

# Request for Qualifications (Architect / Engineer)

## State of Ohio Standard Forms and Documents

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

Project Name	<u>Fire Suppression System Assessments</u>	Response Deadline	<u>April 23, 2015</u>	<u>4:00 PM</u>	local time
Project Location	<u>Various locations - 7 facilities</u>	Project Number	<u>DAS-150029.0</u>		
City / County	<u>Various / Various</u>	Project Manager	<u>Ned Thiell</u>		
Owner	<u>Department of Administrative Services - Office of Properties and Facilities</u>	Contracting Authority	<u>OFCC</u>		
Delivery Method	<u>N/A</u>	Prevailing Wages	<u>State</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](mailto: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](mailto: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.

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### Project Overview

#### A. Project Description

This project will assess all of the DAS Properties & Facilities (DAS-OPF) owned facilities with the exceptions of the North High Street Complex, DiSalle Government Center and the Governor's Residence. Project entails conducting a comprehensive, engineering survey and analysis of the dry and pre-action fire suppression systems at the following DAS-owned buildings: James A. Rhodes State Office Tower, 30 East Broad Street, Columbus; Oliver R. Ocasek Bldg., 161 South High Street, Akron; Frank J. Lausche State Office Bldg., 615 West Superior Avenue, Cleveland; Vern Riffe Center for Government and the Arts, 77 South High Street, Columbus; 4200 Surface Road, Columbus; 25 S. Front Street, Columbus; and the State of Ohio Computer Center, 1320 Arthur E. Adams Drive, Columbus. These services are to be accomplished in three distinct phases as follows:

Phase I - accomplishment of the assessments;

Phase II - condition analysis, conclusions and development of strategic plans for remediation with respect to building type, function, and occupancy, and

Phase III - formal publishing and presentation of the final report. These deliverables will be used to develop biennial operating budgets, biennial capital budgets, and projects.

The project has 180 days to completion.

#### B. Scope of Services

The Scope of Services for this project and the facilities within it is to establish a comprehensive evaluation of the pre-action fire suppression system(s) therein. For each facility this should include characteristics of the system installed with respect to material type and qualities, means and methods of connections and supports, maintenance history, trip testing history, etcetera. Based on these site specific condition assessments, develop critical observations and conclusions with respect to the current and future condition of each system. From these conclusions, further develop a strategic plan for each facility with associated estimates of probable cost to insure protection of life and property by these systems into the future.

Available existing system documentation, including, but not limited to, original shop drawing submittals, repair, testing, and maintenance logs, and previous evaluations and reports will be provided.

Specific system defects or deficiencies are to be noted as the assessment is accomplished.

Estimates of probable cost are to be created in the capital funding scenario in two year budget increments over the period of July 1, 2015 through June 30, 2025.

The project shall commence upon execution of the Agreement.

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

## Request for Qualifications (Architect / Engineer) continued

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, Field Verification, Document Development, Extra Services 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>.

Services shall include, but not be limited to: Performing on site investigation/evaluation; arrange, chair and attend regularly scheduled update meetings; prepare and submit regularly scheduled progress reports to owner; provide a written daily field report of each site visit; provide intermediate and final evaluation reports; on-site evaluators shall be comprised of the A/E and its consulting staff, all having relevant and appropriate types of facility assessment 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. Facility Condition Assessment
2. Forensic Analysis & Evaluation
3. Fire Suppression System Condition Assessment
4. Estimating & Capital Budgeting
5. Development of Phasing and/or Sequencing of Work
6. Written Report & Presentation of Findings & Recommendations
7. Assessment within Occupied Facilities
8. Building/Use Type (Office, Computer Cntr, Warehouse, Assembly)
9. Building Configuration (High-Rise, Multi-Story, Single Story)

### C. Funding / Estimated Budget

Total Project Cost	<u>\$240,000</u>	State Funding	<u>\$240,000</u>
Construction Cost	<u>\$Not Applicable</u>	Other Funding	<u>\$00</u>
Estimated A/E Fee	<u>To be negotiated% to %</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>Fire Protection Engineering</u>
Secondary	<u>Architectural</u>
	<u>Estimating</u>
	<u>Scheduling</u>
	<u>_____</u>
	<u>_____</u>
	<u>_____</u>
Others	<u>_____</u>

### E. Anticipated Schedule

Professional Services Start (mm/yy)	<u>07 / 15</u>
Construction Stage Start (mm/yy)	<u>na / na</u>
Construction Stage Completed (mm/yy)	<u>na / na</u>
Professional Services Completed (mm/yy)	<u>01 / 16</u>

### F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL A/E Fee	<u>0%</u>
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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).

## Request for Qualifications (Architect / Engineer) continued

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- 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.
- Writing credentials and experience.
- Proposer's apparent resources and capacity to meet the needs of this project.
- The selected A/E and all its consultants must have the capability to use the Internet within their normal business location(s) during normal business hours.

### 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 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 Fire Supression System Assessments Proposer Firm \_\_\_\_\_  
 Project Number DAS-150029.0 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary Firm Location, Workload and Size (Maximum 10 points)</b>			
a. Proximity of firm to project site	Less than 150 miles	5	
	150 miles to 300 miles	2	
	More than 300 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$50,000	2	
	\$50,000 to \$100,000	1	
	More than \$100,000	0	
c. Number of licensed professionals	Less than 2 professionals	2	Max = 3
	2 to 10 professionals	3	
	More 10 than professionals	1	
<b>2. Primary Firm Qualifications (Maximum 30 points)</b>			
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 - 0	
c. Technical staff	Experience / ability of technical staff to create fully coordinated construction documents	0 - 20	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 11	
<b>3. Key Consultant Qualifications (Maximum 20 points)</b>			
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	
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
a. Previous team collaboration	Less than 6 sample projects	1	Max = 3
	6 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	
<b>5. Overall Team Experience (Maximum 30 points)</b>			
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 6 projects	0 - 3	
	6 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 6 projects	0 - 1	
	6 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		<b>Subtotal</b>	

Notes:

Evaluator:

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_