Request for Qualifications (Architect / Engineer)
State of Ohio Standard Forms and Documents

Administration of Project: Ohio Facilities Construction Commission

Project Name	CCI Electrical Distribution Upgrade	Response Deadline	12-11-14	4:00 PM	local time
Project Location	Chilicothe Correctional Institution	Project Number	DRC-140045		
City / County	Chilicothe / Ross	Project Manager	Jean Hale		
Owner	Dept. of Rehabilitation and Correction	Contracting Authority	OFCC		
Delivery Method	General Contracting	Prevailing Wages	State		
No. of paper copies requested (stapled, not bound)	0	No. of electronic copies requested on CD (PDF)	1		

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Tasheena Duresky at 30 West Spring Street, 4th floor, Columbus, OH 43215. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Tasheena Duresky at tasheena.duresky@ofcc.ohio.gov with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the Opportunities page on the OFCC website at http://ofcc.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.

Project Overview

A. Project Description

This project at Chillicothe Correctional will install new electrical main panels and subpanels within all buildings. The new panels will then be tied into the existing transformers that were recently replaced. This will distribute electric throughout the prison to lighting, switches, outlets, offices and mechanical equipment. It will also include installation of energy efficient security light fixtures in inmate housing areas.

The existing electrical distribution system within CCI is original from 1930's construction. Main panels are undersized to support electrical requirements in buildings resulting from the addition of inmates, fire alarms, security cameras, fans, microwaves, copiers, computers, etc. Panels are loaded in excess of their rated capacity, distribution within the buildings is mixed between floors and many circuit breakers are unlabeled resulting in safety and security concerns. Dormitory lighting is controlled by flipping the circuit breakers on and off within the electrical panels rather than by a switch. Many panels are obsolete and repair parts must be taken from other locations within the facility. Since the transformers by each building have been replaced this project will distribute electric throughout each building with appropriate electrical support within rated capacity.

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/or the Contracting Authority, the cost breakdown of the Architect/Engineer 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: Program Verification, Schematic Design, Design Development, Construction Document Preparation, Bid and Award Support, Conformed Documents, Construction Administration, Post-Construction, and Additional Services of all types.

Refer to the *OFC Manual* and/or the *Ohio School Design 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.

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. Project delivery method (MP,GC, CMR, DB)
2. Role on project (AE, C-AE, AOR-DB, CMA/OA, CMR, DB, GC, Trade)
3. Correctional Facilities
4. Electrical System Renovation
5. OAKS CI Experience

C. Funding / Estimated Budget

Total Project Cost	$5,637,500	State Funding	$5,637,500
Construction Cost	$4,5100,000	Other Funding	$0
Estimated A/E Fee	7% to 9%		

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	Electrical Engineer
Secondary	
Others	

E. Anticipated Schedule

Professional Services Start (mm/yy)	2 / 15
Construction Stage Start (mm/yy)	2 / 16
Construction Stage Completed (mm/yy)	2 / 17
Professional Services Completed (mm/yy)	3 / 17

F. EDGE Participation Goal

Percent of *initial* TOTAL A/E Fee	5%

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.

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.

Facsimile or e-mailed copies of the Statement of Qualifications will not be accepted.

Architect/Engineer Selection Rating Form

State of Ohio Standard Forms and Documents

Project Name CCI Electrical Distribution Upgrade

Project Number DRC-140045

Proposer Firm _____

City, State, Zip _____

Selection Criteria		Value		Score
1. Primary Firm Location, Workload and Size (Maximum 10 points)				
a. Proximity of firm to project site	Less than 50 miles	5		
	50 miles to 100 miles	2		
	More than 100 miles	0		
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than $50,000	2		
	$50,000 to $200,000	1		
	More than $200,000	0		
c. Number of licensed professionals	Less than 3 professionals	3	Max = 3	
	3 to 10 professionals	2		
	More 10 than professionals	1		
2. Primary Firm Qualifications (Maximum 30 points)				
a. Project management lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10		
b. Project design lead	Experience / creativity of project designer to achieve owner's vision and requirements	0 - 10	Max = 20	
c. Technical staff	Experience / ability of technical staff to create fully coordinated construction documents	0 - 5		
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 5		
3. Key Consultant Qualifications (Maximum 20 points)				
a. Key discipline leads	Experience / ability of key consultants to perform effectively and collaboratively	0 - 15		
b. Proposed EDGE-certified Consultant participation*	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 team collaboration	Less than 3 sample projects	1	Max = 3	
	3 to 6 sample projects	2		
	More than 6 sample projects	3		
b. LEED** Registered / Certified project experience	Registered projects	1	Max = 2	
	Certified projects	2		
c. BIM project experience	Training and knowledge	1	Max = 3	
	Direct project experience	3		
d. Team organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 2		
5. Overall Team Experience (Maximum 30 points)				
a. Previous team performance	Past performance as indicated by evaluations and letters of reference	0 - 10		
b. Experience with similar projects / delivery methods	Less than 4 projects	0 - 3		
	4 to 6 projects	4 - 6		
	More than 6 projects	7 - 10		
c. Budget and schedule management	Performance in completing projects within original construction budget and schedule	0 - 5		
d. Knowledge of Ohio Capital Improvements process	Less than 2 projects	0 - 1		
	2 to 6 projects	2 - 3		
	More than 6 projects	4 - 5		
		Subtotal		

* Must be comprised of professional design services consulting firm(s) and NOT the primary firm

** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute

Notes:

Evaluator:

Name _____

Signature _____ Date _____