

# Request for Qualifications (Project Management Services)

## State of Ohio Standard Forms and Documents

**Administration of Project:** Ohio Facilities Construction Commission

Project Name	<u>DRC Project Management Services</u>	Response Deadline	<u>Jan 6, 2016</u> <u>1:00 p.m.</u> local time
Project Location	<u>Various</u>	Project Number	<u>SFC-150990</u>
City / County	<u>Various/Various</u>	Project Manager	<u>Jeff Kring / Michael Covault</u>
Owner	<u>Ohio Department of Rehabilitation &amp; Correction</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>

Email the requested Statements of Qualifications (Form F110-330) directly to Sarah Haight at [sarah.haight@ofcc.ohio.gov](mailto:sarah.haight@ofcc.ohio.gov). See Section G of this RFQ for additional submittal instructions.

Please submit all questions regarding this RFQ via email to Sarah Haight with the project number included in the subject line (no phone calls please). Questions will be answered and posted to 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

Ohio Department of Rehabilitation and Correction (ODRC) is planning on renovating several of their existing facility's population management fence projects in various institution locations. These correctional complexes will need to have non-lethal 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 sally ports 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. These projects will be procured and awarded in a Group (as identified below) and will utilize the Design-Build (DB) project delivery method.

#### PMS Group:

Project Number	Project Location	Project Scope
DRC-16F077	Warren Correctional Institution (Warren)	Stun fence system
	Mansfield Correctional Institution (Mansfield)	Stun fence system
	Marysville Reformatory for Women (Marysville)	Stun fence system
	Trumbull Correctional Institution (Trumbull)	Stun fence system

Professional design services and construction contracts will be acquired by the Contracting Authority under separate agreements.

All aspects of the project and related issues will be implemented and operated consistent with the Contracting Authority and Owner's policies and procedures.

#### B. Scope of Services

The Ohio Facilities Construction Commission (OFCC) will be selecting one Project Management Services (PMS) firm for this Group of projects. The PMS firm cannot be a member, affiliate or consultant of the C-AE team or DB team on any of the projects within the Group. It is intended that these services are performed by one PMS representative with limited support/assistance from the PMS firm.

Selected PMS representative will serve as a project manager on behalf of OFCC for the planning, design and construction of projects. Conduct meetings with owners, architects/engineers, consultants, construction managers, subcontractors, state and local officials to provide direction and OFCC policy interpretation for assigned projects. Monitor and manage performance of professional and construction services (eg: architectural, engineering, estimating, scheduling, constructability/compliance review, construction management, commissioning, forensic analysis). Review and approve design phase submissions on behalf of OFCC for proper alignment of scope, quality, budget and schedule. Provide assistance in the identification of issues and resolution of disputes and claims. Apply judgment on all design and construction related problems and trouble shoot to expedite completion and closeout of projects.

## Request for Qualifications (Project Management Services) continued

Negotiate guaranteed maximum price (GMP) proposals on behalf of OFCC. Coordinate review of subcontractor prequalification criteria and prequalification list for OFCC and owner approval. Review subcontractor bid tabs for recommendation of award by DB. Monitor progress of work by C-AE, AOR and DB, for the purposes of reviewing and approving monthly payment applications or invoices. Coordinate review and accounting of contractor's stored materials and retainage. Review change order requests or amendments to determine if a change is warranted and verify the availability of funds, accuracy of the proposed costs and impacts to the budget and schedule.

During the construction period provide not less than 8 hours on average (excluding travel time) (for EACH site) for on-site construction administration services each week. PMS firms will be required to document their on-site visits with Field Reports that are shared with the project teams. In addition to standard meetings (eg: on-site progress meetings, etc) the Owner and Contracting Authority will hold a minimum of bi-weekly meeting or conference call with the PMS firm to discuss current activities, progress and management issues for all projects within the assigned Group. The selected PMS firm as a portion of its required Scope of Services and prior to submitting its proposal, will discuss and clarify with the Contracting Authority the breakdown of the Agreement detailed cost components, to address the Owner's project requirements and refine the project schedule.

Refer to the *OFC Manual* for additional information about the type and extent of services generally necessary by certain parties for completion of each design stage, bidding and construction. A copy of the standard Agreement can be obtained at the OFCC website at <http://ofcc.ohio.gov>.

### C. Funding / Estimated Budget

	<b>Group Total</b>
Total Project Cost	\$12,500,000
Construction Cost	\$11,600,000

### D. Anticipated Schedule

<b>Group/Scope of Work</b>	<b>Services Start</b>	<b>Construction Start</b>	<b>Construction End</b>	<b>Services End</b>
Project Management Services	3/1/2016	8/2016	3/2017	5/2017

### E. EDGE Participation Goal

Percent of Total Contract: 0%

### F. Evaluation Criteria for Selection

- **It is intended that the evaluation criteria will focus on the experience of the PMS Firms representative (1 person) which will be delegated OFCC's PM responsibilities and authority, supported minimally from the PMS firm.**

### G. 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 "PMS- 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.

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 (AE, OA, CMA, CMR, DB, GC, Trade)
3. Type of Construction (New, Reno, Add.)
4. Type of Site (Open, Occupied)

## **Request for Qualifications (Project Management Services) continued**

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5. Simultaneous Construction of Multiple Buildings on Multiple Sites
6. Services included Pre-Construction Estimating & Budget Reconciliation for Owner
7. Analyzed and mitigated Schedule related issues for Owner
8. Analyzed Claims and provided Owner recommendations to mitigate
9. State of Ohio Capital Improvements Process (Standard Contracts / OAKS CI)

Proposers are requested to submit the following information in response to this RFQ within Section H of Form F110-330.

1. Summary: Provide a summary, on one page or less, describing why your firm/team is the most qualified for the Project.

# Project Management Services Selection Rating Form

## State of Ohio Standard Forms and Documents

Project Name ODRC Project Management Services Proposer Firm \_\_\_\_\_  
 Project Number SFC-150990 Project Management Services City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary Firm Location and Workload (Maximum 15 points)</b>			
a. Amount of contracts awarded by Contracting Authority in previous 24 months	Less than \$ 500,000	5	
	\$ 500,000 to \$1,000,000	2	
	More than \$1,000,000	0	
b. Location of firm and EDGE-Certified status	Out of State	0	
	Ohio Firm	5	
	EDGE Certified	10	
<b>2. Primary Qualifications (Maximum 40 points)</b>			
a. Project management	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	Max = 30
b. Project administration	Experience / ability to effectively administer project controls and processes	0 - 5	
c. Technical	Experience / ability of technical staff to develop accurate estimates and schedules	0 - 10	
d. Construction administration	Experience / ability of field representative to identify and solve issues during construction	0 - 15	
<b>3. Key Consultant Qualifications (Maximum 5 points)</b>			
a. Key consultants	Experience / ability of key consultants to perform effectively and collaboratively	0 - 5	<b>0</b>
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
a. Previous team collaboration	Less than 3 sample projects	1	Max = 3
	3 to 6 sample projects	2	
	More than 6 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	
<b>5. Overall Team Experience (Maximum 30 points)</b>			
a. Previous 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 3 projects	0 - 1	
	3 to 6 projects	2 - 3	
	More than 6 projects	4 - 5	
* Must be comprised of consulting firm(s) and NOT the primary firm ** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute			<b>Subtotal</b>

**Notes:**

**Evaluator:**

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_