

Request for Qualifications (A/E)

State of Ohio Standard Forms and Documents

Administration of Project: Ohio Facilities Construction Commission

Project Name	<u>Academy Courtyard Addition</u>	Response Deadline	<u>Oct. 1, 2012 4:00 pm</u> local time
Project Location	<u>740 East 17th Avenue</u>	Project Number	<u>DPS-120003</u>
City / County	<u>Columbus / Franklin</u>	Project Manager	<u>Michael Covault</u>
Agency/Institution	<u>Department of Public Safety</u>	Contracting Authority*	<u>Department of Public Safety</u>

**The Contracting Authority for OFCC-administered projects is the Ohio Facilities Construction Commission. The Contracting Authority for locally administered projects is the state agency or institution of higher education.*

No. of paper copies requested (stapled, not bound) 0 No. of electronic copies requested on CD (PDF) 1

Submit the requested number of Statements of Qualifications (Form F110-330) directly to the following address: Ohio Facilities Construction Commission, Attention: Christina Miller, 4200 Surface Road, Columbus, Ohio 43228. **See Section H for additional submittal instructions.**

Project Overview

A. Project Description

The Ohio State Highway Patrol Training Academy has an established need for additional assembly space and office functions. In meeting these needs a preliminary Program of Requirements has been developed by the Department of Public Safety in which the following Project has been identified.

The Academy Courtyard Addition Project will consist of four principle elements:

- 1) A new Building Addition within an approximate site area of 16,410 S.F. and Building footprint of 12,000 S.F.; main functions to include:
 - A 500 to 600 seat Auditorium with stage and projection room;
 - An office suite for the Academy Commandant and three senior officers with reception/waiting space - VIP room with audio/video conferencing capabilities; and
 - Lobby with connecting corridor to existing adjacent facility -support spaces, such as restrooms, janitors closet, and basement space for HVAC mechanical and electrical equipment.
- 2) Construction of a 3,800 min. S.F. concrete parade /formation Deck connected to the south side of the Addition
- 3) Replacement of a breezeway along the east side and north end of the Courtyard; including concrete paved area for vehicle access
- 4) Reconstruction of the Courtyard and established components, including a relocated Memorial with eternal gas-flame, installation of a new flag pole, and landscaping. Reference above from "Project Description, Architectural Program, Total Project Budget, Project Schedule Final Report"- dated August 6, 2012, as the preliminary Program of Requirements. (POR) A "Geotechnical Subsurface Exploration" Report -dated June 8, 2012 has also been prepared.

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B. Scope of 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 Ohio Facilities Construction Commission, 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, 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.

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. Civil Engineering, Landscaping, Architectural, Structural, and MEP design services will be required for this new Building Addition and Courtyard Renovation Project. Special design/consultant services are anticipated for acoustical and auditorium lighting design, and in support of audio/video, security, and internal technology needs. The design team will be required to coordinate all audio-visual equipment selection for both the Auditorium and the VIP Room with the Owner for compatibility with the Ohio Emergency Management Agency. The project facility will not be designed to achieve LEED certification, but does need to incorporate energy efficiency and sustainability features in line with LEED ideology. As a part of basic services: A life-cycle cost analysis and fundamental commissioning will be required.

It will important to demonstrate experience with similar types of projects with auditorium functions, a high level of communications, audio, and visual technology, LEED projects, and as applied to specific State of Ohio projects where possible. A demonstrated track record of meeting project budgets and schedules is especially essential in furthering the likely-hood of continuing future project success. Basic services are to include local travel expenses, general phone calls and mailings as may be required, design review meetings, printing of documents for Owner coordination/use during design, review, end-of-phase documentation, and for permit review, conformed documents, and record documents. Allowances will be provided for change orders, bid prints, permit prints, record document prints, advertising, building permit fees and special inspection/testing services as also needed during construction.

The standard design/bid/construction delivery method will be utilized with a (single) General Contractor. The scope of design work will be phased accordingly.

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. Program Verification
2. Schematic Design
3. Design Development
4. Construction Documents Preparation
5. Bid and Award Support
6. Conformed Documents
7. Construction Administration
8. Post Construction
9. Additional Services

C. Funding / Estimated Budget

Total Project Cost	<u>\$3,590,000</u>	State Funding	<u>\$3,590,000</u>
Construction Cost	<u>\$2,700,000</u>	Other Funding	<u>\$0</u>
Estimated A/E Fee	<u>7.34%% to 8.40%%</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).

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D. Services Required (see note below)

Primary Architectural
Secondary Civil Engineering
Landscape Architecture
Structural Engineering
Fire Protection Engineering
MEP Engineering
Acoustical Consulting
Audio-visual, Life Cycle Analysis,
Fundamental Commissioning, Special
Other(s) Inspections & Testing

E. Anticipated Schedule

Professional Services Start (mm/yy) 11/12
Construction Contracts Start (mm/yy) 08/13
Construction Contracts Completed (mm/yy) 08/14
Professional Services Completed (mm/yy) 09/14

F. EDGE Participation Goal

Percent of *initial* TOTAL A/E Fee 5%

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

Demonstrated ability to meet Owner's programmed project 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. Specification writing credentials and experience. Experience and capabilities of creating or using Critical Path Method (CPM) schedules and of using CPM schedules as a project management resource. Approach to and success of using partnering and Alternative Dispute Resolution. Proximity of prospective firms to the project site. Proposer's apparent resources and capacity to meet the needs of this project. The selected A/E and all its consultants must have the capability to use the Internet within their normal business location(s) during normal business hours.

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>.

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 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 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 Academy Courtyard Addition Proposer Firm _____
 Project Number DPS-120003 City, State, Zip _____

Selection Criteria		Value	Score
1. A/E Firm Location (5 points)			
Proximity of primary A/E firm office where majority of work is to be performed in relationship to project site	Less than 20 miles	4 - 5	
	20 to 75 miles	2 - 3	
	More than 75 miles	0 - 1	
2. A/E Firm Size (5 points)			
Number of relevant licensed professionals within primary A/E firm available to perform the work.	Small = Less than 5 licensed professionals	0 - 1	
	Medium = 5 to 10 licensed professionals	2 - 3	
	Large = More than 10 licensed professionals	4 - 5	
3. Current Workload (5 points)			
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	4 - 5	
	\$250,000 to \$500,000	2 - 3	
	More than \$500,000	0 - 1	
4. Primary A/E Qualifications (30 points)			
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	
5. A/E Consultant Qualifications (10 points)			
Key Discipline Leads	Experience / ability of all key discipline leads to effectively perform the work	0 - 10	
6. Project Team Qualifications (15 points)			
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	
7. Overall Project Team Experience (30 points)			
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 3 projects (Low)	0 - 3	
	3 to 7 projects (Average)	4 - 6	
	More than 7 projects (High)	7 - 10	
		Subtotal	

* 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 _____