Request for Qualifications (Architect / Engineer)
State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	Kehoe Center Infrastructure Renovation	Response Deadline	08/20/2016	2:00 pm.	local time
Project Location	175 Mansfield Ave.	Project Number	NCC-016202		
City / County	Shelby / Richland	Project Manager	Dean Schaad		
Owner	North Central State College	Contracting Authority	Local Higher Education		
Delivery Method	General Contracting	Prevailing Wages	State		
No. of paper copies requested (stapled, not bound)	3	No. of electronic copies requested on CD (PDF)	1		

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Dean Schaad at 2441 Kenwood Circle Mansfield, Ohio 44906. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Mr. Dean Schaad at dschaad@ncstatecollege.edu 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

This project will develop bid documents to replace the existing clay tile and a built-up roofing (BUR) system, gutters and downspouts, and repair exterior soffits and interior water damage caused by the existing roof system, on North Central State College's James W. Kehoe Center building.

The scope of work will also include the replacement of the Evapco Cooling tower providing cooling to the 164,000 square foot facility.

B. Scope of Services

The Architect/Engineer (A/E) will be responsible for evaluating the existing clay tile and BUR system on the James W. Kehoe Center, develop detailed bid documents to repair/replace the existing clay tile and BUR, gutters and downspouts, and specify all interior and exterior repairs related to the deteriorated roofing system.

The selected firm will also evaluate the existing cooling tower on the James W. Kehoe Center, and develop detailed bid documents to repair/replace the existing cooling tower unit serving the 164,000 square foot facility. The cooling tower capacity and configuration shall be determined by accepted industry practices. As a minimum, cooling tower capacity shall be engineered to meet or exceed the required design capacity using ASHRAE guidelines and sizing recommendations. The A/E will also assist with bidding, recommend contract award, and provide onsite construction contract administration.

All projects will have an appropriately developed Program of Requirements (POR) and upon award of the Agreement, the projects will commence with design. For projects without such a POR, upon award of the Agreement, commence by developing the Program of Requirements.

The selected 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.

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 *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 8 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.

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. Experience in evaluating commercial roofing systems.
2. Previous experience with specifying/detailing commercial clay tile roofing systems.
3. Previous experience with several types of commercial roofing systems including but not limited to: Built-up, Single Ply, and Modified Bitumen Sheet Membrane.
4. Previous experience in water infiltration from roofing systems.
5. Previous experience with the State of Ohio construction projects.
6. Previous experience in construction administration (budgeting, scheduling, construction observation)
7. Renovation work on HVAC building systems
8. HVAC System Evaluation

C. Funding / Estimated Budget

Total Project Cost	$1,195,000	State Funding	$ 1,195,000
Construction Cost	$932,100	Other Funding	$0
Estimated A/E Fee	6.0% to 9.0%		

NOTE: The A/E fee percentage for this project includes all professional design services, and consultant services necessary for proper completion of the Basic Services for the successful completion of the project, including but not limited to: review and verification of the Program of Requirements provided by the Owner, validation of existing site conditions (but not subsurface or hidden conditions), preparation of cost estimates and design schedules for the project. Fees may be negotiated and allocated for Additional Services (e.g., creation of a Program of Requirements, extensive evaluation or validation of site conditions, extensive pre-design investigations, code-required special inspection and testing, Quality Assurance testing during the construction period, and testing due to unforeseen conditions).

D. Services Required (see note below)

Primary	Architectural
Secondary	Commerical Roofing Consultant
	Mechanical Engineering Consultant
Others	

E. Anticipated Schedule

Professional Services Start (mm/yy)	09 / 16
Construction Stage Start (mm/yy)	04 / 17
Construction Stage Completed (mm/yy)	08 / 17
Professional Services Completed (mm/yy)	08 / 17

F. EDGE Participation Goal

Percent of *initial* TOTAL A/E Fee	0.0%

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.

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.

Paper copies of the Statement of Qualifications, if requested, should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary.

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 label the CD and the CD cover with the project number and firm name.

Facsimile or e-mailed copies of the Statement of Qualifications will not be accepted.

Firms are requested to identify professional registrations, memberships and credentials including but not limited to: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, DBIA, CPE, 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: Kehoe Center Infrastructure Renovation
Project Number: NCC-016202
Proposer Firm: _____
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 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 $1,000,000	1		
	More than $1,000,000	0		
c. Number of licensed professionals	Less than 5 professionals	1	Max = 3	
	5 to 10 professionals	3		
	More 10 than professionals	2		
2. Primary Firm Qualifications (Maximum 30 points)				
a. Project management lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10		
b. Project design lead	Experience / creativity of project designer to achieve owner's vision and requirements	0 - 10	Max = 20	
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 additional point for every 2 percent increase in professional services over the advertised 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 4 projects	0 - 1		
	4 to 8 projects	2 - 3		
	More than 8 projects	4 - 5		
		Subtotal		

* Must be comprised of professional design services consulting firm(s) and NOT the primary firm
** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute

Notes:

Evaluator:

Name _____

Signature _____ Date _____