

# Request for Qualifications (A/E)

Eastern Gateway Community College  
Jefferson County Campus  
4000 Sunset Blvd.  
Steubenville OH 43952



<http://www.egcc.edu/>

Phone: 800 68 COLLEGE

## Administration of Project: Local Administration

Project Name	<u>EGCC Roof Replacement Project</u>	Response Deadline	<u>11/28/2012</u>	<u>5:00 pm</u>	local time
Project Location	<u>4000 Sunset Blvd</u>	Project Number	<u>JTC-130001</u>		
City / County	<u>Steubenville / Jefferson</u>	Project Manager	<u>John O'Brien</u>		
Agency/Institution	<u>Eastern Gateway Community College</u>	Contracting Authority	<u>Owner</u>		
No. of paper copies requested (stapled, not bound)	<u>5</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 John O'Brien at EGCC Jefferson County Campus, 4000 Sunset Blvd., Steubenville OH 43952. See Section H for additional submittal instructions.

## Project Overview

### A. Project Description

The EGCC Roof Replacement Project includes replacement of approximately 93,000 sf of membrane roofing and tapered insulation. This work includes replacing 90% of the existing Jefferson Campus Academic Building and 100% of the existing roofing on the Pugliese Administrative Services Building. Project includes for 5% of metal deck replacement and replacement of various roof accessories. Project includes necessary investigation and testing required to fully determine the extent of roofing system, masonry, parapets, skylights and other related work associated with the roofing system. Familiarity with single-ply rubber roofing systems, insulation and accessories is necessary. Project includes examination and alteration of curb heights and associated MEP work, where curb height adjustments are recommended. Project includes one additional penthouse enclosure similar to existing enclosures on roof. Project includes restoration of five existing penthouse enclosures.

The Consultant will be required to provide design solutions and construction estimates which conform within the construction budget. Work includes architectural, structural and other design disciplines. Plumbing, HVAC and electrical improvements related to this work will be required.

Consultant will develop bid documents, assist with the bidding and bid evaluation, and provide construction administration. The work is to be performed during summer session 2013. The building will be occupied during construction.

Anticipated delivery method for this project is General Contracting.

The estimated design fee below includes Program of Requirements.

The estimated design fee below includes reimbursables.

State Prevailing Wage requirements apply to this project.

### B. Scope of Services

For projects advertised with an appropriately developed Program of Requirements (POR), upon award of the Agreement, commence with Design. For projects without such a POR, upon award of the Agreement, commence by developing the Program of Requirements.

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

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Project Name EGCC Roof Replacement Project

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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 Ohio Facilities Construction Manual* for additional information about the type and extent of services required for each.

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 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.

## Discovery Phase

- Interview representatives of Owner that is knowledgeable of past repairs and current issues to establish the Program of Requirements.
- View interior areas for evidence of leaks and deterioration.
- Evaluation of roof membrane, and perimeter and projection flashings.
- Evaluation of rooftop drainage components for condition and effectiveness.
- Extraction of core samples for identification of roof system construction if necessary.
- Moisture Detection survey (Infrared) to identify wet insulation (If applicable for new roof system design).

## Programming/Schematic Design/Design Development Phases

- Review the program of requirements received from selected members of EGCC.
- Create preliminary drawings, specifications and cost estimates which reflect all program requirements.
- Meet and coordinate with the College regarding all aspects of the project, including project budget, schedule, alternates and phasing.
- Obtain approval by EGCC of the design development drawings, outline specifications and cost estimate.

## Construction Document Phase

- Produce complete drawings and specifications, detailed cost estimate, project schedule and proposed construction staging.
- Prepare cost estimate for bidding, including estimates of alternates.
- Consult and assist the College in the development of special conditions, unit price criteria and bid forms.

## Bidding Phase

- Attend pre-bid meeting and answer specific questions from bidders via addenda as indicated.
- Pre-bid meeting will include on-site visit, to review the requirements set forth in the bid documents, and to give prospective bidder's the opportunity to review the project.
- Prepare minutes of the pre-bid meeting.
- Attend bid opening; review bid forms and submittals, and provide a written recommendation for contract awards.

## Construction Phase

- The professional fee includes an aggregate of eight (8) hours (architectural and/or engineering) per week on-site construction administration by the A/E and its consultants.
- Review and approve all submissions from the contractors including Contract Cost Breakdown; Subcontractors' and Manufacturers' Declaration Forms; schedules, shop drawings, applications for payment, and other submissions as required by the Standard Requirements.
- Prepare field directives and change orders; review and approve pricing for change orders.
- Attend all inspections required for any permit certifications including those issued by the State of Ohio.
- Provide all miscellaneous project correspondence as may be required to respond to owner, contractor, governing agencies, or other project related entities.
- Attend weekly progress meetings. Facilitate the coordination and expedition of all work. Expedite resolution to problems, which may occur in the field as a result of unknown conditions, disputes, owner's request, and omissions or errors in the contract documents.

## Closeout Phase

- Record all contractor submissions of "as built" conditions on reproducible documents and provide these documents to owner with verification that all contractor information has been included in the "as built" construction documents.



# Request For Qualifications (A/E) continued



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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 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.

## 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 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 John O'Brien at [jobrien@egcc.edu](mailto:jobrien@egcc.edu) 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.

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)

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

Eastern Gateway Community College  
 Jefferson County Campus  
 4000 Sunset Blvd.  
 Steubenville, OH 43952



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 Phone 800.68.COLLEGE

Project Name EGCC Roof Replacement Project Proposer Firm \_\_\_\_\_  
 Project Number JTC-130001 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 50 miles	4 - 5	
	50 to 200 miles	2 - 3	
	More than 200 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 5 licensed professionals	4-5	
	Medium = 5 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 \$50,000	4 - 5	
	\$50,000 to \$100,000	2 - 3	
	More than \$100,000	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 3 projects (Low)	0 - 1	
	3 to 5 projects (Average)	2 - 3	
	More than 5 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 3 projects (Low)	0 - 3	
	3 to 5 projects (Average)	4 - 6	
	More than 5 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 2 projects (Low)	0 - 3	
	2 to 5 projects (Average)	4 - 6	
	More than 5 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 \_\_\_\_\_