secure areas.

The anticipated project delivery method for this project is Select Delivery Method.

State Prevailing Wage requirements apply to this project

#### B. Scope of Services

Work assignments may include, but not be limited to: Engineering (and related specialty consulting services such as structural engineering, civil engineering, environmental, minor architectural, energy modeling & auditing, etc.); Programming (creation or review of Program of Requirements); Design, Plan permit review, Bidding assistance, Construction administration of small projects; Constructability reviews; Building assessments; Building Code review; Life Safety Code review; Cost estimating; Feasibility studies and reports; Product and material review and assessment; Retro-commissioning; Energy conservation.

Projects that require design services may also require programming, building & systems verification, design (schematic, design development and bid documents (drawings & specifications), plan permit review, pre-bid meeting, construction administration and project close-out.

Services will be provided in accordance with a standard form of consultant agreement. As individual projects are identified, ODMH will provide the engineer with a Work Order and specific scope of services. Individual projects will be managed using a Work Order authorization system. The engineer will submit a Technical Proposal that includes costs itemized by site visits, staff hours (both on-site and office) and reimbursable costs (such as printing, scanning, plan review fees, etc.); a schedule of when services will commence and be completed and a narrative explaining how the project will be executed.

There are a limited quantity of electronic files available for the buildings at each campus. Hard copies of drawings may have to be scanned or re-created as needed. Hard copy submittals of documents and reports may be required as well as electronic (PDF format) to ODMH.

Access to project sites will need to be scheduled in advance with ODMH. The engineer will be escorted during site visits where access to secure areas are required. Credentials will be granted to the engineer's personnel by each facility.

## Request for Qualifications (Architect / Engineer) continued

Refer to the *OFC 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>.

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. Behavioral Healthcare facilities
2. NFPA Codes
3. Joint Commission requirements

### C. Funding / Estimated Budget

Total Project Cost	<u>\$100,000</u>	State Funding	<u>\$100,000</u>
Construction Cost	<u>Varies/TBD</u>	Other Funding	<u>\$0</u>
Estimated A/E Fee	<u>Varies/TBD</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>Engineering</u>
Secondary	<u>Electrical Engineering</u>
	<u>Fire Protection Engineering</u>
	<u>HVAC Engineering</u>
	<u>Plumbing Engineering</u>
	<u>Civil Engineering</u>
	<u>Energy Conservation Engineering</u>
	<u>Code Analysis; Cost estimating; Feasibility Studies; Product Review; Retro-Commissioning; Plan Permit Review/Submission; Programming</u>
Others	<u></u>

### E. Anticipated Schedule

Professional Services Start (mm/yy)	<u>07/13</u>
Construction Contracts Start (mm/yy)	<u>Varies/TBD</u>
Construction Contracts Completed (mm/yy)	<u>Varies/TBD</u>
Professional Services Completed (mm/yy)	<u>07/14</u>

### F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL A/E Fee	<u>5.0%</u>
---	-------------

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 scope, budget, and schedule on previous projects.
- Knowledge of Building Codes, NFPA Codes, Joint Commission requirements as they relate to ODMH facilities.
- 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.
- Proposer's apparent resources and capacity to meet the needs of this project.

## Request for Qualifications (Architect / Engineer) continued

---

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>.

Paper copies or submittals that are e-mailed or faxed will NOT be accepted. Mail one (1) copy of electronic PDF, on CD, to: Ohio Department of Mental Health, Capital Office, 30 E. Broad St., Room 1160, Columbus, OH 43215-3430, attn.: Robin Cox.

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.

Submit all questions regarding this RFQ in writing to Robin Cox at [robin.cox@mh.ohio.gov](mailto:robin.cox@mh.ohio.gov) with the project number included in the subject line (no phone calls please).

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 Engineering Consulting Services Proposer Firm \_\_\_\_\_  
 Project Number DMH-130009 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 200 miles from project site	4 - 5	
	200 miles to 250 miles from project site	2 - 3	
	More than 250 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 2 licensed professionals	0	Max = 3
	2 to 4 licensed professionals	1	
	More than 4 licensed professionals	2	
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 \$300,000 in previous 24 months	1	
	More than \$300,000 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 - 5	
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 - 10	
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 - 5	
<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 3 sample projects	1	
	3 to 5 sample projects	2	
	More than 5 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 3 projects	0 - 3	
	3 to 6 projects	4 - 6	
	More than 6 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 \_\_\_\_\_