

# Request for Qualifications (Architect / Engineer)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Ohio Department of Natural Resources, Division of Engineering

Project Name	Statewide Technical Services (Capital Projects) FY 15 -16	Response Deadline	June 23, 2014	4:00 PM	local time
Project Location	Various	Project Number	DNR-150002		
City / County	Various / Various	Project Manager	Samantha Cothorn		
Owner	Various	Contracting Authority	ODNR—Division of Engineering		
No. of paper copies requested (stapled, not bound)	2	No. of electronic copies requested on CD (PDF)	2		

Submit the requested number of Statements of Qualifications (OFCC Form F110-330) directly to the Ohio Department of Natural Resources, Division of Engineering, **Attention: Jason Kirby, 2045 Morse Rd., Building E-3, Columbus, Ohio 43239**. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Jason Kirby at [Jason.kirby@dnr.state.oh.us](mailto:Jason.kirby@dnr.state.oh.us) with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the Request for Professional Services page on the ODNR Division of Engineering website at <http://engineering.ohiodnr.gov/capital-improvements> on a regular basis until one week before the response deadline. The names of the party submitting a question will not be included on the Q&A document.

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### Project Overview

#### A. Project Description

Professional engineering and architectural services are required to provide technical support, on an as needed basis, for various small renovation and improvements projects to be completed at ODNR facilities statewide. While a specific scope of work has not yet been identified for this contract, it is anticipated that individual projects could involve: rehabilitation of electrical, mechanical, and HVAC systems; environmental, structural and geotechnical assessments; and design of minor building construction and/or renovation. Anticipated work tasks for each project could include:

- On-site evaluation and meetings with facility staff to assess scope of work for individual projects.
- Preparation of investigation reports with alternative analysis, recommendations and cost estimates.
- Preparations of construction documents for selected rehabilitation or improvement projects.
- Application for and securing applicable permits.
- Provide procurement services.
- Provide construction administration services.

#### B. Scope of Services

While specific projects and scopes of work have not been identified at this time, the selected consultant(s) will be retained through a specific time period (approximately two years); projects and deliverables will be determined on an as needed basis from deficiencies noted by facility managers during maintenance or from prior inspections. Fees for each assigned task will be based on an hourly fee schedule to be negotiated as part of the contract.

A contract will be awarded up to two (2) of the most qualified firms, as determined through the selection process.

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 with minor building renovation and new installations.
2. Experience with electrical system renovations and new installations.
3. Experience with mechanical system renovations and new installations.
4. Experience performing environmental assessments, including asbestos assessments.
5. Experience performing structural assessments.
6. Experience performing geotechnical assessments.
7. Experience performing construction administration services.
8. Experience in managing construction quality assurance testing services.

# Request For Qualifications (Architect / Engineer) continued

## C. Funding / Estimated Budget

Total Project Cost	<u>Varies with each project</u>	State Funding	<u>100% of project cost</u>
Construction Cost	<u>TBD</u>	Other Funding	<u>0.00</u>
Estimated A/E Fee	<u>5% to 10% of projects costs, not to exceed \$250,000 total contract</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 limit to: review and verification of the Program 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>Architectural</u>
Secondary	<u>Mechanical Engineering</u>
	<u>Electrical Engineering</u>
	<u>Structural Engineering</u>
	<u>Civil Engineering</u>
	<u>Environmental Engineering</u>
	<u>Geotechnical Engineering</u>
Others	<u>Construction Testing</u>

## E. Anticipated Schedule

A/E Services Start (mm/yy)	<u>09 / 14</u>
Construction Contracts Start (mm/yy)	<u>N/A</u>
Construction Contracts Completed (mm/yy)	<u>N/A</u>
A/E Services Completed (mm/yy)	<u>6 / 16</u>

## F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL A/E Fee	<u>5.0%</u>
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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 O.R.C. Chapter 4703, (2) a landscape architect holding a license and certificate of authorization issued by the Ohio Landscape Architects Board pursuant to O.R.C. 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 O.R.C. Chapter 4733.

## G. Evaluation Criteria for Selection

Consultants will be evaluated based on the following criteria:

- Previous experience compatible with proposed project task (e.g., type, size), including relevant work of the prospective firm's proposed staff, sub-consultants or other team members.
- Relevant past work of prospective firm's proposed consultants.
- Past performance of prospective firm and its proposed sub-consultants for ODNR and others.
- Qualifications and experience of individuals directly involved with the project.
- Dollar value of ODNR contracts in the previous two years.
- Proposer's apparent resources and capacity to meet the needs of this project.

Firms responding to this Request for Qualifications 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 of EDGE-certified Business Enterprise(s), as a part of the proposed team. The Intent to Contract and to Perform and / or waiver request letter and Demonstration of Good Faith Effort form(s) with complete documentation will be required at the Fee Proposal stage. Both forms can be accessed via the OFCC website at <http://ofcc.ohio.gov>.

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.

In accordance with Section 9.24 of the Ohio Revised Code, ODNR is prohibited from awarding a contract for goods, services, or construction, paid for in whole or in part with state funds, to a person against whom a finding for recovery has been issued by the auditor of state, if the finding for recovery is unresolved. In preparing a short list recommendation for this project, ODNR shall verify each consultant's compliance with the requirements of Section 9.24.

## Request For Qualifications (Architect / Engineer) continued

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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.

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 (American Society of Professional Estimators)  
CSI or FCSI: Construction Specifications Institute  
DBIA or Associate DBIA: Design-Build Institute of America (list credentials, not memberships)  
NCRAB: National Council of Architectural Registration Boards (list certification only)  
NCIDQ: National Council for Interior Design Qualification  
NSPE: National Society of Professional Engineers

# Architect/Engineer Selection Rating

## State of Ohio Standard Forms and Documents

Project Name Statewide Technical Services (Capital Projects ) Proposer Firm \_\_\_\_\_  
 Project Number DNR-150002 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary Firm Location, Workload and Size (Maximum 10 points)</b>			
a. Proximity of firm to project site	Out of State	0	
	Ohio Firm	5	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$100,000	2	
	\$100,000 - \$200,000	1	
	More than \$200,000	0	
c. Number of licensed professionals	Less than 10 professionals	3	Max = 3
	10 to 20 professionals	2	
	More than 20 professionals	1	
<b>2. Primary Firm Qualifications (Maximum 30 points)</b>			
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 - 10	
d. Construction administration staff	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 discipline leads	Experience / ability of key consultants to perform effectively and collaboratively	0 - 15	
b. Proposed EDGE-certified Consultant participation*	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 team collaboration	Less than 3 sample projects	1	Max = 2
	3 to 5 sample projects	2	
	More than 5 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	
<b>5. Overall Team Experience (Maximum 30 points)</b>			
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 5 projects	0 - 3	
	5 to 10 projects	4 - 6	
	More than 10 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 5 projects	0 - 1	
	5 to 10 projects	2 - 3	
	More than 10 projects	4 - 5	

\*Must be comprised of professional design services consulting firm(s) and NOT the primary firm  
 \*\*Leadership in Energy & Environmental Design administered by the Green Building Certification Institute

**Subtotal** \_\_\_\_\_

**Notes:**

**Evaluator:**

Name \_\_\_\_\_

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