

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Ohio Facilities Construction Commission

Project Name	<u>Master Plan Update</u>	Response Deadline	<u>Nov. 29, 2012 4:00 p.m.</u> local time
Project Location	<u>Ohio Expo Center</u>	Project Number	<u>EXP-130003</u>
City / County	<u>Columbus / Franklin</u>	Project Manager	<u>Nick Cassidy</u>
Owner	<u>Ohio Exposition Commission</u>	Contracting Authority	<u>Ohio Exposition Commission</u>
No. of paper copies requested (stapled, not bound)	<u>0</u>	No. of electronic copies requested on CD (PDF)	<u>2</u>

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Christina Miller at the Ohio Facilities Construction Commission, 4200 Surface Road, Columbus, Ohio 43228-1395. See Section H of this RFQ for additional submittal instructions.

Project Overview

A. Project Description

Using the attached Long-Range Master Plan dated 11/29/2001, this project will update this Master Plan report and includes gathering of all existing data and performing a facilities assessment of all buildings and structures, site and infrastructure on the north and south campuses. Buildings and structures include Administration, Agriculture/Horticulture, Bricker, Brown, Buckeye, Cardinal, Celeste Center, Conference Center, Coliseum, Cox, Cooper Arena, East and West Covered Pavilions, Dairy, DiSalle, North, Central and South Exhibit, Expo Hall, Maintenance, Motorsports Stadium, Ohio, O'Neill, Voinovich, Lausche, Rhodes, Gilligan, Entrance Portals, restrooms and other miscellaneous ancillary structures. This totals approximately 1,640,000 square feet.

The project will have four phases. Phase 1 is gathering of data, interviews and facility conditions assessments including environmental. Phase 2 will be cost estimating as it applies to necessary repairs and renovations, life cycle analysis of major components and deferred maintenance. Phase 3 will be setting goals and objectives, visioning and priority setting. Phase 4 will be developing the final plan including site utilization, phasing, biennium and ten year Capital Improvement Plan and recommending funding strategies.

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 Consultant shall perform the necessary site investigations, surveys and assessments to update the Master Plan report. This requires review of existing surveys, drawings, previous reports and evaluations, maintenance records including deferred maintenance, existing asbestos survey, environmental and health citations or reports, and to include interviews with all building managers, department and maintenance supervisors and maintenance and operational staff.

The facilities condition assessment (FCA) will be visual inspection of all building, systems and components, and fixed equipment; including structure, roof, envelope integrity, curtain walls, windows and doors, walls, floors, and finishes; plumbing systems including DHW, fixtures, water, sanitary and drainage, and sprinkler systems; electrical systems including lighting, distribution, transformers and generators, panels and switchgear, security and fire alarm, and IT distribution, network and capacity; HVAC including distribution, units, exhaust systems, sensors and controls, and interfaces with other systems. The site and infrastructure assessment is to include pavement and walk condition; water, gas, electric and data above and below ground utility distribution and site lighting; sanitary and storm distribution condition and performance; and way-finding devices, gates and fences. It does not include destructive or functional testing but will be considered an Additional Service if alerted by the Consultant and deemed necessary for the integrity of the updated report.

The assessment shall include analysis of conformance to the current codes, which includes accessibility for the site, buildings and fixtures. The data collected shall be in the form of digital photographs with corresponding notes and on digital spreadsheets that captures location, inventory and model numbers, year of life cycle replacement and estimated renovation cost and estimated replacement cost. This shall be for all buildings and systems, roofs, windows and doors, and site elements.

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The selected Consultant shall also facilitate visioning sessions in order to establish the goals and objectives of all stakeholders and evaluation criteria for prioritizing projects. These sessions will focus on operational and site use and growth patterns; historic and future use, actual and envisioned; and opportunities for improvements, re-purposing, and funding strategies that may include grants, partnerships as well as capital funds. The updated Master Plan report shall include a summary of activities completed, deferred or deleted from the 2001 report; results and recommendations from the visioning sessions; phasing recommendations with estimates of costs for renovations, replacement and new construction; the FCA; meeting minutes including interview summaries; recommendations for life cycle, sustainability and energy savings projects; and projected 2/4/6 year Capital Funding needs and funding strategies available.

For purposes of completing the Relevant Project Experience Matrix in Section F of the Statement of Qualifications (OFCC Form F110-330), below is a list of relevant scope of work requirements for this RFQ:

1. Master Planning
2. Facility Condition Assessments
3. Cost Estimating for Master Plans
4. Knowledge of State of Ohio Capital Improvement Processes
5. Sustainability and Life Cycle Cost Analysis
6. Funding Strategy Experience for Capital Projects
7. Campus Planning
8. Fair Ground/Exhibition Planning
9. Site Planning
10. Strategic Phasing of Capital Improvements

The selected Consultant, 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 (OFCC), the cost breakdown of the 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: Master Planning, Facility Condition Assessment, Program Verification, Meeting Facilitation, Estimating, Phasing and Budgeting, and any Additional Services as agreed upon as provided by the Consultant and their consultants all have relevant experience for this project type.

C. Funding / Estimated Budget

Total Project Cost	<u>To be negotiated</u>	State Funding	<u>100%</u>
Construction Cost	<u>TBD</u>	Other Funding	<u>0%</u>
Estimated A/E Fee	<u>TBD</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>Master Planning</u>
Secondary	<u>Architectural</u>
	<u>MEP Engineering</u>
	<u>Structural Engineering</u>
	<u>Civil Engineering</u>
	<u>Landscape Architecture</u>
Others	<u>Assessment and cost estimating related to all the services listed above</u>

E. Anticipated Schedule

Professional Services Start (mm/yy)	<u>pending</u>
Construction Contracts Start (mm/yy)	<u>pending separate contract</u>
Construction Contracts Completed (mm/yy)	<u>pending separate contract</u>
Professional Services Completed (mm/yy)	<u>pending</u>

F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL A/E Fee	<u>5.0%</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.

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G. Evaluation Criteria for Selection

- Demonstrated ability to meet Owner's 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.
- 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>. 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 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)

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

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Project Name Master Plan Update Proposer Firm _____
 Project Number EXP-130003 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 50 miles	4 - 5	
	50 to 100 miles	2 - 3	
	More than 100 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 Assessment Lead	Experience of lead assessor to meet needs of owner	0 - 10	
c. Technical Staff	Experience / ability of technical staff to identify and solve issues, and develop quality documents	0 - 5	
d. Estimating Staff	Experience / ability of estimating staff	0 - 5	
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 2 projects (Low)	0 - 1	
	2 to 4 projects (Average)	2 - 3	
	More than 4 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 4 projects (Low)	0 - 3	
	4 to 6 projects (Average)	4 - 6	
	More than 6 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 4 projects (Low)	0 - 3	
	4 to 6 projects (Average)	4 - 6	
	More than 6 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 _____