

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: School District Board + OFCC

Project Name	<u>CMSD Segment 7 Projects</u>	Response Deadline	<u>April 24, 2015</u>	<u>4:00 PM</u>	local time
Project Location	<u>Varies, see Project Descriptions</u>	Project Number	<u>TBD</u>		
City / County	<u>Cleveland / Cuyahoga County</u>	Project Manager	<u>Bill Courson</u>		
Owner	<u>Cleveland Municipal School District</u>	Contracting Authority	<u>School District Board + OFCC</u>		
Delivery Method	<u>CM at Risk</u>	Prevailing Wages	<u>None</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 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 Jill Hoobler at Jill.Hoobler@ofcc.ohio.gov and Sarah Haight at Sara.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

GROUP A: New Skyline (Sunbeam) K-8

Build one (1) new Elementary/Middle School to house 350 students in grades K-8.

The building is to be approximately 72,849 sf. built in accordance with the Ohio School Design Manual. However, the program will be customized to accommodate the special program and therefore the final total area may be different. It may also include LFI for additional area beyond the state co-funded limit.

The program for this school is primarily special needs students including medically fragile, orthopedic handicapped and visually impaired.

It is anticipated that the new building is to be built on school owned property adjacent to the existing Sunbeam Elementary School site.

Total Project Budget: \$18,422,604; Estimated Construction Cost: \$15,900,000.

GROUP B: New JFK High School and New Charles Eliot K-8

Project #1: Build one (1) new JFK High School to house 800 students in grades 9-12.

The building is to be approximately 132,800 sf. built in accordance with the Ohio School Design Manual.

The new building is planned to be built at the Frederick Douglass Park (Miles Ave.) near Charles Eliot school.

Total Project Budget: \$32,562,560; Estimated Construction Cost: \$28,100,000.

Project #2: Build one (1) new Elementary/Middle School (Eliot) to house 350 students in grades K-8.

The building is to be approximately 52,849 sf. built in accordance with the Ohio School Design Manual.

It is anticipated that the new building is to be built on the existing Whitney M. Young site of approx. 24 acres.(17900 Harvard Ave.).

Total Project Budget: \$13,366,604; Estimated Construction Cost: \$11,500,000.

GROUP C: New West Side Relief High School and New Waverly K-8

Project #1: Build one (1) new West Side High School to house 600 students in grades 9-12.

The building is to be approximately 99,984 sf. built in accordance with the Ohio School Design Manual.

Scope also includes Abatement & Demolition of the former May Hayes High School (4600 Detroit Ave.).

It is anticipated that the new building is to be built on the site of the former Max Hayes High School.

Total Project Budget: \$26,804,916; Estimated Construction Cost: \$23,100,000.

Project #2: Build one (1) new Elementary/Middle School (Waverly) to house 350 students in grades K-8.

The building is to be approximately 52,849 sf. built in accordance with the Ohio School Design Manual.

It is anticipated that the new building is to be built on the existing Waverly Elementary School site of 3.5 acres.(1810 W. 54th St.). Students will be temporarily housed at a different location.

Scope also includes Abatement & Demolition of the existing Waverly Elementary School.

Scope also includes a Locally Funded Initiative (LFI) of 10,000 additional sf.

Total Project Budget: \$13,814,782 (excluding LFI); Estimated Construction Cost: \$11,900,000 (excluding LFI).

Request for Qualifications (Architect / Engineer) continued

GROUP D: New William Rainey Harper K-8 and H. Barbara Booker Eliot K-8

Project #1: Build one (1) new Elementary/Middle School (Harper) to house 350 students in grades K-8.
The building is to be approximately 52,849 sf. built in accordance with the Ohio School Design Manual. It is anticipated that the new building is to be built on its former site of approx. 5 acres.(5515 Ira Ave.).
Total Project Budget: \$13,366,604; Estimated Construction Cost: \$11,500,000.

Project #2: Build one (1) new Elementary/Middle School (Booker) to house 350 students in grades K-8.
The building is to be approximately 52,849 sf. built in accordance with the Ohio School Design Manual. It is anticipated that the new building is to be built on the existing Halle High School site of approximately 2 acres.(7901 Halle Ave.). Students will be temporarily housed at a different location.
Scope also includes Abatement & Demolition of the existing Halle High School.
Total Project Budget: \$13,714,245; Estimated Construction Cost: \$11,800,000.

GROUP E: New Oliver Hazard Perry K-8 and Fullerton K-8

Project #1: Build one (1) new Elementary/Middle School (O.H.Perry) to house 350 students in grades K-8.
The building is to be approximately 52,849 sf. built in accordance with the Ohio School Design Manual. It is anticipated that the new building is to be built on its former site of approx. 4.6 acres.(18400 Schenely Ave.).
Total Project Budget: \$13,366,604; Estimated Construction Cost: \$11,500,000.

Project #2: Build one (1) new Elementary/Middle School (Fullerton) to house 350 students in grades K-8.
The building is to be approximately 52,849 sf. built in accordance with the Ohio School Design Manual. It is anticipated that the new building is to be built on the existing Albert B. Hart Middle School site of approx. 4 acres. (3901 East 74th St.).
Total Project Budget: \$13,366,604; Estimated Construction Cost: \$11,500,000.

GROUP F: Miscellaneous Abatement & Demo Projects (3)

Abatement and Demolition of four schools: Buckeye Woodland; Paul Revere; and Watterson-Lake Elementary Schools.

Buckeye Woodland ES: 9511 Buckeye Rd, approximately 44,800 sf, 3 floors.

Paul Revere ES: 10706 Sandusky Ave., approximately 82,840 sf, 3 floors.

Watterson-Lake ES: 1422 West 74th St., approximately 53,374 sf, 3 floors.

Total Project Budget: \$1,442,902; Estimated Construction Cost: \$1,248,110.

- For Groups B, C, D & E, it is anticipated that some form of Educational Visioning will be undertaken early in the process. The district will lead the process and may provide an outside consultant for facilitation.
- The Segment 7 Project Agreement between the District and OSFC is scheduled to be formally approved at the April 2015 OFCC Commission meeting.
- It is the intent of the OFCC to have the AE Agreement in place within 60 days of announcement of the selection.

B. Scope of Services

For projects advertised with an appropriately developed Program of Requirements (POR), upon award of the Agreement, commence with Design. For projects without such 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 of Requirements, Schematic Design, Design Development, Construction Document Preparation, Bid and Award Support, Conformed Documents, Construction Administration, Post-Construction, and Additional Services of all types. *Note that development of the Program of Requirements shall be considered "basic services" contrary to the note under Section "C" below on "Funding/Estimated Budget".*

Refer to the *OFC Manual* and/or the *Ohio School Design 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 16 hours (excluding travel time) 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.

Request for Qualifications (Architect / Engineer) continued

For purposes of completing the Relevant Project Experience Matrix in Section F of the Statement of Qualifications (Form F110-330) for Groups A, B, C, D & E, 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-Lead, AE-Sub, CAE-Lead, CAE-Sub)
3. Academic Facility
4. K-12 Facility
5. Elementary School (K-5) and Middle School (6-8)
6. New Construction
7. Construction on Occupied Site
8. LEED Certification (Reg., Cert., Silver, Gold, Plat.)
9. Ohio Capital Improvement Process (State of Ohio Contracts/OAKS CI)
10. 21st Century School Design

For scope items 1, 2, 5, and 8 listed above, insert one of the noted abbreviations in the Relevant Project Experience Matrix instead of using an "x" when applicable to one of the 10 Example Projects.

For purposes of completing the Relevant Project Experience Matrix in Section F of the Statement of Qualifications (Form F110-330) for Group F only, 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-Lead, AE-Sub, CAE-Lead, CAE-Sub)
3. Building Demolition (single story, multi-story)
4. Selective Demolition – (i.e.: portion of structure)
5. Site Conditions (open, occupied)
6. Abatement of Hazardous Materials
7. Recycling of Material (% recycled/reused)
8. Ohio Capital Improvement Process (State of Ohio Contracts/OAKS CI)

For scope items 1, 2, 3 and 5 listed above, insert one of the noted abbreviations in the Relevant Project Experience Matrix instead of using an "x" when applicable to one of the 10 Example Projects. For scope item 7 listed above, insert percentage of demolition material recycled/reused.

C. Funding / Estimated Budget

Total Project Cost	<u>\$161,471,864 (excluding LFI)</u>	State Funding	<u>\$109,800,868</u>
Construction Cost	<u>\$124,813,684 (excluding LFI)</u>	Other Funding	<u>\$ 51,670,996</u>
Estimated A/E Fee	<u>6% to 7%</u>		

NOTE: The A/E fee percentage for this project includes all professional design services, and consultant services necessary for proper completion of the Basic Services for the successful completion of the project, including but not limited to: review and verification of the Program of Requirements provided by the Owner, validation of existing site conditions (but not subsurface or hidden conditions), preparation of cost estimates and design schedules for the project. Fees may be negotiated and allocated for Additional Services (e.g., creation of a Program of Requirements, extensive evaluation or validation of site conditions, extensive pre-design investigations, code-required special inspection and testing, Quality Assurance testing during the construction period, and testing due to unforeseen conditions).

D. Services Required (see note below)

Primary	<u>Architecture</u>
Secondary	<u>Mechanical/Electrical/Plumbing Eng.</u>
	<u>Civil Engineering</u>
	<u>Structural Engineering</u>
	<u>Interiors/Furniture Design</u>
	<u>Technology Design</u>
	<u>Landscape Architecture</u>
Others	<u>Food Service / Acoustical Consulting</u>

E. Anticipated Schedule

Professional Services Start (mm/yy)	<u>06 / 15</u>
Construction Stage Start (mm/yy)	<u>04 / 16</u>
Construction Stage Completed (mm/yy)	<u>07 / 18</u>
Professional Services Completed (mm/yy)	<u>06 / 19</u>

F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL A/E Fee	<u>5%</u>
-----------------------------------------	-----------

NOTE: The primary A/E shall be (1) a registered architect holding a license and certificate of authorization issued by the Ohio Architects Board

Request for Qualifications (Architect / Engineer) continued

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.
- Past experience with Design-Assist.
- See rating form at end of this RFQ.

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 label the email with the project name 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.

Interested firms are to submit ONE (1) RFQ response only. Firms may submit on more than one "Group", however only one RFQ response is to be submitted. Please clearly indicate which "Groups" are being pursued. The grouping of scope packages is preliminary and the co-owners' will retain the right to break up packages at their sole discretion.

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, CPE, 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 O+M (Operations and Maintenance specialty)
LEED AP ND (Neighborhood Development specialty)
LEED AP Homes (Specialty for residential LEED construction)

Other Industry Credentials

ACEC: American Council of Engineering Companies
AIA or FAIA: American Institute of Architects
CCCA: Certified Construction Contract Administrator (CSI)
CCM: Certified Construction Manager (CMAA)
CCS: Certified Construction Specifier (CSI)
CDT: Construction Document Technologist (CSI)
CMAA: Construction Management Association of America
CPE: Certified Professional Estimator (American Society of Professional Estimators)
CSI or FCSI: Construction Specifications Institute
DBIA or Associate DBIA: Design-Build Institute of America (list credentials, not memberships)
NCARB: National Council of Architectural Registration Boards (list certification only)
NCIDQ: National Council for Interior Design Qualification
NSPE: National Society of Professional Engineers

Architect/Engineer Selection Rating Form

State of Ohio Standard Forms and Documents

Project Name CMSD Segment 7 Projects Proposer Firm _____
 Project Number TBD City, State, Zip _____

Selection Criteria		Value	Score
1. Primary Firm Location, Workload and Size (Maximum 10 points)			
a. Proximity of firm to project site	Less than 50 miles	5	
	50 miles to 100 miles	2	
	More than 100 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$500,000	2	
	\$500,000 to \$2,000,000	1	
	More than \$2,000,000	0	
c. Number of licensed professionals	Less than 3 professionals	1	Max = 3
	3 to 10 professionals	2	
	More than 10 than professionals	3	
2. Primary Firm Qualifications (Maximum 30 points)			
a. Project management lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	Max = 20
b. Project design lead	Experience / creativity of project designer to achieve owner's vision and requirements	0 - 10	
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 - 5	
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
	3 to 9 sample projects	2	
	More than 9 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 9 projects	4 - 6	
	More than 9 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 9 projects	2 - 3	
	More than 9 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 _____