

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: School District Board + OFCC

Project Name	<u>Mason CSD Segment 1</u>	Response Deadline	<u>02/21/2017</u>	<u>12:00</u>	local time
Project Location	<u>211 N. East Street, Mason, Ohio 45040</u>	Project Number	<u>SFC-160397</u>		
City / County	<u>Mason / Warren</u>	Project Manager	<u>Paul J. Motylinski, P.E.</u>		
Owner	<u>Mason CSD</u>	Contracting Authority	<u>School District Board + OFCC</u>		
Delivery Method	<u>General Contracting</u>	Prevailing Wages	<u>None</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 **Sarah Haight** at Sarah.Haight@ofcc.ohio.gov. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to **Jill Hoobler** at Jill.Hoobler@ofcc.ohio.gov 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

Add to the existing Mason Early Childhood Center (MECC) building. The size of the addition is 30,650 square feet (SF) in size, of which 24,790 SF is co-funded and 5,860 SF is a locally funded initiative (LFI). The existing MECC will be occupied with students and staff during construction. Construction activities are anticipated to start in the beginning of April 2018, with Substantial Completion achieved by the end of June 2019.

Renovate the existing Mason Middle School building. The size of the renovation is 267,215 SF in size. Construction activities are anticipated to start at the end of May 2019, with Substantial Completion achieved by the end of July 2020. The current plan is to swing the majority of the student population from the middle school during construction. The Mason Middle School building is required to achieve LEED silver certification at a minimum.

B. Scope of Services

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

The selected 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.

As required by the Agreement, and as properly authorized, provide the following categories of services: Program of Requirements, Schematic Design, Design Development, Construction Document Preparation, Bid and Award Support, Conformed Documents, Construction Administration, Post-Construction, and Additional Services of all types as outlined in the A/E Scope of Services and as negotiated in the Agreement.

Refer to the *Ohio School Design 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 24 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.

The A/E shall manage all variance requests for approval and shall comment on and address comments received from the Commission on all variance requests.

Provide cost tracking for overall program management, drawdown schedule preparation, project status reports, centralized review of invoices, monthly reconciliation in consultation with the treasurer, and Master Plan and budget amendments as applicable throughout the project. The A/E shall provide reports and other project information through the Contracting

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Authority's web-based tools including the following: OAKS Capital Improvements, Monthly Project Status Web-tool, Quarterly Drawdown Tool, management, administration, and tracking of Locally Funded Initiative Memorandum of Understanding (MOU) throughout the project, preparation of budget adjustment and tracking reports throughout the project, and administration and tracking of payments throughout the project.

The A/E, with assistance from the school district treasurer, shall create the closeout calculator, and shall submit the closeout calculator along with the FINDET and REVLED reports and the Consultant's project financial reports to the OFCC. The A/E shall manage revisions, if necessary, to the closeout calculator, or any other financial closeout documents during the contract closeout phase. The A/E is required to attend a closeout meeting for each building.

The milestone dates for submitting the design stage submissions for MECC is as follows:

<u>Stage</u>	<u>Milestone Date</u>
Program of Requirements	04/03/2017
Schematic Design	06/26/2017
Design Development	10/16/2017
Construction Documents	01/22/2018

The milestone dates for submitting the design stage submissions for Mason Middle School is as follows:

<u>Stage</u>	<u>Milestone Date</u>
Program of Requirements	04/03/2017
Schematic Design	07/10/2017
Design Development	10/30/2017
Construction Documents	02/19/2018

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-Lead, AE-Sub)
3. K-12 Facility (ES, MS, HS, CT, Combination)
4. New Construction or Renovation (N or R)
5. LEED Certification (Reg., Cert., Silver, Gold, Platinum)
6. OSFC/OFCC Projects
7. Detailed Estimating, Budget Management, Cost Tracking and Contract Modification Review
8. Analysis and Review of Construction Schedules and Updates
9. Ohio Capital Improvements Process (**Specifically worked on projects that are in OAKS-CI**)

C. Funding / Estimated Budget

Total Project Cost	<u>\$39,933,115.12</u>	State Funding	<u>\$38,533,115.12</u>
Construction Cost	<u>\$35,939,803.61</u>	Other Funding	<u>\$1,400,000.00</u>
Estimated A/E Fee	<u>6.5% to 6.75%</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>Civil Engineering, Structural Engineering</u> <u>Mechanical, Electrical, Plumbing</u> <u>Engineering</u> <u>Interior and Loose Furnishing Design</u> <u>Technology and Security Design</u> <u>Food Service Design</u>

E. Anticipated Schedule

Professional Services Start	<u>03 / 17</u>
Construction Notice to Proceed	<u>04 / 18</u>
Substantial Completion of all Work	<u>07 / 20</u>
Professional Services Completed	<u>06 / 21</u>

F. EDGE Participation Goal

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	<u>Landscape Architecture</u>		
Others	<u>Environmental Consulting and Design</u>	Percent of <i>initial</i> TOTAL A/E Fee	<u>5.0%</u>

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

- Ability to design all of the buildings outlined in the Project Description above at or below the project's budget at all stages of design.
- Possessing the capacity and resources for achieving the completion of or improving upon the milestone dates for each design stage submission outlined above.
- 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.
- 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.
- 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>.

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.

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

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

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 Mason CSD Segment 1 Proposer Firm _____
 Project Number SFC-160397 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 \$2,000,000	2	
	\$2,000,000 to \$5,000,000	1	
	More than \$5,000,000	0	
c. Number of licensed professionals	Less than 2 professionals	1	Max = 3
	2 to 8 professionals	2	
	More than 8 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 - 5	
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 - 10	
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 2 sample projects	1	Max = 3
	2 to 4 sample projects	2	
	More than 4 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 2 projects	0 - 3	
	2 to 4 projects	4 - 6	
	More than 4 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 2 projects	0 - 1	
	2 to 4 projects	2 - 3	
	More than 4 projects	4 - 5	
		Subtotal	

* 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 _____