

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Agency

Project Name	Roof Replacement Project(s) - Columbus, Stow, Walbridge, Wooster, Youngstown Armories	Response Deadline	Nov. 23, 2012 4:00 p.m. local time
Project Location	Various	Project Number	ADJ-130006 through ADJ-130010
City / County	Various / Various	Project Manager	James Penn
Owner	Adjutant General's Department	Contracting Authority	Local Agency
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 (Form F110-330) directly to James Penn at The Adjutant General's Department, AGOH-IMR-Facilities Maintenance, 2825 W. Dublin Granville Road, Columbus, Ohio 43235. See Section H of this RFQ for additional submittal instructions.

Project Overview

A. Project Description

The Adjutant General's Department is planning roof replacements at the National Guard Armories located in Columbus, Stow, Walbridge, Wooster and Youngstown Ohio. The roof replacements will allow for replacement of aging and leaking roofs at these facilities. The Columbus Armory has approximately 40,638 square feet of office space, conference rooms, storage rooms, mechanical rooms and circulation space. The Columbus Armory Roof is over 25 years old, exceeded life expectancy and not energy efficient and constantly under repair. The Stow Armory has over 43,400 square feet of office space, conference rooms, storage rooms, mechanical rooms and circulation space. The Stow Armory Roof is more than 16 years old, exceeded life expectancy, not energy efficient and constantly under repair. The Walbridge Armory has over 89,612 square feet of office space, conference rooms, storage rooms, mechanical rooms and circulation space. The Walbridge Armory Roof is more than 17 years old, exceeded life expectancy, not energy efficient and constantly under repair. The Wooster Armory has over 11,729 square feet of office space, conference rooms, storage rooms, mechanical rooms and circulation space. The Wooster Armory Roof is more than 19 years old, exceeded life expectancy, not energy efficient and constantly under repair. The Youngstown Armory has over 25,744 square feet of office space, conference rooms, storage rooms, mechanical rooms and circulation space. The Youngstown Armory Roof is more than 18 years old, exceeded life expectancy, not energy efficient and constantly under repair. The Roof Replacement at these facilities will protect the building envelope and overall structural integrity of our facilities, provide significant energy savings for the agency and improve the overall training environment for our soldiers and work environment of our employees.

The anticipated project delivery method for this project is General Contracting.

State Prevailing Wage requirements apply to this project.

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 the Contracting Authority, the cost breakdown of the Architect/Engineer Agreement detailed cost components to address the Owner's project requirement which are to include, inspections, analysis, reports, recommendations for Roof rehabilitation and or replacement, surveying, completion of design documentation, preparation of cost estimates, preparation of project(s) for bid, printing and distribution of bid documents. Participate in the Encouraging Growth, Diversity and Equity ("EDGE") Program as required by statute and the Agreement.

The selected Firm shall provide on-site construction administration services to conduct the pre-bid, pre-construction meetings and all progress meetings, monitor progress of work, contractors schedule, plus all other office time necessary to timely review and process submittals, shop drawings, RFI's, change orders, claims, payment vouchers, close out documents, prepare/check "punch list" and conduct final inspection to include certification of completion of construction.

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.

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

1. Experience with Renovation Projects involving an occupied building
2. Experience with Renovation Projects at Military Installations
3. Experience working with the State of Ohio
4. Experience with Roof Rehabilitation Projects

Refer to the *Ohio Facilities Construction 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>.

C. Funding / Estimated Budget

Total Project Cost	<u>\$1,600,000</u>	State Funding	<u>\$725,000</u>
Construction Cost	<u>\$1,450,000</u>	Other Funding	<u>\$875,000</u>
Estimated A/E Fee	<u>NEG</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>Architectural</u>
Secondary	<u></u>
	<u></u>
	<u></u>
	<u></u>
	<u></u>
Others	<u></u>

E. Anticipated Schedule

Professional Services Start (mm/yy)	<u>01 / 13</u>
Construction Contracts Start (mm/yy)	<u>05 / 13</u>
Construction Contracts Completed (mm/yy)	<u>08 / 13</u>
Professional Services Completed (mm/yy)	<u>09 / 13</u>

F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL A/E Fee	<u>5%</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. 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.

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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.gov> (click on Forms). 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 James Penn at james.h.penn2.nfg@mail.mil ~~jim.penn@us.army.mil~~ 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.

Following are the Project numbers and addresses of the 5 Armories requiring Roof Renovations:

ADJ-130006 - Stow Armory – 4630 Allen Road, Stow Ohio, 44224

ADJ-130007 - Walbridge Armory – 28846 Tracy Road, Walbridge, Ohio 43465

ADJ-130008 - Wooster Armory – 1400 West Lincoln Way, Wooster, Ohio 44691

ADJ-130009 - Youngstown Armory – 475 Victoria Road, Youngstown, Ohio 44515

ADJ-130010 - Columbus - DSCC Bldg 24 Armory - 85 North Yearling Road, Columbus, Ohio 43213

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

Architect / Engineer Selection Rating Form

State of Ohio Standard Forms and Documents

Project Name Roof Replacement Project(s) - Columbus, Stow, Walbridge, Wooster, Youngstown Armories Proposer Firm _____
 Project Number ADJ-130006 through ADJ-130010 City, State, Zip _____

Selection Criteria		Value	Score
1. Primary A/E Firm Location, Size, and Workload (Maximum 10 points)			
a. Proximity of primary 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 25 miles from project site	4 - 5	
	25 miles to 50 miles from project site	2 - 3	
	More than 50 miles from project site	0 - 1	
b. Number of relevant licensed professionals within primary A/E firm available to perform the work (based on Part II of F110-330)	Less than 3 licensed professionals	1	Max = 3
	3 to 5 licensed professionals	2	
	More than 5 licensed professionals	3	
c. 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 in previous 24 months	2	
	\$50,000 to \$100,000 in previous 24 months	1	
	More than \$00,000 in previous 24 months	0	
2. Primary A/E Qualifications (Maximum 30 points)			
a. Project Manager (e.g., education, experience, credentials, effective communication skills)	Experience / ability of 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 - 5	
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 CCA* credentials)	Experience / ability of field representative to identify and solve issues during construction	0 - 10	
3. Key Consultant Qualifications (Maximum 20 points)			
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	
4. Overall Team Qualifications (Maximum 10 points)			
a. Previous Collaboration of the Project Team (sample projects on which a significant number of individual team members have worked together)	Less than 3 sample projects	1	
	3 to 6 sample projects	2	
	More than 6 sample projects	3	
b. LEED*** Training / Professional Accreditation (demonstrated either by the primary 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 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	
5. Overall Team Experience (Maximum 30 points)			
a. Past Performance of the Project Team (provided reference letters from sample project contacts)	Past performance as indicated by 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 3 projects	0 - 3	
	3 to 6 projects	4 - 6	
	More than 6 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 3 projects	0 - 1	
	3 to 6 projects	2 - 3	
	More than 6 projects	4 - 5	
* Refer to list of applicable credentials in Section H of the RFQ ** Must be comprised of professional design services consulting firm(s) and NOT the primary A/E firm *** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute		Subtotal	

Notes:

Evaluator:

Name _____

Signature _____

Date _____