

# Request for Qualifications (Architect / Engineer)

## State of Ohio Standard Forms and Documents

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

Project Name	<u>Improvement Forensic Storage Maintenance Structure</u>	Response Deadline	<u>03/30/2017</u>	<u>3:00 pm</u> local time
Project Location	<u>8995 East Main Street</u>	Project Number	<u>COM-170001</u>	
City / County	<u>Reynoldsburg / Licking</u>	Project Manager	<u>Bruce Ratekin</u>	
Owner	<u>Ohio Department of Commerce</u>	Contracting Authority	<u>OFCC</u>	
Delivery Method	<u>General Contracting</u>	Prevailing Wages	<u>State</u>	
No. of paper copies requested (stapled, not bound)	<u>0</u>	No. of electronic copies requested via email (PDF)	<u>1</u>	

Submit the requested number of Statements of Qualifications (Form F110-330) directly to **Sarah Haight** at [sarah.haight@ofcc.ohio.gov](mailto:sarah.haight@ofcc.ohio.gov). See Section H of this RFQ for additional submittal instructions.

Please submit all questions regarding this RFQ in writing to Sarah Haight 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 Department of Commerce, State Fire Marshal's Office (SFM) at 8895, East Main Street, Reynoldsburg was constructed as a facility to train the fire fighters of Ohio. The original building is a combination of a one and two story building built in 1975 and 2007. It consists of office space, classrooms, dormitory for overnight housing of the firefighting trainees, cafeteria, and arson testing laboratory. **The original 1975 building is 39,612 sq. ft., the 2002 Forensic Lab addition is 8,600 sq. ft., and the 2007 dormitories and office space addition is 54,822 sq. ft. for a total of 103,034 sq. ft.**

SFM proposes to make various upgrades to building system and to construct a new Secure Forensic Storage / Maintenance Structure. The scope of the project includes but, is not limited to the following:

#### 1. **HVAC**

Replace existing HVAC in the main 1975 building: The HVAC system has reached the end of life for function, efficiency and cost of repair-vs-replacement. Scope of this phase is, but not limited to, housing; frame support; motors; ductwork; cables; controllers; fans; valves; plumbing and electrical; fire protection; plans – approval – permits – inspections – acceptance – training. The other part of the HVAC is to get the Trane Summit Tracing system up to date for version of software; connect all units to the control software.

#### 2. **ELEVATOR**

Replace the existing DOVER elevator car and all controlling mechanical, electrical, support and hydraulic parts. If the car and all of the pertinent parts must be replaced, SFM requests the car being removed be taken out in a manner to be put back together for SFM Academy training. It will be put back together by SFM Academy in another area.

#### 3. **FIRE ALARM PANEL**

Replace any and all Fire Alarm panels that monitor the various buildings of SFM. Consideration must be made for consolidating, connecting, interconnecting and monitoring all devices that protect SFM. It is requested that a central monitoring of all sub panels be made back to a central location at the main reception area of the main building.

#### 4. **SECURITY SYSTEM**

Make changes and improvements to the Forensic Lab Security system (to include the basement) and the whole SFM security system and software programs.

#### 5. **FORENSIC STORAGE / MAINTENANCE STRUCTURE**

Create a place to store the Forensic Lab evidence that is attached to old, existing and future cases that cannot be destroyed. The Forensic Lab Storage (approx. 7,500 sq. ft.) shall be secure, temperature controlled, have limited access and be similar in exterior design to other SFM facilities.

Create a facility that will house the various vehicles of SFM Maintenance. The Maintenance Building (approx. 5,000 sq. ft.) must be able to house the various equipment of Maintenance to include, but not limited to, vehicles, mowers, tractors, storage and tools.

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## B. Scope of Services

Upon award of the Agreement, commence by developing the Program of Requirements.

The selected Architect/Engineer (A/E), as a portion of its required Scope of Services and prior to submitting its proposals, will discuss and clarify with the Owner and/or the Contracting Authority, the cost breakdown of the Architect/Engineer Agreement detailed cost components to address the Owner's project requirements. Participate in the Encouraging Growth, Diversity & Equity (EDGE) Program as required by statute and the Agreement.

NOTE: The A/E fee percentage for this project includes all professional design services, and consultant services necessary for proper completion of the Basic Services for the successful completion of the project, including but not limited to: preparation of the Program of Requirements, validation of existing site conditions, preparation of cost estimates and design schedules for the project. Fees may be negotiated and allocated for Additional Services (e.g., creation of a Program of Requirements, extensive evaluation or validation of site conditions, extensive pre-design investigations, code-required special inspection and testing, Quality Assurance testing during the construction period, and testing due to unforeseen conditions). The minimum fee represents Basic Services only. The maximum fee includes Reimbursable and Additional Services.

As required by the Agreement, and as properly authorized, provide the following categories of services: Program of Requirements, Schematic Design, Design Development (~~to be submitted and approved by the VA before subsequent bidding phase may proceed~~), Construction Document Preparation, Bid and Award Support, Conformed Documents, Construction Administration, Post-Construction, and Additional Services of all types.

Refer to the *Ohio Facilities Construction Manual* for additional information about the type and extent of services required for each. A copy of the standard Agreement can be obtained at the OFCC website at <http://ofcc.ohio.gov>.

During the construction period, provide not less than 8 hours (excluding travel time) on-site construction administration services each week, including (1) attendance at progress meetings, (2) a written field report of each site visit, (3) on-site representation comprised of the A/E and its consultant staff involved in the primary design of the project, all having relevant and appropriate types of construction administration experience.

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. Construction stage planning to accommodate institutional occupancy
2. Simultaneous Renovations and construction of Multiple Buildings
3. HVAC replacement of fully occupied building
4. State of Ohio or other public projects
5. Use of the OAKS-CI on line project management system

## C. Funding / Estimated Budget

Total Project Cost	<u>\$4,087,500.00</u>	State Funding	<u>\$4,087,500.00</u>
Construction Cost	<u>\$3,640,000.00</u>	Other Funding	<u>\$0</u>
Estimated A/E Fee	<u>7.0% to 7.5%</u>		

NOTE: The A/E fee percentage for this project includes all professional design services, and consultant services necessary for proper completion of the Basic Services for the successful completion of the project, including but not limited to: review and verification of the Program of Requirements provided by the Owner, validation of existing site conditions (but not subsurface or hidden conditions), preparation of cost estimates and design schedules for the project. Fees may be negotiated and allocated for Additional Services (e.g., extensive evaluation or validation of site conditions, extensive pre-design investigations, code-required special inspection and testing, Quality Assurance testing during the construction period, and testing due to unforeseen conditions).

## D. Services Required (see note below)

Primary	<u>Architectural</u>
Secondary	<u>Mechanical Engineering (HVAC/Plumbing)</u>
	<u>Civil Engineer</u>
	<u>Structural Engineer</u>
	<u>Geotechnical Engineering</u>
	<u>Electrical Engineering</u>

## E. Anticipated Schedule

Professional Services Start	<u>05 / 17</u>
Construction Notice to Proceed	<u>08 / 18</u>
Substantial Completion of all Work	<u>08 / 19</u>
Professional Services Completed	<u>08 / 20</u>

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### F. EDGE Participation Goal

Others

Percent of *initial* TOTAL A/E Fee

5.0%

NOTE: The primary A/E shall be (1) a registered architect holding a license and certificate of authorization issued by the Ohio Architects Board pursuant to ORC Chapter 4703, (2) a landscape architect holding a license and certificate of authorization issued by the Ohio Landscape Architects Board pursuant to ORC Chapter 4703, or (3) a professional engineer or professional surveyor holding a license and certificate of authorization issued by the Ohio Engineers and Surveyors Board pursuant to ORC Chapter 4733.

### G. Evaluation Criteria for Selection

- Demonstrated ability to meet Owner's programmed project vision, scope, budget, and schedule on previous projects.
- Previous experience compatible with the proposed project (e.g., type, size).
- Relevant past work of prospective firm's proposed consultants.
- 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.
- 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 the project site.
- Proposer's apparent resources and capacity to meet the needs of this 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 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 A/E's 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 A/E's Technical Proposal. Both forms can be accessed via the OFCC website at <http://ofcc.ohio.gov>. The Intent to Contract and to Perform form is again required at the Fee Proposal stage.

For all Statements of Qualifications, 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 the sleeve with the project number and firm name if applicable.

**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.**

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 Improvement Forensic Storage Manintenance Structure Proposer Firm \_\_\_\_\_  
 Project Number COM-170001 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary Firm Location, Workload and Size (Maximum 10 points)</b>			
a. Proximity of firm to project site	Less than 50 miles	5	
	50 miles to 100 miles	2	
	More than 100 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$50,000	2	
	\$50,000 to \$200,000	1	
	More than \$200,000	0	
c. Number of licensed professionals	Less than 3 professionals	1	Max = 3
	3 to 6 professionals	3	
	More than 6 professionals	2	
<b>2. Primary Firm Qualifications (Maximum 30 points)</b>			
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 - 0	
c. Technical staff	Experience / ability of technical staff to create fully coordinated construction documents	0 - 10	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 10	
<b>3. Key Consultant Qualifications (Maximum 20 points)</b>			
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	
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
a. Previous team collaboration	Less than 3 sample projects	1	Max = 3
	3 to 6 sample projects	2	
	More than 6 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	
<b>5. Overall Team Experience (Maximum 30 points)</b>			
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 3 projects	0 - 3	
	3 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 3 projects	0 - 1	
	3 to 6 projects	2 - 3	
	More than 6 projects	4 - 5	
		<b>Subtotal</b>	

\* 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

Notes:

Evaluator:

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_