

Request for Qualifications (Project Management Services)

State of Ohio Standard Forms and Documents

Administration of Project: Ohio Facilities Construction Commission

Project Name	Pre-qualified Project Management Services List	Response Deadline	June 3, 2016	1:00 p.m.	local time
Project Location	Various	Project Number	SFC-150990		
City / County	Various/Various	Project Manager	Ned Thiell / Jeff Kring		
Owner	Various	Contracting Authority	OFCC		
Delivery Method	Various	Prevailing Wages	State		
No. of paper copies requested (stapled, not bound) <u>0</u>		No. of electronic copies requested via email (PDF) <u>1</u>			

Email the requested Statements of Qualifications (Form F110-330) directly to Sarah Haight at sarah.haight@ofcc.ohio.gov. See Section G of this RFQ for additional submittal instructions.

Please submit all questions regarding this RFQ via email to Sarah Haight with the project number included in the subject line (no phone calls please). Questions will be answered and posted to 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

The Ohio Facilities Construction Commission (OFCC) intends to pre-qualify firms/individuals to provide Project Management Services (PMS) for projects that OFCC elects to outsource a portion of its Project Administration duties. While OFCC reserves the right to utilize these services on any project under our responsibility, most project assignments will be serving the following state agencies:

- Ohio Department of Transportation (ODOT)
- Ohio Department of Correction and Rehabilitation (ODRC)
- Ohio Department of Natural Resources (ODNR)

OFCC will be selecting one PMS firm/individual for either a specific project or a specific group of related projects. The PMS firm cannot be a member, affiliate or consultant of any other team fulfilling a role on the assigned project(s). It is intended that these services are performed by one PMS representative with limited support/assistance from the PMS firm.

Professional design services and construction contracts will be acquired by the Contracting Authority under separate agreements.

This selection is used to determine a list of pre-qualified firms that will be eligible for award of contracts for the period beginning July 1, 2016 and ending June 30, 2018. OFCC reserves the right to extend the pre-qualification eligibility contract award period for up to an additional 24 months.

The number of pre-qualified PMS firms/individuals selected through this process is within the discretion of OFCC. While the pre-qualified status means that a firm is eligible for award of contracts, OFCC does not guarantee that a firm will be awarded any work or make any representation of the amount of work a firm may receive within the eligibility period.

When making project assignments from the Pre-Qualified PMS List, OFCC will seek a project-specific technical proposal including the resume of a proposed PMS Representative outlining his/her experience related to the assigned project's scope of work and availability. Upon receipt of an assignment, the PMS firm may decline an assignment at the consultant's discretion. Travel will likely be regularly necessary to complete the services.

All aspects of the project and related issues will be implemented and operated consistent with the Contracting Authority and Owner's policies and procedures.

B. Scope of Services

Selected PMS representative will serve as a project manager on behalf of OFCC for the planning, design and construction of projects. Conduct meetings with owners, architects/engineers, consultants, construction managers, subcontractors, state and local officials to provide direction and OFCC policy interpretation for assigned projects. Monitor and manage contractual compliance and performance of professional and construction services (eg: architectural, engineering,

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estimating, scheduling, constructability/compliance review, construction management, commissioning, forensic analysis). Advise owners on project delivery requirements. Review and approve design phase submissions on behalf of OFCC for proper alignment of scope, quality, budget and schedule. Provide assistance in the identification of issues and resolution of disputes and claims. Apply judgment on all design and construction related problems and trouble shoot to expedite completion and closeout of projects.

Negotiate guaranteed maximum price (GMP) proposals on behalf of OFCC. Coordinate review of subcontractor prequalification criteria and prequalification list for OFCC and owner approval. Review subcontractor bid tabs for recommendation of award by DB. Monitor progress of work by C-AE, AOR and DB, for the purposes of reviewing and approving monthly payment applications or invoices. Coordinate review and accounting of contractor's stored materials and retainage. Review change order requests or amendments to determine if a change is warranted and verify the availability of funds, accuracy of the proposed costs and impacts to the budget and schedule.

During the construction period provide approximately 4 to 8 hours (depending on assignment) on average per project for on-site construction administration services each week. PMS firms will be required to document their on-site visits with Field Reports that are shared with the project teams. In addition to standard meetings (eg: on-site progress meetings, etc) the Owner and Contracting Authority will hold a minimum of bi-weekly meeting or conference call with the PMS firm to discuss current activities, progress and management issues for all projects within the assigned Group. The selected PMS firm as a portion of its required Scope of Services and prior to submitting its proposal, will discuss and clarify with the Contracting Authority the breakdown of the Agreement detailed cost components, to address the Owner's project requirements and refine the project schedule.

Refer to the *OFCC Manual* for additional information about the type and extent of services generally necessary by certain parties for completion of each design stage, bidding and construction. Copies of the standard Agreements can be obtained at the OFCC website at <http://ofcc.ohio.gov>.

C. Funding / Estimated Budget

	Total Budget
Total Project Cost	TBD
Construction Cost	TBD

D. Anticipated Schedule

Each assignment will have a specific schedule for each project.

E. EDGE Participation Goal

Percent of Total Contract: 0.0%

F. Evaluation Criteria for Selection

It is intended that the evaluation criteria will focus on the knowledge of OFCC contractual terms and conditions, budgeting, scheduling; and the experience of the PMS firm's representative(s) with respect to the delegation of the OFCC's PM responsibilities and authority, supported minimally from the PMS firm. No other resumes will be evaluated. A firm may submit more than one PMS representative for consideration.

For the purposes of evaluating "experience with similar projects / delivery methods", attention will be given to the assessment of past experience working with the 3 primary state agencies that will be served (ODOT, ODRC, ODNR).

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 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 insert the project number and firm name followed by "PMS- SOQ" in the e-mail submit line.

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

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Proposers may elect to include up to 10 projects per PMS Representative resume, which means that the maximum length of each resume can be no longer than 2 pages.

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. Project Delivery Method (MP, GC, CMR, DB)
2. Role on Project (AE, OA, CMA, CMR, DB, GC, Trade)
3. Type of Construction (New, Reno, Add.)
4. Type of Site (Open, Occupied)
5. Simultaneous Construction of Multiple Buildings on Multiple Sites
6. Services included Pre-Construction Estimating & Budget Reconciliation for Owner
7. Analyzed and mitigated Schedule related issues for Owner
8. Analyzed Claims and provided Owner recommendations to mitigate
9. State of Ohio Capital Improvements Process (Standard Contracts / OAKS CI)

Proposers are requested to submit the following information in response to this RFQ within Section H of Form F110-330.

1. Summary: Provide a summary, on one page or less, describing why your firm/team is the most qualified for the Project.

Project Management Services Selection Rating Form

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Project Name Pre-Qualified Project Management Services List Proposer Firm _____
 Project Number SFC-150990 Project Management Services City, State, Zip _____

Selection Criteria		Value	Score	
1. Primary Firm Location and Workload (Maximum 15 points)				
a. Amount of contracts awarded by Contracting Authority in previous 24 months	Less than \$ 500,000	5		
	\$ 500,000 to \$1,000,000	2		
	More than \$1,000,000	0		
b. Location of firm and EDGE-Certified status	Out of State	0		
	Ohio Firm	5		
	EDGE Certified	10		
2. Primary Qualifications (Maximum 50 points)				
a. Project management	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 15	Max = 35	
b. Project administration	Experience / ability to effectively administer project controls and processes	0 - 10		
c. Technical	Experience / ability to develop feasible schedules, and accurately manage schedules	0 - 10		
d. Construction administration	Experience / ability of field representative to identify and solve issues during construction	0 - 15		
3. Key Consultant Qualifications (Maximum 0 points)				
a. Key consultants	Experience / ability of key consultants to perform effectively and collaboratively	0 - 5	0	
4. Overall Team Qualifications (Maximum 0 points)				
a. Previous team collaboration	Less than 3 sample projects	1	Max = 3	0
	3 to 6 sample projects	2		
	More than 6 sample projects	3		
b. LEED** Registered / Certified project experience	Registered projects	1	Max = 2	0
	Certified projects	2		
c. BIM project experience	Training and knowledge	1	Max = 3	0
	Direct project experience	3		
d. Team organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5		0
5. Overall Team Experience (Maximum 35 points)				
a. Previous performance	Past performance as indicated by evaluations and letters of reference	0 - 5		
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 managing projects within original construction budget and schedule	0 - 10		
d. Knowledge of Ohio Capital Improvements process	Less than 3 projects	0 - 2		
	3 to 6 projects	3 - 6		
	More than 6 projects	6 - 10		
* Must be comprised of consulting firm(s) and NOT the primary firm ** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute		Subtotal		

Notes:

Evaluator:

Name _____

Signature _____ Date _____