

Request for Qualifications (Owner Agent Consultant)

State of Ohio Standard Forms and Documents

Administration of Project: School District Board + OFCC

Project Name	<u>Ashland Elementary and Ashland Middle School</u>	Response Deadline	<u>Jan. 2, 2013</u>	<u>4:00 p.m.</u> local time
Project Location	<u>E. Main Street and 1440 King Road</u>	Project Number	<u>SFC-130318</u>	
City / County	<u>Ashland/Ashland</u>	Project Manager	<u>Amy Lloyd</u>	
Owner	<u>Ashland City School District Board</u>	Contracting Authority	<u>School District Board + OFCC</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 Jill Hoobler at 30 W Spring, 4th Floor Columbus, Ohio 43215. See Section H of this RFQ for additional submittal instructions.

Project Overview

A. Project Description

This project is part of a co-funded (OFCC + School District Board) Classroom Facilities Assistance Program.

This project includes the following:

1. One new Elementary School (grades K-3) to accommodate 414 students and will be approximately 51,000 SF.
2. One new Middle School (grades 6-8) to accommodate 699 students and will be approximately 99,000 SF.
3. Abatement and demolition of 4 buildings if the school district would so choose.

The School District will also be pursuing a couple of Locally Funded Initiatives (LFIs). The LFIs will include an auditorium addition and entry addition at the existing High School.

The anticipated project delivery method for this project is General Contracting.

Prevailing Wage requirements do not apply to this project.

These buildings will be pursuing LEED Certification at a minimum of LEED silver.

B. Scope of Services

Work assignments may include: review of design documents or criteria for project to understand the co-owner's program, design intent and perform compliance and constructability reviews; review AE cost estimates for accuracy; prepare independent cost estimates of discrete portions of work to validate the AE's estimates; assist in reconciling cost estimates with the project budget; attend progress meetings for project as needed; review contractor's monthly pay applications during construction stage for co-owner's approval; supplement AE and commissioning agent's construction observation activities for QA/QC; assist in punch-list review for owner occupancy; any other related assigned duties.

Services will be provided in accordance with a standard form of consultant agreement.

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. Experience with OSFC Projects
2. K-12 Construction Experience
3. Experience with General Contracting Delivery Method
4. Experience with Site Constraints due to Existing Facilities
5. LEED Experience

Request for Qualifications (Owner Agent Consultant) continued

C. Funding / Estimated Budget

Total Project Cost	<u>\$43,500,000</u>	State Funding	<u>\$15,800,000</u>
Construction Cost	<u>\$36,500,000</u>	Other Funding	<u>\$27,700,000</u>

D. Services Required (see note below)

Primary	<u>Cost Estimating</u>
Secondary	<u>Compliance and Constructability Reviews</u>
	<u>CPM Scheduling Review</u>
	<u>Project Phasing Review</u>
	<u>Bid Packaging Review</u>
	<u>QA/QC Reviews of Design & Construction</u>
	<u>Monthly Contractor Pay Application Review</u>
Other	<u>Financial status reports and reconciliation</u>

E. Anticipated Schedule

Consultant Services Start (mm/yy)	<u>02/13</u>
Construction Contracts Start (mm/yy)	<u>04/14</u>
Consultant Services Completed (mm/yy)	<u>12/15</u>
Construction Contracts Completed (mm/yy)	<u>08/15</u>

F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL CM Fee	<u>5%</u>
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G. Evaluation Criteria for Selection

The evaluation of proposals will be based primarily on the following: (1) competence of the firm to perform the required services, as indicated by the technical training, education, and experience of the firm's personnel who would be assigned to perform the services; (2) ability in terms of workload and availability of qualified personnel, equipment, and facilities to perform the required services competently and expeditiously; (3) past performance as reflected by the evaluation of previous clients with respect to qualifications listed above; (4) understanding of the Ohio School Design Manual and State of Ohio project administration processes and procedures; and (5) other similar factors.

Prior to executing the Agreement, the selected firm must represent and warrant that it will not perform any of its services outside of the United States.

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-Owner Agent Consultant Services" at jill.hoobler@osfc.ohio.gov. Questions will be answered and posted to the OSFC Web site at <http://osfc.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 OSFC.

Interested 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 Consultant'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 Consultant's 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.

Request for Qualifications (Owner Agent Consultant) continued

Submit all questions regarding this RFQ in writing to Jill Hoobler at jill.hoobler@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 EBO+M (Existing Building, 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

Owner Agent Consultant Selection Rating

State of Ohio Standard Forms and Documents

Project Name Ashland Elementary and Ashland Middle School Proposer Firm _____
 Project Number SFC-130318 City, State, Zip _____

Selection Criteria		Value	Score
1. Firm Location (10 points)			
Proximity of primary office where majority of work is to be performed in relationship to project site	Less than 50 miles from project site	10	
	50 miles to 100 miles from project site	5	
	More than 100 miles from project site	0	
2. Firm Size (5 points)			
Staff availability by number of project management staff within primary firm to perform the work	Small = Less than 5 project management staff	5	
	Medium = 5 to 10 project management staff	3	
	Large = More than 10 project management staff	0	
3. Current Workload (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 \$100,000.00	5	
	\$100,000.00 to \$300,000.00	3	
	More than \$300,000.00	0	
4. Primary Firm Qualifications (40 points)			
a. Project Management Lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	
b. Project Administration	Experience / creativity of project administration staff to achieve owner's vision and requirements	0 - 10	
c. Technical Staff	Experience / ability of technical staff to develop accurate estimates and schedules	0 - 10	
d. Construction Administration	Experience / ability of field representative to identify / solve issues during construction	0 - 10	
5. Project Team Qualifications (15 points)			
a. Previous Team Collaboration (Internal) Number of projects that a majority of the team members have worked together	Less than 4 projects (Low)	0	
	4 to 7 projects (Average)	3	
	More than 7 projects (High)	5	
b. LEED* Experience within Team	LEED AP Credentials** (Maximum of 3 points)	GA	1
		AP	2
		AP+	3
	LEED Registered (RP) projects -OR- LEED Certified (CP) projects (Maximum of 2 points)	RP	1
		CP	2
c. Team Organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
6. Overall Project Team Experience (25 points)			
a. Budget & Schedule Management (included data on estimate versus bid and original contract sum & time versus change orders for sample projects)	Performance in completing projects within original budget and schedule limitations	0 - 5	
b. Experience with similar projects and providing Owner's Representative services	Less than 2 projects (Low)	0	
	3 to 6 projects (Average)	3	
	More than 6 projects (High)	5	
c. Past Performance (provided reference letters from sample project contacts)	Level of performance as indicated by past evaluations / letters of reference	0 - 5	
d. Knowledge of Ohio Capital Improvements Process (e.g., experience following the Ohio School Design Manual, Standard Requirements, and ORC Chapter 153)	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:

Evaluator:

Name _____

Signature _____ Date _____