# Request for Qualifications (Project Management Services)
## State of Ohio Standard Forms and Documents

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

| | | | |
|---|---|---|---|
| Project Name | ODOT Project Management Services | Response Deadline | April 14, 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 | OFCC |
| Delivery Method | CMR | Prevailing Wages | State |

No. of paper copies requested (stapled, not bound) 0 No. of electronic copies requested via email (PDF) 1

Email the requested Statements of Qualifications (Form F110-330) directly to Sarah Haight at sarah.haight@ofcc.ohio.gov. See Section G 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 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<br>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<br>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<br>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

The Ohio Facilities Construction Commission (OFCC) will be selecting one Project Management Services (PMS) firm for this group of projects. The PMS firm cannot be a member, affiliate or consultant of the AE team or CMR team on any of the projects within the Group.

The selected PMS firm will serve as project manager on behalf of OFCC for the planning, design and construction of this group of projects. Conduct meetings with owners, architects/engineers, consultants, construction managers, subcontractors, state and local officials to provide direction and OFCC policy interpretation for assigned projects. Monitor and manage performance of professional and construction services (eg: architectural, engineering, estimating, scheduling, constructability/compliance review, construction management, commissioning, forensic analysis). Review and approve design phase submissions on behalf of OFCC for proper alignment of scope, quality, budget and schedule. Provide assistance in the identification of issues and resolution of disputes and claims. Apply judgment on all design and construction related problems and trouble shoot to expedite completion and closeout of projects.

Negotiate guaranteed maximum price (GMP) proposals on behalf of OFCC. Coordinate review of subcontractor prequalification criteria and prequalification list for OFCC and owner approval. Review subcontractor bid tabs for recommendation of award by CMR. Monitor progress of work by AE and CMR for the purposes of reviewing and approving monthly payment applications or invoices. Coordinate review and accounting of contractor's stored materials and retainage. Review change order requests or amendments to determine if a change is warranted and verify the availability of funds, accuracy of the proposed costs and impacts to the budget and schedule.

During the construction period provide not less than 8 hours on average (excluding travel time) (for EACH site) for on-site construction administration services each week. It is anticipated that these on-site hours would involve more than one visit per week per site. PMS firms will be required to document their on-site visits with Field Reports that are shared with the project teams. In addition to standard meetings (eg: on-site progress meetings, etc) the Owner and Contracting Authority will hold a weekly meeting or conference call with the PMS firm to discuss current activities, progress and management issues for all projects within the assigned Group. The selected PMS firm 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

| | **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 | 10/7/15 |
| **Sandusky** | 5/27/15 | 9/16/15 | 9/18/15 | 9/7/16 | 10/7/15 |
| **Ottawa** | 5/27/15 | 9/16/15 | 9/18/15 | 9/7/16 | 10/7/15 |

### E. EDGE Participation Goal

Percent of Total Contract: 5%

### F. Evaluation Criteria for Selection

- Demonstrated ability to meet Owner's programmed project vision, scope, budget, and schedules.
- 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.

- 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.

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

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 (AE, 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. Simultaneous Construction of Multiple Buildings on Multiple Sites
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. State of Ohio Capital Improvements Process (Standard Contracts / OAKS CI)

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.

# CM at Risk Selection Rating Form
## State of Ohio Standard Forms and Documents

Project Name ODOT Project Management Services
Project Number DOT-140002.0 (Fulton/Sandusky/Ottawa)
Proposer Firm _____
City, State, Zip _____

| Selection Criteria | | Value | | Score |
|---|---|---|---|---|
| **1. Primary Firm Location and Workload** (Maximum 10 points) | | | | |
| a. Proximity of firm to project site<br>Mileage will be calculated to the nearest project site | Less than 50 miles | 5 | | |
| | 50 miles to 100 miles | 2 | | |
| | More than 100 miles | 0 | | |
| b. Amount of contracts awarded by Contracting Authority in previous 24 months | Less than $5,000,000 | 5 | | |
| | $5,000,000 to $10,000,000 | 2 | | |
| | More than $10,000,000 | 0 | | |
| **2. Primary Qualifications** (Maximum 40 points) | | | | |
| 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 - 5 | Max = 30 | |
| 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 - 15 | | |
| **3. Key Consultant Qualifications** (Maximum 10 points) | | | | |
| a. Key consultants | Experience / ability of key consultants to perform effectively and collaboratively | 0 - 5 | | |
| 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 | |
| | 3 to 6 sample projects | 2 | | |
| | More than 6 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 | | |
| | 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 | | |
| * Must be comprised of consulting firm(s) and NOT the primary firm<br>** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute | | **Subtotal** | | |

**Notes:**

**Evaluator:**

Name _____

Signature _____ Date _____