

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Ohio Facilities Construction Commission

Project Name	<u>Fire Alarm System Replacement</u>	Response Deadline	<u>August 2, 2013 4:00 pm</u> local time
Project Location	<u>30 West Spring Street</u>	Project Number	<u>BWC-140001</u>
City / County	<u>Columbus / Franklin</u>	Project Manager	<u>Nick Cassidy</u>
Owner	<u>Ohio Bureau of Workers' Compensation</u>	Contracting Authority	<u>OFCC</u>
No. of paper copies requested (stapled, not bound)	<u>0</u>	No. of electronic copies requested on CD (PDF)	<u>2</u>

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

Project Overview

A. Project Description

The Ohio Bureau of Workers' Compensation (BWC) is seeking engineering firms, or teams of engineering firms, experienced in designing replacement fire detection and alarm signaling systems in occupied high rise office buildings for developing engineering design documents. Said documents will be used for purposes of securing competitive bids for the fire alarm system replacement. The proposed fire alarm system must be a non-proprietary system.

The Ohio Bureau of Workers' Compensation is headquartered in the William Green Building at 30 West Spring Street in Columbus, Ohio. Built for both the BWC and the Ohio Industrial Commission (OIC) between 1988 and 1991, the William Green Building has 33 above grade stories and two basement levels. The building is just over 981,500 gross square feet.

The existing fire alarm system is a Honeywell FS90, and it is original to the building. The FS90 system is fully integrated with the following building controls systems:

- Metasys by Johnson Controls
- Pro-Watch by Honeywell
- Destination Dispatch by ThyssenKrupp

In addition to the Honeywell FS90 system, certain areas of the building are protected by a SAPPHIRE Fire Suppression System.

Besides serving as the corporate headquarters for both the BWC and the OIC, the William Green Building also houses the following state agencies:

- The Ohio Administrative Knowledge System (OAKS)
- The Ohio Facilities Construction Commission (OFCC)
- The Ohio Department of Youth Services (DYS)
- The Ohio Ethics Commission (OEC)

With the exception of the sixth floor which was recently vacated, the building is fully occupied. Including contract workers, the building typically houses around 1,550 employees on a daily basis. With the added occupant load of injured workers attending hearings at the OIC and other walk-in traffic, the building has a total daily population of approximately 2,000.

The qualified firms or teams must demonstrate recent experience (i.e. within the past five years) with the following:

- Design and construction support of fire alarm replacement projects in occupied high rise office buildings;
- Designing fire detection systems that are integrated through building automation systems with smoke control, access control and building HVAC systems;
- Designing proprietary supervising stations;
- Commissioning integrated fire detection, smoke control, fire detection, voice alarm signaling and security systems.

Qualified firms or teams will need to be able to demonstrate their experience with the system features outlined above. In addition, qualified firms will include an Ohio registered Professional Engineer as an active participant in the project whom secured their registration by taking the fire protection engineering exam. Said individual will be responsible for signing and sealing the concept design drawings that will be used for procuring competitive bids.

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

The anticipated project delivery method for this project is General Contracting.

State Prevailing Wage requirements apply to this project.

B. Scope of Services

The selected firm shall perform the necessary site investigations, surveys and assessments to complete the design of the fire alarm replacement system. This information shall be used to prepare the project design, cost estimates, the preparation of bidding documents for construction and construction administration services.

The selected Architect/Engineer (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 including a report evaluating the existing fire alarm system and its current integration with other base building systems, as well as an outline of known system deficiencies and how these will be corrected in the replacement system; recommendations regarding options and associated costs with replacing the existing Honeywell system with a non-Honeywell system; 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 4 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. Fire detection and alarm signaling systems
2. Automated building systems
3. Access control systems
4. Destination-based elevator control systems
5. Renovation of occupied buildings
6. State of Ohio capital improvement projects
7. OAKS CI experience

C. Funding / Estimated Budget

Total Project Cost	<u>\$1,500,000</u>	State Funding	<u>\$1,500,000</u>
Construction Cost	<u>\$1,250,000</u>	Other Funding	<u>\$0</u>
Estimated A/E Fee	<u>8%</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).

Request for Qualifications (Architect / Engineer) continued

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 Christina Miller at christina.miller@ofcc.ohio.gov 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 **especially those pertaining to fire protection specialties such as CFPS (Certified Fire Protection Specialist) and FSFPE (Fellow of the Society of Fire Protection Engineers)**, 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:

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 Fire Alarm System Replacement Proposer Firm _____
 Project Number BWC140001 City, State, Zip _____

Selection Criteria		Value	Score
1. Primary A/E Firm Location, Size, and Workload (Maximum 10 points)			
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 10 miles from project site	4 - 5	
	10 miles 20 miles from project site	2 - 3	
	More than 20 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	3	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 \$100,000 in previous 24 months	2	
	\$100,000 to \$250,000 in previous 24 months	1	
	More than \$250,000 in previous 24 months	0	
2. Primary A/E Qualifications (Maximum 30 points)			
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 - 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 - 10	
3. Key Consultant Qualifications (Maximum 20 points)			
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	
4. Overall Team Qualifications (Maximum 10 points)			
a. Previous Collaboration of the Project Team (sample projects on which a significant number of individual team members have worked together)	Less than 2 sample projects	1	
	2 to 4 sample projects	2	
	More than 4 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	
5. Overall Team Experience (Maximum 30 points)			
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 the <i>OFC Manual</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 ** 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		Subtotal	

Notes:

Evaluator:

Name _____

Signature _____

Date _____