

Request for Qualifications (Facilities Assessment/Master Planning) State of Ohio Standard Forms and Documents

Administration of Project: Ohio Facilities Construction Commission (OFCC)

Project Name	<u>OFCC Facilities Assessment/Master Planning Consultant Services</u>	Response Deadline	<u>02/28/2017</u>	<u>4:00 p.m.</u>	local time
Project Location	<u>Various</u>	Project Number	<u>SFC-170888</u>		
City / County	<u>Various / Various</u>	Project Manager	<u>Various</u>		
Owner	<u>Various</u>	Contracting Authority	<u>OFCC</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. 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

The Ohio Facilities Construction Commission (OFCC) intends to pre-qualify firms to provide facilities assessment/master planning services. The current OSFC Facilities Assessment/Master Planning Consultant contracts expire on June 30, 2017. In order for any firm with a current contract to be considered in the selection process for future contracts, they must reapply. This process will be used to award contracts for the period beginning July 1, 2017 and ending June 30, 2019.

Services are in support of the OFCC planning, design, and management of projects for local K-12 school districts and state agencies.

B. Scope of Services

The scope of work will include, without limitation, (1) collect on-site facilities conditions data; (2) compile the facilities conditions data in the standard format provided by the Commission, and enter it into the Commission's assessment web tool; (3) produce copies of the assessment report in a standard format provided by the Commission; and (4) attend assessment presentation meetings; and (5) provide architectural and planning expertise to the Commission in the master planning process.

The selected Consultant, as a portion of its required Scope of Services and prior to submitting its technical and fee proposals, will discuss and clarify with the OFCC, the cost breakdown of the Agreement detailed cost components to address the project requirements.

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

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. Experience collecting and reporting Facility Condition Assessment Data
2. Experience assisting in OSFC Master Planning Process
3. Knowledge of School Facilities Commission processes

C. Funding / Estimated Budget

Total Project Cost	<u>Varies</u>	State Funding	<u>Varies</u>
		Other Funding	<u>Varies</u>

Facilities Assessment/Master Planning Selection Rating Form

State of Ohio Standard Forms and Documents

Project Name OFCC Facilities Assessment/Master Planning Consultant Services Proposer Firm _____
 Project Number SFC-170888 City, State, Zip _____

Selection Criteria		Value	Score
1. Primary Firm Location and Size (Maximum 15 points)			
a. Location of planning firm and EDGE-certified status	Out of State	0	
	Ohio firm	5	
	EDGE Certified	10	
b. Number of relevant professionals within primary firm available to perform the services	Small = Less than 5 professionals	5	Max = 5
	Medium = 5 to 10 professionals	3	
	Large = More than 10 professionals	0	
2. Team Qualifications (Maximum 55 points)			
a. Lead Assessment Manager qualifications	Experience / ability of Lead Assessment Manager to manage facilities assessment and facilities master planning activities	0 - 25	
b. Facilities Assessment Staff qualifications	Experience / ability of assessment staff to coordinate critical assessment activities	0 - 25	
c. Team Organization (formal relationships between OFCC, Owner, Consultant, and sub-consultants if any)	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
3. Team Experience (Maximum 30 points)			
a. Knowledge of <i>Ohio School Design Manual</i> design concepts and planning principles, including Assessment Cost Guidelines, and/or the Ohio Facilities Construction Manual	Depth of knowledge	0 - 10	
b. Past Performance	Level of performance as indicated by past evaluations / letters of reference	0 - 10	
c. Experience with Facilities Assessment process	Level of experience	0 - 10	
		Subtotal	

Notes:

Evaluator:

Name _____

Signature _____ Date _____