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

Administration of Project: Ohio Facilities Construction Commission

Project Name	Lake Local Elementary School Projects	Response Deadline	June 18, 2015	4:00 PM	local time
Project Location	See project desciption below	Project Number	TBD		
City / County	Uniontown / Stark	Project Manager	Karen Little		
Owner	Lake Local Schools	Contracting Authority	School District Board + OFCC		
Delivery Method	CM at Risk	Prevailing Wages	None		
No. of paper copies requested (stapled, not bound)	0	No. of electronic copies via email (PDF)	1		

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 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

- Build one new Elementary School to house 1,199 students in grades 2-6. The building is to be approximately 135,837 square feet. Total co-funded budget is approximately $30.4M.
- Renovation/Addition to Uniontown Elementary School to house 447 students in grades PK-1. The renovated area is approximately 49,033 square feet and the new addition is approximately 9,572 square feet of which approximately 2,238 square feet is locally funded (with a $550,000 LFI budget). Total co-funded budget is approximately $8.0M.
- Projects are to be built in accordance with the Ohio School Design Manual.
- Scope also includes Abatement & Demolition of the existing Hartville/Lake Elementary School. Co-funded budget is approximately $1.3M.
- It is anticipated that the new Elementary building will be built on the existing Hartville/Lake Elementary School site located at 245 Belle St SW in Hartville; the students from the school will remain in the existing facility until the new building is complete.
- It is anticipated that the new school will integrate Student Centered Learning /High Performance Learning Environment design concepts. Educational Visioning is being scheduled for mid-August/early September 2015, facilitated by a consultant chosen by the district.
- The district has their local funding in place and formal OSFC Commission approval is scheduled for the July 2015 Commission meeting.
- A Project Agreement between the District and OSFC is anticipated by August 2015.
- It is the intent of the OFCC to have the AE Agreement in place within 60 days of announcement of the selection.
- The project delivery method selected is Construction Manager at Risk (CMR).

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 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.

Refer to 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.

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 (CMA, OA, CMR, DB, GC, Trade)
3. Academic Facility
4. K-12 Facility
5. Elementary School (PK-5) or ES/MS (PK-8)
6. New Construction/Renovations
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.

C. Funding / Estimated Budget

Total Project Cost	$39,593,925 (not including LFI)	State Funding	$22,568,537
Construction Cost	$35,301,672 (not including LFI)	Other Funding	$17,575,387
Estimated A/E Fee	6% to 7%		

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

E. Anticipated Schedule

Professional Services Start	08 / 15
Construction Notice to Proceed	09 / 16
Substantial Completion of all Work	08 / 18
Professional Services Completed	07 / 19

F. EDGE Participation Goal

Percent of *initial* TOTAL A/E Fee	5%

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.
- See rating form at end of this RFQ.
- **If proposing on both of the Lake Local (Stark) projects, please assemble a separate staffing plan for each submission. Both projects are anticipated to run concurrently**.

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 or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Acrobat, 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: 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: Lake Local Elementary School 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 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		
b. Project design lead	Experience / creativity of project designer to achieve owner's vision and requirements	0 - 10	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 - 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 3 sample projects	1	Max = 3	
	3 to 8 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 lead firm ** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute		**Subtotal**		

Notes:

Evaluator:

Name _____

Signature _____ Date _____