

# Request for Qualifications (A/E)

Rehabilitation and Correction  
770 West Broad Street  
Columbus, Ohio 43222



<http://drc.ohio.gov>  
Phone 614-644-5243

## Administration of Project: Local Administration

Project Name	<u>Water Distribution Upgrade - SOCF</u>	Response Deadline	<u>08/22/2012   4:00 p.m.</u> local time
Project Location	<u>Lucasville, Ohio</u>	Project Number	<u>DRC-120049</u>
City / County	<u>Lucasville / Scioto</u>	Project Manager	<u>Robert Hawkes</u>
Agency/Institution	<u>Rehabilitation and Correction</u>	Contracting Authority*	<u>Rehabilitation and Correction</u>

\*The Contracting Authority for SAO-administered projects is the State Architect's Office. The Contracting Authority for locally administered projects is the state agency or institution of higher education.

No. of paper copies requested (stapled, not bound) 3 No. of electronic copies requested on CD (PDF) 0

Submit the requested number of Statements of Qualifications directly to the Rehabilitation and Correction, Attention: Robert Hawkes, at 770 West Broad Street, Columbus, Ohio 43222. **See Section H for additional submittal instructions.**

## Project Overview

### A. Project Description

This project will include the replacement of all underground main water lines and valves. Southern Ohio Correctional Facility has approximately 1 1/2 miles of 8-10" water lines that have been buried underground since 1968. Recent line breaks have revealed decaying conditions for our main water line system. The majority of this system's valves also show signs of corrosion that prevents the valve from holding which extremely hinders the ability to isolate breaks while making emergency repairs. Replacing these lines and valves will reduce the unexpected costs of paying for lost water and needed repair parts often associated with main water line breaks.

### B. Scope of Services

The purpose of this qualification request is to hire an architectural engineering or architectural/engineering firm to provide complete design, bidding and construction administration phases of this project.

The selected firm will be expected to participate in the Encouraging, Growth, Diversity and Equity ("EDGE") Program as required by statute and the Agreement.

The selected Associate, as a portion of its required Scope of Services and prior to submitting its proposals, shall discuss and clarify with the Owner the fee breakdown of the Associate Agreement detailed cost components to address the Owner's project requirements. The Associate shall also include as part of the basic services the preparation of a design solution and construction documents and estimates of construction cost.

As required by the Agreement, and as properly authorized, provide the following categories of services: Program Verification, Schematic Design, Design Development, Construction Document Preparation, Bid and Award Support, Conformed Documents, Construction Phase, Post-Construction Phase, and Extra Services and Additional Services of all types. Refer to The SAO Manual for additional information about the type and extent of services required for each.

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 (SAO Form #F110-330), below is a list of relevant scope of work requirements for this RFQ:

1. Experience in Correctional facility setting design
2. Previous correctional/security projects experience
3. Bidding multiple prime contract projects experience
4. Previous experience working with the State of Ohio





# Request For Qualifications (A/E) continued

Project Name Water Distribution Upgrade - SOCF

Project Number DRC-120049

has provided or shall provide such to the Contracting Authority and/or the Ohio Business Gateway (<https://ohiobusinessgateway.ohio.gov/OBG/Membership/Security.mvc>).

## H. Submittal Instructions

Firms are required to submit the current version of Statement of Qualifications (SAO Form F110-330) available via the SAO website at <http://ohio.gov/sao> (click on Forms).

Paper copies of the Statement of Qualifications 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 mark or label the CD and the CD cover with the project number and firm name.

Submit all questions regarding this RFQ in writing to Robert Hawkes at [Robert.hawkes@odrc.state.oh.us](mailto:Robert.hawkes@odrc.state.oh.us) with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the OAKS Capital Improvements Web site at <http://ci.oaks.ohio.gov> on a regular basis until one week before the time of proposal submittal. The Question & Answer (Q&A) document can be found by downloading a new version of the RFQ or by clicking on the Q&A link to the right of the project listing. The name of the party submitting a question will not be included on the Q&A document.

# Architect/Engineer Selection Rating

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Project Name Water Distribution Upgrade - SOCF Proposer Firm \_\_\_\_\_  
Project Number DRC-120049 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. A/E Firm Location (5 points)</b>			
Proximity of primary A/E firm office where majority of work is to be performed in relationship to project site	Less than 75 miles	4 - 5	
	75 to 100 miles	2 - 3	
	More than 100 miles	0 - 1	
<b>2. A/E Firm Size (5 points)</b>			
Number of relevant licensed professionals within primary A/E firm available to perform the work.	Small = Less than 6 licensed professionals	4 - 5	
	Medium = 6 to 10 licensed professionals	2 - 3	
	Large = More than 10 licensed professionals	0 - 1	
<b>3. Current Workload (5 points)</b>			
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 \$100,000.00	4 - 5	
	\$100,000.00 to \$500,000.00	2 - 3	
	More than \$500,000.00	0 - 1	
<b>4. Primary A/E Qualifications (30 points)</b>			
a. Project Management Lead	Experience / ability of A/E project manager to manage scope / budget / schedule / quality	0 - 10	
b. Project Design Lead	Experience / creativity of lead designer to meet needs of owner	0 - 5	
c. Technical Staff	Experience / ability of technical staff to develop quality construction documents	0 - 5	
d. Construction Administration	Experience / ability of field representative to identify / solve issues during construction	0 - 10	
<b>5. A/E Consultant Qualifications (10 points)</b>			
Key Discipline Leads	Experience / ability of all key discipline leads to effectively perform the work	0 - 10	
<b>6. Project Team Qualifications (15 points)</b>			
a. Previous Team Collaboration Number of projects that a majority of the team members have worked together	Less than 5 projects (Low)	0 - 1	
	5 to 10 projects (Average)	2 - 3	
	More than 10 projects (High)	4 - 5	
b. LEED* Experience within Team	LEED AP(s)** on Team	0 - 1	
	LEED Registered Project(s)	0 - 2	
	LEED Certified Project(s)	0 - 2	
	Satisfies ALL above Criteria	Sum = 0 - 5	
c. Team Organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
<b>7. Overall Project Team Experience (30 points)</b>			
a. Budget and Schedule Management	Performance in completing projects within original budget and schedule limitations	0 - 5	
b. Experience with Similar Project Type	Less than 5 projects (Low)	0 - 3	
	5 to 10 projects (Average)	4 - 6	
	More than 10 projects (High)	7 - 10	
c. Past Performance	Level of performance as indicated by past A/E evaluations / letters of reference	0 - 5	
d. Knowledge of State of Ohio Capital Project Administration Process	Less than 4 projects (Low)	0 - 3	
	4 to 10 projects (Average)	4 - 6	
	More than 10 projects (High)	7 - 10	
		<b>Subtotal</b>	

\* LEED = Leadership in Energy & Environmental Design developed by the U.S. Green Building Council  
\*\* LEED AP = LEED Accredited Professional credential by the Green Building Certification Institute

Notes:

Evaluator:

Name \_\_\_\_\_

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