

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>Jefferson/Grove Street Repaving and Concrete Improvements</u>	Response Deadline	<u>Date: 11/30/15 4:00 pm</u> local time
Project Location	<u>Columbus State Community College</u>	Project Number	<u>CSCC-1601</u>
City / County	<u>Columbus / Franklin</u>	Project Manager	<u>Mark Dudgeon</u>
Owner	<u>Columbus State Community College</u>	Contracting Authority	<u>Local Higher Education</u>
Delivery Method	<u>General Contracting</u>	Prevailing Wages	<u>State</u>
No. of paper copies requested (stapled, not bound)	<u>3</u>	No. of electronic copies requested (PDF)	<u>1</u>

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Daniel Weis at danielweis@hillintl.com. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Daniel Weis, MBA, CCM at danielweis@hillintl.com with the project number included in the subject line. 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

This RFQ is for the design and development of construction documents for the Street improvements on Jefferson Street and Grove Street. The project will consist of Pavement Resurfacing and spot full depth pavement repairs of approximately 6800 LF of roadway improvements. In addition, the project will be removing deteriorating concrete sidewalk and curb.

B. Scope of Services

The RFQ responders will be responsible for providing the following scope of services for the Design Phase:

- Design and Construction Documents identifying the specific scope of construction. The Engineer will need to provide GIS plan view exhibits as it pertains to the scopes of work. The Engineer will be required to utilize detailed design where topographical changes are required in order to ensure the design is compliant with the requirements set forth by the Americans with Disabilities Act, (ADA).
- Conduct a site walkthrough with the Owner's representative in order to capture the specific work elements being constructed in the scope.
- Prepare scope of work exhibits and construction documents needed for the construction of the work using GIS mapping data, field survey data.
- At a minimum provide the following exhibits / plan sheets as necessary to depict the scope of work.
 - Title Sheet
 - Summary of Quantities
 - Existing Conditions Plan
 - General work limits with survey coordinates
 - Proposed Scope of work (Plan View)
 - Utilities Plan identifying existing conditions and Grade adjustments required
 - Detailed plan sheets for ADA ramps and crosswalks
 - Provide detailed specifications for the specific work elements listed. Utilize City of Columbus Construction Materials Specification latest edition when applicable.
 - Provide a Phased Maintenance of Traffic Plan with a minimum of 2 phases required for maintaining traffic and access to approximately 50% of the adjacent parking areas at all times. The MOT Plan must accommodate fire service at all times throughout the work zone
- Prepare Bid Tabulation for the completion of the work
- The Engineer shall work with Columbus State Community College to conduct a field conditions assessment and incorporate all scopes of work required.
- Complete a topographical survey in the areas requiring ADA compliance be maintained.

Request for Qualifications (Architect / Engineer) continued

- Provide Benchmarking position(s) as necessary for the contractor to construct the work.
- Subsurface Investigations obtain a minimum of 4 core samples of the existing conditions in the pavement and subsurface for design of pavement mill thickness and full depth repairs where necessary.
- Participate in meetings with the City and/or their Owner's representative as necessary through the design.

The RFQ responders will be responsible for providing the following scope of services for the Bid and Award Phase:

- Coordinate responses to Bidders for All Pre-bid Questions
- Provide thorough evaluation of all Bids to ensure completeness and provide Recommendation of Award.
- Lead site Walkthrough's or Site Visits during the Bid phase to ensure the contractors all have the same understanding of the project scope of work and sequence of construction.
- Conduct a pre-construction site assessment and photo documentation of the site to capture the site existing conditions prior to starting construction.
- Conduct preconstruction meeting with contractor, CSCC, Design team, and all applicable stakeholders

The RFQ responders will be responsible for providing the following scope of services for the Construction Phase:

- Provide Quality Control onsite inspection daily. Weekly Inspection reports will be prepared and provided to CSCC and the Contractor. The reports will outline any construction deficiencies that are found as well as provide updates to schedule and track and field verify all quantities installed by the contractor.
- Retain and coordinate testing by an independent 3rd party (subconsultant) during construction and provide all necessary field testing for concrete and asphalt density testing in accordance with industry standards and specifications.
- Monitor all disturbed area to ensure the project complies with All EPA and regulatory monitoring required for SWPPP inspections.
- Provide ongoing review of site access through all construction phases to ensure access is being maintained and the Owner operations are not being impacted by the construction efforts on the project.
- Develop and manage project punchlist and conduct final walkthrough on the project with CSCC.
- Conduct Bi weekly onsite coordination meetings with the contractor and subcontractors.
- Develop File structure and Documentation on a web based site for long term accessibility.
- Develop Submittal Log and develop responses for the contractor's submittals on the project.
- Process any construction related correspondence or RFI's from the contractor to appropriate parties.
- Coordinate submittals from the contractor. Verify Materials are in compliance with the JMF and QPL's are being provided on the project.
- Review and Approve Partial Pay Applications submitted by the contractor.
- Determine Final Quantities on the project and prepare Final Payment
- Coordinate appropriate communications and notifications of Maintenance of Traffic changes and Outage notifications.
- Assist CSCC with special non-project related events and coordinate any events with the construction projects.
- Manage Construction contingencies and budgets
- Obtain Warranty documentation from Contractors and Statements of final acceptance
- Obtain all closeout documentation and provide in a format determined by CSCC.

Refer to the *Ohio Facilities Construction 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 15 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. Additional hours during paving operations the level of effort shall be a minimum of 30 hours per week.

Request for Qualifications (Architect / Engineer) continued

- Construction Administration staff – experience / ability of key consultants to perform effectively and collaboratively
- Key Discipline Leads: Provide 3 examples of previous experience compatible with the proposed project (e.g., type, size).
- Proposers are encouraged to seek EDGE, MBE, SBE, & WBE business's for utilization on this project if feasible. Identify the % of the total contract that would include participation from EDGE, MBE, SBE, or WBE firms with the submission.
- Statement of Relevant past work of prospective firm's proposed consultants.
- Statement of Past performance of prospective firm and its proposed consultants.
- Proposer's previous experience (numbers of projects, sizes of projects) when working with its proposed consultants.
- LEED certification will not be required for this project and not part of the evaluation criteria
- BIM Project experience will not be required for this project and not part of the evaluation criteria.
- Proposer's apparent resources and capacity to meet the needs of this project.
- Team organization – clarify the responsibilities of the members performing tasks associated for the project and how communications are to be handled.
- 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.
- Provide 3-5 letters of reference verifying that can be used to verify the team's performance
- Provide the project profiles of up to 7 projects of similar size and scope
- Demonstrate the ability to manage budget and schedule by providing previous project profiles. (no more than 7)
- Provide a statement identifying the firms experience and knowledge of Ohio Capital Improvements Processes.

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 name 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.

Hard Copies can be delivered to:

Mr. Daniel Weis, MBA, CCM
Hill International
929 Harrison Avenue Suite 204
Columbus, Ohio 43215
614-286-9391

OR

Emailed to danielweis@hillintl.com

If the file size is larger than 20MB, proposals shall be submitted through Hill quickfiles at <http://quickfiles.hillintl.com>

The selected firm will be asked to provide a statement of qualifications in the event Columbus State Community College does not have a current SOQ on file.

Facsimile copies of the Statement of Qualifications will not be accepted.

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.

Submission Deadline: The Submission Deadline for response to this RFQ shall be Due **November 30, 2015 by 4:00pm EST.**

Architect / Engineer Selection Rating Form

State of Ohio Standard Forms and Documents

Project Name Jefferson/Grove Street Repaving and Concrete Improvements Proposer Firm _____
 Project Number CSCC-1601 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 25 miles	5	
	25 miles to 50 miles	2	
	More than 50 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$500,000	2	
	\$500,000 to \$1,000,000	1	
	More than \$1,000,000	0	
c. Number of licensed professionals	Less than 4 professionals	1	Max = 3
	4 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	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 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 3 projects	0 - 3	
	3 to 6 projects	4 - 6	
	More than 6 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 _____