

Request for Qualifications (Criteria Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Ohio Facilities Construction Commission

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|--|---|--|------------------------------|---------------|------------|
| Project Name | <u>Population Management Fence Project</u> | Response Deadline | <u>12/18/2015</u> | <u>3:00PM</u> | local time |
| Project Location | <u>4 different Correctional Facility locations</u> | Project Number | <u>DRC-16F077</u> | | |
| City / County | <u>Trumbull / Mansfield / Marysville / Warren</u> | Project Manager | <u>Michael Covault, OFCC</u> | | |
| Owner | <u>Department of Rehabilitation & Corrections</u> | Contracting Authority | <u>OFCC</u> | | |
| Delivery Method | <u>Design Build</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 via email at sarah.haight@ofcc.ohio.gov. See Section H of this RFQ for additional submittal instructions.

Please submit all questions regarding this RFQ in writing to Sarah Haight 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 Project will include four different DRC Correctional Sites, namely Warren Correctional, Mansfield Correctional, Marysville Reformatory for Women, and Trumbull Correctional for installation of non-lethal stun fence systems. Note that two of these facilities, Trumbull and Mansfield, also have Camps. These correctional complexes will need to have stun fence arrays either attached to existing good condition fences or have existing fences replaced with new self-standing complete stun fence systems. Stun fence systems will need to have sufficient power, emergency back-up power, and communication line connections. The stun fence components and operational support programming is intended to provide an added level of security around the entire correctional facility perimeter; including at Sallyports and Entry Buildings. Additional prevent fences are also anticipated where protection from accidental contact with stun fencing is required. Stun alarm systems must also have ability to link with camera software and mobile maps. The Owner has existing electronic site specific drawings and performance standards to be made available at the appropriate time. It will be necessary to confirm an indepth Program of Requirements for each site, identifying design need issues. All sites will remain in service during on-site work without compromise of needed security functions.

B. Scope of Services

Pursuant to ORC 153.694, professional design firms selected to provide C-A/E services shall not provide any A/E of Record services for the project for which the professional design firm was selected as the C-A/E.

Upon award of the Agreement, the Criteria Architect shall commence services by developing the Program of Requirements along with Owner input.

The selected Criteria Architect/Engineer ("C-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 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: Concept and Design Criteria, Best Value Selection, Preconstruction, Construction and Closeout, and Additional Services for development of the Owners Program of Requirements.

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>.

As Criteria Architect (CA), said firm will serve as the primary consultant, incorporating the professional services fees of all secondary criteria consultants. Experience shall support the needs of correctional and security related sites and shall be deemed especially beneficial whereby applied to working with State of Ohio Correctional facilities. The leadership and

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- 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.
- The selected C-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 C-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 C-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 C-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.

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.

Criteria Architect/Engineer Selection Rating Form

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Project Name Population Management Fence Project Proposer Firm _____
 Project Number DRC-16F077 City, State, Zip _____

| Selection Criteria | | Value | Score |
|--|--|-----------------|---------|
| 1. Primary Firm Location, Workload and Size (Maximum 10 points) | | | |
| a. Proximity of firm to Marysville project site | Less than 100 miles | 5 | |
| | 100 miles to 150 miles | 2 | |
| | More than 150 miles | 0 | |
| b. Amount of fees awarded by Contracting Authority in previous 24 months | Less than \$200,000 | 2 | |
| | \$200,000 to \$500,000 | 1 | |
| | More than \$500,000 | 0 | |
| c. Number of licensed professionals | Less than 5 professionals | 1 | Max = 3 |
| | 5 to 10 professionals | 2 | |
| | More than 10 professionals | 3 | |
| 2. Primary Qualifications (Maximum 30 points) | | | |
| a. Project management lead | Experience / ability of project manager to manage scope / budget / schedule / quality | 0 - 10 | |
| b. Project criteria design lead | Experience / creativity of criteria designer to document owner's vision and requirements | 0 - 10 | |
| c. Technical staff | Experience / ability of technical staff to create accurate and complete design criteria | 0 - 10 | |
| 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 | 0 | |
| | 3 to 4 sample projects | 2 | |
| | More than 4 sample projects | 5 | |
| b. Team organization | Clarity of responsibility / communication demonstrated by table of organization | 0 - 5 | |
| 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 4 projects | 0 - 3 | |
| | 4 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 4 projects | 0 - 1 | |
| | 4 to 7 projects | 2 - 3 | |
| | More than 7 projects | 4 - 5 | |
| * Must be comprised of professional design services consulting firm(s) and NOT the lead firm | | Subtotal | |

Notes:

Evaluator:

Name _____

Signature _____ Date _____