

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Agency

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| Project Name | <u>Dover Armory Roof Replacement and Masonry Renovation Project</u> | Response Deadline | <u>Dec. 22, 2014 2:00 PM</u> local time |
| Project Location | <u>Dover National Guard Armory</u> | Project Number | <u>ADJ-150005</u> |
| City / County | <u>Dover, Ohio/Tuscarawus</u> | Project Manager | <u>James Penn</u> |
| Owner | <u>Adjutant Generals Department</u> | Contracting Authority | <u>Adjutant Generals Department</u> |
| Delivery Method | <u>General Contracting</u> | Prevailing Wages | <u>State</u> |
| No. of paper copies requested (stapled, not bound) | <u>3</u> | No. of electronic copies requested on CD (PDF) | <u>0</u> |

Submit the requested number of Statements of Qualifications (Form F110-330) directly to James Penn at The Adjutant Generals Department, AGOH-IMR Facilities Management, 2825 West Dublin Granville Road, Columbus, Ohio 43235. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to James Penn at James.H.Penn2.nfg@mail.mil 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.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.

Project Overview

A. Project Description

The Adjutant General's Department is planning a Roof Replacement and Masonry Upgrades at the National Guard Armory located at 2800 North Wooster Avenue, Dover Ohio 44622. The roof replacement will allow for replacement of aging and leaking roof and the masonry improvements will allow for rehabilitation of brick masonry, concrete unit masonry, caulking and mortar joints of a building that was constructed several years ago. The Dover Armory has approximately 16,270 square feet of office space, conference rooms, storage rooms, mechanical rooms and circulation space. The facility is more than 30 years, the roof has exceeded life expectancy and the warranty has expired. The roof is non energy efficient and constantly under repair. The masonry on the building exterior has evidence of spalling and general degradation has occurred. The Roof replacement and improvements to the exterior masonry are needed to protect the building envelope and overall structural integrity of the building, meet building code, provide significant energy savings for the agency and improve the overall training environment for our soldiers and our employees.

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, reports, recommendations for Roof replacement/improvements, Masonry Upgrades/Improvements, 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 *OFC 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.

Request for Qualifications (Architect / Engineer) continued

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.

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, CPE, 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.

Architect/Engineer Selection Rating Form

State of Ohio Standard Forms and Documents

Project Name Dover Armory Roof Replacement and Masonry Renovation Project Proposer Firm _____
 Project Number ADJ-150005 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 \$100,000 | 2 | |
| | \$100,000 to \$200,000 | 1 | |
| | More than \$200,000 | 0 | |
| c. Number of licensed professionals | Less than 5 professionals | 1 | Max = 3 |
| | 5 to 10 professionals | 2 | |
| | More than 10 than professionals | 3 | |
| 2. Primary Firm Qualifications (Maximum 30 points) | | | |
| a. Project management lead | Experience / ability of project manager to manage scope / budget / schedule / quality | 0 - 10 | Max = 20 |
| b. Project design lead | Experience / creativity of project designer to achieve owner's vision and requirements | 0 - 10 | |
| 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 - 10 | |
| b. Proposed EDGE-certified Consultant participation | One additional point for every 2 percent increase in professional services over the advertised EDGE participation goal | 0 - 10 | |
| 4. Overall Team Qualifications (Maximum 10 points) | | | |
| a. Previous team collaboration | Less than 3 sample projects | 0 | Max = 3 |
| | 3 to 6 sample projects | 1 | |
| | More than 6 sample projects | 2 | |
| b. LEED Registered / Certified project experience | Registered projects | 1 | |
| | Certified projects | 1 | |
| | Direct project experience | 1 | |
| c. Team organization | Clarity of responsibility / communication demonstrated by table of organization | 0 - 5 | |
| 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 3 projects | 0 - 3 | |
| | 3 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 3 projects | 0 - 1 | |
| | 3 to 6 projects | 2 - 3 | |
| | More than 6 projects | 4 - 5 | |
| | | Subtotal | |

Notes:

Evaluator:

Name _____

Signature _____ Date _____