

# Request for Qualifications (Scheduling Consultant)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Local Higher Education

Project Name	<u>Wexner Medical Center - 72-Bed Build Out</u>	Response Deadline	<u>12/08/2016</u>	<u>2:00 p.m.</u>	local time
Project Location	<u>460 West Tenth Avenue</u>	Project Number	<u>OSU-160380</u>		
City / County	<u>Columbus / Franklin</u>	Project Manager	<u>Lance Timmons</u>		
Owner	<u>The Ohio State University</u>	Contracting Authority	<u>Local Higher Education</u>		
No. of paper copies requested (stapled, not bound)	<u>4</u>	No. of electronic copies requested (PDF)	<u>1</u>	<u>USB</u>	

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Lance Timmons at 400 Enarson Classroom Building, 2009 Millikin Rd, Columbus, Ohio 43210. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Lance Timmons at [timmons.19@osu.edu](mailto:timmons.19@osu.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

The Ohio State University ("University" or "Owner") is requesting interested firms to submit proposals to provide scheduling services for design and construction phases, as a Scheduling Consultant for the 72 Bed Build Out project located on the Columbus Campus, Columbus, Ohio. The University intends to deliver the project through a bid award to a General Contractor. The Scheduling Consultant will be contracted directly by the University and will be independent of other members of the design team.

The James Cancer Hospital and Solove Research Institute was completed with shelled spaces planned for inpatient beds on levels 10 and 12. The total area of the project includes approximately 24,500 square feet on level 10 and 54,000 on level 12. The floor plan will be similar to the existing layout of level 11 and will include 24 beds on level 10 and 48 beds on level 12 for a total of 72 additional inpatient beds. The beds are planned to be designed as acuity adaptable beds to allow for use as Critical Care, Step-down or Acute Care inpatient needs. The interior finishes will utilize Wexner Medical Center Standards that were created with the construction of the James Cancer Hospital.

The AE will participate in the interview process of the Scheduling Consultant and will be in an advisory role but will not be part of the selection process.

#### B. Scope of Services

Utilizing information established during design, the Scheduling Consultant will advise the Owner and A/ E regarding development of a proposed schedule, including milestones, to maximize the efficient and economical completion of the project within or prior to the contract completion date. The Owner anticipates furnishing a proposed schedule as a component of the contract documents at time of bid. The Scheduling Consultant will provide the following services during design or construction, as appropriate:

1. Advise the Owner and A/ E in development of alternatives for schedule acceleration to achieve early completion within the project budget;
2. Advise the Owner and A/ E in refinement of construction documents to provide schedule efficiencies, including the development of proposed bid packages;
3. Evaluate the contractor's actual performance and progress against the contractor's construction progress schedule and project budget;
4. Advise the Owner and A/ E of recommendations for schedule revisions to be furnished by the contractor;
5. Furnish reports as necessary to provide timely oversight of the contractor's performance.

All schedules developed by the Scheduling Consultant must maintain the critical path, logic ties, milestone dates, constraints, and other items required by the Project.

By advising the Owner and A/E, the Scheduling Consultant does not assume the contractor's duty to schedule, coordinate, and administer the Contract.

During the construction period, provide services as necessary per the implementation plan, including (1) attendance at progress meetings designated by the OSU Project Manager, (2) written reports, (3) weekly on-site representation during



## Request for Qualifications (Planning Services) continued

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- 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.
- Proximity of prospective firms to the project site.
- Proposer's apparent resources and capacity to meet the needs of this project.

Interested 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 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 Technical Proposal. Both forms can be accessed via the OFCC website at <http://ofcc.ohio.gov>.

The **EDGE Participation Statement of Intent to Contract and Perform** from Section H. Additional Information must also be submitted. 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 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.

# Planning Services Selection Rating Form

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Project Name Wexner Medical Center - 72 Bed Build Out Proposer Firm \_\_\_\_\_  
 Project Number OSU-160380r 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	Less than 50 miles	5	
	50 to 100 miles	2	
	More than 100 miles	0	
b. Amount of fees awarded by Contracting Authority	Less than \$200,000	5	
	\$200,000 to \$1,000,000	2	
	More than \$1,000,000	0	
c. Number of relevant professionals	Less than 2 planning professionals	5	Max = 5
	2 to 9 planning professionals	3	
	More than 9 planning professionals	1	
<b>2. Primary Qualifications (Maximum 30 points)</b>			
a. Master planning lead	Experience / ability of lead master planner to manage visioning / capital improvement plans	0 - 10	
b. Assessment lead	Experience / ability of lead to manage assessors of various disciplines	0 - 10	Max = 20
c. Planning staff	Experience / ability of planning staff to develop long range master plans	0 - 5	
d. Technical staff	Experience / ability of assessors to accurately collect data and evaluate systems and components	0 - 5	
<b>3. Sub-Consultant Qualifications (Maximum 10 points)</b>			
Key discipline leads	Experience / ability of all key discipline leads to effectively perform the services	0 - 10	
<b>4. Project Team Qualifications (Maximum 15 points)</b>			
a. Previous team collaboration	Less than 2 projects (Low)	0	Max = 5
	2 to 6 projects (Average)	2	
	More than 6 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>5. Overall Project Team Experience (Maximum 30 points)</b>			
a. Criteria development and prioritization	Performance in establishing owner criteria for capital improvement plans	0 - 10	
b. Experience with similar planning projects	Less than 3 projects (Low)	0 - 3	
	3 to 6 projects (Average)	4 - 6	
	More than 6 projects (High)	7 - 10	
c. Past performance	Level of performance as indicated by past evaluations / letters of reference	0 - 10	
* LEED = Leadership in Energy & Environmental Design developed by the U.S. Green Building Council		<b>Subtotal</b>	

Notes:

Evaluator:

Name \_\_\_\_\_

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