

# Request for Qualifications (Criteria Architect / Engineer)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Ohio Facilities Construction Commission

|   |  |   |  |
|---|--|---|--|
| Project Name  | <u>Madison Full Service Maintenance Facility</u> | Response Deadline                                       | <u>Nov. 13 42, 2012</u>   4:00 p.m. local time |
| Project Location  | <u>Madison Full Service Maintenance Facility</u> | Project Number  | <u>DOT-130003</u>                              |
| City / County   | <u>Urbana / Madison</u>                          | Project Manager   | <u>Bruce Ratekin</u>                           |
| Owner   | <u>Ohio Department of Transportation</u>         | Contracting Authority                                   | <u>Ohio Facilities Construction Commission</u> |
| No. of paper copies requested (stapled, not bound) <u>1</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 the Ohio Facilities Construction Commission, Attention: Christina Ringley, 4200 Surface Road, Columbus, OH 43228. See Section H of this RFQ for additional submittal instructions.

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### Project Overview

#### A. Project Description

A. Project Description: The Ohio Department of Transportation, (ODOT), plans on replacing several existing Maintenance facilities with new Full Service Facilities around Ohio. This project will be located in the following county.

Madison DOT-130003 West Jefferson road 1/3 miles north of State Route 29/40 Urbana, OH

This project will develop a 15 acre site and will include a 7,500 G.S.F. office / maintenance building, a 19,000 G.S.F. heated truck storage building, and a combination of some or all of the following components: construction of new site utilities, 2,500 G.S.F. fabric covered mix building, 4,500 G.S.F cold storage building, re-fueling station with above ground fuel tanks, monopole communications antenna, site grading, and parking lots.

The final scope and building construction type has not yet been selected but, will include some prototypical structures. By agreeing to this contract the Criteria A/E firms agree that ALL documents will become the property of the State of Ohio to be used on other projects in the future by other firms as they may select. Please refer to Section 9.2.1.4 of the A/E Standard Terms and Conditions.

A detailed Program of Requirements has not been developed for this project. A current draft will be shared with shortlisted firms prior to interviews for selection of the Criteria A/E. The final version prepared by the selected Criteria A/E will serve as the basis for the Program Verification stage.

The anticipated project delivery method for this project is Design-Build.

#### B. Scope of Services

The project delivery method for these projects will be Design Build (D/B). The selected Criteria Architect/Engineer (C-A/E) will provide services in accordance with the standards established by the Ohio Facilities Construction Commission as set forth within its documents and exhibits relating to C-A/E services. See Form M110-53 at <http://ofcc.ohio.gov> (click on Documents, then Forms, then Procurement).

The selected C-A/E as a portion of its required Scope of Services and prior to submitting its proposals, will discuss and clarify with the Owner the cost breakdown of the C-A/E Agreement detailed cost components to address the Owner's project requirements. C-A/E will participate in the Encouraging Growth, Diversity and Equity (EDGE) Program as required by statute and the Agreement.

#### **Phase 1 – Programming / Criteria:**

The Programming requires the prospective C-A/E to help develop the Owner's Program of Requirements and to provide the services of personal with the knowledge, and experience for this specialized type of facility. Two Criteria will be required.

- 1.) ODOT General Requirements
  - a. Review and adapt Owner's current Design Standards to this project.
- 2.) Project / Site Specific requirements.

#### **Phase 2 - Best Value Selection Stage Services, Selection:**

Preparation of the RFP Package; assistance with the Design-Build Selection Procedures;

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**Phase 3 - Preconstruction Services, Project Design Over-Sight:**

Establish a schedule of milestones for the D-B team submissions; attend periodic design meetings during D-B Design Development Phase to review Design-Builder's design for conformance with the RFP;

**Phase 4 – Construction Observation and Closeout Services:**

Provide construction observation services at the project site to observe the work in progress verify specification compliance and report findings; review D-B submittals for conformance with the RFP; attend weekly job meetings for the duration of construction and project closeout meetings to review punch list items for completion.

- 1.) During the construction period, provide not less than 4 hours (excluding travel time) on-site construction administration services bi-weekly, including
  - a. Attendance at progress meetings,
  - b. A written field report of each site visit,
  - c. On site representation comprised of the C-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. Programming Experience
2. Design-Build delivery method experience
3. Experience as Criteria Architect / Engineer
4. Public construction experience
5. Garage / Office Building type experience
6. Major building site development experience
7. Expedited project schedule management

**C. Funding / Estimated Budget**

|  |                       |               |                       |
|--|-----------------------|---------------|-----------------------|
| Total Project Cost                         | <u>\$8,000,000.00</u> | State Funding | <u>\$8,000,000.00</u> |
| Construction Cost                          | <u>\$6,500,000.00</u> | Other Funding | <u>\$0.00</u>         |
| Estimated C-A/E Fee To Be Negotiated _____ |                       |               |                       |

NOTE: The C-A/E fee for this project includes all professional design services, and consultant services necessary for proper completion of the C-A/E Basic Services for the successful completion of the project, including but not limited to: preparation / review and verification of the Program of Requirements, 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>Structural Engineering</u> |
|           | <u>Civil Engineering</u>      |
|           | <u>MEP Engineering</u>        |
|           | <u>Other</u>                  |
|           | _____                         |
|           | _____                         |
| Others    | <u>Scheduling</u>             |

**E. Anticipated Schedule**

|  |                |
|--|----------------|
| Professional Services Start (mm/yy)      | <u>01/2013</u> |
| Construction Contracts Start (mm/yy)     | <u>06/2013</u> |
| Construction Contracts Completed (mm/yy) | <u>04/2014</u> |
| Professional Services Completed (mm/yy)  | <u>04/215</u>  |

**F. EDGE Participation Goal**

|   |             |
|---|-------------|
| Percent of <i>initial</i> TOTAL C-A/E Fee | <u>5.0%</u> |
|---|-------------|

NOTE: The primary C-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.

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### 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 C-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 C-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 C-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 C-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>.

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.

Submit all questions regarding this RFQ in writing to Christina Miller at [christina.miller@ofcc.ohio.gov](mailto: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 including but not limited to: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, DBIA, 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)

LEED AP ND (Neighborhood Development specialty)  
LEED AP Homes (Specialty for residential LEED construction)

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)

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.

# Criteria Architect/Engineer Selection Rating Form

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Project Name Madison Full Service Maintenance Facility Proposer Firm \_\_\_\_\_  
 Project Number DOT-130003 City, State, Zip \_\_\_\_\_

| Selection Criteria  |  | Value           | Score   |
|---|--|-----------------|---------|
| <b>1. Primary C-A/E Firm Location, Size, and Workload (Maximum 10 points)</b>   |  |                 |         |
| a. Proximity of primary C-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 75 miles from project site   | 4 - 5           |         |
|   | 75 miles to 125 miles from project site  | 2 - 3           |         |
|   | More than 125 miles from project site  | 0 - 1           |         |
| b. Number of relevant licensed professionals within primary C-A/E firm available to perform the work (based on Part II of F110-330)   | Less than 5 licensed professionals   | 0               | Max = 3 |
|   | 5 to 10 licensed professionals   | 3               |         |
|   | More than 10 licensed professionals  | 1               |         |
| c. Amount of fees awarded by the Contracting Authority to the primary C-A/E firm in the previous 24 months (exclude projects on hold)   | Less than \$250,000.00 in previous 24 months   | 2               |         |
|   | \$250,000.00 to \$500,000.00 in previous 24 months   | 1               |         |
|   | More than \$500,000.00 in previous 24 months   | 0               |         |
| <b>2. Primary C-A/E Qualifications (Maximum 30 points)</b>  |  |                 |         |
| a. Project Manager (e.g., education, experience, credentials, effective communication skills)   | Experience / ability of C-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 - 0           |         |
| 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 - 15          |         |
| <b>3. Key Consultant Qualifications (Maximum 20 points)</b>   |  |                 |         |
| 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           |         |
| <b>4. Overall Team Qualifications (Maximum 10 points)</b>   |  |                 |         |
| a. Previous Collaboration of the Project Team (sample projects on which a significant number of individual team members have worked together)   | Less than 5 sample projects  | 1               |         |
|   | 5 to 7 sample projects   | 2               |         |
|   | More than 7 sample projects  | 3               |         |
| b. LEED*** Training / Professional Accreditation (demonstrated either by the primary C-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 C-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           |         |
| <b>5. Overall Team Experience (Maximum 30 points)</b>   |  |                 |         |
| a. Past Performance of the Project Team (provided reference letters from sample project contacts)   | Past performance as indicated by C-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 5 projects   | 0 - 3           |         |
|   | 5 to 7 projects  | 4 - 6           |         |
|   | More than 7 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 <i>The OFC Manual</i> , the Standard Requirements, and ORC Chapter 153)   | Less than 5 projects   | 0 - 1           |         |
|   | 5 to 7 projects  | 2 - 3           |         |
|   | More than 7 projects   | 4 - 5           |         |
| * Refer to list of applicable credentials in Section H of the RFQ<br>** Must be comprised of professional design services consulting firm(s) and NOT the primary C-A/E firm<br>*** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute |  | <b>Subtotal</b> |         |

**Notes:**

**Evaluator:**

Name \_\_\_\_\_

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