

Request for Qualifications (Project Auditing Services)

State of Ohio Standard Forms and Documents

Administration of Project: Ohio Facilities Construction Commission

Project Name	<u>GMP Auditing Services</u>	Response Deadline	<u>April 10, 2015</u> <u>4:00 p.m.</u> local time
Project Location	<u>Various</u>	Project Number	<u>SFC-150888</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 via email (PDF)	<u>1</u>

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Jill Hoobler at Jill.Hoobler@ofcc.ohio.gov. See Section H of this RFQ for additional submittal instructions.

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 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) invites interested parties to submit a statement of qualifications to provide auditing services for capital improvement projects that have utilized Construction Manager at Risk (CMR) and Design-Build (DB) delivery methods with an open-book Guaranteed Maximum Price (GMP). The contractual requirements and standard documents for CMR and DB can be found on OFCC's website (www.ofcc.ohio.gov) under the Documents tab.

The Commission intends to audit a sampling of projects (at least one project) for each CMR and DB team that has completed an OFCC administered project with an open-book GMP after January 1, 2011.

All firms submitting a statement of qualifications will be eligible for a contract beginning July 1, 2015 and ending June 30, 2017. Fees are based on hourly rates, approved by the Commission. The Commission 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. Any firm performing these auditing services cannot be a member, affiliate or consultant of any CMR or DB team that will be audited.

B. Scope of Services

The scope of services will include, without limitation, open-book GMP auditing services on completed CMR and DB projects administered by OFCC.

The selected Consultant, as a portion of its required Scope of Services and prior to submitting its technical and fee proposals, will discuss and clarify with the Commission, the cost breakdown of the Agreement detailed cost components to address the project requirements. The Commission will select firms to provide the following separate services:

1. Development and delivery of Agreed-Upon-Procedures (AUP) and standard Report formats for CMR and DB projects with an open-book GMP;
2. Provide AUP Reports for assigned projects;
3. Provide Financial Reconciliation Services and support for any necessary corrective actions as a result of audit; or
4. General Consulting to advise the Commission on auditing procedures, issues, and training.

The Commission will evaluate and select firms separately for the four types of services. The Commission reserves the right to select and enter into a contract with one or more firms.

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C. Funding / Estimated Budget

Total Project Cost	<u>Hourly rates approved by OFCC</u>	State Funding	<u>N/A</u>
Construction Cost	<u>N/A</u>	Other Funding	<u>N/A</u>
Estimated Design Fee	<u>N/A</u>		

D. Anticipated Schedule

Response Deadline: April 10, 2015

Eligibility will be effective for the period covering July 1, 2015 – June 30, 2017

E. EDGE Participation Goal

Percent of initial TOTAL Fee: 0%

F. Evaluation Criteria for Selection

Evaluation of the statement of qualifications 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 are likely to 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. Experience of the proposed personnel in performing similar construction auditing services;
4. Experience of the proposed personnel in providing audits for state or federal programs;
5. Past performance as reflected in evaluations of previous clients with respect to factors such as quality of work and meeting deadlines;
6. Other similar factors.

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>. Under the documents tab, then procurement tab.

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 insert the project number and firm name followed by "SOQ" in the e-mail subject line.

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.

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 Contracts should identify those Contracts on Page 1 of Section F (Example Projects Which Best Illustrate Proposed Firm's Qualifications for this Contract).
- Do not submit "Relevant Projects Experience Matrix" in Section F

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- Do not submit “EDGE Participation Statement of Intent to Contract and Perform” in Section H

H. Additional Information

Following this submission, the Commission will evaluate the proposals submitted and identify a list of firms for interviews. These interviews are designed to familiarize Commission staff with the qualifications of firms by further exploring their proposals and the scope and nature of the consulting services they provide.

Consultant Selection Rating (GMP Auditing Services)

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Project Name GMP Auditing Services Proposer Firm _____
 Project Number SFC-150888 City, State, Zip _____

Selection Criteria		Value	Score
1. Team Location, EDGE status and Workload (Maximum 10 points)			
a. Location of firm and EDGE status	Out of State	0	
	Ohio Firm	5	
	EDGE Certified	10	
2. Qualifications (Maximum 80 points)			
a. Experience and Training of Audit Manager		0 - 10	
b. Experience and Training of Key Personnel		0 - 10	
c. Open-book Construction Auditing Experience		0 - 30	
d. Experience Auditing for State or Federal Programs		0 - 10	
e. Understanding of OFCC Construction Contract Documents, Policies and Procedures		0 - 15	
f. Availability of Staff		0 - 5	
3. Team Experience (Maximum 10 points)			
a. Past performance - Evaluations / Letters of Reference		0 - 10	
		Subtotal	

Notes:

Evaluator:

Name _____

Signature _____

Date _____