

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

| | | | |
|--|---|--|--|
| Project Name | <u>Architect and Engineer Consultant List - 2017-2019</u> | Response Deadline | <u>12/01/2016</u> <u>4:00pm</u> local time |
| Project Location | <u>Varies</u> | Project Number | <u>OTC01-AE-20172019</u> |
| City / County | <u>Varies / Varies</u> | Project Manager | <u>Varies</u> |
| Owner | <u>Owens Community College</u> | Contracting Authority | <u>Local Higher Education</u> |
| Delivery Method | <u>General Contracting</u> | Prevailing Wages | <u>State</u> |
| No. of paper copies requested (stapled, not bound) | <u>1</u> | No. of electronic copies requested (PDF) | <u>1</u> |

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Danielle Tracy at PO Box 10000, Toledo, OH 43699. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Danielle Tracy at danielle_tracy@owens.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

Owens Community College intends to pre-qualify firms to provide architectural and engineering services for projects that are not advertised through the Ohio Register for the period beginning January 1, 2017 and ending January 1, 2019. In order for any firm on the previous list to be considered in the pre-qualification process for future projects, they must reapply.

Firms will be evaluated for their qualification for specific project types and disciplines. Interested firms must submit FORM #F110-330.

When making project assignments from the Pre-Qualified list Owens Community College will seek a project specific proposal from the selected firm.

The number of pre-qualified Architectural/Engineering Consultants selected through this process is within the discretion of Owens State Community College. While the pre-qualified status means that a firm is eligible for award of contracts, there is no guarantee that a firm will be awarded any work or representation of the amount of work a firm may receive within the two-year period.

B. Scope of Services

Work assignments may include: architectural, engineering and related specialty consulting services including but not limited to facility evaluation and master planning services, review or creation of Program of Requirements, various studies, preparation of cost estimates, prototype building design, quality assurance testing during construction, preparation of bidding and construction documents and pre-design investigations.

Services will be provided in accordance with a standard form of consultant agreement. As a project is identified for services, Owens State Community College will notify a pre-qualified firm or firms of the project and scope of work. Only the firm selected for an assignment will be requested to provide a fee proposal. The scope of work and schedule for a specific project will be described in an exhibit document attached to the agreement.

Owens State Community College will initiate contract negotiations directed toward;

- (1) Ensuring that the firm and the agency have a mutual understanding of the essential requirements involved in the providing of the required services;
- (2) Determining that the firm will make available the necessary personnel, equipment and facilities to perform the services within the required time; and
- (3) Agreeing upon fair and reasonable compensation, taking into account the estimated value, scope complexity and nature of the services.

Request for Qualifications (Architect / Engineer) continued

- Proposer's previous experience in Higher Education (numbers of projects, sizes of projects)
- 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 Owens Community College- Perrysburg campus.
- Proposer's apparent resources and capacity to meet the needs of future 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 address how they will implement Building Information Modeling ("BIM") on the project, experience and level of training of staff related to BIM, incorporation of team partners that have previous BIM experience, and an understanding of collaborative BIM processes, including but not limited to the *State of Ohio BIM Protocol* available at the OFCC website at <http://ofcc.ohio.gov>.

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.

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.

Please note in Section D that there is no "Primary" and "Secondary", this is simply a listing of Services that we are looking for to be pre-qualified as we might need these services for projects in the next 2 years. Firms responding need only to identify services that they provide "in-house".

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 Architect and Engineer Consultant List - 2017-2019 Proposer Firm _____
 Project Number OTC01-AE-20172019 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 25 miles | 5 | |
| | 25 miles to 50 miles | 2 | |
| | More than 50 miles | 0 | |
| b. Amount of fees awarded by Contracting Authority in previous 24 months | Less than \$200,000 | 2 | |
| | \$200,000 to \$500,000 | 1 | |
| | More than \$500,000 | 0 | |
| c. Number of licensed professionals | Less than 3 professionals | 1 | Max = 3 |
| | 3 to 6 professionals | 2 | |
| | More than 6 professionals | 3 | |
| 2. Primary Firm Qualifications (Maximum 30 points) | | | |
| 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 - 10 | |
| 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 point for every 2 percent increase in professional services over the EDGE participation goal | 0 - 5 | |
| 4. Overall Team Qualifications (Maximum 10 points) | | | |
| a. Previous team collaboration | Less than 4 sample projects | 1 | Max = 3 |
| | 4 to 8 sample projects | 2 | |
| | More than 8 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 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 5 projects | 0 - 1 | |
| | 5 to 9 projects | 2 - 3 | |
| | More than 9 projects | 4 - 5 | |
| * 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 | | Subtotal | |

Notes:

Evaluator:

Name _____

Signature _____ Date _____