

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Ohio Facilities Construction Commission

Project Name	<u>Fire Alarm and Elevator Upgrades</u>	Response Deadline	<u>June 22, 2015</u>	<u>4:00 PM</u>	local time
Project Location	<u>Northwest Ohio Psychiatric Hospital</u>	Project Number	<u>DMH-150008</u>		
City / County	<u>Toledo / Lucas</u>	Project Manager	<u>Bob Simkins</u>		
Owner	<u>Owner</u>	Contracting Authority	<u>Ohio Facilities Construction Commission</u>		
Delivery Method	<u>General Contractor</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 Tasheena Duresky at tasheena.duresky@ofcc.ohio.gov. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Tasheena Duresky at tasheena.duresky@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

Northwest Ohio Psychiatric Hospital, located at 930 S. Detroit Ave. in Toledo, Ohio is a three-story restricted and secure residential psychiatric hospital environment (Occupancies: Business, and Group I-2; NFFPA Health Care Occupancy, Limited Care Facility) that operates on a 24/7, 365-day per year schedule. There are four patient units on ground floor attached Annex and two patient units on second floor of the three story Original Building. The Annex is 44,469 SF and the Original Building is 150,976 SF. This project involves replacement or modification of the existing analog system to provide a fully addressable voice notification fire alarm system, including, for all four elevators, providing a recall feature, and various upgrades to the shafts, machine room and cars to meet current code. A full POR will be provided to the selected firm.

B. Scope of Services

This project is being advertised with 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 OFCC 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 (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.

LEED certification and BIM modeling are not required. 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. General Contracting delivery method (identify).
2. Firm's role in that method (identify).
3. Fire Alarm system replacement.
4. New fire alarm systems.
5. Elevator renovation.
6. Behavioral hospital or hospital renovations.
7. Renovation of occupied facilities.

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

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Project Name Fire Alarm and Elevator Upgrades Proposer Firm _____
 Project Number DMH-150008 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 50miles	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 _____