

Request for Qualifications

State of Ohio Standard Forms and Documents

Administration of Project: Ohio Facilities Construction Commission

Project Name	<u>OFCC Architect and Landscape Architect Consultant List – FY14-15</u>	Response Deadline	<u>12/21/2012</u>	<u>4:00 p.m.</u> local time
Project Location	<u>Various</u>	Project Number	<u>SFC-13A999</u>	
City / County	<u>Various / Various</u>	Project Manager	<u>Various</u>	
Owner	<u>Various</u>	Contracting Authority	<u>Ohio Facilities Construction Commission</u>	
No. of paper copies requested (stapled, not bound) <u>0</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 the Ohio Facilities Construction Commission, Attention: Christina Miller, 30 West Spring Street, **4TH Floor**, Columbus, Ohio 43215. See Section H for additional submittal instructions.

Project Overview

A. Project Description

The Ohio Facilities Construction Commission (OFCC) intends to pre-qualify firms to provide architectural and landscape architectural services for projects that are not advertised through the Ohio Register. In order for any firm on the FY14-FY15 list to be considered in the pre-qualification process for future projects, they must reapply.

This list is used to determine a list of pre-qualified firms that will be eligible for award of contracts for the period beginning July 1, 2013 and ending June 30, 2015. The current OFCC Consultant List, formerly titled the SAO Consultant List, expires on June 30, 2013.

Services are in support of the OFCC design and management of projects, as well as to support state agency administration of projects. Consultants are generally utilized for small projects or specialized tasks in which the usual Ohio Register selection process would be cumbersome. All firms submitting a proposal in response to this RFQ will be eligible for consulting services opportunities.

Upon completion of the selection process, OFCC will seek Controlling Board approval for total contract awards to each pre-qualified firm up to the amount of \$250,000 for the two-year period. Fees for each individual assignment will usually range in the amount of \$25,000 - \$75,000 per project. However, there may be exceptions where fees for an individual assignment will exceed \$75,000.

Consultant selections will be in accordance with Section 153:1-1-02 of the Ohio Administrative Code. Selection of consultants under \$50,000 may be in accordance with either Section 153:1-1-02 of the Ohio Administrative Code or Section 153.71(A) of the Ohio Revised Code.

The number of pre-qualified architecture and landscape architecture consultants selected through this process is within the discretion of OFCC. While pre-qualified status means that a firm is eligible for award of contracts, OFCC does not guarantee that a firm will be awarded any work or make a representation of the amount of work a firm may receive within the two-year period.

B. Scope of Services

Work assignments may include: architectural, landscape architectural, and related specialty consulting services including but not limited to facility evaluation and master planning services; review or creation of a Program of Requirements; various studies; prototype building design; preparation of bidding and construction documents; pre-design investigations; quality assurance testing during construction; validation of existing site conditions; preparation of cost estimates; extensive pre-design investigations; code-required special inspection and testing; and quality assurance testing during construction.

Engineering, surveying, energy and commissioning services will be included in an upcoming Request for Qualifications specifically directed to all engineering disciplines.

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Services will be provided in accordance with a standard form of consultant agreement. As a project is identified for architectural or landscape architectural services, OFCC will notify a pre-qualified firm or firms of the project and provide a scope of work. Only the firm selected for an assignment will be requested to provide a fee proposal. The scope of work and schedule for a specific project will be described in an exhibit document attached to the agreement.

OFCC will initiate contract negotiations directed toward:

- (1) Ensuring that the firm and the agency have a mutual understanding of the essential requirements involved in providing the required services;
- (2) Determining that the firm will make available the necessary personnel, equipment, and facilities to perform the services within the required time; and
- (3) Agreeing upon fair and reasonable compensation, taking into account the estimated value, scope, complexity, and nature of the services.

Upon failure to negotiate a contract with an identified pre-qualified firm, OFCC will inform the firm in writing of the termination of negotiations and enter into negotiations with another firm on the pre-qualified list.

C. Funding / Estimated Budget

Total Project Cost	<u>Varies</u>	State Funding	<u>Varies</u>
Construction Cost	<u>Varies</u>	Other Funding	<u>Varies</u>
Estimated Design Fee	<u>Varies</u>		

NOTE: The design fee percentage for this project includes all professional design services, and any necessary reimbursable expenses and allowances 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 scope of services 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. Reimbursable expenses and allowances 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>Architecture and Landscape Architecture</u>
	<u>Programming and Master Planning</u>
Secondary	<u>Consulting</u>
	<u>Food Service Consulting</u>
	<u>Roofing Consulting</u>
	<u>LEED Consulting</u>
	<u>Code Analysis</u>
	<u>Studies</u>
Others	<u>Specialty for various assignments.</u>

E. Anticipated Schedule

Professional Services Start (mm/yy)	<u>07/13</u>
Construction Contracts Start (mm/yy)	<u>Varies</u>
Construction Contracts Completed (mm/yy)	<u>Varies</u>
Professional Services Completed (mm/yy)	<u>Varies</u>

F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL A/E Fee	<u>0</u>
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G. Evaluation Criteria for Selection

Demonstrated ability to meet Owner's programmed project vision, scope, budget, and schedule on previous projects. Relevant past performance of prospective firm.

Qualifications and experience of individual firm's staff. Specification writing credentials and experience. Experience and capabilities of creating or using Alternative Dispute Resolution. Proposer's apparent resources and capacity to meet the needs of a typical project. The selected firm must have the capability to use the Internet within their normal business location(s) during normal business hours.

Interested firms are required to address how they will implement Building Information Modeling ("BIM") on the project, experience and level of training of staff related to BIM, incorporation of team partners that have previous BIM experience,

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and an understanding of collaborative BIM processes, including but not limited to the *State of Ohio BIM Protocol* available at the OFCC website at <http://ofcc.ohio.gov>.

Interested firms are requested to address their experience with Alternative Project Delivery Methods including experience serving as the Architect of Record on Construction Manager at Risk projects, the Criteria Architect on Design-Build projects as a consultant to the Owner, and the Architect of Record as a consultant to the Design-Builder or leading a Design-Build team.

Anticipated Schedule:

Proposal Due Date: Dec. 21, 2012

Announce Short List for Interviews: January 2013

Interviews in Columbus: March 2013

Pre-Qualification will be effective for the period covering July 1, 2013 – June 30, 2015

H. Submittal Instructions

Firms are required to submit a current F110-330 Statement of Qualifications (blank forms are available as a free download from the OFCC website).

Paper copies or submittals that are e-mailed or faxed will NOT be accepted.

Electronic submittals must be combined into one PDF file named with the project number listed on the RFQ and the 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.

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

Send submittals in an envelope, sealed, addressed, and mailed or delivered to the Ohio Facilities Construction Commission, Attention: Christina Miller, 30 West Spring Street, Columbus, Ohio 43215. Label the CD-ROM with the project number listed on the RFQ and your firm's name.

All questions regarding this Request for Qualifications are to be submitted in writing (absolutely no answers will be provided to phone inquires) to the attention of "RFQ-SFC-13A999" at christina.miller@ofcc.ohio.gov. Questions will be answered and posted to the OAKS Capital Improvements website at <http://ci.oaks.ohio.gov> on a regular basis until one week before the time of proposal submittal. The name or firm of the party submitting a question will not be included on the Question and Answer Document posted by OFCC.

The following special instructions apply to completing the F110-330 form for this selection:

- Firms are requested to list the Project No. (indicated on Page 1 of this RFQ) on the first page of Part I and on Part II of the F110-330.
- Firms are requested to indicate their EDGE-certified business status as either "Certified" or Non-certified" on Part I Section C (Proposed Team).
- Firms performing current Consultant List projects should identify those projects on Page 1 of Section F (Example Projects Which Best Illustrate Proposed Firm's Qualifications for this Contract).
- Do not submit Page 2 of Section F (Relevant Projects Experience Matrix).
- Do not submit Page 3 of Section H (Commitment to Participate in the EDGE Business Assistance Program).
- Firms are requested to identify their experience, preparedness, software, and training relevant to their use of building information modeling (BIM) authoring and analysis tools. This information is being collected for statistical purposes and will not be used as criteria for scoring submissions. Provide in narrative form in Section H of the F110-330 form.

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- 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 EBO+M (Existing Buildings, 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 Technology (CSI)

DBIA: Design-Build Institute of America

I. Additional Information

Following this submission, OFCC will evaluate the proposals submitted and identify a list of firms for pre-qualification interviews. These interviews are designed to familiarize OFCC staff with the qualifications of firms by further exploring their proposals and the scope and nature of the consulting services they provide. OFCC will seek Controlling Board approval of all submitting firms for contracting eligibility through June 30, 2015.

Consultant Selection Rating

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Project Name OFCC Architect and Landscape Architect Consultant List
 Project Location Various
 Project Number SFC-13A999

Proposer Firm _____
 City, State, Zip _____

Selection Criteria		Value	Score
1. Firm Location and EDGE Status (Maximum 10 points)			
Location of firm and EDGE-certified status	Out of State	0	
	Ohio Firm	5	
	EDGE Certified	10	
2. Firm Size (Maximum 5 points)			
Number of relevant licensed professionals within primary firm available to perform the work.	Small = Less than 3 licensed professionals	5	
	Medium = 3 to 4 licensed professionals	2	
	Large = More than 4 licensed professionals	0	
3. Current Workload (Maximum 5 points)			
Amount of fees awarded by the Contracting Authority to the primary firm in the previous 24 months (exclude projects on hold)	Less than \$100,000	5	
	\$100,000 to \$300,000	2	
	More than \$300,000	0	
4. Primary Firm Qualifications (Maximum 40 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 lead designer to meet needs of owner	0 - 10	
c. Technical Staff	Experience / ability of technical staff to develop quality construction documents	0 - 10	
d. Construction Administration	Experience / ability of field representative to identify / solve issues during construction	0 - 10	
5. Project Team Qualifications (Maximum 10 points)			
a. Previous Team Collaboration (Internal) Number of projects that a majority of the team members have worked together	Less than 4 projects (Low)	1	
	4 to 7 projects (Average)	2	
	More than 7 projects (High)	3	
b. Building Information Modeling experience within team (see BIM Protocol)	BIM training, software and experience as demonstrated in Section H of Form 110-330	0 - 3	
c. LEED*** Registered / Certified Project Experience (demonstrated either by the primary A/E firm or relevant consultant)	LEED Registered (RP) projects -OR- LEED Certified (CP) projects (Maximum 2 points)	RP CP	1 2
	d. Team Organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 2
6. Overall Project Team Experience (Maximum 30 points)			
a. Budget & Schedule Management	Performance in completing projects within original budget and schedule limitations	0 - 5	
b. Experience with OFCC (SAO or OSFC) Consultant List Projects in the previous 24 months	Less than 2 projects (Low)	10	
	2 to 3 projects (Average)	5	
	More than 3 projects (High)	0	
c. Past Performance	Level of performance as indicated by past evaluations / letters of reference	0 - 5	
d. Knowledge of State of Ohio Capital Project Administration Process	Less than 2 projects (Low)	0	
	2 to 3 projects (Average)	5	
	More than 3 projects (High)	10	
		Subtotal	

* LEED = Leadership in Energy & Environmental Design developed by the U.S. Green Building Council
 ** See list of LEED credentials in Section H of the RFQ

Notes:

OFCC Evaluation:

Name _____

Signature _____ Date _____