

# Request for Qualifications

## State of Ohio Standard Forms and Documents

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

Project Name	<u>Neutral Facilitation Consultant List</u>	Response Deadline	<u>06/01/2016</u>	<u>4:00 p.m. local time</u>
Project Location	<u>Various</u>	Project Number	<u>SFC-150888</u>	
City / County	<u>Various / Various</u>	Project Manager	<u>Various</u>	
Owner	<u>Various</u>	Contracting Authority	<u>Ohio Facilities Construction Commission</u>	
No. of paper copies requested (stapled, not bound)	<u>0</u>	No. of electronic copies requested (PDF)	<u>1</u>	

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Jill Hoobler at [Jill.Hoobler@ofcc.ohio.gov](mailto:Jill.Hoobler@ofcc.ohio.gov). See Section H of this RFQ for additional submittal instructions. Submit all questions regarding this RFQ in writing to **Jill Hoobler** 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 Facilities Construction Commission (OFCC) invites interested parties to submit a statement of qualifications to provide neutral facilitation services for projects. Services are to provide partnering facilitation services for OFCC project teams.

All firms submitting a statement of qualifications will be eligible for award of contracts for the period beginning July 1, 2016 and ending June 30, 2018. Fees are negotiated for each assignment. OFCC 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 two-year period.

#### B. Scope of Services

The following types of facilitation services are within the scope of work that a firm may be requested to support:

- a) Organizational Partnering
- b) Trade Contractor Partnering
- c) Dispute / Claims Resolution & Mediation
- d) GMP Negotiation
- e) Third-party Agreements and Strategic Planning

The services generally include the following: pre-workshop interviews of individual project team members in order to identify key issues and prepare an agenda that is specific to the needs of the project; and conduct the workshop to include discussion of the specific issues for the project team to plan activities or processes to address the specific issues.

#### C. Funding / Estimated Budget

Total Project Cost	<u>Varies with each project</u>	State Funding	<u>As applicable Construction</u>
Cost Other Funding	<u>Varies with each project</u>	As applicable	<u></u>
Estimated Design Fee	<u>TBD</u>		

#### D. Anticipated Schedule

Eligibility will be effective for the period covering July 1, 2016 – June 30, 2018

#### E. EDGE Participation Goal

Percent of initial TOTAL Fee: 0%

## F. Evaluation Criteria for Selection

Demonstrated ability to meet Owner's programmed project vision, scope, budget, and schedule on previous projects. Relevant past performance of prospective firm.

Qualifications and experience of individual firm's staff. Specification writing credentials and experience. Experience and capabilities of creating or using Alternative Dispute Resolution. Proposer's apparent resources and capacity to meet the needs of a typical project. The selected firm must have the capability to use the Internet within their normal business location(s) during normal business hours.

Anticipated Schedule:

Proposal Due Date: June 1, 2016

Announce Short List for Interviews: June 2016

Interviews in Columbus: June 2016

Pre-Qualification will be effective for the period covering July 1, 2016 – June 30, 2018

## G. 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.

**Statements of Qualifications are to be submitted electronically by e-mail. Submittals are to be limited to maximum of one e-mail with the total file size of 25 MB.**

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

The following special instructions apply to completing the F110-330 form for this selection:

- Firms are requested to list the Project No. (indicated on Page 1 of this RFQ) on the first page of Part I and on Part II of the F110-330.
- Firms are requested to indicate their EDGE-certified business status as either "Certified" or Non-certified" on Part I Section C (Proposed Team).
- Firms performing current Consultant List projects should identify those projects on Page 1 of Section F (Example Projects Which Best Illustrate Proposed Firm's Qualifications for this Contract).
- Do not submit Page 2 of Section F (Relevant Projects Experience Matrix).
- Do not submit Page 3 of Section H (Commitment to Participate in the EDGE Business Assistance Program).
- 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, 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.

LEED Credentials: Leadership in Energy & Environmental Design (Green Building Certification Institute)

GA: Green Associate

AP: LEED AP (Legacy LEED Accredited Professional without specialty)

AP +: (see below):

LEED AP BD+C (Building Design and Construction specialty)

LEED AP ID+C (Interior Design and Construction specialty)

LEED AP EBO+M (Existing Buildings, Operations and Maintenance specialty)

LEED AP ND (Neighborhood Development specialty)

LEED AP Homes (Specialty for residential LEED construction)

#### Other Industry Credentials

CCCA: Certified Construction Contract Administrator (CSI)

CCM: Certified Construction Manager (CMAA)

CCS: Certified Construction Specifier (CSI)

CDT: Construction Document Technologist (CSI)

DBIA: Design-Build Institute of America

#### **H. Additional Information**

Following this submission, OFCC will evaluate the proposals submitted and identify a list of firms for pre-qualification interviews. These interviews are designed to familiarize OFCC staff with the qualifications of firms by further exploring their proposals and the scope and nature of the consulting services they provide. OFCC will seek Controlling Board approval of all submitting firms for contracting eligibility through June 30, 2018.

# Consultant Selection Rating

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Project Name Neutral Facilitation Consultant List Proposer Firm \_\_\_\_\_  
 Project Number SFC-150888 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Team Location, EDGE status and Workload (Maximum 20 points)</b>			
a. Location of firm and EDGE status	Out of State	0	
	Ohio Firm	5	
	EDGE Certified	10	
b. Amount of contracts in previous 24 months	Less than \$100,000	10	
	\$100,000 to \$200,000	5	
	More than \$200,000	0	
<b>2. Qualifications (Maximum 60 points)</b>			
a. Organizational Partnering		0 - 15	
b. Trade Contractor Partnering		0 - 10	
c. Dispute / Claims Resolution & Mediation		0 - 10	
d. GMP Negotiation		0 - 15	
f. Third-party Agreements and Strategic Planning		0 - 10	
<b>3. Team Experience (Maximum 20 points)</b>			
a. Experience with OFCC (SAO or OSFC) Consultant List Projects in the previous 24 months	Less than 2 projects	10	
	2 to 3 projects	5	
	More than 3 projects	0	
b. Past performance - Evaluations / Letters of Reference		0 - 10	
		<b>Subtotal</b>	

**Notes:**

**Evaluator:**

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_