

# Request for Qualifications (Owner Agent Services)

## State of Ohio Standard Forms and Documents

---

**Administration of Project:** Ohio Facilities Construction Commission

Project Name	<u>Owner Agent Services List</u>	Response Deadline	<u>March 9, 2015</u> <u>4:00 p.m.</u> local time
Project Location	<u>Various</u>	Project Number	<u>SFC-150555</u>
City / County	<u>Various / Various</u>	Project Manager	<u>Various</u>
Owner	<u>Various</u>	Contracting Authority	<u>Ohio Facilities Construction Commission</u>
Delivery Method	<u>Various</u>	Prevailing Wages	<u>Varies</u>
No. of paper copies requested (stapled, not bound)	<u>0</u>	No. of electronic copies requested via email (PDF)	<u>1</u>

Email the requested Statements of Qualifications (Form F110-330) directly to Jill Hoobler at [jill.hoobler@ofcc.ohio.gov](mailto:jill.hoobler@ofcc.ohio.gov). See Section G of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Jill Hoobler at [jill.hoobler@ofcc.ohio.gov](mailto: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 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

The Ohio Facilities Construction Commission (OFCC) intends to pre-qualify firms to provide Owner Agent services for projects that are electing to use general contracting (GC), construction manager at risk (CMR) or design-build (DB) delivery methods. The services will be contracted directly with OFCC and the owner, or assigned as a sub-consultant to the design professional selected for the project, depending on the specific scope of services required for the project. Services are in support of OFCC's state agency, higher education and K-12 projects, but the pre-qualified list of firms may also be used by agencies, institutions or districts locally administering projects.

Consultants are generally utilized for small specialized tasks in which the usual qualifications based or best value selection processes would be cumbersome. The projects will vary in scope, size, complexity and location.

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 the FY16-17 Consultant List. This selection is used to determine a list of pre-qualified firms that will be eligible for award of contracts for the period beginning July 1, 2015 and ending June 30, 2017. The current OFCC Owner Agent Consultant List will expire on June 30, 2015. OFCC reserves the right to extend the pre-qualification eligibility contract award period for up to an additional 24 months.

The number of pre-qualified Owner Agent consultants selected through this process is within the discretion of OFCC. While the 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 any representation of the amount of work a firm may receive within the eligibility period. The Owner Agent cannot be an affiliate or sub-consultant of the GC, CMR, or DB within the assigned project or school district program. Upon receipt of an assignment, the Owner Agent may decline an assignment at the consultant's discretion. Travel will likely be regularly necessary to complete the services.

Upon completion of the selection process, OFCC will seek Controlling Board approval for total contract awards to each pre-qualified firm of \$250,000. In addition, pre-qualified firms may directly contract with K-12 and Career Tech School Districts without diminishing their ability for direct contracts with OFCC.

All aspects of the project and related issues will be implemented and operated consistent with the Contracting Authority and/or Owner's policies and procedures.

#### B. Scope of Services

Work assignments may include: review of design documents or criteria for project to understand the owner's program, design intent and perform compliance and constructability reviews; review AE, CMR or DB preconstruction cost estimates for accuracy; prepare independent cost estimates of discrete portions of work to validate AE, CMR or DB estimates; assist in reconciling cost estimates with the project budget and negotiation of a guaranteed maximum price; attend progress meetings for project as needed; review contractor's monthly pay applications during construction phase for co-owner's

## Request for Qualifications (Owner Agent Services) continued

---

approval; assist in reviewing and resolving construction claims involving the owners or modifications to the negotiated guaranteed maximum price; supplement AE and commissioning agent's construction observation activities for QA/QC; take-over small portions of the Contractor's general conditions scope of work or construction; assist in punch-list review for owner occupancy; any other related assigned duties.

Services will be provided in accordance with the standard form of agreement. As a project is identified for Owner Agent services, OFCC will notify a pre-qualified firm or firms of the project and provide a scope of work. Firms will be requested to develop a Technical Proposal. Only the firms considered for an assignment that includes performing a small portion of construction will be requested to provide an "open book" Price Proposal prior to selection. The scope of work and schedule for a specific project will be described in an exhibit document attached to the Agreement.

The selected Owner Agent as a portion of its required Scope of Services and prior to submitting its proposal, will discuss and clarify with the Contracting Authority and/or Owner, the breakdown of the Agreement detailed cost components, to address the Owner's project requirements and refine the project schedule.

Refer to the *OFC Manual* for additional information about the type and extent of services generally necessary by certain parties for completion of each design stage, bidding and construction. A copy of the standard Agreement can be obtained at the OFCC website at <http://ofcc.ohio.gov>.

### C. Funding / Estimated Budget

Total Project Cost	<u>Varies with each Project</u>	State Funding	<u>As applicable</u>
Construction Cost	<u>Varies with each Project</u>	Other Funding	<u>As applicable</u>

### D. Anticipated Schedule

Assigned Project Start (mm/yy)	<u>Varies</u>
Assigned Project End (mm/yy)	<u>Varies</u>

### E. EDGE Participation Goal

Percent of Total Fee:	<u>5%</u>
-----------------------	-----------

### F. Evaluation Criteria for Selection

#### Selection Criteria:

The Owner Agent will be selected using (i) a qualification based selection process during the initial Request for Qualifications (RFQ) stage to develop a short list and (ii) a best value selection process during the final Request for Proposal stage. The qualifications-based selection criteria for the RFQ are included in this announcement. The best value criteria used in evaluating proposals from the short listed firms will include such factors that are determined to derive or offer the greatest value to the State and the Owner, combining both qualifications and fee.

#### Short List:

Each firm responding to this RFQ will be evaluated and selected based on its qualifications and the qualifications and experience of the particular individuals identified as the candidate's proposed team for the Project. After evaluating the responses to this RFQ, the Contracting Authority will select a short list of 3 to 15 candidates that it considers to be the most qualified. **This short list of firms will constitute the pre-qualified Owner Agent Consultant List eligible to perform all proposed scopes of service except construction.**

#### Request for Proposal:

The short-listed firms shall be sent a Request for Proposal (RFP) that will invite the firms to submit pricing proposals containing their proposed construction stage personnel costs, construction stage itemized general conditions cost percentage (payment and performance bond only), construction stage contingency percentage and construction stage fee percentage to be used on assigned Projects when the Owner Agent's scope of work includes limited CMR-type services. The short-listed candidates will also receive a form of the Agreement with the Contracting Authority containing the contract terms and conditions.

#### Pre-Proposal Meeting:

Prior to submitting a response to the RFP, the short-listed firms will be invited to meet collectively with the Contracting Authority. The purpose of the pre-proposal meeting is to permit the short-listed firms an opportunity to ask the Contracting Authority questions to better understand the selection process and potential scope of services to help the firms prepare their responses to the RFP. The Contracting Authority will notify the short-listed firm of the pre-proposal meeting date, time and location in the RFP.

#### Interview:

After submitting responses to the RFP, the short-listed firms *may* be interviewed by the Contracting Authority. The purpose of the interview will be to meet the proposed team, become familiar with key personnel, and understand the

## Request for Qualifications (Owner Agent Services) continued

---

approach and ability to meet the stated objectives for the services. The Contracting Authority will notify each short-listed firm to schedule individual times for the interviews.

### Selection Schedule:

Tentative schedule is subject to change.

Qualifications Due	March 9, 2015
Announce Short-Listed Firms	March 27, 2015
RFP issued to the Short-Listed Firms	March 30, 2015
Pre-Proposal Meeting	April 2, 2015
Proposals Due	April 10, 2015
Potential Interviews	April 20-24, 2015
Announce Final Pre-Qualified Owner Agent Consultant List	May 1, 2015

### Cancellation and Rejection:

The Contracting Authority reserves the right to reject all proposals and cancel at any time for any reason this solicitation, any portion of this solicitation or any phase of the Project. The Contracting Authority shall have no liability to any proposer arising out of such cancellation or rejection. The Contracting Authority reserves the right to waive minor variations in the selection process.

## G. 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>.

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.

Statements of Qualifications are to be submitted electronically by e-mail. Submittals are to be limited to a maximum of one e-mail with the total file size of 25 MB.

Unless otherwise noted or exempt, all documents submitted to the Contracting Authority in response to this RFQ or RFP are public and will be available for inspection at the conclusion of the selection process. The following information shall remain confidential and will not be released: (1) Proposal Form(s), except for cost category subtotals which will be transferred to the Best Value Rating Form; (2) Financial Capacity; and (3) Bonding/Insurance.

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 (OA, CMA, CMR, DB, GC, Trade)
3. LEED Status (Reg., Cert., Silver, Gold, Plat.)
4. Type of Construction (New, Reno, Add.)
5. Type of Site (Open, Occupied)
6. "Indefinite Delivery/ Indefinite Quantity" type of Service
7. Services included Pre-Construction Estimating & Budget Reconciliation for Owner
8. Analyzed and mitigated Schedule related issues for Owner
9. Analyzed Claims and provided Owner recommendations to mitigate
10. Provided mediation and/or litigation support to Owner

Proposers are requested to submit the following information in response to this RFQ within Section H of Form F110-330.

1. Summary: Provide a summary, on one page or less, describing why your firm/team is the most qualified for the Project.
2. Estimating: Demonstrated track record of performance of in-house estimating on projects comparable to the Project.
3. Scheduling: Demonstrated track record of performance of managing projects to the original schedule.

# Consultant Selection Rating Form

## State of Ohio Standard Forms and Documents

Project Name Owner Agent Services List  
 Project Location Various  
 Project Number SFC-150555

Proposer Firm \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary Firm Location and EDGE Status (Maximum 10 points)</b>			
Location of firm and EDGE-certified status	Out of State	0	
	Ohio Firm	5	
	EDGE Certified	10	
<b>2. Firm Size (Maximum 5 points)</b>			
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	
<b>3. Current Workload (Maximum 5 points)</b>			
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 \$200,000	2	
	More than \$200,000	0	
<b>4. Primary Firm Qualifications (Maximum 40 points)</b>			
a. Project management lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	
b. Project administration lead	Experience / ability to effectively administer project controls and processes	0 - 10	
c. Technical staff	Experience / ability of technical staff to develop accurate estimates and schedules	0 - 10	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 10	
<b>5. Project Team Qualifications (Maximum 10 points)</b>			
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	1
		CP	2
d. Team Organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
<b>6. Overall Project Team Experience (Maximum 30 points)</b>			
a. Budget & Schedule Management	Performance in completing projects within original budget and schedule limitations	0 - 5	
b. Experience with OFCC 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	
		<b>Subtotal</b>	

\* 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 \_\_\_\_\_