

# Request for Qualifications (Architect / Engineer)

## State of Ohio Standard Forms and Documents

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

Project Name	<u>LoCI-MaCI General Construction</u>	Response Deadline	<u>11/30/2016</u>	<u>1:00 PM</u> local time
Project Location	<u>London &amp; Madison Correctional Institutions</u>	Project Number	<u>DRC-17F009</u>	
City / County	<u>London / Madison</u>	Project Manager	<u>Nathan Larger</u>	
Owner	<u>DRC</u>	Contracting Authority	<u>OFCC</u>	
Delivery Method	<u>CM at Risk</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 at [sarah.haight@ofcc.ohio.gov](mailto: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.

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### Project Overview

#### A. Project Description

The purpose of this Request for Qualifications (RFQ) is to obtain Professional Architectural/Engineering (A/E) services for the design and construction of seven (7) projects at the London Correctional Institution (LoCI), located at 1580 State Route 56 SW, London, OH, and Madison Correctional Institution (MaCI), located at 1851 State Route 56 SW, London, OH. London Correctional Institution (LoCI) opened in 1913 and has a working population of approximately 2,200 inmates. Madison Correctional Institution (MaCI) opened in 1987 and has a working population of approximately 1,900 inmates. Both have a mix of security levels.

London Projects Include:

- Water Plant Repairs: Located outside the security fence. Rebuild all filters and sand. Repair or replace clarifier. Repair or replace broken water pumps within the plant. Replace existing backup generators.
- Housing Units Window Replacement: Located within the security fence. Replace the existing lower operating windows with a more durable product.
- Powerhouse Backup Generator Replacement: Located within the security fence. Replace existing generator and main switch.

Madison Projects Include:

- Zone A & B Coolers and Freezers: Located within the security fence. Repair or replace cooler and freezer units.
- Metal Roof Flashing Replacement: Located within the security fence. On all buildings with metal roofs, repair or replace ridge vent, flashing, and membrane that has deteriorated or failed.
- Phase 1 Shower Renovation: Located within the security fence. Renovation of finishes, plumbing, lighting, and drains of showers within Zone A.
- Replace Air Handlers: Located within the security fence: Repair or replace air handlers at the housing units.

The development of a complete Program of Requirements (POR) will be included as an additional service to the Professional Design Services. The development of the POR will include a comprehensive survey/field investigation of the existing sites in order to evaluate the condition in relation to the project scope described above, and in relation to the project budget. Creation of a project design and construction schedule will also be a part of the POR stage. Providing potential proposed schedule(s) in your SOQ and proposal is highly encouraged. The eventual schedule will take into account the impact on the institution, correction officer availability, seasonal temperatures and conditions, material lead times, etc.

State of Ohio, Capital Improvements Funding will be used to complete the Design and Construction of this project.

All aspects of the project and related issues will be implemented and operated consistently with Department of Rehabilitation and Corrections policies and procedures.

The project design is expected to be complete at the completion of the Design Development Stage. The CM is expected to deliver the Guaranteed Max Price proposal 3 weeks after the completion of the Design Development stage. This will require



## Request for Qualifications (Architect / Engineer) continued

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	<hr/>	<b>F. EDGE Participation Goal</b>	
Others	<hr/>	Percent of <i>initial</i> TOTAL A/E Fee	<u>5.0%</u>

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.
- 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.

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 label the CD or DVD and the sleeve with the project number and firm name if applicable.

**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 LoCI-MaCI General Construction Proposer Firm \_\_\_\_\_  
 Project Number DRC-17F009 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary Firm Location, Workload and Size (Maximum 10 points)</b>			
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 \$2,000,000	2	
	\$2,000,000 to \$5,000,000	1	
	More than \$5,000,000	0	
c. Number of licensed professionals	Less than 5 professionals	1	Max = 3
	5 to 10 professionals	2	
	More than 10 professionals	3	
<b>2. Primary Firm Qualifications (Maximum 30 points)</b>			
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 - 5	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 10	
<b>3. Key Consultant Qualifications (Maximum 20 points)</b>			
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	
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
a. Previous team collaboration	Less than 4 sample projects	1	Max = 3
	4 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 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	
		<b>Subtotal</b>	

\* 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

Notes:

Evaluator:

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_