

# Request for Qualifications (Regional Program Management)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Ohio Facilities Construction Commission (OFCC)

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|--|---|--|-------------------|-----------------------------|
| Project Name                                       | <u>OFCC Regional Program Management Consultant Services</u> | Response Deadline                        | <u>3/7/2017</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](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 at [Jill.Hoobler@ofcc.ohio.gov](mailto: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.

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### Project Overview

#### A. Project Description

The Ohio Facilities Construction Commission (OFCC) intends to pre-qualify firms to provide regional program management services. The current OSFC Regional Program Management 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, regional program management services related to K-12 school districts, Career Technical school districts, and state agencies, to coordinate, manage, monitor, and plan the resources and schedule for the facilities assessment, enrollment studies, and master facilities plan activities for assigned school districts and state agencies participating in OFCC programs. One or more consultants may be assigned to perform special projects at the direction of OFCC.

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.

As required by the Agreement, and as properly authorized, provide the following categories of services:

1. For the Expedited Local Partnership Program (ELPP) and the Joint Vocational Schools Expedited Local Partnership Program, review plans and specifications for Design Manual compliance, review budget estimates, and provide services during the construction stage, including but not limited to, attending quarterly meetings with the School District, gathering pay applications, reconciling documents, providing quarterly reports to the OFCC, providing closeout management of the project for credit, including certification for readiness for closeout, and coordinating the development of a maintenance plan.
2. Provide services to assist OFCC to coordinate, manage, or monitor outstanding issues on open OFCC projects as assigned by OFCC.
3. Develop a work plan for each project assignment for approval by OFCC.
4. Provide any Additional Services as agreed upon as provided by the Consultant and their sub-consultants all having relevant experience for this project type.

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:



## **Request for Qualifications (Regional Program Management Services) continued**

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Facsimile or e-mailed copies of the Statement of Qualifications will not be accepted.

Firms are requested to identify professional registrations, memberships and any other appropriate industry credentials. Identify that information on the resume page for individual team members in Block 22, Section E of the F110-330 form.

# Regional Program Management Services Selection Rating Form

## State of Ohio Standard Forms and Documents

Project Name OFCC Regional Program Management Consultant Services Proposer Firm \_\_\_\_\_  
 Project Number SFC-170888 City, State, Zip \_\_\_\_\_

| Selection Criteria  | Value   | Score           |
|---|---|-----------------|
| <b>1. Primary Firm Location and Size</b> (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   | 0               |
|   | Medium = 5 to 10 professionals  | 3               |
|   | Large = More than 10 professionals  | 5               |
| Max = 5   |   |                 |
| <b>2. Team Qualifications</b> (Maximum 55 points)   |   |                 |
| a. Lead Program Manager qualifications  | Experience / ability of Lead Program Manager to manage facilities assessment and planning | 0 - 25          |
| b. Program Management Staff qualifications  | Experience / ability of management staff to coordinate critical program 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           |
| <b>3. Team Experience</b> (Maximum 30 points)   |   |                 |
| a. Knowledge of <i>Ohio School Design Manual</i> design concepts and planning principles, including Assessment Cost Guidelines, and/or <i>Ohio Facilities Construction Manual</i> | Depth of knowledge  | 0 - 10          |
| b. Past Performance   | Level of performance as indicated by past evaluations / letters of reference              | 0 - 10          |
| c. Experience with Regional Program process   | Level of experience   | 0 - 10          |
|   |   | <b>Subtotal</b> |

**Notes:**

**Evaluator:**

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_