

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>NCSC - IT Infrastructure Upgrade</u>	Response Deadline	<u>Nov. 6, 2014</u>	<u>4:00 pm</u>	local time
Project Location	<u>2441 Kenwood Circle</u>	Project Number	<u>NCC-100019</u>		
City / County	<u>Mansfield / Richland</u>	Project Manager	<u>Dean Schaad</u>		
Owner	<u>North Central State College</u>	Contracting Authority	<u>Local Higher Education</u>		
Delivery Method	<u>General Contracting</u>	Prevailing Wages	<u>State</u>		
No. of paper copies requested (stapled, not bound)	<u>3</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 Dean Schaad at North Central State College 2441 Kenwood Circle, Mansfield, Ohio 44906. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Dean Schaad at dschaad@ncstatecollege.edu with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the Opportunities page on the OFCC website at <http://ofcc.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.

Project Overview

A. Project Description

North Central State College is utilizing this Request for Proposals (this "RFQ") The RFQ is intended that the successful respondent (the "Vendor") will provide several solutions regarding, core network upgrade, data center upgrade including an emergency power system for the center. When the initial project is completed, the data center will be relocated to Fallerius Hall room F-072, emergency power and UPS system installed for the data center and three offices in the basement area. Part of the core network upgrade will include a 10 GB network backbone to all network closets in all buildings with the exception of the Urban Center and Child Care Development Center. North Central State College has experience high bandwidth demands with the increase of student use of mobile devices. To handle the "internal" high bandwidth demands of the college, a core network infrastructure upgrade is needed at the main campus in Fallerius Hall and at the Kehoe Center. The core network upgrade is to have significant capacity to handle the high bandwidth data demands of the college. As a result the core network has to be configured around a fast, full-featured, managed switch. The core network on the main campus has to connect via the wide area network (WAN) to Kehoe Center's core network switch.

In conjunction with the network core upgrade North Central State college is looking to upgrade its small data center which have 24 Dell servers of various vintage and a 7 terabyte SAN for storage. The data center provides numerous services for the college (administrative services, Active Directory, Exchange email, web services, storage, etc.)

If funding is realized in this project a high quality technical wireless and VOIP solution, support and expertise by means of providing a proposal with a comprehensive solution to upgrade WLAN network and phone infrastructure for the College will be amended to this project.

This project can be amended to included new College wide wireless network and a phone system

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 Contracting Authority, the cost breakdown of the Architect/Engineer Agreement detailed cost components to address the Owner's project requirements.

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 Administration, Post-Construction, and Additional Services of all types.

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>.

During the construction period, provide not less than 8 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

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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. Network engineer proficient in Cisco network and WAN design.
2. Network engineer proficient in WLAN design
3. Network engineer with VOIP/Telephony experience
4. Experience with installation of single-mode fiber
5. Experience data center design engineer
6. Design experience with emergency power and UPS systems
7. Electrician with a working knowledge of electrical theories and systems
8. Critical facility engineer with HVAC and Control experience regarding data center design
9. Qualified natural gas service installer
10. Concrete foundation installation specialist

C. Funding / Estimated Budget

Total Project Cost	<u>\$944,425.55</u>	State Funding	<u>\$944,425.55</u>
Construction Cost	<u>\$727,000.00</u>	Other Funding	<u>\$0</u>
Estimated A/E Fee	<u>6.0% to 10.0%</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>Electrical Engineering/Architecture</u>
Secondary	<u>Network Engineer</u>
	<u>Data center Design</u>
	<u>Telephony - VOIP Engineer</u>
	<u>HVAC Design</u>
	<u>Emergency power design</u>
	<u> </u>
Others	<u>Space Planning</u>

E. Anticipated Schedule

Professional Services Start (mm/yy)	<u>01 / 15</u>
Construction Stage Start (mm/yy)	<u>04 / 15</u>
Construction Stage Completed (mm/yy)	<u>06 / 15</u>
Professional Services Completed (mm/yy)	<u>06 / 15</u>

F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL A/E Fee	<u>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 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. 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.

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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.

Architect/Engineer Selection Rating Form

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Project Name NCSC - IT Infrastructure Upgrade Proposer Firm _____
 Project Number NCC-100019 City, State, Zip _____

Selection Criteria		Value	Score
1. Primary Firm Location, Workload and Size (Maximum 10 points)			
a. Proximity of firm to project site	Less than 75 miles	5	
	75 miles to 150 miles	2	
	More than 150 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$500,000	2	
	\$500,000 to \$1,000,000	1	
	More than \$1,000,000	0	
c. Number of licensed professionals	Less than 4 professionals	3	Max = 3
	4 to 6 professionals	2	
	More 6 than professionals	ii	
2. Primary Firm Qualifications (Maximum 30 points)			
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 - 10	
c. Technical staff	Experience / ability of technical staff to create fully coordinated construction documents	0 - 5	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 5	
3. Key Consultant Qualifications (Maximum 20 points)			
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	
4. Overall Team Qualifications (Maximum 10 points)			
a. Previous team collaboration	Less than 2 sample projects	1	Max = 3
	2 to 6 sample projects	2	
	More than 6 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	
5. Overall Team Experience (Maximum 30 points)			
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 3 projects	0 - 3	
	3 to 7 projects	4 - 6	
	More than 7 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 3 projects	0 - 1	
	3 to 6 projects	2 - 3	
	More than 6 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 _____