Request for Qualifications (Architect / Engineer)
State of Ohio Standard Forms and Documents

Administration of Project: Ohio Facilities Construction Commission

Project Name	ODOT Professional Design Services	Response Deadline	April 13, 2015 at 4:00 p.m. local time
Project Location	Fulton-Sandusky-Ottawa	Project Number	DOT-140002.0
City / County	Various/Various	Project Manager	Ned Thiell/ Jeff Kring
Owner	Ohio Department of Transportation	Contracting Authority	Ohio Facilities Construction Commission
Delivery Method	CMxR	Prevailing Wages	State
No. of paper copies requested (stapled, not bound)	0	No. of electronic copies requested via email (PDF)	1

Email the requested number of Statements of Qualifications (Form F110-330) directly to Sarah Haight at sarah.haight@ofcc.ohio.gov. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Sarah Haight at sarah.haight@ofcc.ohio.gov 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.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

Ohio Department of Transportation (ODOT) is planning on replacing their existing Full Service Maintenance Facilities, add storage buildings, perform miscellaneous site upgrades and add an outpost in various locations. These projects will be procured and awarded in groups (as identified below) and utilize the Construction Manager at Risk (CMR) delivery method.

Full Service Facility Kit of Parts (Approx. Sizes)

Building Purpose	Avg. Size
Truck Storage Building	21,000 sqft
Administrative Section	4,500 sqft
Mechanical Services Section	4,500 sqft
Cold Storage Structure	5,000 sqft
Salt Storage Structure	7,200 sqft
Material Storage Structure	2,400 sqft
Above Ground Fuel Storage Tank	6,000 gal
Vehicle Wash Bay	1,400 sqft
Brine/Calcium System	

Outpost Facility Kit of Parts (Approx. Sizes)

Building Purpose	Avg. Size
Truck Storage/Admin/Wash Bay	6,300 sqft
Cold Storage Structure	5,000 sqft
Salt Storage Structure	4,800 sqft
Material Storage Structure	2,400 sqft
Above Ground Fuel Storage Tank	2,000 gal
Brine/Calcium System	

Fulton / Sandusky / Ottawa:

Project Number	Project Name & Location	Project Scope
DOT-140002.1	Fulton Full Service Maintenance Facility Lon. 84°8'49.00"W Lat. 41°35'59.26"N	Includes complete kit of parts for Full Service Maintenance Facility on a new site. Shared Services Facility with Fulton County, Dept. of Public Safety, and Turnpike Commission.
DOT-140002.2	Sandusky Full Service Maintenance Facility Lon. 83° 6'54.74"W Lat. 41°22'7.70"N	Includes complete kit of parts for Full Service Maintenance Facility on a new site
DOT-140002.3	Ottawa Storage Buildings & Site Upgrade Lon. 83° 8'59.43"W Lat. 41°31'11.26"N	Includes a Cold Storage Building to replace existing building. Upgrade fire protection. Site improvements to paving & security fencing

The Ohio Department of Transportation will be funding these projects with Capital Bond money that will require the tracking of each individual site as a separate project for accounting purposes. We will require duplicate copies of all submittals to be uploaded to both OAKS CI and ODOT's SharePoint website.

Professional design services and CMR services are being acquired by the Contracting Authority under separate contract.

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

B. Scope of Services

For projects without a POR, upon award of the Agreement, commence by developing the Program of Requirements.

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/or the Contracting Authority, the cost breakdown of the Architect/Engineer Agreement detailed cost components to address the Owner's project requirements. Participate in the Encouraging Growth, Diversity & Equity (EDGE) Program as required by statute and the Agreement.

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 Administration, Post-Construction, 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 12 hours (excluding travel time) (for EACH site), 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.

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 (A/E, C-A/E, AOR-DB, CMA/OA)
3. Expedited project delivery method
4. Administering multiple project sites simultaneously
5. Managing multiple building types
6. Construction on an occupied / functioning site / facility
7. Experience with OFCC or SAO projects utilizing OAKSCI

C. Funding / Estimated Budget

	Group Total
Total Project Cost	$17,920,000
Construction Cost	$14,575,000

D. Anticipated Schedule

Project/Site	Services Start	GMP Approval	Construction Start	Construction End	Services End
Fulton	5/27/15	9/16/15	9/18/15	9/7/16	10/7/16
Sandusky	5/27/15	9/16/15	9/18/15	9/7/16	10/7/16
Ottawa	5/27/15	9/16/15	9/18/15	9/7/16	10/7/16

E. EDGE Participation Goal

Percent of Total Contract: 5%

F. Services Required (see note below)

Primary: Architectural (Architect of Record)

Secondary: MEP Engineering

Civil Engineering

Geotechnical Engineering

Surveying (Land)

Others

NOTE: The primary A/E shall be (1) a registered architect holding a license and certificate of authorization issued by the Ohio Architects Board pursuant to ORC Chapter 4703, (2) a landscape architect holding a license and certificate of authorization issued by the Ohio Landscape Architects Board pursuant to ORC Chapter 4703, or (3) a professional engineer or professional surveyor holding a license and certificate of authorization issued by the Ohio Engineers and Surveyors Board pursuant to ORC Chapter 4733.

G. Evaluation Criteria for Selection

- Demonstrated ability to meet Owner's programmed project vision, scope, budget, and schedule on previous projects. Previous experience compatible with the proposed project (e.g., type, size)
- Relevant past work of prospective firm's proposed consultants
- Past performance of prospective firm and its proposed consultants
- Qualifications and experience of individuals directly involved with the project.
- Proposer's previous experience (numbers of projects, sizes of projects) when working with its proposed consultants. Specification writing credentials and experience
- Experience and capabilities of creating or using Critical Path Method (CPM) schedules and of using CPM schedules as a project management resource
- Approach to and success of using partnering and Alternative Dispute Resolution
- Proximity of prospective firms to the project site
- Proposer's apparent resources and capacity to meet the needs of this project

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.

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.

Firms are to clearly indicate what Group or Groups the firm is submitting for consideration of selection.

Architect/Engineer Selection Rating Form
State of Ohio Standard Forms and Documents

Project Name ODOT Professional Design Services Proposer Firm _____

Project Number DOT-140002.0 (Fulton/Sandusky/Ottawa) City, State, Zip _____

Selection Criteria		Value		Score
1. Primary Firm Location, Workload and Size (Maximum 10 points)				
a. Proximity of firm to project site Mileage will be calculated to the nearest project site	Less than 50 miles	5		
	51 miles to 100 miles	2		
	More than 101 miles	0		
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than $200,000	2		
	$200,001 to $500,000	1		
	More than $500,001	0		
c. Number of licensed professionals	Less than 5 professionals	1	Max = 3	
	6 to 10 professionals	3		
	More 11 than professionals	2		
2. Primary Firm Qualifications (Maximum 30 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 project designer to achieve owner's vision and requirements	0 - 5	Max = 20	
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 - 10		
3. Key Consultant Qualifications (Maximum 20 points)				
a. Key discipline leads	Experience / ability of key consultants to perform effectively and collaboratively	0 - 15		
b. Proposed EDGE-certified Consultant participation*	One additional point for every 2 percent increase in professional services over the advertised EDGE participation goal	0 - 5		
4. Overall Team Qualifications (Maximum 10 points)				
a. Previous team collaboration	Less than 3 sample projects	1	Max = 3	
	4 to 6 sample projects	2		
	More than 7 sample projects	3		
b. LEED** Registered / Certified project experience	Registered projects	1	Max = 2	
	Certified projects	2		
c. BIM project experience	Training and knowledge	1	Max = 3	
	Direct project experience	3		
d. Team organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 2		
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		
	4 to 6 projects	4 - 6		
	More than 7 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 7 projects	4 - 5		
* Must be comprised of professional design services consulting firm(s) and NOT the primary firm ** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute		**Subtotal**		

Notes:

Evaluator:

Name _____

Signature _____ Date _____