

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Ohio Facilities Construction Commission

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|--|--|--|--|---------|------------|
| Project Name | Enhanced Communication System Implementation at Six OMHAS Hospitals | Response Deadline | June 12, 2015 | 4:00 pm | local time |
| Project Location | MHAS Hospitals Statewide | Project Number | DMH-150006 | | |
| City / County | Varies / Various | Project Manager | Bob Simkins | | |
| Owner | Mental Health and Addiction Services | Contracting Authority | Ohio Facilities Construction Commission | | |
| Delivery Method | General Contractor | Prevailing Wages | State | | |
| No. of paper copies requested (stapled, not bound) | 0 | No. of electronic copies requested via email (PDF) | 1 | | |

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Sarah Haight, 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

The Ohio Department of Mental and Addiction Services (OMHAS) operates six secure psychiatric hospitals located in Athens (Appalachian Behavioral Healthcare), Cincinnati (Summit Behavioral Healthcare), Columbus (Twin Valley Behavioral Healthcare), Massillon (Heartland Behavioral Healthcare), Northfield (Northcoast Behavioral Healthcare) and Toledo (Northwest Ohio Psychiatric Hospital). Each hospital is comprised of clinical, direct-care, administrative and support staff. The facilities generally include patient living and treatment units, dietary kitchen facilities, administrative support, central storerooms and maintenance/boiler plant operations. Buildings will be operational and occupied during work activities. Some work may occur in secure patient areas that will require strict adherence to tool management practice and privacy laws. All work shall occur during normal working hours, Monday-Friday, 7:00 AM to 4:00 PM unless otherwise approved by the Owner. This project proposes to install an enhanced communication system at each of the six hospital campuses that has the following basic features:

- Will operate on the hospitals' existing WiFi network with only minor modifications/expansion as necessary.
- Hands-free voice communication from individual staff to staff.
- Hands-free voice communication from individual staff to user defined groups of staff with regards to role, function or department.
- Ability to locate the device to the nearest Access Point.

A preliminary study has been completed which evaluates available products on the market in relation to the Owner's criteria and which makes a recommendation based on this evaluation. It will be made available upon award of this contract. This study will serve as the POR. The Bid Documents shall consist of separate drawings for each site, assembled into one set, and a single project manual. The project will be bid as one bid event for all hospitals. The project schedule shall require that the system be installed, post-commissioned and fully operational at one hospital to be designated as the "pilot" prior to implementation at the remaining sites. The schedule anticipates that work will occur concurrently at the remaining sites although a final determination will be made during design.

B. Scope of Services

This project has an appropriately developed Program of Requirements (POR.) Upon award of the Agreement, commence with Design. 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 four hours

Request for Qualifications (Architect / Engineer) continued

- 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.

Interested A/E firms are required to address how they will implement Building Information Modeling (“BIM”) on the project, experience and level of training of staff related to BIM, incorporation of team partners that have previous BIM experience, and an understanding of collaborative BIM processes, including but not limited to the *State of Ohio BIM Protocol* available at the OFCC website at <http://ofcc.ohio.gov>.

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 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.

Firms are requested to identify professional registrations, memberships and credentials including: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, CPE, DBIA, 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.

Architect / Engineer Selection Rating Form

State of Ohio Standard Forms and Documents

Project Name Enhanced Communication System Implementation at Six OMHAS Hospitals Proposer Firm _____
 Project Number DMH-150006 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 \$100000 | 2 | |
| | \$100000 to \$500000 | 1 | |
| | More than \$500000 | 0 | |
| c. Number of licensed professionals | Less than 2 professionals | 1 | Max = 3 |
| | 2 to 4 professionals | 2 | |
| | More than 4 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 - 5 | |
| c. Technical staff | Experience / ability of technical staff to create fully coordinated construction documents | 0 - 10 | |
| 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 point for every 2 percent increase in professional services over the EDGE participation goal | 0 - 5 | |
| 4. Overall Team Qualifications (Maximum 10 points) | | | |
| a. Previous team collaboration | Less than 2 sample projects | 1 | Max = 3 |
| | 2 to 4 sample projects | 2 | |
| | More than 4 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 2 projects | 0 - 3 | |
| | 2 to 4 projects | 4 - 6 | |
| | More than 4 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 2 projects | 0 - 1 | |
| | 2 to 4 projects | 2 - 3 | |
| | More than 4 projects. | 4 - 5 | |
| * Must be comprised of professional design services consulting firm(s) and NOT the lead firm ** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute | | Subtotal | |

Notes:

Evaluator:

Name _____

Signature _____ Date _____