

# RFQ Question and Answer List

## State of Ohio Standard Forms and Documents

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Project Name OFCC Consultant List - Architect Project Number SFC-15A999  
Project Location Varies

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Date posted: November 21, 2014

Date revised: December 1, 2014; December 8, 2014

Below are the questions that have been received to date for the RFQ of the above-referenced project:

1. The request states it is for Architectural and Landscape Architect Consultants. The scope of services it include both special inspection, and quality assurance testing services during construction, pre-design investigations and validation of existing site conditions. These services are handled, in many cases, by a geotechnical engineering firm. Do you want qualifications for a geotechnical engineering firms also? If not, will this be part of the upcoming RFQ for engineering services?
  - A. OFCC published the Engineer, Surveying, Energy, and Commissioning Service Consultant List on November 18, 2014. Firms may respond to either SFC-15A999 or SFC-15E999 to be listed on OFCC's FY16-17 Consultant List. Please see our website for this opportunity: <http://ofcc.ohio.gov/Opportunities.aspx>
2. Would you clarify if the OFCC Architect and Landscape Architect Consultant List – FY16-17 include K-12, higher education, state work or all of the above?
  - A. OFCC Architect and Landscape Architect Consultant List include small projects for K-12, higher education, and state agencies but only when contracted by OFCC.
3. Do we need to submit an updated 330 every year or does the one we submitted last year cover two years?
  - A. In order for any firm on the FY14-15 list to be considered in the pre-qualification process for future projects, they must reapply for this FY16-17 Consultant List.
4. Would you expect the selected firm to include both architectural and landscape architectural services under one firm umbrella or are you selecting separate firms for each service?
  - A. Firms are not being requested to assemble a "team" to cover multiple services. Firms should submit based upon the disciplines provided within the submitting firm.
5. Regarding RFQ SFC-15A999 - OFCC Architect Consultant List - FY16-17, on the Selection Criteria, Item No 3 "Current Workload", please verify the OFCC definition of "Contracting Authority" for this RFQ.
  - A. The Ohio Facilities Construction Commission
6. Is there a project type that we should focus our experience on (for example, office, schools, etc.)?
  - A. Yes, focus on a variety of small projects. It is not necessary to focus on any certain building type.
7. Under H. Submittal Instructions (the special instructions apply to completing the F110-330 form) the fourth bullet point says "Do not submit Page 2 of Section F (Relevant Projects Experience Matrix)." My question is: Is there a Page 2 in the current F110-330 or do you not want the Relevant Projects Experience matrix included in the submittal?
  - A. Firms are requested to not submit the Relevant Projects Experience Matrix.
8. On page 2, under "D. Services Required (see note below)", it indicates architecture, landscape architecture as the primary. However, under secondary, there are programming and master planning; envelope analysis and design; LEED documentation; code analysis; and studies. Also there is another category called "Others" which indicates specialty for various assignments. Are you expecting our qualifications to include consultants who would work with us to provide those services? In other words should we submit a team, led by the architect/landscape architect, or should the submission be solely that of the architect/landscape architect and the firm's capability to provide the aforementioned services?

A. Please see Answer #4.

9. So, we should submit as the architect and demonstrate our ability to handle the other services relative to our own capabilities?

A. Firms should submit on the services they can provide in-house.

10. Our firm has architecture and landscape architecture in house. Do we have the option to submit two 330 packages, one for architecture and one for landscape architecture, or should we submit one package that includes both disciplines?

A. Each firm should submit an individual Statement of Qualifications. If a firm provides architectural and landscape architectural services in-house, they should include both qualifications on their Statement of Qualifications.

11. I have a question regarding the change to Section F 28. Is the intention of the instructions below that we include in the description each of these lettered items specifically, or is it acceptable to include the items in a paragraph description of the project?

Per the instructions:

28. Brief Description of Project and Relevance to This Contract. Enter any other information requested by the Contracting Authority for each example project. Including the following information:

- a. Project Description. Provide a short description of the project. Indicate scope, size, cost, principle elements and special features of the project. Identify the type of delivery method used.
- b. Scope of Services. Indicate the type and scope of services provided by firm. Indicate if the project utilized Building Information Modeling tools and the extent of its use during each stage of the project.
- c. Benefit / Value to Client. Summarize the specific benefits and/or value provided to client in the execution of the work. Include obstacles encountered and how the firm resolved those issues. Tell the "story" of the project.
- d. Results Accomplished. Indicate team performance regarding scope, budget, schedule and quality. Provide specificity in reporting results in comparison to baseline figures. Do not just state, "on time and on budget".
- e. Relevance of Project. Briefly indicate how this example project is relevant and similar to this contract.
- f. Reference. Insert citations from letters of reference or past evaluations attained from project owner or point of contact. Indicate name, title, organization and date reference was made by past project representative.
- g. Photographs/Diagrams. Include one or two photos or diagrams/plans that complement and support the other information presented about the project, services, benefits and accomplishments.
- h. Awards/Certifications. Indicate any awards the project received and level of LEED Certification achieved.
- i. Team Members. List all proposed team members that worked on this example project.

A. The intention is for each proposer to include these items within the description of the project. Firms have the flexibility on how this information is best communicated.