

# Request for Qualifications (Estimating Services)

## State of Ohio Standard Forms and Documents

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### Administration of Project: Ohio University

Project Name	<u>Consultant List for Estimating Services</u>	Response Deadline	<u>05/18/2016</u>	<u>5:00 p.m.</u>	local time
Project Location	<u>Various</u>	Project Number	<u>OHU-2016-001</u>		
City / County	<u>Various</u>	Project Manager	<u>Various</u>		
Owner	<u>Ohio University</u>	Contracting Authority	<u>Ohio University</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 Teri Johnson at [johnsot7@ohio.edu](mailto:johnsot7@ohio.edu). See Section H of this RFQ for additional submittal instructions. **Ohio University, 160 West Union Street, Suite 280, Athens, Ohio 45701.**

Submit all questions regarding this RFQ in writing to **Candace Vlasak at [vlasak@ohio.edu](mailto:vlasak@ohio.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.

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### Project Overview

#### A. Project Description

Ohio University invites interested parties to submit a statement of qualifications to provide construction estimating services for projects on main campus as well as any branch, satellite, or extension campuses. Prospective applicants should have experience in a wide range of project types and understand regional impacts to pricing.

All firms submitting a statement of qualifications will be eligible for award of contracts for the period beginning June 1, 2016 and ending June 1, 2017. Fees shall be negotiated for each assignment. Ohio University does not guarantee that a firm will be awarded any work or make a representation of the amount of work a firm may receive within the one year period.

#### B. Scope of Services

The majority of the anticipated services are for the development of conceptual estimating for construction. Expectation for estimating may include analysis of multiple scenarios for construction (phasing, weather, scheduling, location, etc.). Duties may also include review and evaluation of estimates by other consultants or contractors as well as development of detailed estimates as required.

The selected Consultant, 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 Agreement detailed cost components to address the Owner's project requirements. Participation in the Encouraging Growth, Diversity & Equity ("EDGE") Program is required by statute and the Agreement.

As required by the Agreement, and as properly authorized, provide the following categories of services: conceptual estimating, phasing and budget impact analysis as well as any additional services agreed upon as provided by the consultant.

A copy of the standard Agreement can be obtained at the OFCC website at <http://ofcc.ohio.gov>.

Please list all major scope services needed to complete the selection process for successful project delivery. The specific scope of services must state particular building types, functional design or specialized professional services required to evaluate the level of experience of each applicant firm (e.g. parking garage, kitchen design, correctional facility, medical facility). The scope of services should also define the types of basic and additional professional services necessary for the project (e.g. previous experience with local jurisdiction or similar sites, previous experience working with the State of Ohio). This information will be used by each applicant to populate the Relevant Project Experience Matrix in Section F of Form F110-330.

## Request for Qualifications (Estimating Services) continued

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. General building estimating
2. Plumbing, mechanical and electrical estimating
3. Building envelope improvement estimating
4. Infrastructure/utility estimating
5. Civil/Landscape estimating
6. Conceptual phase estimating (indicate accuracy)
7. Detailed estimating (indicate accuracy)
8. Phased project estimating (indicate accuracy)
9. LEED experience
10. Understanding of location impact (site and region)

### C. Funding / Estimated Budget

Total Project Cost	<u>TBD</u>	State Funding	<u>TBD</u>
		Other Funding	<u>TBD</u>

### D. Services Required (see note below)

Primary	<u>Estimating specialist</u>
Secondary	<u>Varies</u>
	<u> </u>
	<u> </u>
Others	<u> </u>

### E. Anticipated Schedule

Planning Services Start	<u>2016 / 2017</u>
Planning Services Completed	<u>2016 / 2017</u>

### F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL Planning Fee	<u>0.0%</u>
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### G. Evaluation Criteria for Selection

- Demonstrated ability to provide dependable construction estimates at concept stage.
- Development and analysis of accurate, detailed estimates.
- Demonstrated accuracy on both renovations and new build projects.
- Previous experience compatible with the proposed project (e.g., type, size).
- Relevant past work of prospective firm.
- Qualifications and experience of individuals directly involved with the project.
- Proximity of prospective firms to the project site.
- Proposer's apparent resources and capacity to meet the needs of this project.
- The selected firm 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>.

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 sleeve with the project number and firm name if applicable.

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.

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

Firms are requested to identify professional registrations, memberships, 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.

# Estimating Services Selection Rating Form

## State of Ohio Standard Forms and Documents

Project Name Consultant List for Estimating Services Proposer Firm \_\_\_\_\_

Project Number OHU-2016-001 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Firm Location, Workload and Size (Maximum 15 points)</b>			
a. Proximity of firm to project site	Located in Ohio	5	
	Located outside Ohio	2	
b. Amount of fees awarded by Contracting Authority	Less than \$50,000	5	
	\$51,000 to \$200,000	2	
	More than \$201,000	0	
c. Number of relevant professionals	Less than 2 estimating professionals	3	Max = 5
	2 to 6 estimating professionals	5	
	More than 6 estimating professionals	5	
<b>2. Primary Qualifications (Maximum 40 points)</b>			
a. Project estimating lead	Experience / accurate estimating for multiple disciplines	0 - 10	
b. Estimating staff	Experience / ability of estimating staff to develop value added options	0 - 15	Max = 30
c. Technical staff	Experience / ability to accurately evaluate systems and components	0 - 15	
<b>3. Project Team Qualifications (Maximum 15 points)</b>			
a. Previous team collaboration	Less than 5 projects (Low)	0	Max = 5
	5 to 10 projects (Average)	2	
	More than 10 projects (High)	5	
b. LEED* Registered / Certified consultant participation	No projects	0	Max = 5
	Registered	2	
	Certified	5	
c. Team Organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
<b>4. Overall Project Team Experience (Maximum 30 points)</b>			
a. Criteria development and prioritization	Performance in establishing budgets based on capital improvement plans	0 - 10	
b. Experience with similar estimating projects	Less than 4 projects (Low)	0 - 3	
	4 to 6 projects (Average)	4 - 6	
	More than 7 projects (High)	7 - 10	
c. Past performance	Level of performance as indicated by past evaluations / letters of reference	0 - 10	
		<b>Subtotal</b>	

\* LEED = Leadership in Energy & Environmental Design developed by the U.S. Green Building Council

Notes:

Evaluator:

Name \_\_\_\_\_

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