



John R. Kasich / Governor  
State of Ohio

Richard Hickman / Director  
Ohio Facilities Construction Commission



OHIO FACILITIES CONSTRUCTION COMMISSION

# Ohio Register

Information of Interest for the  
Architectural, Engineering and Construction Industry

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**Response Deadline:**  
Varies by project

Angie Carder / Editor

Ohio Facilities Construction Commission  
4200 Surface Road  
Columbus, OH 43228-1395  
Phone 614.752.0448  
[angie.carder@ofcc.ohio.gov](mailto:angie.carder@ofcc.ohio.gov)

Ohio Register: <http://ci.oaks.ohio.gov>  
OFCC website: <http://ofcc.ohio.gov>

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# Ohio Register General Information and Requirements

## State of Ohio Standard Forms and Documents

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### General Requirements for Submittals of the Statement of Qualifications

Firms are required to submit the current State of Ohio version of Statement of Qualifications (Form F110-330) available via the Ohio Facilities Construction Commission (OFCC) website at <http://ofcc.ohio.gov>. The Federal version of the SF330 form will not be accepted.

Cover letters and transmittals are not necessary. Please place the appropriate project number in the space provided on the form.

Due to limited storage space, we request that paper copies, if requested, be stapled and please refrain from submitting three-ring binders, spiral binders and booklets. OFCC requests that supplemental material not be submitted with the Statement of Qualifications. The use of a computerized or typed Statement of Qualifications form is preferred.

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 label the CD and the CD cover with the project number and firm name.

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

### Reminders

OFCC no longer requires an annual submittal of Part II of the Statement of Qualifications form for professional design services. However, professional design firms and construction managers responding to a request for qualifications for State of Ohio projects must submit Part II of the Statement of Qualifications (Form F110-330) for each firm on its team.

Form F110-330 (Statement of Qualifications) officially replaced both the ADM-0255 and ADM-0254 forms on March 1, 2008. The ADM-0255 and ADM-0254 forms are no longer accepted.

### ORC 9.24 – Auditor of State Unresolved Findings for Recovery

Effective June 1, 2004, Ohio Revised Code (ORC) 9.24 prohibits the State of Ohio from awarding a contract to any individual or organization against whom the [Auditor of State](#) has issued a findings for recovery if the findings for recovery is unresolved at the time of award of contract.

### EDGE Participation Required on State Design and Construction Projects

The Encouraging Diversity, Growth and Equity (EDGE) program became law July 1, 2003, when Section 123.152 of the Ohio Revised Code was enacted. The program creates a business development program for economically and socially disadvantaged Ohio businesses.

The EDGE business participation goal is usually 5 percent. Proposers for professional services agreements as well as Bidders on construction contracts must demonstrate actual participation in the EDGE program, or provide a demonstration of their good faith efforts (with a letter requesting a waiver of the advertised EDGE participation goal on its letterhead and supporting evidence) to participate in the EDGE program, or both, as indicated in the Ohio Revised Code (123.152) and the Ohio Administrative Code (123:2-16-09).

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 the name that will participate in the delivery of the proposed professional services solicited in the RFQ.

To learn more about the qualifications for EDGE certification, the process to become an EDGE-certified business, and to find existing EDGE-certified businesses, go to <http://EDGE.ohio.gov>.

### Ohio Ethics Law Provision

All professionals that submit or intend to submit proposals for consideration of a contract for professional design services with the state of Ohio are reminded that, as applicable, no sole proprietor, partner, shareholder or other principal of the Architect/Engineer or the spouse of such principal has made, as an individual, at any time within the two previous calendar years, one or more contributions totaling in excess of \$1,000.00 to the Governor or to the Governor's campaign committee, consistent with Section 3517.13 of the Ohio Revised Code.





## Professional Design Opportunities

### Short List Report

Page last updated: November 30, 2012

Published Date	Project Name	Total Project Cost	Short-listed A/E Firms <i>*Indicates selected firm</i>	Negotiated A/E Fee
10/29/2012 <b>OR #230</b> OFCC-Administered	DOT-130003 Department of Transportation, Madison Full Service Maintenance Facility, Urbana, Ohio	\$8,000,000	<b>NEW</b> Renouveau Design RP Architects Star Consultants	TBD
10/18/2012 <b>OR #230</b> OFCC-Administered	BTC-130009 Belmont College, Main Building HVAC and Lighting Systems Upgrade, St. Clairsville, Ohio	\$2,180,000	<b>NEW</b> DLZ Ohio Karpinski Engineering Prater Engineering Associates Star Consultants	TBD
09/30/2012 <b>OR #229</b> Locally Administered	UTO-130853 University of Toledo, University Hall Renovations, Toledo, Ohio	\$1,500,000 / \$2,000,000	<b>NEW</b> Duket Architects Planners Munger Munger + Associates Architects The Collaborative, Inc.	TBD: Contact Agency / Institution
09/19/2012 <b>OR #229</b> Locally Administered	BGU-125824 Bowling Green State University, Ohio Bureau of Criminal Identification and Investigation, Ohio	\$11,900,000	Bostwick Design Partnership Buehrer Group Architecture & Engineering M+A Architects Moody Nolan SSOE Group	TBD: Contact Agency / Institution
08/23/2012 <b>OR #228</b> Locally Administered	OHU-131140 Ohio University, Convocation Center Concrete Restoration, Athens, Ohio	\$1,100,000	Barber & Hoffman Osborn Engineering Shelly, Metz, Baumann, Hawk, Inc.	TBD: Contact Agency / Institution
08/16/2012 <b>OR #228</b> Locally Administered	UTO-130850 University of Toledo, Maumee AOC-Wolf Creek Watershed, Oregon, Ohio	\$1,348,595	Barr Engineering Hull & Associates The Mannick & Smith Group	TBD: Contact Agency / Institution
08/1/2012 <b>OR #228</b> Locally Administered	UTO-130848 University of Toledo, Steam & Chilled Water Line Extension, Toledo, Ohio	\$4,000,000	Fosdick & Hilmer M Engineering *Poggemeyer Design Group RMF Engineering	TBD: Contact Agency / Institution
08/13/2012 <b>OR #228</b> OFCC-Administered	DVS-130001 Ohio Department of Veterans Services, Paving, Sandusky, Ohio	\$3,900,000	Brunkhorst Engineering KZF Design *Poggemeyer Design Group Star Consultants	TBD
08/21/2012 <b>OR #228</b> OFCC-Administered	COM-130001 Ohio Department of Commerce, Building A Renovation and Site Infrastructure, Reynoldsburg, Ohio	\$2,500,000	*Feinknopf Macioce Schappa GPD Group Renouveau Design Star Consultants	TBD
08/08/2012 <b>OR #228</b> Locally Administered	BGU-125815 Bowling Green State University, Student Recreation Center Addition & Renovation (CM at Risk), Bowling Green, Ohio	\$11,000,000	Barton Malow Company *Gilbane Construction Mosser Construction Thomas & Marker Construction	TBD: Contact Agency / Institution
07/18/2012 <b>OR #227</b> Locally Administered	KSU-11B153 Kent State University, New Facility for the CAED (A/E), Kent, Ohio	\$40,000,000	Bialosky + Partners Architects Bohlin Cywinski Jackson (PA) KZF Design NBBJ Richard L. Bowen + Associates The Collaborative Inc. Westlake Reed Leskosky WTW Architects	TBD: Contact Agency / Institution
07/12/2012 <b>OR #227</b> Locally Administered	YSU 1516-1 Youngstown State University, Melnick Hall Renovations, Youngstown, Ohio	\$4,500,000	BSHM Architects *Stollo Architects URS	TBD: Contact Agency / Institution
07/12/2012 <b>OR #227</b> Locally Administered	UCN-12120A University of Cincinnati, Lindner Center Graphics & Displays, Cincinnati, Ohio	\$2,500,000	FRCH Design Worldwide HealyKohler Design (MD) Perkins+Will (IL) MSA Architects Populous Architects (MO) Workshop Design (MO)	TBD: Contact Agency / Institution
07/26/2012 <b>OR #227</b> SAO-Administered	BWC-130001 Ohio Bureau of Workers' Compensation, Emergency Generator Power Back-up to the York Chiller, Columbus, Ohio	\$978,000	DLZ Ohio Prater Engineering *Star Consultants	TBD
07/24/2012 <b>OR #227</b> SAO-Administered	BWC-130002 Ohio Bureau of Workers' Compensation, OFCC Tenant Improvements, Columbus, Ohio	\$1,425,000	*Continental Building Systems Megen Construction Company Star Consultants	TBD

06/14/2012 <b>OR #226</b> Locally Administered	OSU-120253 The Ohio State University, Longaberger Covered Pavilion, Columbus, Ohio	\$1,600,000	<b>NEW</b> Cypripedium Landscape / Architecture Studio MKSK *Rogers Krajnak Architects	\$144,297
06/07/2012 <b>OR #226</b> Locally Administered	OSU-120263 The Ohio State University, Wexner Education Group Space, Columbus, Ohio	\$2,383,746	<b>NEW</b> Bostwick Design Partnership Braun & Steidl Architects Eric Owen Moss Architects Lincoln Street M+A Architects *Smith-Miller + Hawkinson Architects	TBD: Contact Institution / Agency
06/22/2012 <b>OR #226</b> SAO-Administered	DMR-120002 Ohio Department of Developmental Disabilities, NODC Infrastructure Improvements, Toledo, Ohio	\$3,500,000	Buehrer Group STAN and Associates Star Consultants	TBD
06/29/2012 <b>OR #226</b> Locally Administered	KSU-12B948 Kent State University New Building for the CAEST (CM at Risk), Kent, Ohio	\$15,000,000	*Hammond Construction Ozanne Construction Company The Ruhlin Company	TBD: Contact Agency / Institution
06/27/2012 <b>OR #226</b> Locally Administered	KSU-12B949 Kent State University Renovations and Additions for the School of Art (CM at Risk), Kent, Ohio	\$25,000,000	Donley's, Inc. *Ozanne Construction Company The Ruhlin Company Turner Construction Company	TBD: Contact Agency / Institution
06/11/2012 <b>OR #226</b> SAO-Administered	NEM-090001 NEOMED, Campus Research and Academic Expansion, Rootstown, Ohio	\$42,263,600	CBLH Design *Ellenzweig FMS Architects HFP Ambuske Architects Paradigm Engineers	\$1,263,877
05/29/2012 <b>OR #225</b> Locally Administered	OHU-05022012 Ohio University, Indoor Multi-Purpose Facility, Athens, Ohio	\$12,000,000	Lloyd W. Miller, Architect Panich, Noel & Associates *Moody-Nolan MS Consultants	TBD: Contact Agency / Institution
05/30/2012 <b>OR #225</b> SAO-Administered	BTC-130007 Belmont College, Health Sciences Center, St. Clairsville, Ohio	\$9,100,000	Phillip Markwood Architects *Perspectus Architecture Feinknopf Macioce Schappa DesignGroup	TBD
04/26/2012 <b>OR #224</b> SAO-Administered	DRC-110022 Department of Rehabilitation and Correction, Toledo Correctional Institution, Roof Replacement	\$4,250,000	Design-Build Solutions Kelley Brothers Roofing Richard L. Bowen + Associates	TBD
04/13/2012 <b>OR #224</b> Locally Administered	BGU-125778 Bowling Green State University, BGSU Firelands Campus, Huron	\$15,750,000	*Bostwick Design Group Braun & Steidl Architects Domokur Architects Weber Murphy Fox	TBD: Contact Agency / Institution
04/06/2012 <b>OR #224</b> SAO- Administered (CM at Risk)	SOC-120001 Southern State Community College, Brown County Campus, Mount Orab	\$10,000,000	Messer Construction Co. Miles McClellan Construction Co. *Quandel Construction Group Turner Construction Co.	TBD
04/04/2012 <b>OR #224</b> Locally Administered	CLT-100020 Clark State Community College Student Success Center Springfield, Ohio	\$5,400,000	Levin Porter Associates MSA Architects SHP Leading Design The Collaborative, Inc. Woolpert	TBD: Contact Agency / Institution
03/09/2012 <b>OR #223</b> Locally Administered	OSU-090442 The Ohio State University, Smith Lab Rehabilitation, Columbus, Ohio	\$12,000,000	<b>NEW</b> *Gilbane Building Company Hammond Construction Quandel Construction Group	TBD: Contact Agency / Institution
03/20/2012 <b>OR #223</b> Locally Administered	KSU-11B146, KSU-11B147, KSU-11B148 Kent State University Renovations and Addition to Multiple Science Buildings (CM at Risk), Kent, Ohio	\$80,000,000	Donley's, Inc. Gilbane Building Company Lend Lease (US) Construction *Turner Construction Company	TBD: Contact Agency / Institution
03/14/2012 <b>OR #223</b> Locally Administered	CLS-121205 Cleveland State University, Viking Hall & Kinko's Demolition, Cleveland, Ohio	\$3,741,259	*Atwell, LLC HzW Environmental Consultants URS Corporation	TBD: Contact Agency / Institution
03/20/2012 <b>OR #223</b> Locally Administered	KSU-11B146, KSU-11B147 & KSU-11B148 Kent State University, Renovations and Addition to Multiple Science Buildings - CxA, Kent, Ohio	\$80,000,000	Hill International *Karpinski Engineering URS Corporation	TBD: Contact Agency / Institution
03/21/2012 <b>OR #223</b> Locally Administered	CSU-120017 Central State University, Rehabilitation of Stadium Turf & Lights, Wilberforce, Ohio	\$2,000,000	MSA Architects *The EDGE Group Woolpert Design	TBD: Contact Agency / Institution
03/21/2012 <b>OR #223</b> Locally Administered	CSU-120016 Central State University, Center for Human Performance and Sensor, Wilberforce, Ohio	\$500,000	Allan Scherr Associates O.A. Spencer, Inc. *Oregon Group Architects	TBD: Contact Agency / Institution
03/14/2012 <b>OR #223</b> Locally Administered	OHU-03092012 Ohio University, Athens, Ohio	\$1,000,000	Bass Studio Architects KZF Design Phillip Markwood Architects RVC Architects	TBD: Contact Agency / Institution
03/29/2012 <b>OR #223</b> Locally Administered	KSU-12S605 Kent State University, Science & Nursing Building, Stark Campus, North Canton	\$17,000,000	*BHDP Architecture Hasenstab Architects NBBJ Perspectus Architecture	TBD: Contact Agency / Institution
03/02/2012	DAS-12P009 Ohio Department of Administrative Services,		Davis Wince, Ltd. *KZF Design	

<b>OR #223</b> SAO - Administered	Assessment for Properties & Facilities Buildings, various locations	\$540,000	SSEO Star Consultants, Inc.	\$486,000
02/09/2012 <b>OR #222</b> Locally Administered	OSU-080363 The Ohio State University, Schottenstein Center - Basketball Practice Facility, Columbus, Ohio	\$13,771,907	<b>NEW</b> Gutknecht Construction Messer Construction *Ruscilli Construction Whiting Turner Contracting	TBD: Contact Agency / Institution
02/09/2012 <b>OR #222</b> Locally Administered	OSU-081049 The Ohio State University, Selected Tunnel Replacement Project, Columbus, Ohio	\$6,380,000	<b>NEW</b> *George J Igel & Co Gutknecht Construction Whiting Turner Contracting	TBD: Contact Agency / Institution
02/09/2012 <b>OR #222</b> Locally Administered	OSU-091575 The Ohio State University, Hospital Kitchens Renovation, Columbus, Ohio	\$11,000,000	<b>NEW</b> *Elford Gilbane Building Quandel Building	TBD: Contact Agency / Institution
02/21/2012 <b>OR #222</b> Locally Administered	UTO-121723 University of Toledo Family Health Services Center (Renovation of VAB) Toledo, Ohio	\$6,000,000	Buehrer Group Architecture & Engineering *SSEO Group The Collaborative Inc. Trinity Health Group	TBD: Contact Agency / Institution
02/08/2012 <b>OR #222</b> Locally Administered	WSU-120006 Wright State University Enrollment Services Renovation Fairborn, Ohio	\$2,150,000	Annette Miller Architects McGill Smith Punshon Robert Maschke Architects SHP Leading Design	TBD: Contact Agency / Institution
01/06/2012 <b>OR #221</b> Locally Administered	OSU-120206 The Ohio State University, Celeste and Evans Cooling Improvements, Columbus, Ohio	\$1,500,000	<b>NEW</b> *Karpinski Engineering Korda/Nemeth Engineering Kramer Engineers	\$150,500
01/24/2012 <b>OR #221</b> Locally Administered	OSU-120192 The Ohio State University, ULAR Animal Facility Building Study, Columbus, Ohio	\$107,000	<b>NEW</b> Flad & Associates Louviere, Stratton & Yodel LLC (MD) *NBBJ ZGF (NY)	\$100,000
01/24/2012 <b>OR #221</b> Locally Administered	OSU-120136 The Ohio State University, Wilce - Addition and Renovation, Columbus, Ohio	\$3,700,000	<b>NEW</b> Design Group *Perspectus Architecture Phillip T Markwood Architects	\$364,867
01/24/2012 <b>OR #221</b> Locally Administered	KSU-11B146, KSU-11B147 & KSU-11B148 Kent State University Renovations and Additions to Multiple Science Buildings (MEP Team) Kent, Ohio	\$80,000,000	*Prator Engineering Associates Scheeser Buckley Mayfield URS Corporation	TBD: Contact Agency / Institution
01/24/2012 <b>OR #221</b> Locally Administered	KSU-11B146, KSU-11B147 & KSU-11B148 Kent State University Renovations and Additions to Multiple Science Buildings (Architectural Team) Kent, Ohio	\$80,000,000	*Ayers Saint Gross BHDP Architecture Stantec Architecture	TBD: Contact Agency / Institution
01/24/2012 <b>OR #221</b> Locally Administered	OHU-121720 Heritage College of Osteopathic Medicine, Columbus Area Medical Facility - Ohio University Franklin County, Ohio	TBD	*BHDP Bostwick Design Partnership Design Group NBBJ	TBD: Contact Agency / Institution
12/09/2011 <b>OR #220</b> Locally Administered	OSU-120210 The Ohio State University, OARDC-Ag Engineering Bldg Replacement, Wooster, Ohio	\$14,000,000	<b>NEW</b> Bostwick Design Partnership *NBBJ Stantec Van Auken Akins	\$1,038,261
12/02/2011 <b>OR #220</b> SAO - Administered	DMH-120003 Patient Unit Renovations - Appalachian Behavioral Healthcare Ohio Department of Mental Health, Athens County, Ohio	\$1,700,000	*ASM Davis Wince Feinknopf Macioce Schappa Renouveau Design	\$144,792
12/12/2011 <b>OR #220</b> Locally Administered	OSU-120217 The Ohio State University, Kottman Hall Fire Alarm System, Columbus, Ohio	\$512,631	<b>NEW</b> *Advanced Engineering Consultants Motz Consulting Engineers W.E. Monks & Co	\$49,154
11/01/2011 <b>OR #219</b> Locally Administered	OSU-081049 The Ohio State University, Selected Tunnel Replacement Projects, Columbus, Ohio	\$6,380,000	<b>NEW</b> *DLZ Ohio FTC&H (MI) Jones-Stuckey Ltd Korda Nemeth	\$315,470
10/02/2011 <b>OR #218</b> SAO - Administered	DOT-120003 Lucas County Maintenance Facility Ohio Department of Transportation, Lucas County, Ohio	\$3,500,000	Buehrer Group Architecture Jerome M. Scott Architects Poggemeyer Design Group *Schorr Architects, Inc.	TBD
08/12/2011 <b>OR #216</b> Locally Administered	OSU-120059 The Ohio State University, Cannon Drive Relocation, Phase 1, Columbus, Ohio	\$17,500,000	<b>NEW</b> DLZ Ohio *Evans Mechwart Hamblen & Tilton Korda/Nemeth	\$800,000
08/12/2011 <b>OR #216</b> Locally Administered	OSU-100652 Various Building Demolitions The Ohio State University Columbus, Ohio	\$1,353,000	eS Architecture & Development Feinknopf Macioce Schappa Panich Noel & Associates Perspectus Architecture	TBD: Contact Agency / Institution
08/12/2011 <b>OR #216</b> Locally Administered	OSU-100652 Various Building Demolitions The Ohio State University Columbus, Ohio	\$1,353,000	eS Architecture & Development Feinknopf Macioce Schappa Panich Noel & Associates Perspectus Architecture	TBD: Contact Agency / Institution

08/1/2011 <b>OR #216</b> Locally Administered	OSU-110672 North Residential District Transformation The Ohio State University Columbus, Ohio	TBD	Ayers Saint Gross (MD) Design Collective (MD) DiMella Shaffer (MA) *Goody Clancy (MA) Hanbury Evans Wright Vlattas & Co (VA) Moore Ruble Yudell (CA) Robert AM Stern Architects (NY) Sasaki Associates (MA)	TBD: Contact Agency / Institution
07/19/2011 <b>OR #215</b> Locally Administered	SSC-010003 Administration Building Renovation Shawnee State University Portsmouth, Ohio	\$964,855	BHDP Architecture KZF Design Levin Porter Associates RVC Architects *SPGB Architects TSHD Architects	TBD: Contact Agency / Institution
07/01/2011 <b>OR #215</b> Locally Administered	UTO-120742 Carlson Library Renovations University of Toledo Toledo, Ohio	\$1,250,000	BHDP Architecture Buehrer Group Architecture & Engineering *The Collaborative, Inc.	TBD: Contact Agency / Institution
07/14/2011 <b>OR #215</b> SAO-Administered	DAS-120001 North High Complex Phase 5 Ohio Department of Administrative Services Columbus, Ohio	\$17,453,580	*Acock Associates Architects Feinknopf Macioce Schappa URS	\$941,588
07/01/2011 <b>OR #215</b> SAO-Administered	BWC-110001 L-16 Halon Replacement Project - William Green Building Bureau of Workers' Compensation Columbus, Ohio	\$368,000	M Engineering *Prater Engineering Star Consultants URS	\$35,700
07/12/2011 <b>OR #215</b> Locally Administered	BGU-115687 Landscape & Civic Structure Master Plan Bowling Green State University Bowling Green, Ohio	\$100,000	The Collaborative JJR Kinzleman Kline Gossman NBBJ Sasaki Associates	TBD: Contact Agency / Institution
06/24/2011 <b>OR #214</b> Locally Administered	UTO-121665 Replace Air Handler 4 University of Toledo Toledo	\$1,400,000	Contech Design *JDRM Engineering Karpinski Engineering Peters, Tschantz & Associates	TBD: Contact Agency / Institution
06/27/2011 <b>OR #214</b> SAO-Administered	DOT-110001 & DOT-110002 Jefferson and Wayne County Maintenance Facilities Ohio Department of Transportation Wooster and Wintersville	\$7,000,000	*Miller Watson/JMSA Panich, Noel & Associates Richard Fleischman + Partners Schorr Architects Strollo Architects	\$429,790
06/08/2011 <b>OR #214</b> Locally Administered	UTO-111619 New Operating Rooms 13 & 14 University of Toledo Toledo, Ohio	\$1,400,000	Buehrer Group Architecture and Engineering Harley Ellis Devereaux RCM Architects	TBD: Contact Agency / Institution
05/27/2011 <b>OR #213</b> Locally Administered	KSU-11B168 LEED Process Consulting Services Kent State University Kent, Ohio	\$210,000,000	Doty & Miller Emersion Design Heapy Engineering Sasaki Associates	TBD: Contact Agency / Institution
05/03/2011 <b>OR #213</b> Locally Administered	ADJ-110017 Rickenbacker Enclave Paving Renovation Adjutant General's Department Columbus, Ohio	\$2,500,000	*American Structure EMHT Jobs Henderson	TBD: Contact Agency / Institution
04/20/2011 <b>OR #212</b> Locally Administered	ADJ-110009 Walbridge Armory HVAC Renovation Adjutant General's Department Walbridge, Ohio	\$540,000	*Advance Engineering Buehrer Group DLZ	TBD: Contact Agency / Institution
04/20/2011 <b>OR #212</b> Locally Administered	ADJ-110010 Greenville Armory Masonry Renovation Adjutant General's Department Greenville, Ohio	\$180,000	Alan Scheer SFA Shremshock *Star Consultants	TBD: Contact Agency / Institution
04/20/2011 <b>OR #212</b> Locally Administered	ADJ-110011 Youngstown Armory Paving Renovation Adjutant General's Department Youngstown, Ohio	\$540,000	DLZ KZF *Star Consultants	TBD: Contact Agency / Institution
04/20/2011 <b>OR #212</b> Locally Administered	ADJ-110012 Tarlton Armory Plumbing Renovation Adjutant General's Department Tarlton, Ohio	\$185,000	Advance Engineering DLZ *Dynamix Engineering	TBD: Contact Agency / Institution
04/20/2011 <b>OR #212</b> Locally Administered	ADJ-110013 Norwalk Armory Plumbing Renovation Adjutant General's Department Norwalk, Ohio	\$150,000	Bodner *Buehrer Group Dynamix Engineering X-Cel Engineering	TBD: Contact Agency / Institution
4/18/2011 <b>OR #212</b> Locally Administered	UCN-09113A ACH Campus Lab Energy Savings University of Cincinnati Cincinnati, Ohio	\$3,340,000	Fosdick & Hilmer *Stan & Associates URS Corporation	TBD: Contact Agency / Institution
4/12/2011 <b>OR #212</b> Locally Administered	UTO-111624 New Cancer Center University of Toledo Toledo, Ohio	\$5,500,000	MBA Architects and Planners Poggemeyer Design Group SSOE	TBD: Contact Agency / Institution
3/31/2011 <b>OR #211</b> Locally Administered	OSU-081255 High Voltage Switch and Cable Replacement - Phase 2 The Ohio State University Columbus, Ohio	\$13,340,000/font>	Burns & McDonald Fosdick & Hilmer *Patrick Engineering	TBD: Contact Agency / Institution
3/29/2011	OSU-080267		Burns & McDonnell Eng Co. Inc.	

<b>OR #211</b> Locally Administered	Boiler Replacement - McCracken Power Plant The Ohio State University Columbus, Ohio	\$15,180,000	Fosdick & Hilmer Lutz Daily & Brain *RMF Engineering	TBD: Contact Agency / Institution
3/7/2011 <b>OR #211</b> Locally Administered	OSU-110269 Northwest Parking Garage Renovation The Ohio State University Columbus, Ohio	\$1,300,000	Carl Walker Inc *Desman Associates O&S Associates	\$95,744
3/29/2011 <b>OR #211</b> Locally Administered	OSU-110101 Caldwell Lab Expansion The Ohio State University Columbus, Ohio	\$632,904	eS Architecture & Development Robert E Euans Architects *SPGB Architects	\$51,564
3/7/2011 <b>OR #211</b> Locally Administered	ZSC-6-2011-1 Advanced Science & Technology Center Zane State College Zanesville, Ohio	\$9,750,000	Addis-Davis-Van Wey Design Group Lincoln Street Studio Phillip Markwood Architects *SHP Leading Design URS Corporation	TBD: Contact Agency / Institution
3/7/2011 <b>OR #211</b> Locally Administered	ZSC-7-2011-1 Cambridge Training & Education Center Zane State College Zanesville, Ohio	\$10,000,000	*Addis-Davis-Van Wey Design Group Lincoln Street Studio Phillip Markwood Architects SHP Leading Design URS Corporation	TBD: Contact Agency / Institution
3/10/2011 <b>OR #211</b> Locally Administered	UTO-111605 Hospital Clinical Laboratory University of Toledo Toledo, Ohio	\$200,000	*BEI Associates Harley Ellis Devereaux SSOE	TBD: Contact Agency / Institution
03/29/2011 <b>OR #211</b> Locally Administered	KSU-11L123 Tri-Towers Residence Halls Rooms & HVAC Upgrades (MEP Engineer) Kent State University Kent, Ohio	\$30,000,000	Dynamix Engineering Heapy Engineering *Scheeser Buckley Mayfield Thorson Baker & Associates	TBD: Contact Agency / Institution
03/29/2011 <b>OR #211</b> Locally Administered	KSU-11L123 Tri-Towers Residence Halls Rooms & HVAC Upgrades (Architect) Kent State University Kent, Ohio	\$30,000,000	*Domokur Architects KZF Design The Collaborative	TBD: Contact Agency / Institution
03/09/2011 <b>OR #211</b> Locally Administered	UTO-110129 Core Research Facility - Phase IV University of Toledo Toledo, Ohio	\$929,586	Buehrer Group Architecture & Engineering The JDI Group SSOE Group	TBD: Contact Agency / Institution
03/09/2011 <b>OR #211</b> Locally Administered	UTO-111387 Resource & Community Learning Center - Phase II University of Toledo Toledo, Ohio	\$900,000	Duket Architects Planners MacPherson Architects Thomas Porter Architects	TBD: Contact Agency / Institution
02/22/2011 <b>OR #210</b> Locally Administered	OSU-030976 Community Heritage Art Gallery The Ohio State University - Lima Campus Lima, Ohio	\$238,894	Levin Porter Associates Phillip Markwood Architects *The Collaborative	\$31,380
02/24/2011 <b>OR #210</b> Locally Administered	UCN-09137A Storm Water Demonstration Project University of Cincinnati Columbus, Ohio	\$2,600,000	Bayer Becker Kinzelman Kline Gossman *Kleingers & Associates	TBD: Contact Agency / Institution
02/09/2011 <b>OR #210</b> Locally Administered	CTI-110001 Columbus State Master Plan Columbus State Community College Columbus, Ohio	TBD	The Collaborative MSI Design *NBBJ Stantec Architecture URS	TBD: Contact Agency / Institution
02/14/2011 <b>OR #210</b> Locally Administered	UCN-10016B Primary Electric Substation University of Cincinnati Cincinnati, Ohio	\$7,300,000	GDP Group *Patrick Engineering RMF Engineering	TBD: Contact Agency / Institution
02/09/2011 <b>OR #210</b> Locally Administered	UCN-11096A Crosley Tower - Air Handling Unit Replacement University of Cincinnati Cincinnati, Ohio	\$1,500,000	Fosdick & Hilmer *HAWA Incorporated Motz Engineering URS	TBD: Contact Agency / Institution
01/11/2011 <b>OR #209</b> Locally Administered	5062-PF07357 East Regional Chilled Water Plant (CA) The Ohio State University Columbus, Ohio	\$41,055,000	Aramark Management Services *Engineering Economics Horizon Engineering Assoc	\$431,201
01/04/2011 <b>OR #209</b> Locally Administered	BGU-015585 PSLB HVAC Upgrades & Fume Hood Replacement Bowling Green State University Bowling Green, Ohio	\$3,000,000	Buehrer Group Architecture & Engineering Heapy Engineering Korda Engineering *URS Corporation	TBD: Contact Agency / Institution
12/17/2010 <b>OR #208</b> Locally Administered	OSU-110215 Street and Bridge Maintenance Phase 1 The Ohio State University Columbus, Ohio	\$2,146,000	*American Structurepoint Korda/Nemeth Engineering Prime Engineering & Architecture Resource International	\$254,956
12/20/2010 <b>OR #208</b> Locally Administered	YSU-111224 STEM Planning Youngstown State University Youngstown, Ohio	\$200,000	*BHDP/ms consultants KA, Inc. Architecture Westlake Reed Leskosky	TBD: Contact Agency / Institution
12/17/2010 <b>OR #208</b> Locally Administered	UCN-09080A CARE Roof Fan Support Modifications University of Cincinnati Cincinnati, Ohio	\$450,000	Jezerinac Geers Associates *Steven Schaefer Associates THP Limited	TBD: Contact Agency / Institution

12/15/2010 <b>OR #208</b> Locally Administered	UCN-04132B MSB Rehabilitation - Phase 4 (CM) University of Cincinnati Cincinnati, Ohio	\$82,944,661	Bovis Lend Lease Hunt Construction Group Messer Construction Company	TBD: Contact Agency / Institution
12/17/2010 <b>OR #208</b> Locally Administered	UCN-09080A CARE Roof Fan Support Modifications University of Cincinnati Cincinnati, Ohio	\$450,000	Jezerinac Geers Associates Steven Schaefer Associates THP Limited	TBD: Contact Agency / Institution
12/17/2010 <b>OR #208</b> Locally Administered	OSU-110215 Street and Bridge Maintenance - Phase 1 Ohio State University Columbus, Ohio	\$2,146,000	*American Structurepoint Korda/Nemeth Engineering Prime Engineering & Architecture Resource International	TBD: Contact Agency / Institution
11/10/2010 <b>OR #207</b> Locally Administered	OSU-110207 Howlett Hall Roof Replacement The Ohio State University Columbus, Ohio	\$832,821	*CTL Engineering DLZ KZF Design Legat & Kingscott Shremshock Architects & Engineering	\$160,470
11/22/2010 <b>OR #207</b> Locally Administered	Project Number TBD 2010 Building Infrastructure Improvements: Computer Services Center (CSC) HVAC Improvements Ohio University Athens, Ohio	\$824,000	DLZ *Kramer Engineers SHP Leading Design W.E. Monks	TBD: Contact Agency / Institution
11/22/2010 <b>OR #207</b> Locally Administered	Project Number TBD 2010 Building Infrastructure Improvements: Voight Hall, Electrical and Access Improvements and Gamertsfelder Hall Fire Alarm Improvements Ohio University Athens, Ohio	\$1,420,000	DLZ Kramer Engineers SHP Leading Design *W.E. Monks	TBD: Contact Agency / Institution
10/21/2010 <b>OR #206</b> Locally Administered	CLS-101007 Main Classroom - Roof Replacement Cleveland State University Cleveland, Ohio	\$4,400,000	Architectural Vision Group Domokur Architects *Makovich & Pusti Architects mbi-k2m Architecture	\$305,000
10/05/2010 <b>OR #206</b> Locally Administered	UTO-111538 Clinical Simulation Center The University of Toledo Toledo, Ohio	\$1,000,000	*BHDP Architecture SmithGroup, Inc. SSOE, Inc.	TBD: Contact Agency / Institution
09/21/2010 <b>OR #205</b> Locally Administered	OSU-100398 McC Campbell Hall - Ambulatory Modifications The Ohio State University Columbus, Ohio	\$10,500,000	Bostwick Design Partnership CBLH Design *Design Group Perspectus Architecture	\$1,011,188
09/21/2010 <b>OR #205</b> Locally Administered	YSU-111202 Fifth Avenue Athletic Fields Youngstown State University Youngstown, Ohio	\$2,100,000	GPD Group James Burkart Associates JJR	TBD: Contact Agency / Institution
09/09/2010 <b>OR #205</b> Locally Administered	UTO-111564 UMC 3rd Floor Renovations The University of Toledo Toledo, Ohio	\$4,100,000	*CBLH Design Hasenstab Architects URS	TBD: Contact Agency / Institution
09/28/2010 <b>OR #205</b> Locally Administered	UCN-10093A Siddall MarketPointe Renovation University of Cincinnati Cincinnati, Ohio	\$2,300,000	*Champlin Architecture FRCH Design MSA Architects	TBD: Contact Agency / Institution
09/27/2010 <b>OR #205</b> Locally Administered	OSU-108001 BRT-Site Electrical Improvements The Ohio State University Columbus, Ohio	\$2,700,000	Heapy Engineering *Korda/Nemeth Engineering M-Engineering	TBD: Contact Agency / Institution
09/21/2010 <b>OR #205</b> Locally Administered	OSU-100398 McC Campbell Hall - Ambulatory Modifications The Ohio State University Columbus, Ohio	\$10,500,000	Bostwick Design Partnership CBLH Design Inc. *DesignGroup Perspectus Architecture LLC	TBD: Contact Agency / Institution
09/30/2010 <b>OR #205</b> Locally Administered	UTO-10656R (readvertised) Center for Biosphere Restoration Research: Bowman-Oddy Laboratories and Wolfe Hall Renovations (CM at Risk) The University of Toledo Toledo, Ohio	\$7,888,000	AMEC E&C Services, Inc. *The Lathrop Company, Inc. The Whiting-Turner Contracting Company	TBD: Contact Agency / Institution
08/30/2010 <b>OR #204</b> Locally Administered	YSU-111204 M1 & M2 Parking Deck Repair/Restoration Youngstown State University Youngstown, Ohio	\$5,200,000	Carl Walker, Inc. DESMAN Associates Walker Parking Consultants	TBD: Contact Agency / Institution
08/31/2010 <b>OR #204</b> Locally Administered	WSU-110006 Rinzler Athletic Complex Wright State University Fairborn, Ohio	\$4,400,000	Annette Miller Architects Lorenz Williams, Inc. McGill Smith Punshon MSA Architects	TBD: Contact Agency / Institution
08/31/2010 <b>OR #204</b> Locally Administered	WSU-090025 Concert Hall Renovation Wright State University Dayton, Ohio	\$4,228,000	H3 Hardy Collaboration Hardlines Design Company GBBN Architects Richard Fleischman	TBD: Contact Agency / Institution
07/01/2010 <b>OR #203</b> Locally Administered	OSU-090468 Howlett - Kottman Steam Upgrades The Ohio State University Columbus, Ohio	\$1,982,907	Korda/Nemeth Engineering *RMF Engineering SSOE, Inc. Varo Engineers, Inc.	\$168,801.02
07/01/2010 <b>OR #203</b> Locally Administered	OSU-100738 Pomerene - History of Art Renovation The Ohio State University Columbus, Ohio	\$400,000	Braun & Steidl Hardlines Design *Miller Watson Architects	\$45,548

06/18/2010 <b>OR #202</b> Locally Administered	UTO-100656 Center for Biosphere Restoration Research: Bowman-Oddy Laboratories and Wolfe Hall Renovations (C/M at Risk), The University of Toledo Toledo, Ohio	\$7,888,000	Bostleman Mosser, LLC The Lathrop Co. Messer Construction	N/A: Project was readvertised on 09/30/2010 (see OR #205 above)
05/21/2010 <b>OR #201</b> SAO Administered	DRC-090040 Roof Replacement - Ohio State Penitentiary Youngstown, Ohio	\$1,685,000	N/A - Project Cancelled	N/A - Project Cancelled
05/21/2010 <b>OR #201</b> SAO Administered	DRC-090053 HVAC Upgrade 2010 - Warren Correctional Institution Lebanon, Ohio	\$2,500,000	DLZ Ohio, Inc. Kramer Engineers *Prater Engineering Associates Scheeser Buckley Mayfield LLC	\$147,500
05/28/2010 <b>OR #201</b> Locally Administered	MUN-100014 Harris Dining Hall HVAC Replacement Miami University Oxford, Ohio	\$1,400,000	Heapy Engineering KLH Engineers Prater Engineering	TBD: Contact Agency / Institution
05/28/2010 <b>OR #201</b> Locally Administered	OSU-081047 John Herrick Drive Rebuild Phase 1 The Ohio State University Columbus, Ohio	\$6,300,000	DLZ Ohio, Inc. EMH&T Kleingers & Associates MS Consultants	TBD: Contact Agency / Institution
05/27/2010 <b>OR #201</b> Locally Administered	DMR-100003 NODC Paving 2010 Northwest Ohio Developmental Center Toledo, Ohio	\$400,000	The Mannik & Smith Group Chevevey & Piccin *Buehrer Group	\$25,611
04/02/2010 <b>OR #200</b> SAO Administered	CSU-100010 (CM at Risk) Emery Hall Preservation & Restoration Phase IV Central State University Wilberforce, Ohio	\$1,780,000	Messer Construction Co. *Miles-McClellan Construction Thomas & Marker Construction	TBD
02/24/2010 <b>OR #198</b> Locally Administered	OSU-100266 Stone Lab Green Energy Program Ph 1 The Ohio State University Gibraltar Island Put-in-Bay, Ohio	\$320,000	*Metro DC Engineering, LLC Santee Consulting Services Poggemeyer Design Group	\$46,798
02/19/2010 <b>OR #198</b> Locally Administered	OSU-080338 College of Medicine Renovation/Addition Hazardous Material Abatement The Ohio State University Columbus, Ohio	\$13,000,000	*Electro-Analytical Inc (dba EA Group) Lawhon & Associates Gandee & Associates	\$15,040
12/07/2009 <b>OR #196</b> Locally Administered	DRC-090047 Domestic Water & Boiler Replacement Ohio Department of Rehabilitation and Correction Lebanon, Ohio	\$1,425,003	Advanced Engineering Consultants *Kramer Engineers Roger D. Fields & Associates	TBD: Contact Agency / Institution
12/07/2009 <b>OR #196</b> Locally Administered	DRC-090049 Exterior Door Replacement - Warren Correctional Ohio Department of Rehabilitation and Correction Lebanon, Ohio	\$1,360,000	*eS Architecture & Development KZF Design Renouveau Design	TBD: Contact Agency / Institution
12/23/2009 <b>OR #196</b> Locally Administered	OSU-090445 Dreese Exterior Sealant Repair The Ohio State University Columbus, Ohio	\$1,270,000	Abbot Studios Architects & Planners *Shremshock Architects, Inc. CTL Engineering	\$112,649.93
12/23/2009 <b>OR #196</b> Locally Administered	UTO-010656 New Science Building University of Toledo Toledo, Ohio	\$30,000,000	BHDP Architecture *SSOE The Collaborative	TBD: Contact Agency / Institution
11/18/2009 <b>OR #196</b> Locally Administered	OSU-091575 Patent Cafe Food Kitchens Renovation (Food Service Consultant) The Ohio State University Columbus, Ohio	\$10,747,694	*JEM Associates (NJ) Robert Rippe & Associates (MN) The Hysen Group (MI)	TBD: Contact Agency / Institution
12/07/2009 <b>OR #196</b> Locally Administered	OSU-091576 Morehouse Parking Garage - Demolish and Construct Surface Lots The Ohio State University Columbus, Ohio	\$2,209,149	*EMH&T Jobs Henderson & Associates Resource International	\$226,551
11/05/2009 <b>OR #195</b> Locally Administered	UCN-08085A Kettering North Demolition The University of Cincinnati Cincinnati, Ohio	\$3,000,000	*Champlin Architecture JL Bender TRIAD Architects	TBD: Contact Agency / Institution
11/04/2009 <b>OR #195</b> Locally Administered	UCN-06040C Morgens Hall Renovation and Scioto Decommissioning The University of Cincinnati Cincinnati, Ohio	\$27,748,000	GBBN Moody Nolan *Richard Fleischman + Partners Architects	TBD: Contact Agency / Institution
11/18/2009 <b>OR #195</b> Locally Administered	OSU-091575 Patent Cafe Food Kitchens Renovation (A/E) The Ohio State University Columbus, Ohio	\$10,747,694	*FRCH Design Worldwide Hendon & Redmond M+A Architects Perspectus Architecture	\$1,217,199
11/18/2009 <b>OR #195</b> Locally Administered	OSU-100217 Mason Hall - First and Second Floor Renovations The Ohio State University Columbus, Ohio	\$5,974,259	Champlin Architecture *Kallmann McKinnell & Wood Architects (MA) with Bialosky + Partners Architects Phillip Markwood Architects Westlake Reed Leskosky	\$400,500
			Bohlin Cywinski Jackson (PA) David Brody Bond Aedas (NY) Ellenzweig (MA) FLAD Architects (WI)	

11/10/2009 <b>OR #195</b> Locally Administered	OSU-090581 Chemical and Biomolecular Engineering and Chemistry Building - <i>Design Architect</i> The Ohio State University Columbus, Ohio	\$126,000,000	Payette (NY) Pelli Clark Pelli (CT) Perkins + Will (IL) Pohlshek Partnership (NY) SmithGroup (MI) Tsoi-Kobus & Associates (MA) Wilson Architects (NY) Zimmer Gunsul Frasca (NY)	TBD: Contact Agency / Institution
11/10/2009 <b>OR #195</b> Locally Administered	OSU-090581 Chemical and Biomolecular Engineering and Chemistry Building - <i>Architect of Record</i> The Ohio State University Columbus, Ohio	\$126,000,000	Anshen + Allen BHDP Braun & Steidl/IKM *Burt Hill Champlin Architecture NBBJ	\$8,425,000
11/10/2009 <b>OR #195</b> Locally Administered	OSU-090581 Chemical and Biomolecular Engineering and Chemistry Building - <i>Commissioning</i> The Ohio State University Columbus, Ohio	\$126,000,000	*Four Seasons FTC&H Heapy Engineering Horizon Engineering	\$393,333.54
11/10/2009 <b>OR #195</b> Locally Administered	OSU-090581 Chemical and Biomolecular Engineering and Chemistry Building - <i>MEP</i> The Ohio State University Columbus, Ohio	\$126,000,000	Affiliated Engineers (WI) ARUP (NY) HAWA (OH) M/E Engineering (NY) RMF (MD) Vanderweil (MA)	TBD: Contact Agency / Institution
11/24/2009 <b>OR #195</b> Locally Administered	OSU-081230 William H. Hall Complex Expansion, Phase 2 - Commissioning The Ohio State University Columbus, Ohio	\$33,056,494	*Four Seasons Environmental Horizon Engineering Associates Scheeser Buckley Mayfield	\$68,088.05
11/24/2009 <b>OR #195</b> Locally Administered	OSU-071589 Hopkins Hall Mechanical Improvements The Ohio State University Columbus, Ohio	\$5,668,290	Advanced Engineering DLZ Kramer Engineering *Prater Engineering	\$398,170
10/09/2009 <b>OR #194</b> Locally Administered	OHU-091500 Clippinger Lab - Phase 2b-3 Ohio University Athens, Ohio	\$6,900,000	Burt Hill URS W.E. Monks & Co. Westlake, Reed, Leskosky	TBD: Contact Agency / Institution
10/19/2009 <b>OR #194</b> Locally Administered	WSU-100012 Master Plan - Land Use and Development Wright State University Dayton, Ohio	\$200,000	Burt Hill NBBJ Sasaki	TBD: Contact Agency / Institution
09/21/2009 <b>OR #193</b> SAO-Administered	NEM-090001 (CM) Campus Research and Academic Expansion NEOUCOM Rootstown, Ohio	\$37,930,000	Bovis Lend Lease, Inc. Donley's Inc. *The Ruhlin Company Wely Building Company	\$1,405,035
09/11/2009 <b>OR #193</b> SAO-Administered	BWC-100001 BWC Chiller/Ice Tank Replacement Columbus, Ohio	\$1,550,000	DLZ Ohio, Inc. Korda/Nemeth Engineering Motz Engineering *Star Consultants	\$141,260
09/02/2009 <b>OR #193</b> SAO-Administered	DOT-100001 Noble County Maintenance Facility / ODOT Caldwell, Ohio	\$4,800,000	*Jerome M. Scott Architects ms consultants, inc. Schorr Architects, Inc. Wachtel & McAnally Architects/Planners, Inc.	\$403,171
08/28/2009 <b>OR #192</b> Locally Administered	WSU-090041 Halon Replacement Project Wright State University Dayton, Ohio	\$500,000	Heapy Engineering Helmig-Lienesch Engineers *Prater Engineering	TBD: Contact Agency / Institution
08/28/2009 <b>OR #192</b> Locally Administered	WSU-090034 Elevator Upgrades Wright State University Dayton, Ohio	\$500,000	JL Bender Oregon Group Architects *Stilson & Associates, Division of DLZ	TBD: Contact Agency / Institution
08/28/2009 <b>OR #192</b> Locally Administered	WSU-090038 Health Science Roof Replacement Wright State University Dayton, Ohio	\$317,000	Annette Miller Architects eS Architecture and Development *SFA Architects	TBD: Contact Agency / Institution
08/28/2009 <b>OR #192</b> Locally Administered	WSU-090029 Rike Hall Second Floor HVAC and General Renovation Wright State University Dayton, Ohio	\$520,000	*Annette Miller Architects Schorr Architects TRIAD Architects	\$50,000
07/14/2009 <b>OR #191</b> SAO-Administered	NEM-090001 (A/E) Campus Research and Academic Expansion NEOUCOM Rootstown, Ohio	\$37,930,000	Burt Hill, Inc. Hasenstab Architects *TC Architects URS	\$2,727,555
06/15/2009 <b>OR #190</b> Locally Administered	UCN-09101A Radiology Office Building The University of Cincinnati Cincinnati, Ohio	\$2,100,000	BSA LifeStructures *GBBN PFB Architects	TBD: Contact Agency / Institution
06/18/2009 <b>OR #190</b> SAO-Administered	DRC-090026 Fire Alarm Upgrade Lebanon Correctional Institution Lebanon, Ohio	\$3,125,500	*Advanced Engineering Consultants DLZ Ohio KZF Design Kramer Engineers Roger D. Fields & Associates	\$235,213
06/18/2009 <b>OR #190</b>	DRC-090050 Roof Replacement	\$2,604,199	*Archatas, Inc. Asebrook & Co. Architecture	\$199,750

SAO-Administered	Correctional Reception Center Orient, Ohio		eS Architecture and Development Schorr Architects	
06/18/2009 <b>OR #190</b> SAO-Administered	DRC-090052 Medical/Dental Addition Lorain Correctional Institution Grafton, Ohio	\$1,735,000	Kaczmar Architects Incorporated *mbi k2m Architecture Ziska Architecture	\$268,125
05/06/2009 <b>OR #189</b> SAO-Administered	EXP-090003 North Parking Lot Improvements Ohio Expositions Commission Columbus, Ohio	\$5,000,000	Kabil Associates, Inc. *Korda/Nemeth Engineering, Inc. Star Consultants, Inc.	\$345,975
04/09/2009 <b>OR #189</b> SAO-Administered	DAS-010100 North High Street Complex Renovation, Phase 4 Ohio Dept. of Administrative Services Columbus, Ohio	\$52,505,945	*Acock Associates Architects Feinknopf Macioce Schappa Architects Schooley Caldwell Associates	\$4,005,429
04/09/2009 <b>OR #188</b> SAO-Administered	OHU-071730 Scripps College of Communication - Phase 1 Ohio University Athens, Ohio	\$18,000,000	Feinknopf Macioce Schappa Architects Moody Nolan, Inc. NBBJ Schooley Caldwell Associates *The Collaborative, Inc.	\$1,159,650
02/12/2009 <b>OR #186</b> SAO-Administered	DYS-050133 ORVJCF Classroom Addition - Phase 2 Ohio River Valley Juvenile Correctional Facility	\$6,800,000	KZF Design, Inc. Shremshock Architects, Inc. *Wachtel & McAnally Architects/Planners, Inc.	\$668,827
02/04/2009 <b>OR #186</b> SAO-Administered	DOT-090005 Rest Areas Renovation Various locations throughout Ohio	\$12,000,000	Feinknopf Macioce Schappa Architects KZF Design *Shremshock Architects	\$889,360
01/30/2009 <b>OR #185</b> SAO-Administered	CTI-090001 ERC Renovation (Columbus Hall) Columbus State Community College	\$5,400,000	Acock Associates Architects *BHDP Architecture McDonald, Cassell & Bassett Schooley Caldwell Associates	\$389,226
12/15/2008 <b>OR #184</b> SAO-Administered	DMR-090010 Various Improvements Northwest Ohio & Tiffin Developmental Centers	\$1,655,500	Archatas Bodner & Kerik Architects, Inc. *Buehrer Group Architecture & Engineering, Inc.	\$107,200
12/18/2008 <b>OR #184</b> SAO-Administered	DMR-090013 Various Improvements Southwest Ohio Developmental Center	\$1,260,000	Archatas *eS Architecture and Development Star Consultants, Inc.	\$158,802
12/01/2008 <b>OR #184</b> SAO-Administered	DOT-090003 District 11 Re-roof Ohio Department of Transportation New Philadelphia, Ohio	\$4,800,000	Makovich & Pusti Architects, Inc. *Schorr Architects, Inc. Shremshock Architects, Inc.	\$389,000
11/18/2008 <b>OR #183</b> SAO-Administered	EXP-090002 2008 Electrical Upgrades Ohio Expositions Commission	\$2,100,000	Advanced Engineering Consultants *Bennett Engineering, Inc. DLZ Ohio, Inc. Star Consultants, Inc.	\$180,892
11/10/2008 <b>OR #183</b> SAO-Administered	EXP-090001 Sheep and Swine Barn Renovations Ohio Expositions Commission Columbus, Ohio	\$11,900,000	Davis Wince, Ltd. McDonald, Cassell & Bassett, Inc. *Schorr Architects, Inc. Star Consultants, Inc.	\$898,244
07/24/2008 <b>OR #179</b> SAO-Administered	ADJ-090001 Delaware Training and Community Center Adjutant General's Department Delaware, OH	\$21,553,840	KZF Design, Inc. Maddox-NBD, Inc. *Poggemeyer Design Group	\$801,724





# 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>Secrest Electrical Panel and Service Upgrade</u>	Response Deadline	<u>Nov. 15, 2012   4:00 p.m. local time</u>
Project Location	<u>Ohio Veterans Home</u>	Project Number	<u>DVS-130003</u>
City / County	<u>Sandusky / Erie</u>	Project Manager	<u>Robert Simkins</u>
Owner	<u>Department of Veteran Services</u>	Contracting Authority	<u>Department of Veteran Services</u>
No. of paper copies requested (stapled, not bound)	<u>0</u>	No. of electronic copies requested on CD (PDF)	<u>1</u>

Submit the requested number of Statements of Qualifications (Form F110-330) directly to the Ohio Facilities Construction Commission, Attention: Christina Miller, 4200 Surface Road, Columbus, Ohio 43228-1395. See Section H of this RFQ for additional submittal instructions.

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### Project Overview

#### A. Project Description

The anticipated project delivery method for this project is General Contracting.

Federal Prevailing Wage requirements apply to this project.

Upgrade approximately 30 main electrical panels and main service lines that provide electricity to the electrical panels in the Secrest and Giffin nursing homes and provide additional circuits and receptacles in various areas. This will accommodate the increased electrical load from equipment and personal electronics which were not common when the building was built. The existing emergency generator capacity is believed to be adequate for this new load. The work will have to occur during full occupancy of the areas affected.

The currently published Federal deadline for submission of 35% documents to the VA is 2/28/13, but the Owner expects this date to be extended since the notification of tentatively funded projects was issued behind schedule. Until further notice, the owner wants to meet the 2/28/13 deadline.

#### B. Scope of Services

For projects advertised with an appropriately developed Program of Requirements (POR), upon award of the Agreement, commence with Design. For projects without such a POR, upon award of the Agreement, commence by developing the Program of Requirements. The scope of service for this project includes the A/E creating a formal POR.

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.

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. Electrical system renovation
2. Renovation of facilities occupied 24/7
3. Experience as primary A/E
4. I-2 occupancies
5. Complex phasing and scheduling
6. Projects using State of Ohio processes
7. OAKS CI

As required by the Agreement, and as properly authorized, provide the following categories of services: Program Verification, Schematic Design, Design Development, 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>.



## Request for Qualifications (Architect / Engineer) continued

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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 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 label the CD and the CD cover with the project number and firm name.

Submit all questions regarding this RFQ in writing to Christina Miller at [christina.miller@ofcc.ohio.gov](mailto:christina.miller@ofcc.ohio.gov) with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the OAKS Capital Improvements (OAKS CI) website at <http://ci.oaks.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.

Firms are requested to identify professional registrations, memberships and credentials including but not limited to: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, 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.

LEED Credentials: Leadership in Energy & Environmental Design (Green Building Certification Institute)

GA: Green Associate

AP: LEED AP (Legacy LEED Accredited Professional without specialty)

AP +: (see below):

LEED AP BD+C (Building Design and Construction specialty)

LEED AP ID+C (Interior Design and Construction specialty)

LEED AP O+M (Operations and Maintenance specialty)

LEED AP ND (Neighborhood Development specialty)

LEED AP Homes (Specialty for residential LEED construction)

Other Industry Credentials

CCCA: Certified Construction Contract Administrator (CSI)

CCM: Certified Construction Manager (CMAA)

CCS: Certified Construction Specifier (CSI)

CDT: Construction Document Technologist (CSI)

DBIA: Design-Build Institute of America

# Architect/Engineer Selection Rating Form

## State of Ohio Standard Forms and Documents

Project Name Secret Electrical Panel and Service Upgrade Proposer Firm \_\_\_\_\_  
 Project Number DVS-130003 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary A/E Firm Location, Size, and Workload (Maximum 10 points)</b>			
a. Proximity of primary A/E firm's office where the majority of work will be performed to the principal project site, and knowledge of local conditions	Less than 60 miles from project site	4 - 5	
	60 miles to 100 miles from project site	2 - 3	
	More than 100 miles from project site	0 - 1	
b. Number of relevant licensed professionals within primary A/E firm available to perform the work (based on Part II of F110-330)	Less than 5 licensed professionals	0	Max = 3
	5 to 10 licensed professionals	1	
	More than 10 licensed professionals	2	
c. Amount of fees awarded by the Contracting Authority to the primary A/E firm in the previous 24 months (exclude projects on hold)	Less than \$100,000 in previous 24 months	2	
	\$100,000 to \$250,000 in previous 24 months	1	
	More than \$250,000 in previous 24 months	0	
<b>2. Primary A/E Qualifications (Maximum 30 points)</b>			
a. Project Manager (e.g., education, experience, credentials, effective communication skills)	Experience / ability of A/E project manager to manage scope / budget / schedule / quality	0 - 10	
b. Project Designer (e.g., design awards, publications, appropriateness, innovation)	Experience / creativity of project designer to achieve owner's vision and requirements	0 - 5	
c. Technical Staff (e.g., BIM/CAD operator / specifier education, experience, CDT or CCS* credentials)	Experience / ability of technical staff to create fully coordinated construction documents	0 - 5	
d. Construction Administration Staff (e.g., education, experience, CDT or CCCA* credentials)	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 Consultants (e.g., civil, mechanical, or electrical engineering, specialty consultants)	Experience / ability of key consultants to perform effectively and collaboratively	1 - 15	
b. Proposed EDGE-certified Consultant Participation** (fully executed Statements of Intent to Contract and Perform with relevant EDGE firms)	One additional point for every 2 percent increase in professional services over the advertised EDGE participation goal	0 - 5	
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
a. Previous Collaboration of the Project Team (sample projects on which a significant number of individual team members have worked together)	Less than 3 sample projects	1	
	3 to 6 sample projects	2	
	More than 6 sample projects	3	
b. LEED*** Training / Professional Accreditation (demonstrated either by the primary A/E firm or relevant consultant)	LEED*** Credentials* (Maximum 3 points)	GA	1
		AP	2
		AP+	3
c. LEED*** Registered / Certified Project Experience (demonstrated either by the primary A/E firm or relevant consultant)	LEED*** Registered Projects (RP) or LEED*** Certified Projects (CP) (Maximum 2 points)	RP	1
		CP	2
d. Team Organization (showed formal relationships between owner, contracting authority, consultants)	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
<b>5. Overall Team Experience (Maximum 30 points)</b>			
a. Past Performance of the Project Team (provided reference letters from sample project contacts)	Past performance as indicated by A/E evaluations and letters of reference	0 - 10	
b. Experience with similar projects and anticipated project delivery method (e.g., Multiple-Prime, General Contracting, CM at Risk, Design-Build)	Less than 2 projects	0 - 3	
	2 to 4 projects	4 - 6	
	More than 4 projects	7 - 10	
c. Budget and Schedule Management (included data on estimate versus bid and original contract sum & time versus change orders for sample projects)	Performance in completing projects within original construction budget and schedule	0 - 5	
d. Knowledge of Ohio Capital Improvements Process (e.g., experience following <i>The OFC Manual</i> , the Standard Requirements, and ORC Chapter 153)	Less than 3 projects	0 - 1	
	3 to 6 projects	2 - 3	
	More than 6 projects	4 - 5	
* Refer to list of applicable credentials in Section H of the RFQ ** Must be comprised of professional design services consulting firm(s) and NOT the primary A/E firm *** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute		<b>Subtotal</b>	

**Notes:**

**Evaluator:**

Name \_\_\_\_\_

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

# 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>Multipurpose Room Addition</u>	Response Deadline	<u>Nov. 27, 2012   4:00 p.m. local time</u>
Project Location	<u>Ohio Veterans Home</u>	Project Number	<u>DVS-130005</u>
City / County	<u>Georgetown / Brown</u>	Project Manager	<u>Robert Simkins</u>
Owner	<u>Department of Veteran Services</u>	Contracting Authority	<u>Department of Veteran Services</u>
No. of paper copies requested (stapled, not bound)	<u>0</u>	No. of electronic copies requested on CD (PDF)	<u>1</u>

Submit the requested number of Statements of Qualifications (Form F110-330) directly to the Ohio Facilities Construction Commission, Attention: Christina Miller, 4200 Surface Road, Columbus, OH 43228-1395. See Section H of this RFQ for additional submittal instructions.

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### Project Overview

#### A. Project Description

The anticipated project delivery method for this project is General Contracting.

Federal Prevailing Wage requirements apply to this project.

The Ohio Veterans Home at Georgetown is a residence for approximately 190 veterans.

Project scope: Construct a new +/-10,000 square foot two-story addition including a Multipurpose Room for events such as chapel services and entertainment. Include one classroom for nursing training and one for staff training, related restrooms, storage etc.

#### B. Scope of Services

For projects advertised with an appropriately developed Program of Requirements (POR), upon award of the Agreement, commence with Design. For projects without such a POR, upon award of the Agreement, commence by developing the Program of Requirements. The scope of services for this project includes creation of a POR.

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.

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. Multipurpose rooms
2. Additions
3. I-2 occupancies
4. Programming
5. Projects using State of Ohio processes
6. OAKS CI

As required by the Agreement, and as properly authorized, provide the following categories of services: Program Verification, Schematic Design, Design Development, 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 five 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.

LEED certification is not required.

## Request for Qualifications (Architect / Engineer) continued

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The currently published Federal deadline for submission of 35% documents to the VA is 2/28/13, but the Owner expects this date to be extended since the notification of tentatively funded projects was issued later than expected. Unless notified otherwise, the A/E should plan on meeting the 2/28/13 deadline.

### C. Funding / Estimated Budget

Total Project Cost	<u>\$4,018,400</u>	State Funding	<u>\$1,406,440</u>
Construction Cost	<u>\$3,416,000</u>	Other Funding	<u>\$2,611,960</u>
Estimated A/E Fee	<u>6.2% to 7.8%</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., 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).

### D. Services Required (see note below)

Primary	<u>Architectural</u>
Secondary	<u>MEP Engineering</u>
	<u>Fire Protection Engineering</u>
	<u>Structural Engineering</u>
	<u>Geotechnical Engineering</u>
	<u>Surveying (Land)</u>
Others	<u>Materials Testing</u>

### E. Anticipated Schedule

Professional Services Start (mm/yy)	<u>1/1/13</u>
Construction Contracts Start (mm/yy)	<u>9/1/13</u>
Construction Contracts Completed (mm/yy)	<u>7/1/14</u>
Professional Services Completed (mm/yy)	<u>8/1/14</u>

### F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL A/E Fee	<u>5.0%</u>
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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.

## Request for Qualifications (Architect / Engineer) continued

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### 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>.

Paper copies of the Statement of Qualifications, if requested, should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary.

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 label the CD and the CD cover with the project number and firm name.

Submit all questions regarding this RFQ in writing to Christina Miller at [christina.miller@ofcc.ohio.gov](mailto:christina.miller@ofcc.ohio.gov) with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the OAKS Capital Improvements (OAKS CI) website at <http://ci.oaks.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.

Firms are requested to identify professional registrations, memberships and credentials including but not limited to: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, 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.

LEED Credentials: Leadership in Energy & Environmental Design (Green Building Certification Institute)

GA: Green Associate

AP: LEED AP (Legacy LEED Accredited Professional without specialty)

AP +: (see below):

LEED AP BD+C (Building Design and Construction specialty)

LEED AP ID+C (Interior Design and Construction specialty)

LEED AP O+M (Operations and Maintenance specialty)

LEED AP ND (Neighborhood Development specialty)

LEED AP Homes (Specialty for residential LEED construction)

Other Industry Credentials

CCCA: Certified Construction Contract Administrator (CSI)

CCM: Certified Construction Manager (CMAA)

CCS: Certified Construction Specifier (CSI)

CDT: Construction Document Technologist (CSI)

DBIA: Design-Build Institute of America

# Architect/Engineer Selection Rating Form

## State of Ohio Standard Forms and Documents

Project Name Multipurpose Room Addition Proposer Firm \_\_\_\_\_  
 Project Number DVS-130005 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary A/E Firm Location, Size, and Workload (Maximum 10 points)</b>			
a. Proximity of primary A/E firm's office where the majority of work will be performed to the principal project site, and knowledge of local conditions	Less than 50 miles from project site	4 - 5	
	50 miles to 100 miles from project site	2 - 3	
	More than 100 miles from project site	0 - 1	
b. Number of relevant licensed professionals within primary A/E firm available to perform the work (based on Part II of F110-330)	Less than 3 licensed professionals	0	Max = 3
	3 to 6 licensed professionals	1	
	More than 6 licensed professionals	2	
c. Amount of fees awarded by the Contracting Authority to the primary A/E firm in the previous 24 months (exclude projects on hold)	Less than \$100,000 in previous 24 months	2	
	\$100,000 to \$250,000 in previous 24 months	1	
	More than \$250,000 in previous 24 months	0	
<b>2. Primary A/E Qualifications (Maximum 30 points)</b>			
a. Project Manager (e.g., education, experience, credentials, effective communication skills)	Experience / ability of A/E project manager to manage scope / budget / schedule / quality	0 - 10	
b. Project Designer (e.g., design awards, publications, appropriateness, innovation)	Experience / creativity of project designer to achieve owner's vision and requirements	0 - 5	
c. Technical Staff (e.g., BIM/CAD operator / specifier education, experience, CDT or CCS* credentials)	Experience / ability of technical staff to create fully coordinated construction documents	0 - 5	
d. Construction Administration Staff (e.g., education, experience, CDT or CCCA* credentials)	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 Consultants (e.g., civil, mechanical, or electrical engineering, specialty consultants)	Experience / ability of key consultants to perform effectively and collaboratively	1 - 15	
b. Proposed EDGE-certified Consultant Participation** (fully executed Statements of Intent to Contract and Perform with relevant EDGE firms)	One additional point for every 2 percent increase in professional services over the advertised EDGE participation goal	0 - 5	
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
a. Previous Collaboration of the Project Team (sample projects on which a significant number of individual team members have worked together)	Less than 2 sample projects	1	
	2 to 4 sample projects	2	
	More than 4 sample projects	3	
b. LEED*** Training / Professional Accreditation (demonstrated either by the primary A/E firm or relevant consultant)	LEED*** Credentials* (Maximum 3 points)	GA	1
		AP	2
		AP+	3
c. LEED*** Registered / Certified Project Experience (demonstrated either by the primary A/E firm or relevant consultant)	LEED*** Registered Projects (RP) or LEED*** Certified Projects (CP) (Maximum 2 points)	RP	1
		CP	2
d. Team Organization (showed formal relationships between owner, contracting authority, consultants)	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
<b>5. Overall Team Experience (Maximum 30 points)</b>			
a. Past Performance of the Project Team (provided reference letters from sample project contacts)	Past performance as indicated by A/E evaluations and letters of reference	0 - 10	
b. Experience with similar projects and anticipated project delivery method (e.g., Multiple-Prime, General Contracting, CM at Risk, Design-Build)	Less than 3 projects	0 - 3	
	3 to 6 projects	4 - 6	
	More than 6 projects	7 - 10	
c. Budget and Schedule Management (included data on estimate versus bid and original contract sum & time versus change orders for sample projects)	Performance in completing projects within original construction budget and schedule	0 - 5	
d. Knowledge of Ohio Capital Improvements Process (e.g., experience following <i>The OFC Manual</i> , the Standard Requirements, and ORC Chapter 153)	Less than 3 projects	0 - 1	
	3 to 6 projects	2 - 3	
	More than 6 projects	4 - 5	
* Refer to list of applicable credentials in Section H of the RFQ ** Must be comprised of professional design services consulting firm(s) and NOT the primary A/E firm *** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute		<b>Subtotal</b>	

Notes:

Evaluator:

Name \_\_\_\_\_

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

# RFQ Question and Answer List

## State of Ohio Standard Forms and Documents

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Project Name	<u>Multipurpose Room Addition</u>	Project Number	<u>DVS-130005</u>
Project Location	<u>Georgetown / Brown County</u>		

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Date posted: 11/15/2012

Date revised: N/A

Below are the questions that have been received to date for the RFQ of the above-referenced project:

1. Would it possible for you all to combine both The Multipurpose Room Addition and the Dining Area Renovation as the bigger project would have savings and efficiencies for both the design and the construction. You could phase the construction if needed.
  - A. We considered combining the projects, but we determined that the VA is not very receptive to it. Also, because the VA's funding priorities sometimes shift after the initial funding list is issued, it's possible that funding for one project will be released and funding for another one be delayed. That would be a big problem if the designs were integrated. The DVS has its required share of the funds and is committed to contracting with A/Es for full services, from design through construction administration, regardless of what delays could conceivably happen to some portion of the Federal funding. Meeting the 2/28/13 deadline for submittal of 35% documents requires it.
2. When you mention materials testing are you referring to environmental potential testing or Special inspections that would be required.
  - A. We meant special Inspections. The owner assumes responsibility for testing for and abating any hazardous materials, which are considered unlikely.
3. I would assume that the surveying, geotechnical and special inspections are in soft/owner costs and not part of the base A/E target fees identified.
  - A. That's incorrect. The "minimum" fee shown is for Basic Services; the "maximum" fee includes Reimbursables and Additional Services. Surveying, geotechnical services, and special inspections will be in the A/E's scope, more so in project DVS-130005 than in project DVS-130010. We elected to not itemize them as required disciplines in order to reduce the team assembling burden for these relatively small projects, and because the scoring of the SOQs is unlikely to be significantly affected by the State knowing the identities of these firms.
4. Will there be a scheduled site visit for the facility prior to the response deadline? If an organized site visit cannot be scheduled, what other options are there to access the facility?
  - A. OFCC's usual practice is to only arrange access to a facility for the firms on the short list, prior to interviews. Having numerous firms visit the facility now would be disruptive and non-productive. The SOQs will be scored using the criteria stipulated in the RFQ. Familiarity with the particulars of the site should have no bearing on the qualification-based selection process. At this early stage, all the firms need know is that the facility is essentially a nursing home, with a locked Alzheimer's unit.

5. Could you please direct me to the RFP due 11/27/12 for the expansion and renovation of the multipurpose room? Is this for design development and CD's or is it already designed and ready for construction?

Answer:

- Go to <http://ofcc.ohio.gov/>
- Click on "Opportunities"
- Click on "Professional Services Opportunities"
- It's project DVS-130005

The project is advertised as an addition. Renovation will probably be minor, and limited to sitework and where the addition meets the existing building. We are soliciting complete architectural services from program verification, through design, construction administration and closeout.

6. Are there any patient rooms included in the scope of work for this project?
- A. The owner has a suggested location for the addition which should not affect resident bedrooms. Effects on resident rooms will be avoided if possible and are certainly not intended. No new resident rooms are planned.
7. Is it possible to arrange a site visit to this Georgetown facility?

Answer: Specific knowledge of the site should not be relevant for submission or scoring of the Statements of Qualification. A walk-through will be scheduled for the short-listed firms prior to interviews.

# 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>Renovate Steam Lines</u>	Response Deadline	<u>Nov. 14, 2012   4:00 p.m.</u> local time
Project Location	<u>Ohio Veterans Home</u>	Project Number	<u>DVS-130007</u>
City / County	<u>Sandusky / Erie</u>	Project Manager	<u>Robert Simkins</u> Ohio Facilities Construction
Owner	<u>Department of Veteran Services</u>	Contracting Authority	<u>Commission</u>
No. of paper copies requested (stapled, not bound) <u>0</u>		No. of electronic copies requested on CD (PDF) <u>1</u>	

Submit the requested number of Statements of Qualifications (Form F110-330) directly to the Ohio Facilities Construction Commission, Attention: Christina Miller, 4200 Surface Road, Columbus, OH 43228-1395. See Section H of this RFQ for additional submittal instructions.

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### Project Overview

#### A. Project Description

The anticipated project delivery method for this project is General Contracting.

Federal Prevailing Wage requirements apply to this project.

Scope of work: Replace existing backup steam lines from the power house to the Giffin and Secrest care nursing home units. The steams lines were replaced in 1989 and the old steam lines were left in place as a backup in case of an emergency. The old lines are leaking and are not insulated. Valves that turn on the backup system are not operating. Replace this system to continue to provide for facility residents in time of emergency needs. The project involves replacing the old 8" steam line and valves with a new 10" steam line and valves, installing new sump pumps along the travel of the replacement and insulating the new lines.

The Owner has had the existing system tested for asbestos and believes that none is present. If any is found the design of the abatement shall be performed as an Additional Service, or outside of this project.

#### B. Scope of Services

For projects advertised with an appropriately developed Program of Requirements (POR), upon award of the Agreement, commence with Design. For projects without such a POR, upon award of the Agreement, commence by developing the Program of Requirements. In this project the A/E shall will prepare a POR as an Additional Service.

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.

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. Steam distribution system design
2. Steam distribution system renovation
3. Facilities with multiple buildings
4. Facilities with steam tunnels
5. Experience as prime A/E
6. Projects using State of Ohio processes
7. OAKS CI

As required by the Agreement, and as properly authorized, provide the following categories of services: Program Verification, Schematic Design, Design Development, 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>.

## Request for Qualifications (Architect / Engineer) continued

During the construction period, provide not less than four 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 currently published Federal deadline for submission of 35% documents to the VA is 2/28/13, but the Owner expects this date to be extended since the notification of tentatively funded projects was issued later than expected. Unless notified otherwise, the A/E should plan on meeting the 2/28/13 deadline.

### C. Funding / Estimated Budget

Total Project Cost	<u>\$2,732,500</u>	State Funding	<u>\$1,032,605</u>
Construction Cost	<u>\$2,303,000</u>	Other Funding	<u>\$1,917,695</u>
Estimated A/E Fee	<u>6.4% to 6.9%</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., 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).

### D. Services Required (see note below)

Primary	<u>Mechanical Engineering</u>
Secondary	<u>_____</u>
	<u>_____</u>
	<u>_____</u>
	<u>_____</u>
	<u>_____</u>
Others	<u>_____</u>

### E. Anticipated Schedule

Professional Services Start (mm/yy)	<u>1/1/13</u>
Construction Contracts Start (mm/yy)	<u>7/1/13</u>
Construction Contracts Completed (mm/yy)	<u>2/1/14</u>
Professional Services Completed (mm/yy)	<u>3/1/14</u>

### F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL A/E Fee	<u>5.0%</u>
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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

## Request for Qualifications (Architect / Engineer) continued

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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>.

Paper copies of the Statement of Qualifications, if requested, should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary.

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 label the CD and the CD cover with the project number and firm name.

Submit all questions regarding this RFQ in writing to Christina Miller at [christina.miller@ofcc.ohio.gov](mailto:christina.miller@ofcc.ohio.gov) with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the OAKS Capital Improvements (OAKS CI) website at <http://ci.oaks.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.

Firms are requested to identify professional registrations, memberships and credentials including but not limited to: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, 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.

LEED Credentials: Leadership in Energy & Environmental Design (Green Building Certification Institute)

GA: Green Associate

AP: LEED AP (Legacy LEED Accredited Professional without specialty)

AP +: (see below):

LEED AP BD+C (Building Design and Construction specialty)

LEED AP ID+C (Interior Design and Construction specialty)

LEED AP O+M (Operations and Maintenance specialty)

LEED AP ND (Neighborhood Development specialty)

LEED AP Homes (Specialty for residential LEED construction)

Other Industry Credentials

CCCA: Certified Construction Contract Administrator (CSI)

CCM: Certified Construction Manager (CMAA)

CCS: Certified Construction Specifier (CSI)

CDT: Construction Document Technologist (CSI)

DBIA: Design-Build Institute of America

# Architect/Engineer Selection Rating Form

## State of Ohio Standard Forms and Documents

Project Name Renovate Steam Lines Proposer Firm \_\_\_\_\_  
 Project Number DVS-130007 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary A/E Firm Location, Size, and Workload (Maximum 10 points)</b>			
a. Proximity of primary A/E firm's office where the majority of work will be performed to the principal project site, and knowledge of local conditions	Less than 60 miles from project site	4 - 5	
	60 miles to 100 miles from project site	2 - 3	
	More than 100 miles from project site	0 - 1	
b. Number of relevant licensed professionals within primary A/E firm available to perform the work (based on Part II of F110-330)	Less than 2 licensed professionals	2	Max = 3
	2 to 4 licensed professionals	1	
	More than 4 licensed professionals	0	
c. Amount of fees awarded by the Contracting Authority to the primary A/E firm in the previous 24 months (exclude projects on hold)	Less than \$100,000 in previous 24 months	2	
	\$100,000 to \$250,000 in previous 24 months	1	
	More than \$250,000 in previous 24 months	0	
<b>2. Primary A/E Qualifications (Maximum 30 points)</b>			
a. Project Manager (e.g., education, experience, credentials, effective communication skills)	Experience / ability of A/E project manager to manage scope / budget / schedule / quality	0 - 10	
b. Project Designer (e.g., design awards, publications, appropriateness, innovation)	Experience / creativity of project designer to achieve owner's vision and requirements	0 - 5	
c. Technical Staff (e.g., BIM/CAD operator / specifier education, experience, CDT or CCS* credentials)	Experience / ability of technical staff to create fully coordinated construction documents	0 - 5	
d. Construction Administration Staff (e.g., education, experience, CDT or CCCA* credentials)	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 Consultants (e.g., civil, mechanical, or electrical engineering, specialty consultants)	Experience / ability of key consultants to perform effectively and collaboratively	1 - 15	
b. Proposed EDGE-certified Consultant Participation** (fully executed Statements of Intent to Contract and Perform with relevant EDGE firms)	One additional point for every 2 percent increase in professional services over the advertised EDGE participation goal	0 - 5	
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
a. Previous Collaboration of the Project Team (sample projects on which a significant number of individual team members have worked together)	Less than 4 sample projects	1	
	4 to 8 sample projects	2	
	More than 8 sample projects	3	
b. LEED*** Training / Professional Accreditation (demonstrated either by the primary A/E firm or relevant consultant)	LEED*** Credentials* (Maximum 3 points)	GA	1
		AP	2
		AP+	3
c. LEED*** Registered / Certified Project Experience (demonstrated either by the primary A/E firm or relevant consultant)	LEED*** Registered Projects (RP) or LEED*** Certified Projects (CP) (Maximum 2 points)	RP	1
		CP	2
d. Team Organization (showed formal relationships between owner, contracting authority, consultants)	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
<b>5. Overall Team Experience (Maximum 30 points)</b>			
a. Past Performance of the Project Team (provided reference letters from sample project contacts)	Past performance as indicated by A/E evaluations and letters of reference	0 - 10	
b. Experience with similar projects and anticipated project delivery method (e.g., Multiple-Prime, General Contracting, CM at Risk, Design-Build)	Less than 4 projects	0 - 3	
	4 to 8 projects	4 - 6	
	More than 8 projects	7 - 10	
c. Budget and Schedule Management (included data on estimate versus bid and original contract sum & time versus change orders for sample projects)	Performance in completing projects within original construction budget and schedule	0 - 5	
d. Knowledge of Ohio Capital Improvements Process (e.g., experience following <i>The OFC Manual</i> , the Standard Requirements, and ORC Chapter 153)	Less than 2 projects	0 - 1	
	2 to 4 projects	2 - 3	
	More than 4 projects	4 - 5	

\* Refer to list of applicable credentials in Section H of the RFQ

\*\* Must be comprised of professional design services consulting firm(s) and NOT the primary A/E firm

\*\*\* Leadership in Energy & Environmental Design administered by the Green Building Certification Institute

**Subtotal**

Notes:

Evaluator:

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

# 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>Secrest, Giffin HVAC 2 pipe to 4 pipe</u>	Response Deadline	<u>Nov. 20, 2012   4:00 p.m. local time</u>
Project Location	<u>Ohio Veterans Home</u>	Project Number	<u>DVS-130008</u>
City / County	<u>Sandusky / Erie</u>	Project Manager	<u>Bob Simkins</u> Ohio Facilities Construction
Owner	<u>Department of Veteran Services</u>	Contracting Authority	<u>Commission</u>
No. of paper copies requested (stapled, not bound)	<u>0</u>	No. of electronic copies requested on CD (PDF)	<u>1</u>

Submit the requested number of Statements of Qualifications (Form F110-330) directly to the Ohio Facilities Construction Commission, Attention: Christina Miller, 4200 Surface Road, Columbus, Ohio 43228. See Section H of this RFQ for additional submittal instructions.

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### Project Overview

#### A. Project Description

The anticipated project delivery method for this project is General Contracting.

Federal Prevailing Wage requirements apply to this project.

Scope of work: Convert the existing 2-pipe heating and cooling system to a 4-pipe system at the Giffin Care Facility and the Secrest Nursing Home. The conversion would involve installing two additional pipes throughout the nursing home and replacing the HVAC units in the rooms. Two pipes would be used to provide heating, and two pipes would be used to provide cooling. This would provide heating and cooling capabilities at all times and would allow us to maintain required temperatures at all times. Reconfigure connections existing boilers and chillers as required.

#### B. Scope of Services

For projects advertised with an appropriately developed Program of Requirements (POR), upon award of the Agreement, commence with Design. For projects without such a POR, upon award of the Agreement, commence by developing the Program of Requirements. For this project the A/E shall prepare a POR as an Additional Service.

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.

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. Conversion of mechanical system types
2. Mechanical system renovation
3. Renovation of facilities occupied 24/7
4. Experience as primary A/E
5. I-2 occupancies
6. Complex phasing and scheduling
7. Projects using State of Ohio processes
8. OAKS CI

As required by the Agreement, and as properly authorized, provide the following categories of services: Program Verification, Schematic Design, Design Development, 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 five 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.



## Request for Qualifications (Architect / Engineer) continued

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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>.

Paper copies of the Statement of Qualifications, if requested, should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary.

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 label the CD and the CD cover with the project number and firm name.

Submit all questions regarding this RFQ in writing to Christina Ringley at [christina.ringley@ofcc.ohio.gov](mailto:christina.ringley@ofcc.ohio.gov) with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the OAKS Capital Improvements (OAKS CI) website at <http://ci.oaks.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.

Firms are requested to identify professional registrations, memberships and credentials including but not limited to: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, 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.

LEED Credentials: Leadership in Energy & Environmental Design (Green Building Certification Institute)

GA: Green Associate

AP: LEED AP (Legacy LEED Accredited Professional without specialty)

AP +: (see below):

LEED AP BD+C (Building Design and Construction specialty)

LEED AP ID+C (Interior Design and Construction specialty)

LEED AP O+M (Operations and Maintenance specialty)

LEED AP ND (Neighborhood Development specialty)

LEED AP Homes (Specialty for residential LEED construction)

Other Industry Credentials

CCCA: Certified Construction Contract Administrator (CSI)

CCM: Certified Construction Manager (CMAA)

CCS: Certified Construction Specifier (CSI)

CDT: Construction Document Technologist (CSI)

DBIA: Design-Build Institute of America.

# Architect/Engineer Selection Rating Form

## State of Ohio Standard Forms and Documents

Project Name Secrest, Giffin HVAC 2 pipe to 4 pipe Proposer Firm \_\_\_\_\_  
 Project Number DVS-130008 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary A/E Firm Location, Size, and Workload (Maximum 10 points)</b>			
a. Proximity of primary A/E firm's office where the majority of work will be performed to the principal project site, and knowledge of local conditions	Less than 60 miles from project site	4 - 5	
	60 miles to 100 miles from project site	2 - 3	
	More than 100 miles from project site	0 - 1	
b. Number of relevant licensed professionals within primary A/E firm available to perform the work (based on Part II of F110-330)	Less than 3 licensed professionals	0	Max = 3
	3 to 6 licensed professionals	1	
	More than 6 licensed professionals	2	
c. Amount of fees awarded by the Contracting Authority to the primary A/E firm in the previous 24 months (exclude projects on hold)	Less than \$100,000.00 in previous 24 months	2	
	\$100,000.00 to \$250,000.00 in previous 24 months	1	
	More than \$250,000.00 in previous 24 months	0	
<b>2. Primary A/E Qualifications (Maximum 30 points)</b>			
a. Project Manager (e.g., education, experience, credentials, effective communication skills)	Experience / ability of A/E project manager to manage scope / budget / schedule / quality	0 - 10	
b. Project Designer (e.g., design awards, publications, appropriateness, innovation)	Experience / creativity of project designer to achieve owner's vision and requirements	0 - 5	
c. Technical Staff (e.g., BIM/CAD operator / specifier education, experience, CDT or CCS* credentials)	Experience / ability of technical staff to create fully coordinated construction documents	0 - 5	
d. Construction Administration Staff (e.g., education, experience, CDT or CCA* credentials)	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 Consultants (e.g., civil, mechanical, or electrical engineering, specialty consultants)	Experience / ability of key consultants to perform effectively and collaboratively	1 - 15	
b. Proposed EDGE-certified Consultant Participation** (fully executed Statements of Intent to Contract and Perform with relevant EDGE firms)	One additional point for every 2 percent increase in professional services over the advertised EDGE participation goal	0 - 5	
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
a. Previous Collaboration of the Project Team (sample projects on which a significant number of individual team members have worked together)	Less than 3 sample projects	1	
	3 to 6 sample projects	2	
	More than 6 sample projects	3	
b. LEED*** Training / Professional Accreditation (demonstrated either by the primary A/E firm or relevant consultant)	LEED*** Credentials* (Maximum 3 points)	GA	1
		AP	2
		AP+	3
c. LEED*** Registered / Certified Project Experience (demonstrated either by the primary A/E firm or relevant consultant)	LEED*** Registered Projects (RP) or LEED*** Certified Projects (CP) (Maximum 2 points)	RP	1
		CP	2
d. Team Organization (showed formal relationships between owner, contracting authority, consultants)	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
<b>5. Overall Team Experience (Maximum 30 points)</b>			
a. Past Performance of the Project Team (provided reference letters from sample project contacts)	Past performance as indicated by A/E evaluations and letters of reference	0 - 10	
b. Experience with similar projects and anticipated project delivery method (e.g., Multiple-Prime, General Contracting, CM at Risk, Design-Build)	Less than 3 projects	0 - 3	
	3 to 6 projects	4 - 6	
	More than 6 projects	7 - 10	
c. Budget and Schedule Management (included data on estimate versus bid and original contract sum & time versus change orders for sample projects)	Performance in completing projects within original construction budget and schedule	0 - 5	
d. Knowledge of Ohio Capital Improvements Process (e.g., experience following <i>The OFC Manual</i> , the Standard Requirements, and ORC Chapter 153)	Less than 3 projects	0 - 1	
	3 to 6 projects	2 - 3	
	More than 6 projects	4 - 5	
* Refer to list of applicable credentials in Section H of the RFQ ** Must be comprised of professional design services consulting firm(s) and NOT the primary A/E firm *** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute		<b>Subtotal</b>	

Notes:

Evaluator:

Name \_\_\_\_\_

**Request for Qualifications (Architect / Engineer) continued**

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# 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>Dining Area Renovation</u>	Response Deadline	<u>Nov. 21, 2012   4:00 p.m. local time</u>
Project Location	<u>Ohio Veterans Home</u>	Project Number	<u>DVS-130010</u>
City / County	<u>Georgetown / Brown</u>	Project Manager	<u>Robert Simkins</u> <u>Ohio Facilities Construction</u>
Owner	<u>Department of Veteran Services</u>	Contracting Authority	<u>Commission</u>
No. of paper copies requested (stapled, not bound)	<u>0</u>	No. of electronic copies requested on CD (PDF)	<u>1</u>

Submit the requested number of Statements of Qualifications (Form F110-330) directly to the Ohio Facilities Construction Commission, Attention: Christina Miller, 4200 Surface Road, Columbus, OH 43228-1395. See Section H of this RFQ for additional submittal instructions.

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### Project Overview

#### A. Project Description

The anticipated project delivery method for this project is General Contracting.

Federal Prevailing Wage requirements apply to this project.

Project scope: Main Dining Room Expansion: Expand the main dining room by an additional 950 square feet to accommodate current residents and their family members at meal time.

Dementia Dining Room Expansion: Expand and renovate the unit dining room on Nursing Unit A-1, the special care nursing unit by an additional 450 square feet to accommodate dining for the current number of special care residents and their family members. This area is also used as a multi-purpose area for chapel services and entertainment.

Kitchen Renovation:

1. Replace outdated ovens.
2. Repair the kitchen floor. The floor covering has begun to come up and is broken around the drain. The flooring in the cart washing area must be replaced to get the area to drain properly. The floor currently drains into the dish room area creating flooding in that area. Both issues are health and safety violations.
3. Replace the outdated kitchen plate warming system.
4. Provide 10 new food carts to facilitate the "Resident Centered Dining Program".
5. Replace the ice cream freezer.

#### B. Scope of Services

For projects advertised with an appropriately developed Program of Requirements (POR), upon award of the Agreement, commence with Design. For projects without such a POR, upon award of the Agreement, commence by developing the Program of Requirements. In this project, the A/E shall prepare a POR as an Additional Service.

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.

LEED certification is not required.

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. Institutional dining areas
2. Small additions
3. I-2 occupancies
4. Kitchen design or renovation
5. Projects using State of Ohio processes
6. OAKS CI



## Request for Qualifications (Architect / Engineer) continued

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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 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 label the CD and the CD cover with the project number and firm name.

Submit all questions regarding this RFQ in writing to Christina Miller at [christina.miller@ofcc.ohio.gov](mailto:christina.miller@ofcc.ohio.gov) with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the OAKS Capital Improvements (OAKS CI) website at <http://ci.oaks.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.

Firms are requested to identify professional registrations, memberships and credentials including but not limited to: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, 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.

LEED Credentials: Leadership in Energy & Environmental Design (Green Building Certification Institute)

GA: Green Associate

AP: LEED AP (Legacy LEED Accredited Professional without specialty)

AP +: (see below):

LEED AP BD+C (Building Design and Construction specialty)

LEED AP ID+C (Interior Design and Construction specialty)

LEED AP O+M (Operations and Maintenance specialty)

LEED AP ND (Neighborhood Development specialty)

LEED AP Homes (Specialty for residential LEED construction)

Other Industry Credentials

CCCA: Certified Construction Contract Administrator (CSI)

CCM: Certified Construction Manager (CMAA)

CCS: Certified Construction Specifier (CSI)

CDT: Construction Document Technologist (CSI)

DBIA: Design-Build Institute of America

# Architect/Engineer Selection Rating Form

## State of Ohio Standard Forms and Documents

Project Name Dining Area Renovation Proposer Firm \_\_\_\_\_  
 Project Number DVS-130010 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary A/E Firm Location, Size, and Workload (Maximum 10 points)</b>			
a. Proximity of primary A/E firm's office where the majority of work will be performed to the principal project site, and knowledge of local conditions	Less than 50 miles from project site	4 - 5	
	50 miles to 100 miles from project site	2 - 3	
	More than 100 miles from project site	0 - 1	
b. Number of relevant licensed professionals within primary A/E firm available to perform the work (based on Part II of F110-330)	Less than 2 licensed professionals	1	Max = 3
	2 to 4 licensed professionals	2	
	More than 4 licensed professionals	0	
c. Amount of fees awarded by the Contracting Authority to the primary A/E firm in the previous 24 months (exclude projects on hold)	Less than \$100,000 in previous 24 months	2	
	\$100,000 to \$250,000 in previous 24 months	1	
	More than \$250,000 in previous 24 months	0	
<b>2. Primary A/E Qualifications (Maximum 30 points)</b>			
a. Project Manager (e.g., education, experience, credentials, effective communication skills)	Experience / ability of A/E project manager to manage scope / budget / schedule / quality	0 - 10	
b. Project Designer (e.g., design awards, publications, appropriateness, innovation)	Experience / creativity of project designer to achieve owner's vision and requirements	0 - 5	
c. Technical Staff (e.g., BIM/CAD operator / specifier education, experience, CDT or CCS* credentials)	Experience / ability of technical staff to create fully coordinated construction documents	0 - 5	
d. Construction Administration Staff (e.g., education, experience, CDT or CCCA* credentials)	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 Consultants (e.g., civil, mechanical, or electrical engineering, specialty consultants)	Experience / ability of key consultants to perform effectively and collaboratively	1 - 15	
b. Proposed EDGE-certified Consultant Participation** (fully executed Statements of Intent to Contract and Perform with relevant EDGE firms)	One additional point for every 2 percent increase in professional services over the advertised EDGE participation goal	0 - 5	
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
a. Previous Collaboration of the Project Team (sample projects on which a significant number of individual team members have worked together)	Less than 2 sample projects	1	
	2 to 4 sample projects	2	
	More than 4 sample projects	3	
b. LEED*** Training / Professional Accreditation (demonstrated either by the primary A/E firm or relevant consultant)	LEED*** Credentials* (Maximum 3 points)	GA	1
		AP	2
		AP+	3
c. LEED*** Registered / Certified Project Experience (demonstrated either by the primary A/E firm or relevant consultant)	LEED*** Registered Projects (RP) or LEED*** Certified Projects (CP) (Maximum 2 points)	RP	1
		CP	2
d. Team Organization (showed formal relationships between owner, contracting authority, consultants)	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
<b>5. Overall Team Experience (Maximum 30 points)</b>			
a. Past Performance of the Project Team (provided reference letters from sample project contacts)	Past performance as indicated by A/E evaluations and letters of reference	0 - 10	
b. Experience with similar projects and anticipated project delivery method (e.g., Multiple-Prime, General Contracting, CM at Risk, Design-Build)	Less than 3 projects	0 - 3	
	3 to 6 projects	4 - 6	
	More than 6 projects	7 - 10	
c. Budget and Schedule Management (included data on estimate versus bid and original contract sum & time versus change orders for sample projects)	Performance in completing projects within original construction budget and schedule	0 - 5	
d. Knowledge of Ohio Capital Improvements Process (e.g., experience following <i>The OFC Manual</i> , the Standard Requirements, and ORC Chapter 153)	Less than 3 projects	0 - 1	
	3 to 6 projects	2 - 3	
	More than 6 projects	4 - 5	
* Refer to list of applicable credentials in Section H of the RFQ ** Must be comprised of professional design services consulting firm(s) and NOT the primary A/E firm *** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute		<b>Subtotal</b>	

Notes:

Evaluator:

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

# RFQ Question and Answer List

## State of Ohio Standard Forms and Documents

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Project Name	<u>Dining Area Renovation</u>	Project Number	<u>DVS-130010</u>
Project Location	<u>Georgetown / Brown County</u>		

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Date posted: 11/15/2012

Date revised: N/A

Below are the questions that have been received to date for the RFQ of the above-referenced project:

1. Would it possible for you all to combine both The Multipurpose Room Addition and the Dining Area Renovation as the bigger project would have savings and efficiencies for both the design and the construction. You could phase the construction if needed.
  - A. We considered combining the projects, but we determined that the VA is not very receptive to it. Also, because the VA's funding priorities sometimes shift after the initial funding list is issued, it's possible that funding for one project will be released and funding for another one be delayed. That would be a big problem if the designs were integrated. The DVS has its required share of the funds and is committed to contracting with A/Es for full services, from design through construction administration, regardless of what delays could conceivably happen to some portion of the Federal funding. Meeting the 2/28/13 deadline for submittal of 35% documents requires it.
2. When you mention materials testing are you referring to environmental potential testing or Special inspections that would be required.
  - A. We meant special Inspections. The owner assumes responsibility for testing for and abating any hazardous materials, which are considered unlikely.
3. I would assume that the surveying, geotechnical and special inspections are in soft/owner costs and not part of the base A/E target fees identified.
  - A. That's incorrect. The "minimum" fee shown is for Basic Services; the "maximum" fee includes Reimbursables and Additional Services. Surveying, geotechnical services, and special inspections will be in the A/E's scope, more so in project DVS-130005 than in project DVS-130010. We elected to not itemize them as required disciplines in order to reduce the team assembling burden for these relatively small projects, and because the scoring of the SOQs is unlikely to be significantly affected by the State knowing the identities of these firms.
4. For the dining room renovation in Georgetown, Ohio. Are there any written specifications on the food service equipment they are wanting to replace?
  - A. The owner has a tentative list but it's premature to release it now. It has no bearing on the A/E selection process. The A/E will develop the specs later.
5. Will there be a need for secondary consultants for surveying, geotechnical engineering and materials testing as part of this project? The similar RFQ, DVS-130005, is also an addition and that RFQ asks for those services.
  - A. To reduce the team building effort required for the SOQs on this small project we elected to not list these consultants as required team members. In any case, it's unlikely that knowing the identity of these participants will affect the selection process. A consultant for materials testing will be required, but in a minor role given the small scope of the project. We anticipate that geotechnical service to verify bearing at footing bottoms will be required, but the owner should be able to provide soil boring information from the construction of the existing facility which may suffice for these small additions. This is a matter of professional judgment and risk allocation which we can discuss with the selected firm. Since the proposed additions are so small, we

anticipate that new surveys should not be required. Firms are free to include such consultants on their teams if they choose, particularly if they form part of their EDGE participation.

6. Will there be an opportunity to visit the project site prior to the Response Deadline?
  - A. OFCC's usual practice is to only arrange access to a facility for the firms on the short list, prior to interviews. Having numerous firms visit the facility now would be disruptive and non-productive. The SOQs will be scored using the criteria stipulated in the RFQ. Familiarity with the particulars of the site should have no bearing on the qualification-based selection process. At this early stage, all the firms need know is that the facility is essentially a nursing home, with a locked Alzheimer's unit.

# Request for Qualifications (A/E)

Eastern Gateway Community College  
Jefferson County Campus  
4000 Sunset Blvd.  
Steubenville OH 43952



<http://www.egcc.edu/>

Phone: 800 68 COLLEGE

## Administration of Project: Local Administration

Project Name	<u>EGCC Roof Replacement Project</u>	Response Deadline	<u>11/28/2012</u>	<u>5:00 pm</u>	local time
Project Location	<u>4000 Sunset Blvd</u>	Project Number	<u>JTC-130001</u>		
City / County	<u>Steubenville / Jefferson</u>	Project Manager	<u>John O'Brien</u>		
Agency/Institution	<u>Eastern Gateway Community College</u>	Contracting Authority	<u>Owner</u>		
No. of paper copies requested (stapled, not bound)	<u>5</u>	No. of electronic copies requested on CD (PDF)	<u>1</u>		

Submit the requested number of Statements of Qualifications (Form F110-330) directly to John O'Brien at EGCC Jefferson County Campus, 4000 Sunset Blvd., Steubenville OH 43952. See Section H for additional submittal instructions.

## Project Overview

### A. Project Description

The EGCC Roof Replacement Project includes replacement of approximately 93,000 sf of membrane roofing and tapered insulation. This work includes replacing 90% of the existing Jefferson Campus Academic Building and 100% of the existing roofing on the Pugliese Administrative Services Building. Project includes for 5% of metal deck replacement and replacement of various roof accessories. Project includes necessary investigation and testing required to fully determine the extent of roofing system, masonry, parapets, skylights and other related work associated with the roofing system. Familiarity with single-ply rubber roofing systems, insulation and accessories is necessary. Project includes examination and alteration of curb heights and associated MEP work, where curb height adjustments are recommended. Project includes one additional penthouse enclosure similar to existing enclosures on roof. Project includes restoration of five existing penthouse enclosures.

The Consultant will be required to provide design solutions and construction estimates which conform within the construction budget. Work includes architectural, structural and other design disciplines. Plumbing, HVAC and electrical improvements related to this work will be required.

Consultant will develop bid documents, assist with the bidding and bid evaluation, and provide construction administration. The work is to be performed during summer session 2013. The building will be occupied during construction.

Anticipated delivery method for this project is General Contracting.

The estimated design fee below includes Program of Requirements.

The estimated design fee below includes reimbursables.

State Prevailing Wage requirements apply to this project.

### B. Scope of Services

For projects advertised with an appropriately developed Program of Requirements (POR), upon award of the Agreement, commence with Design. For projects without such a POR, 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 the Contracting Authority, the cost breakdown of the Architect/Engineer Agreement detailed cost components to address the Owner's project requirements.

# Request For Qualifications (A/E) continued

Project Name EGCC Roof Replacement Project

Project Number JTC-130001

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As required by the Agreement, and as properly authorized, provide the following categories of services: Program Verification, Schematic Design, Design Development, Construction Document Preparation, Bid and Award Support, Conformed Documents, Construction Phase, Post-Construction Phase, and Extra Services 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.

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.

## Discovery Phase

- Interview representatives of Owner that is knowledgeable of past repairs and current issues to establish the Program of Requirements.
- View interior areas for evidence of leaks and deterioration.
- Evaluation of roof membrane, and perimeter and projection flashings.
- Evaluation of rooftop drainage components for condition and effectiveness.
- Extraction of core samples for identification of roof system construction if necessary.
- Moisture Detection survey (Infrared) to identify wet insulation (If applicable for new roof system design).

## Programming/Schematic Design/Design Development Phases

- Review the program of requirements received from selected members of EGCC.
- Create preliminary drawings, specifications and cost estimates which reflect all program requirements.
- Meet and coordinate with the College regarding all aspects of the project, including project budget, schedule, alternates and phasing.
- Obtain approval by EGCC of the design development drawings, outline specifications and cost estimate.

## Construction Document Phase

- Produce complete drawings and specifications, detailed cost estimate, project schedule and proposed construction staging.
- Prepare cost estimate for bidding, including estimates of alternates.
- Consult and assist the College in the development of special conditions, unit price criteria and bid forms.

## Bidding Phase

- Attend pre-bid meeting and answer specific questions from bidders via addenda as indicated.
- Pre-bid meeting will include on-site visit, to review the requirements set forth in the bid documents, and to give prospective bidder's the opportunity to review the project.
- Prepare minutes of the pre-bid meeting.
- Attend bid opening; review bid forms and submittals, and provide a written recommendation for contract awards.

## Construction Phase

- The professional fee includes an aggregate of eight (8) hours (architectural and/or engineering) per week on-site construction administration by the A/E and its consultants.
- Review and approve all submissions from the contractors including Contract Cost Breakdown; Subcontractors' and Manufacturers' Declaration Forms; schedules, shop drawings, applications for payment, and other submissions as required by the Standard Requirements.
- Prepare field directives and change orders; review and approve pricing for change orders.
- Attend all inspections required for any permit certifications including those issued by the State of Ohio.
- Provide all miscellaneous project correspondence as may be required to respond to owner, contractor, governing agencies, or other project related entities.
- Attend weekly progress meetings. Facilitate the coordination and expedition of all work. Expedite resolution to problems, which may occur in the field as a result of unknown conditions, disputes, owner's request, and omissions or errors in the contract documents.

## Closeout Phase

- Record all contractor submissions of "as built" conditions on reproducible documents and provide these documents to owner with verification that all contractor information has been included in the "as built" construction documents.



# Request For Qualifications (A/E) continued



Project Name EGCC Roof Replacement Project

Project Number JTC-130001

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 O.R.C. Chapter 4703, (2) a landscape architect holding a license and certificate of authorization issued by the Ohio Landscape Architects Board pursuant to O.R.C. 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 O.R.C. 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.

## 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>.

Paper copies of the Statement of Qualifications should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary.

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 label the CD and the CD cover with the project number and firm name.

Submit all questions regarding this RFQ in writing to John O'Brien at [jobrien@egcc.edu](mailto:jobrien@egcc.edu) with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the OAKS Capital Improvements (OAKS CI) website at <http://ci.oaks.ohio.gov> on a regular basis until one week before the response deadline. The Question & Answer (Q&A) document can be found by downloading a new version of the RFQ or by clicking on the Q&A link to the right of the project listing. The name of the party submitting a question will not be included on the Q&A document.

Firms are requested to identify professional registrations, memberships and credentials including but not limited to: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, 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.

LEED Credentials: Leadership in Energy & Environmental Design (Green Building Certification Institute)

GA: Green Associate  
AP: LEED AP (Legacy LEED Accredited Professional without specialty)  
AP +: (see below):  
LEED AP BD+C (Building Design and Construction specialty)  
LEED AP ID+C (Interior Design and Construction specialty)  
LEED AP O+M (Operations and Maintenance specialty)  
LEED AP ND (Neighborhood Development specialty)  
LEED AP Homes (Specialty for residential LEED construction)

Other Industry Credentials

CCCA: Certified Construction Contract Administrator (CSI)  
CCM: Certified Construction Manager (CMAA)  
CCS: Certified Construction Specifier (CSI)  
CDT: Construction Document Technologist (CSI)  
DBIA: Design-Build Institute of America

# Architect/Engineer Selection Rating

Eastern Gateway Community College  
 Jefferson County Campus  
 4000 Sunset Blvd.  
 Steubenville, OH 43952



http://www.egcc.edu/  
 Phone 800.68.COLLEGE

Project Name EGCC Roof Replacement Project Proposer Firm \_\_\_\_\_  
 Project Number JTC-130001 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. A/E Firm Location (5 points)</b>			
Proximity of primary A/E firm office where majority of work is to be performed in relationship to project site	Less than 50 miles	4 - 5	
	50 to 200 miles	2 - 3	
	More than 200 miles	0 - 1	
<b>2. A/E Firm Size (5 points)</b>			
Number of relevant licensed professionals within primary A/E firm available to perform the work.	Small = Less than 5 licensed professionals	4-5	
	Medium = 5 to 10 licensed professionals	2-3	
	Large = More than 10 licensed professionals	0-1	
<b>3. Current Workload (5 points)</b>			
Amount of fees awarded by the Contracting Authority to the primary A/E Firm in the previous 24 months (exclude projects on hold)	Less than \$50,000	4 - 5	
	\$50,000 to \$100,000	2 - 3	
	More than \$100,000	0 - 1	
<b>4. Primary A/E Qualifications (30 points)</b>			
a. Project Management Lead	Experience / ability of A/E project manager to manage scope / budget / schedule / quality	0 - 10	
b. Project Design Lead	Experience / creativity of lead designer to meet needs of owner	0 - 5	
c. Technical Staff	Experience / ability of technical staff to develop quality construction documents	0 - 5	
d. Construction Administration	Experience / ability of field representative to identify / solve issues during construction	0 - 10	
<b>5. A/E Consultant Qualifications (10 points)</b>			
Key Discipline Leads	Experience / ability of all key discipline leads to effectively perform the work	0 - 10	
<b>6. Project Team Qualifications (15 points)</b>			
a. Previous Team Collaboration Number of projects that a majority of the team members have worked together	Less than 3 projects (Low)	0 - 1	
	3 to 5 projects (Average)	2 - 3	
	More than 5 projects (High)	4 - 5	
b. LEED* Experience within Team	LEED AP(s)** on Team	0 - 1	
	LEED Registered Project(s)	0 - 2	
	LEED Certified Project(s)	0 - 2	
	Satisfies ALL above Criteria	Sum = 0 - 5	
c. Team Organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
<b>7. Overall Project Team Experience (30 points)</b>			
a. Budget and Schedule Management	Performance in completing projects within original budget and schedule limitations	0 - 5	
b. Experience with Similar Project Type	Less than 3 projects (Low)	0 - 3	
	3 to 5 projects (Average)	4 - 6	
	More than 5 projects (High)	7 - 10	
c. Past Performance	Level of performance as indicated by past A/E evaluations / letters of reference	0 - 5	
d. Knowledge of State of Ohio Capital Project Administration Process	Less than 2 projects (Low)	0 - 3	
	2 to 5 projects (Average)	4 - 6	
	More than 5 projects (High)	7 - 10	
		<b>Subtotal</b>	

\* LEED = Leadership in Energy & Environmental Design developed by the U.S. Green Building Council  
 \*\* LEED AP = LEED Accredited Professional credential by the Green Building Certification Institute

Notes:

Evaluator:

Name \_\_\_\_\_

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



# RFQ Question and Answer List

## State of Ohio Standard Forms and Documents

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Project Name	EGCC Roof Replacement Project	Project Number	JCT-130001
Project Location	4000 Sunset Blvd., Steubenville Ohio 43952		

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Date posted: 11/9/12  
Date revised: 11/20/2012

Below are the questions that have been received to date for the RFQ of the above-referenced project:

1. In the initial paragraph of the RFQ it indicates the consultant needs to be familiar with single-ply rubber roofing systems and in the paragraph regarding the relevant scope of work to be included in Section F it indicates experience with built-up, single-ply and modified bitumen sheet roofing, is the type of replacement system been determined or will the consultant need to discuss possible systems during design?
  - A. The existing roof is a 60 mil single ply membrane. We want to get a 20 year warranty or better. We are looking to have our design consultant provide recommendations on how to achieve the best warranty within the budget.
2. My inquiry today is just to obtain the deadline for submission of qualifications.
  - A. The response deadline is 11/28/12 at 5:00 pm
3. We would like to request the opportunity to review the roofs for this project in preparation for preparing a statement of qualifications. Is this something that can be arranged?
  - A. Opportunities to visit site to take tours of roof will be on ~~(Fridays) 11/16/12 and Monday, 11/23/12~~ 11/19/12 at 10:00 am. We will meet at the main entry at 4000 Sunset Blvd., Steubenville Ohio 43952
4. **Is a Roofing Consultant required if the Architectural firm has documented project experience in roofing evaluation and system design without a Roofing Consultant?**
  - A. **No. A roofing consultant is not required.**



# Request for Qualifications (A/E)

Eastern Gateway Community College  
4000 Sunset Blvd.  
Steubenville OH 43952



<http://www.egcc.edu/>  
Phone: 800 68 COLLEGE

## Administration of Project: Local Administration

Project Name	<u>EGCC Pugliese Center Parking Lot Restoration Project</u>	Response Deadline	<u>11/28/12</u>	<u>5:00 pm</u>	local time
Project Location	<u>110 John Scott Highway</u>	Project Number	<u>JTC-130002</u>		
City / County	<u>Steubenville / Jefferson</u>	Project Manager	<u>John O'Brien</u>		
Agency/Institution	<u>Eastern Gateway Community College</u>	Contracting Authority	<u>Owner</u>		
No. of paper copies requested (stapled, not bound)	<u>5</u>	No. of electronic copies requested on CD (PDF)	<u>1</u>		

Submit the requested number of Statements of Qualifications (Form F110-330) directly to John O'Brien at EGCC Jefferson Campus, 4000 Sunset Blvd., Steubenville OH 43952. See Section H for additional submittal instructions.

## Project Overview

### A. Project Description

The project includes replacement/repair of vehicular circulation and parking areas. The majority of the College site vehicular paving and pedestrian sidewalks have been rehabilitated in past site improvement projects. However, several areas that were not included are in need of rehabilitation. The site infrastructure improvement project includes partial replacement of approximately 40,000 sf of parking and access drives. The pavement replacement includes removal of 2" wearing course.

Project includes examination of existing failed / unstable areas, determine cause for failed areas and propose solutions. Examination of existing ADA parking, and make certain the College is in compliance with ADA requirements. Examine and include repair recommendations for inoperable site lighting fixture.

The Consultant will be required to provide design solutions and construction estimates which conform within the construction budget. Work includes civil and other design disciplines as required.

Consultant will develop bid documents, assist with the bidding and bid evaluation, and provide construction administration. The work is to be performed during summer session 2013. The Pugliese Center will be occupied during construction.

Anticipated delivery method for this project is General Contracting.

The estimated design fee below includes Programming of Requirements

The estimated design fee below includes reimbursables.

State Prevailing Wage requirements apply to this project.

### B. Scope of Services

For projects advertised with an appropriately developed Program of Requirements (POR), upon award of the Agreement, commence with Design. For projects without such a POR, 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 the Contracting Authority, the cost breakdown of the Architect/Engineer Agreement detailed cost components to address the Owner's project requirements.

# Request For Qualifications (A/E) continued



Project Name EGCC Pugliese Center Parking Lot Restoration Project I Project Number JTC-130002

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As required by the Agreement, and as properly authorized, provide the following categories of services: Program Verification, Schematic Design, Design Development, Construction Document Preparation, Bid and Award Support, Conformed Documents, Construction Phase, Post-Construction Phase, and Extra Services 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.

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.

## Discovery Phase

- Interview representatives of Owner that is knowledgeable of past repairs and current issues to establish the Program of Requirements.
- View areas of failed pavements. Determine cause for failure.
- Extracts cores for subsurface analysis for failed pavement if required.
- Confirm existing drainage and drainage structures are in good condition.
- Confirm adherence of ADA compliance requirements.

## Programming/Schematic Design/Design Development Phases

- Review the program of requirements received from selected members of the EGCC.
- Create preliminary drawings, specifications and cost estimates which reflect all program requirements.
- Meet and coordinate with the College regarding all aspects of the project, including project budget, schedule, alternates and phasing.
- Obtain approval by EGCC of the design development drawings, outline specifications and cost estimate.

## Construction Document Phase

- Produce complete drawings and specifications, detailed cost estimate, project schedule and proposed construction staging.
- Prepare cost estimate for bidding, including estimates of alternates.
- Consult and assist the College in the development of special conditions, unit price criteria and bid forms.

## Bidding Phase

- Attend pre-bid meeting and answer specific questions from bidders via addenda as indicated.
- Pre-bid meeting will include on-site visit, to review the requirements set forth in the bid documents, and to give prospective bidder's the opportunity to review the project.
- Prepare minutes of the pre-bid meeting.
- Attend bid opening; review bid forms and submittals, and provide a written recommendation for contract awards.

## Construction Phase

- The professional fee includes an aggregate of eight (8) hours (engineering) per week on-site construction administration by the A/E and its consultants.
- Review and approve all submissions from the contractors including Contract Cost Breakdown; Subcontractors' and Manufacturers' Declaration Forms; schedules, shop drawings, applications for payment, and other submissions as required by the Standard Requirements.
- Prepare field directives and change orders; review and approve pricing for change orders.
- Attend all inspections required for any permit certifications including those issued by the State of Ohio.
- Provide all miscellaneous project correspondence as may be required to respond to owner, contractor, governing agencies, or other project related entities.
- Attend weekly progress meetings. Facilitate the coordination and expedition of all work. Expedite resolution to problems, which may occur in the field as a result of unknown conditions, disputes, owner's request, and omissions or errors in the contract documents.

## Closeout Phase

- Record all contractor submissions of "as built" conditions on reproducible documents and provide these documents to owner with verification that all contractor information has been included in the "as built" construction documents.



# Request For Qualifications (A/E) continued



Project Name EGCC Pugliese Center Parking Lot Restoration Project I Project Number JTC-130002

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## 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.

## 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>.

Paper copies of the Statement of Qualifications should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary.

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 label the CD and the CD cover with the project number and firm name.

Submit all questions regarding this RFQ in writing to John O'Brien at [jobrien@egcc.edu](mailto:jobrien@egcc.edu) with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the OAKS Capital Improvements (OAKS CI) website at <http://ci.oaks.ohio.gov> on a regular basis until one week before the response deadline. The Question & Answer (Q&A) document can be found by downloading a new version of the RFQ or by clicking on the Q&A link to the right of the project listing. The name of the party submitting a question will not be included on the Q&A document.

Firms are requested to identify professional registrations, memberships and credentials including but not limited to: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, 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.

LEED Credentials: Leadership in Energy & Environmental Design (Green Building Certification Institute)

GA: Green Associate  
AP: LEED AP (Legacy LEED Accredited Professional without specialty)  
AP +: (see below):  
LEED AP BD+C (Building Design and Construction specialty)  
LEED AP ID+C (Interior Design and Construction specialty)  
LEED AP O+M (Operations and Maintenance specialty)  
LEED AP ND (Neighborhood Development specialty)  
LEED AP Homes (Specialty for residential LEED construction)

Other Industry Credentials

CCCA: Certified Construction Contract Administrator (CSI)  
CCM: Certified Construction Manager (CMAA)  
CCS: Certified Construction Specifier (CSI)  
CDT: Construction Document Technologist (CSI)  
DBIA: Design-Build Institute of America

# Architect/Engineer Selection Rating

[Eastern Gateway Community College, Jefferson County Campus  
 [4000 Sunset Blvd.  
 [Steubenville OH 43952



http://www.egcc.edu/  
 Phone [800 68 COLLEGE]

Project Name EGCC Pugliese Center Parking Lot Restoration Project Proposer Firm \_\_\_\_\_  
 Project Number JTC-130002 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. A/E Firm Location (5 points)</b>			
Proximity of primary A/E firm office where majority of work is to be performed in relationship to project site	Less than 50 miles	4 - 5	
	51 to 200 miles	2 - 3	
	More than 200 miles	0 - 1	
<b>2. A/E Firm Size (5 points)</b>			
Number of relevant licensed professionals within primary A/E firm available to perform the work.	Small = Less than 5 licensed professionals	4-5	
	Medium = 5 to 10 licensed professionals	2-3	
	Large = More than 10 licensed professionals	0-1	
<b>3. Current Workload (5 points)</b>			
Amount of fees awarded by the Contracting Authority to the primary A/E Firm in the previous 24 months (exclude projects on hold)	Less than \$50,000	4 - 5	
	\$50,000 to \$100,000	2 - 3	
	More than \$100,000	0 - 1	
<b>4. Primary A/E Qualifications (30 points)</b>			
a. Project Management Lead	Experience / ability of A/E project manager to manage scope / budget / schedule / quality	0 - 10	
b. Project Design Lead	Experience / creativity of lead designer to meet needs of owner	0 - 5	
c. Technical Staff	Experience / ability of technical staff to develop quality construction documents	0 - 5	
d. Construction Administration	Experience / ability of field representative to identify / solve issues during construction	0 - 10	
<b>5. A/E Consultant Qualifications (10 points)</b>			
Key Discipline Leads	Experience / ability of all key discipline leads to effectively perform the work	0 - 10	
<b>6. Project Team Qualifications (15 points)</b>			
a. Previous Team Collaboration Number of projects that a majority of the team members have worked together	Less than 3 projects (Low)	0 - 1	
	3 to 5 projects (Average)	2 - 3	
	More than 5 projects (High)	4 - 5	
b. LEED* Experience within Team	LEED AP(s)** on Team	0 - 1	
	LEED Registered Project(s)	0 - 2	
	LEED Certified Project(s)	0 - 2	
	Satisfies ALL above Criteria	Sum = 0 - 5	
c. Team Organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
<b>7. Overall Project Team Experience (30 points)</b>			
a. Budget and Schedule Management	Performance in completing projects within original budget and schedule limitations	0 - 5	
b. Experience with Similar Project Type	Less than 3 projects (Low)	0 - 3	
	3 to 5 projects (Average)	4 - 6	
	More than 5 projects (High)	7 - 10	
c. Past Performance	Level of performance as indicated by past A/E evaluations / letters of reference	0 - 5	
d. Knowledge of State of Ohio Capital Project Administration Process	Less than 2 projects (Low)	0 - 3	
	2 to 5 projects (Average)	4 - 6	
	More than 5 projects (High)	7 - 10	
		<b>Subtotal</b>	

\* LEED = Leadership in Energy & Environmental Design developed by the U.S. Green Building Council  
 \*\* LEED AP = LEED Accredited Professional credential by the Green Building Certification Institute

Notes:

Evaluator:

Name \_\_\_\_\_

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



# RFQ Question and Answer List

## State of Ohio Standard Forms and Documents

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Project Name EGCC Pugliese Center Parking Lot Restoration Project Project Number JTC-130002  
Project Location 110 John Scott Highway, Steubenville Ohio

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Date posted: 11/9/12; Date revised: 11/20/12

Below are the questions that have been received to date for the RFQ of the above-referenced project:

1. How many weeks of construction phase services are expected by the EGCC?
  - A. The design professional will be required to establish reasonable construction duration for the contractor to perform the work.
2. Is the EGCC agreeable to limiting the number of weeks of construction phase services for the given professional fee?
  - A. EGCC is agreeable to limiting the number of weeks to a reasonable construction phase. We do not want to establish a duration that will require the contractor to include premium time to perform the work.
3. Can the consultant established limits to the duration of the construction phase?
  - A. Limits can be established so long as the duration is reasonable. The work is to be done utilizing forty hour work weeks. We do not want to pay premium time to complete the work faster.
4. Is the A/E team to provide a Geotechnical Investigation to assist us in determining the cause of pavement failures and is the geotechnical fee additional to the 13-14% fee?
  - A. Yes. We are hiring a design firm to identify issues and provide solutions. Exploratory investigation would be considered a reimbursable. As stated in the RFQ, Reimbursable are included within the 13%-14% Estimated Fee.
5. Is the A/E to provide the Site Survey of the project area and is the Survey fee additional to the 13-14% fee?
  - A. EGCC will provide any historical data we have available regarding the parking lot construction. The limits of construction are defined by existing concrete curbs. If additional information is required for bid purposes, field verification / measurement would be included within the Estimated Fee.
6. Will any construction testing be required (concrete tests, asphalt tests, etc.) and is this an additional fee or part of the 13-14% A/E fee?
  - A. There is no testing of material that is anticipated. This is a grind and pave project with subsurface improvements in select locations.
7. Can EGCC provide a more detailed or itemized construction cost estimate so that potential A/E firms can gain a better understanding of how the \$85,000 estimated construction cost was derived?
  - A. Anticipated fee schedule is as follows. Total \$112,500 / Construction \$85,000 / Design \$10,000 / Reimbursable \$2,000 / Contingency \$15,500
8. The address given, 110 John Scott Highway, seems to refer to a site north of Sunset Blvd. Is the project site actually south of Sunset Blvd. adjacent to the main building? Please clarify the project site limits.
  - A. The address is correct. It is located south of Sunset Blvd and is east of the college. The parking lot serves the Pugliese Building which houses the Administrative offices across John Scott Highway. If you visit the site, the scope includes all parking areas in the lower area. This area is approximately 390" \* 75'. If budget allows there is an additional parking area connected by the drive, to the east at a higher elevation where two additional parking areas exist at this location. The northern parking area would be an alternate. We would consider this area to be crack filled, sealed and striped to adhere to budget.



# Request for Qualifications (Architect / Engineer)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Local Higher Education

Project Name	<u>Central Quad Tunnel Top Replacement</u>	Response Deadline	<u>11/9/2012</u>	<u>4:00 PM</u>	local time
Project Location	<u>Miami University - Central Quad</u>	Project Number	<u>MUN-100024</u>		
City / County	<u>Oxford / Butler</u>	Project Manager	<u>Vincent Cirrito</u>		
Owner	<u>Miami University</u>	Contracting Authority	<u>Local Higher Education</u>		
No. of paper copies requested (stapled, not bound) <u>1</u>		No. of electronic copies requested on CD (PDF) <u>1</u>			

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Elizabeth Davidson at 181 Cole Service Building, Oxford, OH 45056, davidsea@miamiOH.edu. See Section H of this RFQ for additional submittal instructions.

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### Project Overview

#### A. Project Description

Miami University's Central Quad is located on the Oxford campus of Miami University and is surrounded by Minnich, Scott, MacCracken, Richard, and Hamilton Halls. The quad houses four sorority chapters including Alpha Chi Omega, Chi Omega, Kappa Alpha Theta, and Kappa Delta and is host to many important gatherings for the University community including the Convocation Ceremony kicking off the academic year and Alumni Weekend. Central Quad's vista from the Sundial to MacCracken Hall is one of the most photographed areas on campus.

Miami University has an extensive network of utility tunnels throughout the Oxford campus constructed in phases as the campus expanded. The tunnels house many of the main utility lines for the University. Chilled water, hot water, and high pressure steam lines are mounted to and run along the walls of the tunnel system, distributing to the various buildings. In addition to these large pipes, some electrical and telecommunications lines also run within and across the tunnel system.

The utility tunnels located in Central Quad were constructed around 1958. The tunnels are entirely cast-in-place concrete construction and are composed of a base slab (which also serves as the footing), walls, and a lid slab designed and constructed in such a manner that the top of the tunnel lids were left exposed to also serve as pedestrian walks. The exposed lids were originally designed to accommodate pedestrian traffic, however, in addition to the pedestrian traffic, the exposed tunnel lids are also used for maintenance vehicular traffic and increasingly heavy truck traffic from University contractors. Additionally, more recent codes and regulations are requiring that emergency vehicles have multiple access points to buildings, resulting in fire trucks and ambulances crossing the tunnels at multiple points. The current tunnel design does not have the ability to accommodate these large loads and the ability of the University to police the access routes for the contractors and emergency vehicles is limited.

Over the years, as the lids have deteriorated, sections of tunnel lids have been repaired or replaced. Replacement sections have been performed with "in-kind" construction to replace extremely deficient sections of slab without additional consideration to the durability of the structure. The repairs that have been performed are typically surface patches that were placed to remediate safety hazards. These repairs were typically not intended to restore structural integrity or increase the longevity and durability of the structural slab section, as is typically done in a structural restoration. As such, the University recently completed a Condition Review and Proposed Master Plan of many utility tunnels throughout campus for lid slab removal and replacement.

The project will remove and replace approximately 2,000 linear feet of lid slab within Central Quad with a precast structural slab, buried waterproofing system, and topping slab to serve as the pedestrian walkway and traffic bearing surface. Lid slab replacement will require minor relocations of electrical conduit for lighting and temporary bracing of the walls. In addition, the anticipated increase in lid slab elevation will require area grading and storm water management improvements.

The selected firm will be responsible for verifying the design parameters and budget included in the Master Plan document. Short listed firms will be provided a copy of the Condition Review and Proposed Master Plan Document and the University's Storm Water Master Plan document for reference and in preparation of interviews.

The anticipated project delivery method for this project is General Contracting.

State Prevailing Wage requirements apply to this project.



## Request for Qualifications (Architect / Engineer) continued

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### 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>.

Paper copies of the Statement of Qualifications, if requested, should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary.

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 label the CD and the CD cover with the project number and firm name.

Submit all questions regarding this RFQ in writing to Vincent Cirrito at [cirritv@miamiOH.edu](mailto:cirritv@miamiOH.edu) with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the OAKS Capital Improvements (OAKS CI) website at <http://ci.oaks.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.

Firms are requested to identify professional registrations, memberships and credentials including but not limited to: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, 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.

LEED Credentials: Leadership in Energy & Environmental Design (Green Building Certification Institute)

LEED AP ND (Neighborhood Development specialty)  
LEED AP Homes (Specialty for residential LEED construction)

GA: Green Associate

AP: LEED AP (Legacy LEED Accredited Professional without specialty)

AP +: (see below):

LEED AP BD+C (Building Design and Construction specialty)

LEED AP ID+C (Interior Design and Construction specialty)

LEED AP O+M (Operations and Maintenance specialty)

Other Industry Credentials

CCCA: Certified Construction Contract Administrator (CSI)

CCM: Certified Construction Manager (CMAA)

CCS: Certified Construction Specifier (CSI)

CDT: Construction Document Technologist (CSI)

DBIA: Design-Build Institute of America

# Architect/Engineer Selection Rating Form

## State of Ohio Standard Forms and Documents

Project Name Central Quad Tunnel Top Replacement Proposer Firm \_\_\_\_\_  
 Project Number MUN-100024 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary A/E Firm Location, Size, and Workload (Maximum 10 points)</b>			
a. Proximity of primary A/E firm's office where the majority of work will be performed to the principal project site, and knowledge of local conditions	Less than 60 miles from project site	4 - 5	
	60 miles to 120 miles from project site	2 - 3	
	More than 120 miles from project site	0 - 1	
b. Number of relevant licensed professionals within primary A/E firm available to perform the work (based on Part II of F110-330)	Less than 7 licensed professionals	0-5	Max = 3
	7 to 20 licensed professionals	0-5	
	More than 20 licensed professionals	0-5	
c. Amount of fees awarded by the Contracting Authority to the primary A/E firm in the previous 24 months (exclude projects on hold)	Less than \$500k in previous 24 months	2	
	\$500k to \$1 mi in previous 24 months	1	
	More than \$1 mi in previous 24 months	0	
<b>2. Primary A/E Qualifications (Maximum 30 points)</b>			
a. Project Manager (e.g., education, experience, credentials, effective communication skills)	Experience / ability of A/E project manager to manage scope / budget / schedule / quality	0 - 10	
b. Project Designer (e.g., design awards, publications, appropriateness, innovation)	Experience / creativity of project designer to achieve owner's vision and requirements	0 - 5	
c. Technical Staff (e.g., BIM/CAD operator / specifier education, experience, CDT or CCS* credentials)	Experience / ability of technical staff to create fully coordinated construction documents	0 - 5	
d. Construction Administration Staff (e.g., education, experience, CDT or CCCA* credentials)	Experience / ability of field representative to identify and solve issues during construction	0 - 11	
<b>3. Key Consultant Qualifications (Maximum 20 points)</b>			
a. Key Consultants (e.g., civil, mechanical, or electrical engineering, specialty consultants)	Experience / ability of key consultants to perform effectively and collaboratively	1 - 15	
b. Proposed EDGE-certified Consultant Participation** (fully executed Statements of Intent to Contract and Perform with relevant EDGE firms)	One additional point for every 2 percent increase in professional services over the advertised EDGE participation goal	0 - 5	
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
a. Previous Collaboration of the Project Team (sample projects on which a significant number of individual team members have worked together)	Less than 3 sample projects	1	
	3 to 6 sample projects	2	
	More than 6 sample projects	3	
b. LEED*** Training / Professional Accreditation (demonstrated either by the primary A/E firm or relevant consultant)	LEED*** Credentials* (Maximum 3 points)	GA	1
		AP	2
		AP+	3
c. LEED*** Registered / Certified Project Experience (demonstrated either by the primary A/E firm or relevant consultant)	LEED*** Registered Projects (RP) or LEED*** Certified Projects (CP) (Maximum 2 points)	RP	1
		CP	2
d. Team Organization (showed formal relationships between owner, contracting authority, consultants)	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
<b>5. Overall Team Experience (Maximum 30 points)</b>			
a. Past Performance of the Project Team (provided reference letters from sample project contacts)	Past performance as indicated by A/E evaluations and letters of reference	0 - 10	
b. Experience with similar projects and anticipated project delivery method (e.g., Multiple-Prime, General Contracting, CM at Risk, Design-Build)	Less than 2 projects	0 - 3	
	2 to 6 projects	4 - 6	
	More than 6 projects	7 - 10	
c. Budget and Schedule Management (included data on estimate versus bid and original contract sum & time versus change orders for sample projects)	Performance in completing projects within original construction budget and schedule	0 - 5	
d. Knowledge of Ohio Capital Improvements Process (e.g., experience following <i>The OFC Manual</i> , the Standard Requirements, and ORC Chapter 153)	Less than 1 projects	0 - 1	
	1 to 2 projects	2 - 3	
	More than 2 projects	4 - 5	
* Refer to list of applicable credentials in Section H of the RFQ ** Must be comprised of professional design services consulting firm(s) and NOT the primary A/E firm *** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute		<b>Subtotal</b>	

**Notes:**

**Evaluator:**

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

# Request for Qualifications (Architect / Engineer)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Local Higher Education

Project Name	<u>Roof Replacement / Repairs Project 2013</u>	Response Deadline	<u>11/14/12</u>	<u>4:00PM</u>	local time
Project Location	<u>Miami University Oxford Campus</u>	Project Number	<u>MUN-100025</u>		
City / County	<u>Oxford / Butler</u>	Project Manager	<u>Howard Bradley</u>		
Owner	<u>Miami University</u>	Contracting Authority	<u>Local Higher Education</u>		
No. of paper copies requested (stapled, not bound) <u>2</u>		No. of electronic copies requested on CD (PDF) <u>2</u>			

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Elizabeth Davidson at davidsea@miamioh.edu. See Section H of this RFQ for additional submittal instructions.

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### Project Overview

#### A. Project Description

Miami University ("Owner"/"Contracting Authority") seeks responses from qualified firms to provide design and other related services as set forth herein.

The purpose of this project is roof replacement and / or repairs on five (5) buildings on the Oxford Campus as follows:

1. Cole Service Building: EPDM complete roof replacement
2. Demske CSC Building: EPDM roof replacement – phase 1 (approximately 50% of roof)
3. Peabody Hall: Replace EPDM and shingle roof, repair gutters on entire building
4. Ogden Hall: Replace copper box gutters on entire building
5. Cook Place: Remove existing clay tiles, replace underlying felt & flashing, and reinstall and replace as needed roof tiles.

The anticipated project delivery method for this project is General Contracting.

State Prevailing Wage requirements apply to this project.

Construction may begin on Cole Service, Demske CSC Building and Cook Place early spring 2013 as these buildings function as business services. Work on Peabody and Ogden Hall may not begin until after final exams (5/10/13) as these buildings function as residence halls for students. All work must be completed no later than 8/15/13.

#### B. Scope of Services

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 / 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 Verification, Schematic Design, Design Development, 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 4 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.

A keen understanding of requirements for contractor work schedules in cooperating with the university student environment will be a key factor in performing administration services for this project.

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 (Architect / Engineer) continued

1. Ethylene-Propylene-Diene-Monomer (EPDM) Roofing Systems
2. Clay Tile Roof Systems
3. Sheet Metal Flashing and Trim
4. Copper Box Gutter Construction and Details
5. Asphalt/Fiberglass Shingles
6. Sustainable solutions that will allow material and / or warranty cost savings
7. Experience in Single Prime project delivery method

### C. Funding / Estimated Budget

Total Project Cost	<u>\$1,826,000</u>	State Funding	<u>\$0</u>
Construction Cost	<u>\$1,541,000</u>	Other Funding	<u>\$1,826,000</u>
Estimated A/E Fee	<u>6.5% to 7%</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., 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).

### D. Services Required (see note below)

Primary	<u>Architectural</u>
Secondary	<u>NA</u>
	<u> </u>
Others	<u>NA</u>

### E. Anticipated Schedule

Professional Services Start (mm/yy)	<u>11 / 12</u>
Construction Contracts Start (mm/yy)	<u>04 / 13</u>
Construction Contracts Completed (mm/yy)	<u>08 / 13</u>
Professional Services Completed (mm/yy)	<u>09 / 13</u>

### F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL A/E Fee	<u>5%</u>
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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

## Request for Qualifications (Architect / Engineer) continued

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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>.

Paper copies of the Statement of Qualifications, if requested, should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary.

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 label the CD and the CD cover with the project number and firm name.

Submit all questions regarding this RFQ in writing to Elizabeth Davidson at [davidsea@miamioh.edu](mailto:davidsea@miamioh.edu) with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the University's Facilities Contracting Office at [www.pfd.muohio.edu/fco](http://www.pfd.muohio.edu/fco) and the OAKS Capital Improvements (OAKS CI) website at <http://ci.oaks.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.

Firms are requested to identify professional registrations, memberships and credentials including but not limited to: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, 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.

LEED Credentials: Leadership in Energy & Environmental Design (Green Building Certification Institute)

LEED AP ND (Neighborhood Development specialty)  
LEED AP Homes (Specialty for residential LEED construction)

GA: Green Associate  
AP: LEED AP (Legacy LEED Accredited Professional without specialty)  
AP +: (see below):  
LEED AP BD+C (Building Design and Construction specialty)  
LEED AP ID+C (Interior Design and Construction specialty)  
LEED AP O+M (Operations and Maintenance specialty)

#### Other Industry Credentials

CCCA: Certified Construction Contract Administrator (CSI)  
CCM: Certified Construction Manager (CMAA)  
CCS: Certified Construction Specifier (CSI)  
CDT: Construction Document Technologist (CSI)  
DBIA: Design-Build Institute of America



# RFQ Question and Answer List

## State of Ohio Standard Forms and Documents

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Project Name	Roof Replacement / Repairs Project 2013	Project Number	MUN-100025
Project Location	Miami University		

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Date posted: 11/7/12

Below are the questions that have been received to date for the RFQ of the above-referenced project:

1. Will the architect's agreement and the construction contracts need to go through the State's Controlling Board?
  - A. No. This is a locally funded project.
2. Are there any built-up roofs that will need to be removed.
  - A. Yes.



# Request for Qualifications (Architect / Engineer)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Local Higher Education

Project Name	<u>MMAC HVAC System Upgrade</u>	Response Deadline	<u>11/27/2012</u>	<u>3:30pm</u>	local time
Project Location	<u>Moore Musical Arts Building</u>	Project Number	<u>BGU-125842</u>		
City / County	<u>Bowling Green / Wood</u>	Project Manager	<u>Robert Boucher</u>		
Owner	<u>Bowling Green State University</u>	Contracting Authority	<u>Local Higher Education</u>		
No. of paper copies requested (stapled, not bound)	<u>3</u>	No. of electronic copies requested on CD (PDF)	<u>1</u>		

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Beth Nagel at 103 Park Avenue Warehouse, Bowling Green, Ohio 43403. See Section H of this RFQ for additional submittal instructions.

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### Project Overview

#### A. Project Description

The purpose of this proposal is to obtain professional engineering services, design through construction, plus commissioning and measurement and verification as part of a major HVAC upgrade project. The project is comprised of mechanical equipment replacements, building automation system (BAS) upgrades, and installation of a new building wide humidification system at the Moore Musical Arts Building on the BGSU Main Campus.

The objective of this project is to replace the existing heavily deteriorated 14 HVAC air handling units plus existing fan coils and VAV boxes with new along with adding a new replacement building humidification system. The HVAC replacements and upgrades will be done to create a building environment acceptable to house and store Steinway pianos. One of the most important climate control criteria to house Steinway pianos requires the HVAC system have the ability and hold temperature and humidity levels at a constant state. This project will improve these environmental conditions in addition to reducing energy and maintenance costs.

The Moore Musical Arts Center was constructed in the late 1970s (construction completed in 1979). The building was divided into classrooms, performance halls, and office areas. The HVAC system for the facility included its own chiller plant with the steam for heating being supplied by the campus steam loop. Air conditioning systems were broken up in a fashion to match building occupancy and to isolate the large areas or rooms with their own air systems, and thus, the building ended up with approximately 14 separate air handling systems. Large areas such as the Recital Hall, Rehearsal Hall, Auditorium & Stage and Large Instrument Hall have their own constant volume air handlers (both indoor and outdoor units). For some of the small interior office areas and medium-sized classrooms, variable air volume systems were utilized. For the smaller studios, offices, and practice rooms, a four pipe fan coil system was used with fan coils being supplemented with conditioned fresh air ducts and air devices to meet outdoor air requirements.

The facility included its own chiller plant with heating provided by the district (campus) steam loop. Campus steam at 125 psi was brought into building and then the pressure was reduced from the 125 psi to 25 psi and distributed to the steam to hot water heat exchanger for heating and to steam humidifiers for humidification. Due to the quality of steam being distributed by the campus loop (dirty steam) and the excessive maintenance required to keep humidifiers working properly, the use of steam humidification was abandoned. Chillers and a cooling tower for the building were also abandoned and the building is now fed off the district central chiller plant CCP-1 chilled water loop.

The anticipated project delivery method for this project is General Contracting.

State Prevailing Wage requirements apply to this project.

#### B. Scope of Services

The associate shall provide all required mechanical, electrical, architectural, and any other design and testing services required plus drawings, specifications, and construction management for the scope of work. In addition, the associate shall be experienced in commissioning, measurement, verification, and development of corrective action plans for failed functional tests and increased energy usage. The selected associate will be required to integrate the BGSU Campus Utility Master Plan/Energy Audit/Energy Design Standards into the design process.

## Request for Qualifications (Architect / Engineer) continued

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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.

As required by the Agreement, and as properly authorized, provide the following categories of services: Program Verification, Schematic Design, Design Development, 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.

Replace all the existing air handlers while adding humidification back into the building. However, replacing the air handlers is not as simple as replacing the existing units in kind (same size). With new ASHRAE 62.1, 2010 and mechanical code requirements for outdoor air quantities to spaces, the new units' total air increases along with the outside air quantity. For instance, for AHU-7 the original unit total air was 4,920 CFM, with outside air of 1,480 CFM. The new total air would be 5,400 CFM with 3,920 CFM of outdoor air. The other factor that increases the total air volume of the units is the lower room or space temperature setting. The original design called for a 75°F room setting. The new standard for a Steinway environment is 68°-70°F. The new air handlers selected would imitate the components provided by the existing units, with the exception of humidifier sections, fans with VFDs, and DDC control modules (Lon). Each air handling unit will have the following sections:

1. Mixing box section with associated dampers and outdoor airflow measuring station.
2. Heating coil section.
3. Access section.
4. Cooling coil section.
5. Access section.
6. Humidifier section.
7. Access section for humidifier dispersion.
8. Fan section.
9. Depending on unit and its location, possible discharge section.

As noted above, it is not only the air handlers that need to be replaced, but also the existing fan coils and VAV boxes. The new fan coils would help to achieve the new space temperatures but also would help in the dehumidification of spaces. The new VAV boxes should include hot water coils as well as new electronic controls (DDC). Additionally, other associated work shall include duct cleaning, new building management system, and replacement of windows in rooms Large Instrumental 1012 and Large Choral Rehearsal 1040.

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. Musical arts type building HVAC system replacements, energy saving, commissioning, and measurement and verification.
2. Musical arts type building HVAC system building automation system upgrades, replacements, and integrations with campus type central BAS controller.
3. Musical arts type building state of the art humidification systems and control design.
4. Higher education institutional experience – preferably State supported universities in Ohio.
5. Experience with complex scheduling/phasing of HVAC system construction renovations in occupied buildings.

### C. Funding / Estimated Budget

Total Project Cost	<u>\$3,051,650</u>	State Funding	<u>\$3,051,650</u>
Construction Cost	<u>\$2,416,829</u>	Other Funding	<u>\$0</u>
Estimated A/E Fee	<u>8% to 10%</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., creation of a



## Request for Qualifications (Architect / Engineer) continued

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### 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>.

Paper copies of the Statement of Qualifications, if requested, should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary.

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 label the CD and the CD cover with the project number and firm name.

Submit all questions regarding this RFQ in writing to Beth Nagel at [bnagel@bgsu.edu](mailto:bnagel@bgsu.edu) with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the OAKS Capital Improvements (OAKS CI) website at <http://ci.oaks.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.

Firms are requested to identify professional registrations, memberships and credentials including but not limited to: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, 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.

LEED Credentials: Leadership in Energy & Environmental Design (Green Building Certification Institute)

LEED AP ND (Neighborhood Development specialty)  
LEED AP Homes (Specialty for residential LEED construction)

GA: Green Associate  
AP: LEED AP (Legacy LEED Accredited Professional without specialty)  
AP +: (see below):  
LEED AP BD+C (Building Design and Construction specialty)  
LEED AP ID+C (Interior Design and Construction specialty)  
LEED AP O+M (Operations and Maintenance specialty)

#### Other Industry Credentials

CCCA: Certified Construction Contract Administrator (CSI)  
CCM: Certified Construction Manager (CMAA)  
CCS: Certified Construction Specifier (CSI)  
CDT: Construction Document Technologist (CSI)  
DBIA: Design-Build Institute of America

# Architect / Engineer Selection Rating Form

## State of Ohio Standard Forms and Documents

Project Name MMAC HVAC System Upgrade Proposer Firm \_\_\_\_\_  
 Project Number BGU-125842 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary A/E Firm Location, Size, and Workload (Maximum 10 points)</b>			
a. Proximity of primary A/E firm's office where the majority of work will be performed to the principal project site, and knowledge of local conditions	Less than 50 miles from project site	4 - 5	
	50 miles to 250 miles from project site	2 - 3	
	More than 250 miles from project site	0 - 1	
b. Number of relevant licensed professionals within primary A/E firm available to perform the work (based on Part II of F110-330)	Less than 5 licensed professionals	1	Max = 3
	5 to 10 licensed professionals	3	
	More than 11 licensed professionals	2	
c. Amount of fees awarded by the Contracting Authority to the primary A/E firm in the previous 24 months (exclude projects on hold)	Less than \$100,000 in previous 24 months	2	
	\$100,000 to \$1,000,000 in previous 24 months	1	
	More than \$1,000,000 in previous 24 months	0	
<b>2. Primary A/E Qualifications (Maximum 30 points)</b>			
a. Project Manager (e.g., education, experience, credentials, effective communication skills)	Experience / ability of A/E project manager to manage scope / budget / schedule / quality	0 - 10	
b. Project Designer (e.g., design awards, publications, appropriateness, innovation)	Experience / creativity of project designer to achieve owner's vision and requirements	0 - 5	
c. Technical Staff (e.g., BIM/CAD operator / specifier education, experience, CDT or CCS* credentials)	Experience / ability of technical staff to create fully coordinated construction documents	0 - 5	
d. Construction Administration Staff (e.g., education, experience, CDT or CCCA* credentials)	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 Consultants (e.g., civil, mechanical, or electrical engineering, specialty consultants)	Experience / ability of key consultants to perform effectively and collaboratively	1 - 15	
b. Proposed EDGE-certified Consultant Participation** (fully executed Statements of Intent to Contract and Perform with relevant EDGE firms)	One additional point for every 2 percent increase in professional services over the advertised EDGE participation goal	0 - 5	
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
a. Previous Collaboration of the Project Team (sample projects on which a significant number of individual team members have worked together)	Less than 5 sample projects	1	
	5 to 10 sample projects	2	
	More than 10 sample projects	3	
b. LEED*** Training / Professional Accreditation (demonstrated either by the primary A/E firm or relevant consultant)	LEED*** Credentials* (Maximum 3 points)	GA	1
		AP	2
		AP+	3
c. LEED*** Registered / Certified Project Experience (demonstrated either by the primary A/E firm or relevant consultant)	LEED*** Registered Projects (RP) or LEED*** Certified Projects (CP) (Maximum 2 points)	RP	1
		CP	2
d. Team Organization (showed formal relationships between owner, contracting authority, consultants)	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
<b>5. Overall Team Experience (Maximum 30 points)</b>			
a. Past Performance of the Project Team (provided reference letters from sample project contacts)	Past performance as indicated by A/E evaluations and letters of reference	0 - 10	
b. Experience with similar projects and anticipated project delivery method (e.g., Multiple-Prime, General Contracting, CM at Risk, Design-Build)	Less than 5 projects	0 - 3	
	5 to 10 projects	4 - 6	
	More than 10 projects	7 - 10	
c. Budget and Schedule Management (included data on estimate versus bid and original contract sum & time versus change orders for sample projects)	Performance in completing projects within original construction budget and schedule	0 - 5	
d. Knowledge of Ohio Capital Improvements Process (e.g., experience following <i>The OFC Manual</i> , the Standard Requirements, and ORC Chapter 153)	Less than 5 projects	0 - 1	
	5 to 10 projects	2 - 3	
	More than 10 projects	4 - 5	
* Refer to list of applicable credentials in Section H of the RFQ ** Must be comprised of professional design services consulting firm(s) and NOT the primary A/E firm *** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute		<b>Subtotal</b>	

Notes:

Evaluator:

Name \_\_\_\_\_

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



# Request for Qualifications (Architect / Engineer)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Local Higher Education

Project Name	<u>RH - Renovations Summer 2013</u>	Response Deadline	<u>11/29/12</u>	<u>2:00 pm</u>	local time
Project Location	<u>Miami University</u>	Project Number	<u>MUN-100026</u>		
City / County	<u>Oxford / Butler</u>	Project Manager	<u>Robert Bell</u>		
Owner	<u>Miami University</u>	Contracting Authority	<u>Local Higher Education</u>		
No. of paper copies requested (stapled, not bound) <u>3</u>		No. of electronic copies requested on CD (PDF) <u>1</u>			

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Elizabeth Davidson at 181 Cole Service Building, 101 South Fisher Drive, Miami University, Oxford OH, 45056. See Section H of this RFQ for additional submittal instructions.

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### Project Overview

#### A. Project Description

Miami University ("Owner") seeks responses from qualified firms to provide design and related services for various types of upgrades to nine Residence Halls during the summer of 2013. The Residence Halls serve students who live on campus with a place to live, study, and socialize. These upgrades will update systems and finishes to increase life safety, functionality, energy efficiency, and appearance of the Residence Halls.

The Residence Halls involved in this Project are Dodds, Emerson, Havighurst, McKee, Moris, Peabody, Porter Tappan and Thomson.

The anticipated upgrades include, without limitation, the following: fire suppression, HVAC, electrical, lighting, bathroom equipment, finishes, kitchen renovations, bathroom renovations, built-in furniture removal, and ceiling replacement. The Architect/Engineer ("A/E") will prepare a POR as an Additional Service for this project.

The anticipated project delivery method for this project is Construction Manager at Risk.

State Prevailing Wage requirements apply to this project.

#### B. Scope of Services

Upon award of the A/E Agreement, the A/E's services will commence with the development of the Program of Requirements. The A/E will also assist the Owner with selection of the Construction Manager.

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, the cost breakdown of the 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, Project Close-out, Post-Construction, and 11 Month Warranty Review.

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, the A/E is to provide not less than 32 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.

This Project will require the following disciplines: Architecture, electrical, plumbing, mechanical, fire alarm, fire suppression. The Project will include the installation of new fire suppression systems in two buildings, all new electrical service and distribution and devices for two buildings, HVAC upgrades for one building, replacement of light fixtures in nine buildings, renovation of advisor suites including kitchens in five buildings, painting of student rooms in two buildings, replacement of ceilings in limited areas of four buildings, replacement of flooring in student rooms of one building,

## Request for Qualifications (Architect / Engineer) continued

installation of window contact switches for HVAC control in one building, replacement of water softener system in one building, removal of built-in furniture and rehabilitation of finishes in student rooms of one building, and miscellaneous smaller-scale scope improvements.

The buildings involved in this Project are scattered throughout the Oxford Campus. All are residence halls. Most of these halls will be occupied during a portion of the construction period and therefore the A/E should pay particular attention to the scheduling and phasing of the Work to minimize occupant disruption and to coordinate safety details for areas in close proximity to the Work.

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. HVAC upgrade
2. Fire Suppression
3. Electrical/Lighting Upgrades
4. Kitchen renovation
5. General University Dormitory Room Renovation

### C. Funding / Estimated Budget

Total Project Cost	<u>\$4,999,200</u>	State Funding	<u>\$0</u>
Construction Cost	<u>\$Dollar Amount</u>	Other Funding	<u>\$4,999,200</u>
Estimated A/E Fee	<u>6% to 7%</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., 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).

### D. Services Required (see note below)

Primary	<u>Architecture, Electrical, Mechanical</u>
Secondary	<u>Fire Suppression</u>
	<u>Plumbing</u>
	<u>Fire alarm</u>
	<u> </u>
	<u> </u>
Others	<u> </u>

### E. Anticipated Schedule

Professional Services Start (mm/yy)	<u>12 / 12</u>
Construction Contracts Start (mm/yy)	<u>03 / 13</u>
Construction Contracts Completed (mm/yy)	<u>08 / 13</u>
Professional Services Completed (mm/yy)	<u>09 / 13</u>

### F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL A/E Fee	<u>5%</u>
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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.

## Request for Qualifications (Architect / Engineer) continued

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- 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>. The University will utilize the forms and documents prescribed by the OFCC for the Construction Manager at Risk delivery method, including the forms and documents specific to A/E services performed for Construction Manager at Risk projects. A/E firms are encouraged to review the governing OFCC documents (available on the OFCC website).

Paper copies of the Statement of Qualifications, if requested, should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary.

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 label the CD and the CD cover with the project number and firm name.

Submit all questions regarding this RFQ in writing to Elizabeth Davidson at [davidsea@muohio.edu](mailto:davidsea@muohio.edu) with the project number included in the subject line (no phone calls please). Questions will be answered and posted on the University's Facilities Contracting Office at [www.pfd.muohio.edu](http://www.pfd.muohio.edu) and to the OAKS Capital Improvements (OAKS CI) website at <http://ci.oaks.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.

Firms are requested to identify professional registrations, memberships and credentials including but not limited to: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, 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.

LEED Credentials: Leadership in Energy & Environmental Design (Green Building Certification Institute)

LEED AP ND (Neighborhood Development specialty)  
LEED AP Homes (Specialty for residential LEED construction)

GA: Green Associate

AP: LEED AP (Legacy LEED Accredited Professional without specialty)

Other Industry Credentials

AP +: (see below):

LEED AP BD+C (Building Design and Construction specialty)

LEED AP ID+C (Interior Design and Construction specialty)

LEED AP O+M (Operations and Maintenance specialty)

CCCA: Certified Construction Contract Administrator (CSI)

CCM: Certified Construction Manager (CMAA)

CCS: Certified Construction Specifier (CSI)

CDT: Construction Document Technologist (CSI)

DBIA: Design-Build Institute of America

# Architect / Engineer Selection Rating Form

## State of Ohio Standard Forms and Documents

Project Name RH- Renovations Summer 2013 Proposer Firm \_\_\_\_\_  
 Project Number MUN-100026 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary A/E Firm Location, Size, and Workload (Maximum 10 points)</b>			
a. Proximity of primary A/E firm's office where the majority of work will be performed to the principal project site, and knowledge of local conditions	Less than 50 miles from project site	4 - 5	
	50 miles to 120 miles from project site	2 - 3	
	More than 120 miles from project site	0 - 1	
b. Number of relevant licensed professionals within primary A/E firm available to perform the work (based on Part II of F110-330)	Less than 3 licensed professionals	1	Max = 3
	3 to 8 licensed professionals	2	
	More than 8 licensed professionals	3	
c. Amount of fees awarded by the Contracting Authority to the primary A/E firm in the previous 24 months (exclude projects on hold)	Less than \$50K in previous 24 months	2	
	\$50K to \$200K in previous 24 months	1	
	More than \$200K in previous 24 months	0	
<b>2. Primary A/E Qualifications (Maximum 30 points)</b>			
a. Project Manager (e.g., education, experience, credentials, effective communication skills)	Experience / ability of A/E project manager to manage scope / budget / schedule / quality	0 - 10	
b. Project Designer (e.g., design awards, publications, appropriateness, innovation)	Experience / creativity of project designer to achieve owner's vision and requirements	0 - 5	
c. Technical Staff (e.g., BIM/CAD operator / specifier education, experience, CDT or CCS* credentials)	Experience / ability of technical staff to create fully coordinated construction documents	0 - 10	
d. Construction Administration Staff (e.g., education, experience, CDT or CCCA* credentials)	Experience / ability of field representative to identify and solve issues during construction	0 - 15	
<b>3. Key Consultant Qualifications (Maximum 20 points)</b>			
a. Key Consultants (e.g., civil, mechanical, or electrical engineering, specialty consultants)	Experience / ability of key consultants to perform effectively and collaboratively	1 - 15	
b. Proposed EDGE-certified Consultant Participation** (fully executed Statements of Intent to Contract and Perform with relevant EDGE firms)	One additional point for every 2 percent increase in professional services over the advertised EDGE participation goal	0 - 5	
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
a. Previous Collaboration of the Project Team (sample projects on which a significant number of individual team members have worked together)	Less than 4 sample projects	1	
	4 to 8 sample projects	2	
	More than 8 sample projects	3	
b. LEED*** Training / Professional Accreditation (demonstrated either by the primary A/E firm or relevant consultant)	LEED*** Credentials* (Maximum 3 points)	GA	1
		AP	2
		AP+	3
c. LEED*** Registered / Certified Project Experience (demonstrated either by the primary A/E firm or relevant consultant)	LEED*** Registered Projects (RP) or LEED*** Certified Projects (CP) (Maximum 2 points)	RP	1
		CP	2
d. Team Organization (showed formal relationships between owner, contracting authority, consultants)	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
<b>5. Overall Team Experience (Maximum 30 points)</b>			
a. Past Performance of the Project Team (provided reference letters from sample project contacts)	Past performance as indicated by A/E evaluations and letters of reference	0 - 10	
b. Experience with similar projects and anticipated project delivery method (e.g., Multiple-Prime, General Contracting, CM at Risk, Design-Build)	Less than 4 projects	0 - 3	
	4 to 6 projects	4 - 6	
	More than 6 projects	7 - 10	
c. Budget and Schedule Management (included data on estimate versus bid and original contract sum & time versus change orders for sample projects)	Performance in completing projects within original construction budget and schedule	0 - 5	
d. Knowledge of Ohio Capital Improvements Process (e.g., experience following <i>The OFC Manual</i> , the Standard Requirements, and ORC Chapter 153)	Less than 3 projects	0 - 1	
	3 to 6 projects	2 - 3	
	More than 6 projects	4 - 5	
* Refer to list of applicable credentials in Section H of the RFQ ** Must be comprised of professional design services consulting firm(s) and NOT the primary A/E firm *** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute		<b>Subtotal</b>	

Notes:

Evaluator:

Name \_\_\_\_\_

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

# RFQ Question and Answer List

## State of Ohio Standard Forms and Documents

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Project Name	<u>RH – Renovations Summer 2013</u>	Project Number	<u>MUN-100026</u>
Project Location	<u>Miami University, Oxford, OH</u>		

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Date posted: 11/20/12

Below are the questions that have been received to date for the RFQ of the above-referenced project:

1. Can you confirm the 32 hours required for on-site CA services. With the CMR delivery method we would expect fewer hours devoted to CA for the A/E.
  - A. Because of the number of halls included and the various size and complexity of scopes coordination with the contractors, the owner and users will be paramount. Also, the work has a compressed schedule and all work must be completed in time for students to occupy spaces in the fall. For these reasons we are requiring 32 hours average on site for CA services. This is for the entire AE team combined. So one architect and one engineer each on site for two full days would equal 32 hours.
  
2. Is there a need for a Hazardous Materials consultant on the team? Did the Master Plan address asbestos containing materials
  - A. The university does have an asbestos report for each hall. The reports were done in 1996. It would be of benefit to the project to have a consultant on the team, but is not required. A consultant could verify the quantities and identify any additional materials for sampling.
  
3. I'm hoping you can clarify what the University expects for the primary services. On that section of the RFQ, the Primary services are listed as Architecture, Electrical, Mechanical. We are a full service engineering firm and would like to submit as the lead while teaming with a local architect. Please confirm this team arrangement would be acceptable.
  - A. Yes, an engineering firm as lead would be appropriate and acceptable.
  
4. The RFQ indicated the A/E is to provide not less than **32 hours** on-site CA services. Is this correct or a typo? It appears then that Miami basically is requiring someone on-site full time?
  - A. Because of the number of halls included and the various size and complexity of scopes coordination with the contractors, the owner and users will be paramount. Also, the work has a compressed schedule and all work must be completed in time for students to occupy spaces in the fall. For these reasons we are requiring 32 hours average on site for CA services. This is for the entire AE team combined. So one architect and one engineer each on site for two full days would equal 32 hours.



# Request for Qualifications (Design-Build Contract)

## State of Ohio Standard Forms and Documents

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

Project Name	<u>Waverly City SD Remediation</u>	Response Deadline	<u>11/26/12</u>	<u>5:00 pm</u>	local time
Project Location	<u>Waverly OH</u>	Project Number	<u>SFC-08122</u>		
City / County	<u>Waverly / Pike</u>	Project Manager	<u>Eric Moser</u>		
Owner	<u>School District Board</u>	Contracting Authority	<u>OSFC + School District Board</u>		
No. of paper copies requested (stapled, not bound)	<u>0</u>	No. of electronic copies requested on CD (PDF)	<u>2</u>		

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Jill Hoobler at 10 West Broad Street Suite 1400 Columbus Ohio 43215. See Section H of this RFQ for additional submittal instructions.

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### Project Overview

#### A. Project Description

This contract is for remediation work at 4 facilities on the Waverly City School Campus located at 1 Tiger Drive, Waverly, OH 45690. The facilities are known as ES1, ES2, MS and HS. The work consists of roofing replacement/ repair and masonry repair at all 4 facilities and structural work on ES2. The facilities are occupied and work will need to be coordinated around the Districts needs for use of the facilities.

Quality work is of the utmost importance, the schedule can be adjusted to accommodate quality work.

This project will utilize the Design-Build project delivery method.

Prevailing Wage requirements do not apply to this project.

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

#### B. Scope of Services

The selected Design-Builder ("DB"), as a portion of its required Scope of Services and prior to submitting its proposal, will discuss and clarify with the Owner and the Contracting Authority, the breakdown of the Agreement detailed cost components, to address the Owner's project requirements and refine the project schedule.

As required by the Agreement, and as properly authorized, provide the following categories of services: provide constructability review comments on documents produced by the Criteria A/E during the Schematic Design, Design Development, and Construction Document stages; develop and maintain estimates of probable construction cost, value engineering, project schedules, and construction schedules; lead and manage the Subcontract or Prequalification and Bidding process, Construction and Closeout Stage. 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>.

The preconstruction and construction services are generally described below. Subcontracts may be awarded by the DB to prequalified vendors using a competitive process. The parties will engage in an "open book" pricing method in which all subcontracted work shall be based upon competitive pricing that will be reviewed by the Contracting Authority and/or Owner, the Criteria A/E and the DB. The Contracting Authority and/or Owner shall have access to all books, records, documents and other data in the DB's possession related to itself, its subcontractors and material suppliers pertaining to bidding, pricing or performance of the Agreement.

Preconstruction Services: The DB will work cooperatively with the Contracting Authority and/or Owner, Criteria A/E and Project Team, and will provide, among other services, schedule development, estimate development, program verification, schematic design, design development, Guarantee Maximum Price (GMP) proposal, subcontractor prequalification and bidding, construction documents preparation, constructability review, permits, budgeting, value engineering, and preconstruction planning throughout the preconstruction stages. When the drawings and specifications are at a stage of completion specified in the Agreement, such partially completed documents (the "Basis Documents") shall be provided to the DB, together with the A/E of Record's detailed listing of any material incomplete design elements and the A/E of Record's statement of intended scope with respect to such incomplete elements (the "Design Intent

**Request for Qualifications (Design-Build Contract) continued**

Statement"). The DB shall submit to the Contracting Authority and/or Owner and the Criteria A/E their proposed Guaranteed Maximum Price (the "Contract Sum") and its qualifications and assumptions based upon the Basis Documents and the Design Intent Statement. The DB, the Contracting Authority and/or Owner and the Criteria A/E (along with selected engineers and consultants) shall meet to reconcile any questions, discrepancies or disagreements relating to the qualifications and assumptions, the Basis Documents or the Design Intent Statement. The reconciliation shall be documented by an addendum to the qualifications and assumptions that shall be approved in writing by the Contracting Authority and/or Owner, the Criteria A/E and the DB. The DB shall then submit to the Contracting Authority, for approval, the CM's proposed final Contract Sum based upon the Basis Documents, the approved qualifications and assumptions and the Design Intent Statement. Contingent upon the Contracting Authority's approval of the final Contract Sum (GMP Amendment), the parties will enter into an amendment to the Agreement establishing the Contract Sum. The final negotiated Contract Sum shall not exceed the Project Budget established for construction. If the proposed Contract Sum exceeds such budget, then the Contracting Authority may terminate its agreement with the DB and seek from other firms, bids for completion of the Project.

**Construction Services:** The DB shall construct the Project pursuant to the construction documents and in accordance with the schedule requirements. The DB shall hold all subcontracts and shall be fully responsible for the means and methods of construction, construction execution, progress schedule, weekly progress meetings, testing and inspection, project safety, project completion within the schedule agreed upon in the preconstruction phase, compliance with all applicable laws and regulations including monitoring compliance with all EDGE, equal employment, and prevailing wage requirements, and submitting monthly reports of these activities to the Contracting Authority. All subcontracts shall be on the subcontract form prescribed by OAC Section 153:1-03-02. The Contracting Authority reserves the right to approve the DB's selection of subcontractors and any supplement terms to the form subcontract.

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. Roof Removal
2. Roof Installation
3. Roof Repair
4. Masonry Restoration
5. Masonry Cavity Wall Flashing Repair
6. Select Demolition
7. Slab on Grade removal
8. Soil remediation
9. Concrete Slab Placement
10. General Finishes

**C. Funding / Estimated Budget**

Total Project Cost    \$7,500,000  
 Construction Cost    \$6,200,000

**D. Anticipated Schedule**

DB Services Start (mm/yy)            12 / 12  
 Construction Stage Start (mm/yy)    03 / 13  
 DB Services Completed (mm/yy)      12 / 13  
 Contract Completed (mm/yy)          12 / 13

**E. EDGE Participation Goal**

Percent of Total Subcontracts Awarded    0%  
 Percent of Initial Design Services Fee      0%  
 Percent of Design-Build Compensation      5%

## Request for Qualifications (Design-Build Contract) continued

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### F. Evaluation Criteria for Selection

#### Selection Criteria:

The DB will be selected using (i) a qualification based selection process during the initial Request for Qualifications (RFQ) stage to develop a short list and (ii) a best value selection process during the final Request for Proposal (RFP) stage for the final DB selection. The qualifications-based selection criteria for the RFQ is included in this announcement.

#### Short List:

Each firm responding to this RFQ will be evaluated and selected based on its qualifications and the qualifications and experience of the particular individuals identified as the candidate's proposed team for the Project. After evaluating the responses to this RFQ, the Contracting Authority will select a short list of no fewer than three candidates that it considers to be the most qualified, except if the Contracting Authority determines that fewer than three firms are qualified, it will only select the qualified firms.

#### Request for Proposal:

The short-listed firms shall be sent a RFP that will invite the firms to submit pricing proposals containing their proposed preconstruction stage design fee, construction stage personnel costs, construction stage itemized general conditions cost percentage, construction stage contingency percentage and construction stage design fee percentage. The short-listed candidates will also receive (i) a form of the Agreement with the Contracting Authority containing the contract terms and conditions, (ii) a set of the most recent design documents and (iii) a proposed Project schedule.

#### Pre-Proposal Meeting:

Prior to submitting a response to the RFP, the short-listed firms will be invited to meet individually with the Contracting Authority and the Owner. The purpose of the pre-proposal meeting is to permit the short-listed firms to ask the Contracting Authority and the Owner questions in an individual setting to help the firms prepare their responses to the RFP. The pre-proposal meeting will be held at the Waverly City Schools Campus located at 1 Tiger Drive, Waverly, OH 45690. The Contracting Authority will notify each short-listed firm to schedule individual times for the pre-proposal meetings.

#### Interview:

After submitting responses to the RFP, the short-listed firms will be interviewed by the Contracting Authority and representatives of the Owner. The purpose of the interview will be to meet the proposed Project team, become familiar with key personnel, and understand the project approach and ability to meet the stated objectives for the Project. Please be prepared to discuss with specificity the firm's capacity to conduct this work in compliance with the timetable, budget and EDGE expectations. The Contracting Authority will notify each short-listed firm to schedule individual times for the interviews.

#### Selection Schedule:

Tentative schedule is subject to change.

Qualifications Due	11/26/12
RFP issued to the Short-Listed Firms	11/30/12
Site Visit at Waverly project site	12/5/12
Pre-proposal Meetings at Waverly	12/5/12
Proposals Due	12/12/12
Interviews at Waverly	12/19/12
Selection of DB	1/11/13
Controlling Board Meeting for approval of the Agreement	n/a

#### Cancellation and Rejection:

The Contracting Authority reserves the right to reject all proposals and cancel at any time for any reason this solicitation, any portion of this solicitation or any phase of the Project. The Contracting Authority shall have no liability to any proposer arising out of such cancellation or rejection. The Contracting Authority reserves the right to waive minor variations in the selection process.

## Request for Qualifications (Design-Build Contract) continued

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### 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>.

Paper copies of the Statement of Qualifications, if requested, should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary.

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 label the CD and the CD cover with the project number and firm name.

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 OAKS Capital Improvements (OAKS CI) website at <http://ci.oaks.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.

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.
2. **Bonding/Insurance:** Provide evidence of capacity to provide bonding in the amount of the project budget and a copy of the firm's certificate of insurance showing the firm's current limits of liability for commercial general liability, employer's liability, business automobile liability and professional liability.
3. **Management Systems:** Describe the scheduling and cost control systems the firm would propose to use for the Project
4. **Self-Performed Work:** Indicate whether the firm intends to self-perform any work on the Project through a competitive process and, if so, the nature of the work and capability to self-perform.
5. **Estimating:** Demonstrated track record of performance of in-house estimating on projects comparable to the Project.
6. **Scheduling:** Demonstrated track record of performance of managing projects to the original schedule.

Firms are requested to identify professional registrations, memberships and credentials including but not limited to: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, 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.

LEED Credentials: Leadership in Energy & Environmental Design (Green Building Certification Institute)

GA: Green Associate

AP: LEED AP (Legacy LEED Accredited Professional without specialty)

AP +: (see below):

LEED AP BD+C (Building Design and Construction specialty)

LEED AP ID+C (Interior Design and Construction specialty)

LEED AP O+M (Operations and Maintenance specialty)

LEED AP ND (Neighborhood Development specialty)

LEED AP Homes (Specialty for residential LEED construction)

Other Industry Credentials

CCCA: Certified Construction Contract Administrator (CS)

CCM: Certified Construction Manager (CMAA)

CCS: Certified Construction Specifier (CSI)

CDT: Construction Document Technologist (CSI)

DBIA: Design-Build Institute of America

# Design-Build Selection Rating Form

## State of Standard Forms and Documents

Project Name Waverly City SD Remediatio Proposer Firm \_\_\_\_\_  
 Project Number SFC-08122 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary DB Location Workload (Maximum 10 points)</b>			
a. Proximity of DB's office where the majority of work will be performed to the principal project site	Less than 80 miles from project site	4 - 5	
	80 miles to 90 miles from project site	2 - 3	
	More than 90 miles from project site	0 - 1	
b. Amount of contracts awarded by the Contracting Authority to the DB in the previous 24 months (exclude projects on hold)	Less than \$25M in previous 24 months	5	
	\$25 to \$50 in previous 24 months	2	
	More than \$50 in previous 24 months	0	
<b>2. Primary DB Qualifications (Maximum 35 points)</b>			
a. Project Management Lead (e.g., education, experience, credentials)	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	
b. Project Administrative Staff (e.g., superintendent, project engineer, administrative support)	Experience / knowledge of project admin staff to achieve owner's vision and requirements	0 - 5	
c. Project Design Lead (e.g., awards, publications)	Experience / creativity of lead designer	0 - 5	
d. Construction Technical Staff (e.g., scheduling / estimating, education, experience, credentials)	Experience / ability of construction technical staff to fully coordinate estimate and schedule	0 - 5	
e. Design Technical Staff (e.g., BIM/CAD capabilities education, experience, CDT or CCS* credentials)	Experience / ability of technical staff to develop quality construction documents	0 - 5	
f. Construction Administration Staff (e.g., education, experience, CDT, CCM, or CCCA* credentials)	Experience / ability of field representatives to identify and solve issues during construction	0 - 5	
<b>3. Key Consultant Qualifications (Maximum 15 points)</b>			
a. Key Consultants (e.g., architectural, civil, mechanical, or electrical engineering, roofing or other specialty consultants)	Experience / ability of key consultants to perform effectively and collaboratively	1 - 10	
b. Proposed EDGE-certified Consultant Participation** (fully executed Statements of Intent to Contract and Perform with relevant EDGE firms)	One additional point for every 2 percent increase in professional services over the advertised EDGE participation goal	0 - 5	
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
a. Previous Collaboration of the Project Team (sample projects on which a significant number of individual team members have worked together)	Less than 3 sample projects	0	
	3 to 5 sample projects	2	
	More than 5 sample projects	3	
b. LEED*** Training / Professional Accreditation (demonstrated either by the DB or relevant consultant)	LEED*** Credentials* (Maximum 3 points)	GA	1
		AP	2
		AP+	3
c. LEED*** Registered / Certified Project Experience (demonstrated either by the DB or relevant consultant)	LEED*** Registered Projects (RP) or LEED*** Certified Projects (CP) (Maximum 2 points)	RP	1
		CP	2
d. Team Organization (showed formal relationships between owner, contracting authority, consultants)	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
<b>5. Overall Team Experience (Maximum 30 points)</b>			
a. Past Performance of the Project Team (provided reference letters from sample project contacts)	Past performance as indicated by CM evaluations and letters of reference	0 - 10	
b. Experience with similar projects and Design-Build project delivery method	Less than 3 projects	0 - 3	
	3 to 5 projects	4 - 6	
	More than 5 projects	7 - 10	
c. Budget and Schedule Management (included data on estimate versus bid and original contract sum & time versus change orders for sample projects)	Performance in completing projects within original construction budget and schedule	0 - 5	
d. Knowledge of Ohio Capital Improvements Process (e.g., experience following <i>The OFC Manual</i> , the Standard Requirements, and ORC Chapter 153)	Less than 3 projects	0 - 1	
	3 to 5 projects	2 - 3	
	More than 5 projects	4 - 5	
* Refer to list of applicable credentials in Section H of the RFQ ** Must be comprised of consulting firm(s) and NOT the lead firm of the DB entity *** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute		<b>Subtotal</b>	

Notes:

Evaluator:

Name \_\_\_\_\_

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



# Request for Qualifications (Architect / Engineer)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Local Agency

Project Name	Roof Replacement Project(s) - Columbus, Stow, Walbridge, Wooster, Youngstown Armories	Response Deadline	Nov. 23, 2012 4:00 p.m. local time
Project Location	Various	Project Number	ADJ-130006 through ADJ-130010
City / County	Various / Various	Project Manager	James Penn
Owner	Adjutant General's Department	Contracting Authority	Local Agency
No. of paper copies requested (stapled, not bound)	3	No. of electronic copies requested on CD (PDF)	0

Submit the requested number of Statements of Qualifications (Form F110-330) directly to James Penn at The Adjutant General's Department, AGOH-IMR-Facilities Maintenance, 2825 W. Dublin Granville Road, Columbus, Ohio 43235. See Section H of this RFQ for additional submittal instructions.

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### Project Overview

#### A. Project Description

The Adjutant General's Department is planning roof replacements at the National Guard Armories located in Columbus, Stow, Walbridge, Wooster and Youngstown Ohio. The roof replacements will allow for replacement of aging and leaking roofs at these facilities. The Columbus Armory has approximately 40,638 square feet of office space, conference rooms, storage rooms, mechanical rooms and circulation space. The Columbus Armory Roof is over 25 years old, exceeded life expectancy and not energy efficient and constantly under repair. The Stow Armory has over 43,400 square feet of office space, conference rooms, storage rooms, mechanical rooms and circulation space. The Stow Armory Roof is more than 16 years old, exceeded life expectancy, not energy efficient and constantly under repair. The Walbridge Armory has over 89,612 square feet of office space, conference rooms, storage rooms, mechanical rooms and circulation space. The Walbridge Armory Roof is more than 17 years old, exceeded life expectancy, not energy efficient and constantly under repair. The Wooster Armory has over 11,729 square feet of office space, conference rooms, storage rooms, mechanical rooms and circulation space. The Wooster Armory Roof is more than 19 years old, exceeded life expectancy, not energy efficient and constantly under repair. The Youngstown Armory has over 25,744 square feet of office space, conference rooms, storage rooms, mechanical rooms and circulation space. The Youngstown Armory Roof is more than 18 years old, exceeded life expectancy, not energy efficient and constantly under repair. The Roof Replacement at these facilities will protect the building envelope and overall structural integrity of our facilities, provide significant energy savings for the agency and improve the overall training environment for our soldiers and work environment of our employees.

The anticipated project delivery method for this project is General Contracting.

State Prevailing Wage requirements apply to this project.

#### B. Scope of Services

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 the Contracting Authority, the cost breakdown of the Architect/Engineer Agreement detailed cost components to address the Owner's project requirement which are to include, inspections, analysis, reports, recommendations for Roof rehabilitation and or replacement, surveying, completion of design documentation, preparation of cost estimates, preparation of project(s) for bid, printing and distribution of bid documents. Participate in the Encouraging Growth, Diversity and Equity ("EDGE") Program as required by statute and the Agreement.

The selected Firm shall provide on-site construction administration services to conduct the pre-bid, pre-construction meetings and all progress meetings, monitor progress of work, contractors schedule, plus all other office time necessary to timely review and process submittals, shop drawings, RFI's, change orders, claims, payment vouchers, close out documents, prepare/check "punch list" and conduct final inspection to include certification of completion of construction.

As required by the Agreement, and as properly authorized, provide the following categories of services: Program Verification, Schematic Design, Design Development, Construction Document Preparation, Bid and Award Support, Conformed Documents, Construction Phase, Post-Construction Phase, and Extra Services 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.

## Request for Qualifications (Architect / Engineer) continued

During the construction period, provide not less than 4 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. Experience with Renovation Projects involving an occupied building
2. Experience with Renovation Projects at Military Installations
3. Experience working with the State of Ohio
4. Experience with Roof Rehabilitation Projects

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>.

### C. Funding / Estimated Budget

Total Project Cost	<u>\$1,600,000</u>	State Funding	<u>\$725,000</u>
Construction Cost	<u>\$1,450,000</u>	Other Funding	<u>\$875,000</u>
Estimated A/E Fee	<u>NEG</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., 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).

### D. Services Required (see note below)

Primary	<u>Architectural</u>
Secondary	<u></u>
	<u></u>
	<u></u>
	<u></u>
	<u></u>
Others	<u></u>

### E. Anticipated Schedule

Professional Services Start (mm/yy)	<u>01 / 13</u>
Construction Contracts Start (mm/yy)	<u>05 / 13</u>
Construction Contracts Completed (mm/yy)	<u>08 / 13</u>
Professional Services Completed (mm/yy)	<u>09 / 13</u>

### F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL A/E Fee	<u>5%</u>
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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.

## Request for Qualifications (Architect / Engineer) continued

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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.gov> (click on Forms). 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>.

Paper copies of the Statement of Qualifications, if requested, should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary.

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 label the CD and the CD cover with the project number and firm name.

Submit all questions regarding this RFQ in writing to James Penn at [james.h.penn2.nfg@mail.mil](mailto:james.h.penn2.nfg@mail.mil) ~~jim.penn@us.army.mil~~ with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the OAKS Capital Improvements (OAKS CI) website at <http://ci.oaks.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.

#### **Following are the Project numbers and addresses of the 5 Armories requiring Roof Renovations:**

**ADJ-130006 - Stow Armory – 4630 Allen Road, Stow Ohio, 44224**

**ADJ-130007 - Walbridge Armory – 28846 Tracy Road, Walbridge, Ohio 43465**

**ADJ-130008 - Wooster Armory – 1400 West Lincoln Way, Wooster, Ohio 44691**

**ADJ-130009 - Youngstown Armory – 475 Victoria Road, Youngstown, Ohio 44515**

**ADJ-130010 - Columbus - DSCC Bldg 24 Armory - 85 North Yearling Road, Columbus, Ohio 43213**

Firms are requested to identify professional registrations, memberships and credentials including but not limited to: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, 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.

LEED Credentials: Leadership in Energy & Environmental Design (Green Building Certification Institute)

LEED AP ND (Neighborhood Development specialty)  
LEED AP Homes (Specialty for residential LEED construction)

GA: Green Associate

AP: LEED AP (Legacy LEED Accredited Professional without specialty)

AP +: (see below):

LEED AP BD+C (Building Design and Construction specialty)

LEED AP ID+C (Interior Design and Construction specialty)

LEED AP O+M (Operations and Maintenance specialty)

Other Industry Credentials

CCCA: Certified Construction Contract Administrator (CSI)

CCM: Certified Construction Manager (CMAA)

CCS: Certified Construction Specifier (CSI)

CDT: Construction Document Technologist (CSI)

DBIA: Design-Build Institute of America

# Architect / Engineer Selection Rating Form

## State of Ohio Standard Forms and Documents

Project Name Roof Replacement Project(s) - Columbus, Stow, Walbridge, Wooster, Youngstown Armories Proposer Firm \_\_\_\_\_  
 Project Number ADJ-130006 through ADJ-130010 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary A/E Firm Location, Size, and Workload (Maximum 10 points)</b>			
a. Proximity of primary A/E firm's office where the majority of work will be performed to the principal project site, and knowledge of local conditions	Less than 25 miles from project site	4 - 5	
	25 miles to 50 miles from project site	2 - 3	
	More than 50 miles from project site	0 - 1	
b. Number of relevant licensed professionals within primary A/E firm available to perform the work (based on Part II of F110-330)	Less than 3 licensed professionals	1	Max = 3
	3 to 5 licensed professionals	2	
	More than 5 licensed professionals	3	
c. Amount of fees awarded by the Contracting Authority to the primary A/E firm in the previous 24 months (exclude projects on hold)	Less than \$50,000 in previous 24 months	2	
	\$50,000 to \$100,000 in previous 24 months	1	
	More than \$00,000 in previous 24 months	0	
<b>2. Primary A/E Qualifications (Maximum 30 points)</b>			
a. Project Manager (e.g., education, experience, credentials, effective communication skills)	Experience / ability of A/E project manager to manage scope / budget / schedule / quality	0 - 10	
b. Project Designer (e.g., design awards, publications, appropriateness, innovation)	Experience / creativity of project designer to achieve owner's vision and requirements	0 - 5	
c. Technical Staff (e.g., BIM/CAD operator / specifier education, experience, CDT or CCS* credentials)	Experience / ability of technical staff to create fully coordinated construction documents	0 - 5	
d. Construction Administration Staff (e.g., education, experience, CDT or CCA* credentials)	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 Consultants (e.g., civil, mechanical, or electrical engineering, specialty consultants)	Experience / ability of key consultants to perform effectively and collaboratively	1 - 15	
b. Proposed EDGE-certified Consultant Participation** (fully executed Statements of Intent to Contract and Perform with relevant EDGE firms)	One additional point for every 2 percent increase in professional services over the advertised EDGE participation goal	0 - 5	
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
a. Previous Collaboration of the Project Team (sample projects on which a significant number of individual team members have worked together)	Less than 3 sample projects	1	
	3 to 6 sample projects	2	
	More than 6 sample projects	3	
b. LEED*** Training / Professional Accreditation (demonstrated either by the primary A/E firm or relevant consultant)	LEED*** Credentials* (Maximum 3 points)	GA	1
		AP	2
		AP+	3
c. LEED*** Registered / Certified Project Experience (demonstrated either by the primary A/E firm or relevant consultant)	LEED*** Registered Projects (RP) or LEED*** Certified Projects (CP) (Maximum 2 points)	RP	1
		CP	2
d. Team Organization (showed formal relationships between owner, contracting authority, consultants)	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
<b>5. Overall Team Experience (Maximum 30 points)</b>			
a. Past Performance of the Project Team (provided reference letters from sample project contacts)	Past performance as indicated by A/E evaluations and letters of reference	0 - 10	
b. Experience with similar projects and anticipated project delivery method (e.g., Multiple-Prime, General Contracting, CM at Risk, Design-Build)	Less than 3 projects	0 - 3	
	3 to 6 projects	4 - 6	
	More than 6 projects	7 - 10	
c. Budget and Schedule Management (included data on estimate versus bid and original contract sum & time versus change orders for sample projects)	Performance in completing projects within original construction budget and schedule	0 - 5	
d. Knowledge of Ohio Capital Improvements Process (e.g., experience following <i>The OFC Manual</i> , the Standard Requirements, and ORC Chapter 153)	Less than 3 projects	0 - 1	
	3 to 6 projects	2 - 3	
	More than 6 projects	4 - 5	
* Refer to list of applicable credentials in Section H of the RFQ		<b>Subtotal</b>	
** Must be comprised of professional design services consulting firm(s) and NOT the primary A/E firm			
*** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute			

Notes:

Evaluator:

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

# Request for Qualifications (Planning Services)

The Ohio State University

Facilities Operations and Development

400 Central Classroom Building ▪ 2009 Millikin Road ▪ Columbus, OH 43210



<http://fod.osu.edu>

Phone: 614-292-4458

**Administration of Project:** Local Administration

Project Name	<u>Brain and Spine Hospital – Planning Study</u>	Response Deadline	<u>12/07/2012</u> <u>3:00 p.m.</u> local time
Project Location	<u>OSU Campus – Health Sciences District</u>	Project Number	<u>OSU - 130106</u>
City / County	<u>Columbus / Franklin</u>	Project Manager	<u>William Orosz</u>
Agency/Institution	<u>The Ohio State University</u>	Contracting Authority	<u>The Ohio State University</u>
No. of paper copies requested (stapled, not bound)	<u>5</u>	No. of electronic copies requested on CD (PDF)	<u>2</u>

Submit the requested number of Statements of Qualifications (SAO Form F110-330) directly to Paul Lenz, The Ohio State University, Facilities Operations and Development at 400 Central Classroom Building, 2009 Millikin Road, Columbus, Ohio 43210. See Section H for additional submittal instructions.

## Project Overview

### A. Project Description

Prepare a comprehensive planning study for the renovation of the existing James Cancer Hospital. The planned repurposing of this building is most likely a Brain and Spine Hospital, a new home for OSUWMC's signature Neurosciences program. The planning study will include a review and analysis of existing facilities, application of best practices and benchmarking related to national Neuroscience programs, accommodation of OSUWMC's three core mission groups in the space, function and concepts for meeting architectural and engineering needs. Deliverables include a prioritized functional and space program of requirements (PoR), an estimate of costs including potential program alternates, and critical path schedule required to rehabilitate and renovate the existing James Cancer Hospital to a Brain and Spine Hospital.

### B. Scope of Services

OSUWMC seeks a national thought leader in the planning and programming of Neuroscience Facilities. The selected Team will have extensive experience in planning and programming large Neuroscience programs, with preference for experience working within existing buildings. The selected Team must have extensive planning and programming experience in academic medical centers. This planning study will evaluate how the OSUWMC Neuroscience program best fits within the existing James Cancer Hospital. This planning study requires the selected Team to evaluate the existing facility, provide programming and planning services, program prioritization, project documentation, and cost estimating and scheduling for the proposed program. Firms are encouraged to form teams which can provide all or part of the skills required for this project. Please make it clear in your submission which types of expertise each team member will provide, and identify the single source contacting entity. The university reserves the right to award separate contracts for portions of the study, as well as break apart or reassemble teams to obtain the highest level of skill in every category.

Participate in the Encouraging Growth, Diversity & Equity (EDGE) Program as required by statute and the Agreement.

Simultaneous Requests for Professional Services are being issued for the planning and programming of OSUWMC University Hospitals Facilities Upgrades, and for OSUWMC Women and Infants Facilities. Teams may submit for one or all. Integrated responses will be entertained, with the university again reserving the right to break apart or reassemble the teams.

Teams submitting a proposal on or before December 7th, 2012 at 3:00 p.m. local time will be considered for selection. Proposals should clearly indicate which areas of expertise are being provided, include a statement of qualifications with examples of similar projects. Please provide information about the team members who will be working on this project, including person specific references.

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. Planning and programming of Neuroscience programs
2. Planning and programming of Academic Medical Centers
3. Renovation of a major medical facility
4. Performance with project estimating and scheduling (per project references)



# Request For Qualifications (Planning) continued

Project Name Brain and Spine Hospital – Planning Study Project Number OSU - 130106

### C. Funding / Estimated Budget

Total Project Cost	<u>\$300,000.00</u>	State Funding	<u>\$0</u>
Estimated Fee	<u>\$300,000.00</u>	Other Funding	<u>\$300,000.00</u>

NOTE: The fee for this project includes all consultant services necessary for proper completion of the Basic Services for the successful completion of the project, including but not limited to: development of the Program of Requirements, 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., creation of an extensive evaluation or validation of site conditions and extensive pre-design investigations.).

### D. Services Required

Primary	<u>Neuroscience Facility Planning &amp; Programming</u>
Secondary	<u>Architecture</u>
	<u>MEP</u>
	<u>Cost Estimating</u>
	<u> </u>
	<u> </u>

### E. Anticipated Schedule

Professional Services Start (mm/yy)	<u>03 / 13</u>
Professional Services Completed (mm/yy)	<u>06 / 13</u>

### F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL A/E Fee	<u>5%</u>
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### G. Evaluation Criteria for Selection

Teams will be evaluated and judged on their demonstrated thought leadership, creativity, and innovation in the facility planning and programming of national Neuroscience facilities. Applicants are required to demonstrate their experiences in academic medical center facility planning, large scale renovation work in clinical settings, and working successfully within an estimated cost model. OSUWMC seeks a project team committed to envisioning the future of this important signature program, and its successful integration with other programs.

Selected teams must demonstrate their ability to work effectively with senior leaders, physicians, and staff. They must also demonstrate their ability to meet the Owner's vision in programming, and to establish scopes in line with budgets and schedules. Such experiences must include projects where planning scenarios involved significant upgrades to existing facilities. Past performance and collaboration of prospective team members including Sub-consultants will be evaluated. Individuals proposed to work on the project must have relevant medical center and Neuroscience planning and programming experience. Engineering Sub-consultants are expected to bring creative and technical expertise to the team, demonstrating their grasp of best practices, trends, and sustainability. Individual team members must also be skilled in presenting information to diverse groups, and document all project information. Project documentation utilizing Microsoft Office and Revit software programs is preferred. Demonstrated experience in estimating and scheduling complex renovation projects is required. Selected Teams and Sub-consultants must be able to begin the work immediately.

Interested 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 Consultant'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 Consultant's Technical Proposal. Both forms can be accessed at [fod.osu.edu/vendor](http://fod.osu.edu/vendor). 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.



# Request For Qualifications (Planning) continued

Project Name Brain and Spine Hospital – Planning Study

Project Number OSU - 130106

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## 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/Documents.aspx>

Paper copies of the Statement of Qualifications should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary.

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 label the CD and the CD cover with the project number and firm name.

For program or process related questions, contact William Orosz at [William.orosz@osumc.edu](mailto:William.orosz@osumc.edu).

For contract or submittal related questions, contact Paul Lenz at [lenz.3@osu.edu](mailto:lenz.3@osu.edu).

Include the project number in the subject line (no phone calls please).

# Planning Services Selection Rating

The Ohio State University

Facilities Operations and Development

400 Central Classroom Building ▪ 2009 Millikin Road Columbus, OH 43210



<http://fod.osu.edu>

Phone: 614-292-4458

Project Name Brian and Spine Hospital – Planning Study Proposer Firm \_\_\_\_\_  
 Project Number OSU - 130106 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Consultant Firm Location (5 points)</b>			
Proximity of primary firm office where majority of work is to be performed in relationship to project location	Less than 100 miles	4 - 5	
	100 to 300 miles	2 - 3	
	More than 300 miles	0 - 1	
<b>2. Consultant Firm Size (5 points)</b>			
Number of relevant planning professionals within primary Consultant firm available to perform the work.	Small = Less than 50 planning professionals	5	
	Medium = 50 to 250 planning professionals	3-4	
	Large = More than 250 planning professionals	1-2	
<b>3. Current Workload (5 points)</b>			
Amount of fees awarded by the Contracting Authority to the primary Consultant Firm in the previous 24 months (exclude projects on hold)	Less than \$150,000.00	4 - 5	
	\$150,000.00 to \$300,000.00	2 - 3	
	More than \$300,000.00	0 - 1	
<b>4. Primary Consultant Qualifications (30 points)</b>			
a. Project Management Lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 15	
b. Project Planning Lead	Experience / creativity of lead planner to meet needs of owner	0 - 10	
c. Technical Staff	Experience / ability of planning staff to develop quality planning reports	0 - 5	
<b>5. Sub-consultant Qualifications (10 points)</b>			
Key Discipline Leads	Experience / ability of all key discipline leads to effectively perform the work	0 - 10	
<b>6. Project Team Qualifications (15 points)</b>			
a. Previous Team Collaboration Number of projects that a majority of the team members have worked together	Less than 2 projects (Low)	0 - 1	
	2 to 4 projects (Average)	2 - 3	
	More than 4 projects (High)	4 - 5	
b. LEED* Experience within Team	LEED AP(s)** on Team	0 - 1	
	LEED Registered Project(s)	0 - 2	
	LEED Certified Project(s)	0 - 2	
	Satisfies ALL above Criteria	Sum = 0 - 5	
c. Team Organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
<b>7. Overall Project Team Experience (30 points)</b>			
a. Budget and Schedule Management	Performance in completing projects within original budget and schedule limitations	0 - 5	
b. Experience with Similar Project Type	Less than 3 projects (Low)	0 - 5	
	3 to 6 projects (Average)	6 - 10	
	More than 6 projects (High)	11 - 15	
c. Past Performance	Level of performance as indicated by past evaluations / letters of reference	0 - 10	
		<b>Subtotal</b>	

\* LEED = Leadership in Energy & Environmental Design developed by the U.S. Green Building Council

\*\* LEED AP = LEED Accredited Professional credential by the Green Building Certification Institute

Notes:

Evaluator:

Name \_\_\_\_\_

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

# Request for Qualifications (Planning Services)

The Ohio State University

Facilities Operations and Development

400 Central Classroom Building • 2009 Millikin Road • Columbus, OH 43210



<http://fod.osu.edu>

Phone: 614-292-4458

**Administration of Project:** Local Administration

Project Name	<u>OSUWMC Women and Infants Facilities – Planning Study</u>	Response Deadline	<u>12/07/2012</u> <u>3:00 p.m.</u> local time
Project Location	<u>OSU Campus – Health Sciences District</u>	Project Number	<u>OSU - 130107</u>
City / County	<u>Columbus / Franklin</u>	Project Manager	<u>William Orosz</u>
Agency/Institution	<u>The Ohio State University</u>	Contracting Authority	<u>The Ohio State University</u>
No. of paper copies requested (stapled, not bound)	<u>5</u>	No. of electronic copies requested on CD (PDF)	<u>2</u>

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Paul Lenz, The Ohio State University, Facilities Operations and Development at 400 Central Classroom Building, 2009 Millikin Road, Columbus, Ohio 43210. See Section H for additional submittal instructions.

## Project Overview

### A. Project Description

Prepare a comprehensive planning study for the renovation and expansion of the existing Women's and Infants facilities. Today the program is primarily housed in Doan Hall with postpartum beds also located in Rhodes Hall. Facilities are undersized for program needs. They are outdated in their functional capabilities and amenities. Some antepartum beds are semiprivate. The basic concept for the Women's and Infants program is to capture all contiguous space on floors 6 and 7 of Rhodes Hall, and the 7th floor of the existing James Cancer Hospital. Renovation of spaces in all three buildings are to be programmed based upon contemporary trends and best practices for perinatal facilities.

There are 'enabling projects' and initial moves required to vacate spaces. These will need to be planned, programmed, and estimated as part of this project and involve the Ambulatory Surgery and Pathology departments. The planning study will include a review and analysis of existing facilities, application of best practices and benchmarking related to national Women and Infants programs, accommodation of OSUWMC's three core mission groups in the spaces, functional and space programs for architecture and engineering needs, prioritization of program elements and options, block diagramming and presentation materials as required, estimated costs as updates to the preliminary cost model, and the critical path schedule required to rehabilitate and renovate existing spaces. Deliverables include a prioritized functional and space program of requirements (PoR), an estimate of costs including potential program alternates, and schedule

Access to these floors, and scenarios which result in an appropriate program identity, are also key planning drivers. Another essential aspect of planning is proper functional integration with other OSUWMC programs, ancillary and support services.

### B. Scope of Services

OSUWMC seeks a national thought leader in the planning and programming of Women and Infants Facilities. The selected team will have extensive experience in planning and programming family centered maternity services, including Antepartum, Post Partum, and Level 3C neonatal intensive care. Experience working within existing occupied buildings is preferred. The selected Team must have extensive planning and programming experience in academic medical centers. This effort is a further evolution of a planning framework linked to other programs and services. The Team will be challenged with evaluating how the OSUWMC's Women's and Infants program can grow and have all private beds. The planning and programming of neonatal intensive care facilities is a key service requirement.

This planning study requires the selected Team to evaluate existing facilities, provide programming and planning services, lead program prioritization discussions, provide project documentation, and generate cost estimates and scheduling scenarios for the proposed program and its implementation. Firms are encouraged to form teams which can provide all or part of the skills required for this project. Please make it clear in your submission which types of expertise each team member will provide, and identify the single source contracting entity. The university reserves the right to award separate contracts for portions of the study, as well as break apart or reassemble teams to obtain the highest level of skill in every category.

Participate in the Encouraging Growth, Diversity & Equity (EDGE) Program as required by statute and the Agreement.



# Request For Qualifications (Planning) continued

Project Name OSUWMC Women and Infants Facilities – Planning Study Project Number OSU - 130107

Simultaneous Requests for Professional Services are being issued for the planning and programming of OSUWMC University Hospitals Facilities Upgrades, and for the Brain and Spine Hospital within the soon to be vacated James Cancer Hospital. Teams may submit for one or all. Integrated responses will be entertained, with the university again reserving the right to break apart or reassemble the teams.

Teams submitting a proposal on or before December 7th, 2012 at 3:00 p.m. local time will be considered for selection. Proposals should clearly indicate which areas of expertise are being provided, include a statement of qualifications with examples of similar projects. Please provide information about the team members who will be working on this project, including person specific references.

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. Planning and programming of Women and Infants programs
2. Planning and programming of Academic Medical Centers
3. Renovation of a major medical facility
4. Performance with project estimating and scheduling (per project references)

### C. Funding / Estimated Budget

Total Project Cost	<u>\$250,000.00</u>	State Funding	<u>\$0</u>
Estimated Fee	<u>\$250,000.00</u>	Other Funding	<u>\$250,000.00</u>

NOTE: The fee for this project includes all consultant services necessary for proper completion of the Basic Services for the successful completion of the project, including but not limited to: development of the Program of Requirements, 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., creation of an extensive evaluation or validation of site conditions and extensive pre-design investigations,).

### D. Services Required

Primary	<u>Maternity and Level 3C NICU Facility Planning &amp; Programming</u>
Secondary	<u>Architecture</u>
	<u>MEP</u>
	<u>Cost Estimating</u>
	<u> </u>
	<u> </u>

### E. Anticipated Schedule

Professional Services Start (mm/yy)	<u>03 / 13</u>
Professional Services Completed (mm/yy)	<u>06 / 13</u>

### F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL A/E Fee	<u>5%</u>
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### G. Evaluation Criteria for Selection

Teams will be evaluated and judged on their demonstrated thought leadership, creativity, and innovation in the facility planning and programming of family centered maternity services and Level 3C NICU facilities. Applicants are required to demonstrate their experiences in academic medical center facility planning, large scale renovation work in occupied clinical settings, and their ability to work successfully within an established cost model. OSUWMC seeks a project team committed to envisioning the future of this important program, and its successful integration with other programs and facilities.

Selected teams must demonstrate their ability to work effectively with senior leaders, physicians, and staff. They must also demonstrate their ability to meet the Owner's vision in programming and establish scopes in line with budgets and schedules. Such experiences must include projects where planning scenarios involved significant upgrades to existing facilities. Past performance and collaboration of prospective team members including Sub-consultants will be evaluated. Individuals proposed to work on the project must have relevant medical center and perinatal planning and programming experience. Engineering Sub-consultants are expected to bring creative and technical expertise to the team and

# Request For Qualifications (Planning) continued

Project Name OSUWMC Women and Infants Facilities – Planning Study Project Number OSU - 130107

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demonstrate their grasp of best practices, trends, and sustainability. Individual team members must also be skilled in presenting information to diverse groups and documenting all project information. Project documentation utilizing Microsoft Office and Revit software programs is preferred. Demonstrated experience in estimating and scheduling complex renovation projects is required. Selected Teams and Sub-consultants must be able to begin the work immediately.

Interested 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 Consultant'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 Consultant's Technical Proposal. Both forms can be accessed at [fod.osu.edu/vendor](http://fod.osu.edu/vendor). 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/Documents.aspx>

Paper copies of the Statement of Qualifications should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary.

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 label the CD and the CD cover with the project number and firm name.

For program or process related questions, contact William Orosz at [William.orosz@osumc.edu](mailto:William.orosz@osumc.edu).  
For contract or submittal related questions, contact Paul Lenz at [lenz.3@osu.edu](mailto:lenz.3@osu.edu) .  
Include the project number in the subject line (no phone calls please).

# Planning Services Selection Rating

The Ohio State University

Facilities Operations and Development

400 Central Classroom Building ▪ 2009 Millikin Road Columbus, OH 43210



<http://fod.osu.edu>

Phone: 614-292-4458

Project Name OSUWMC Women and Infants Facilities – Planning Study Proposer Firm \_\_\_\_\_  
 Project Number OSU - 130107 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Consultant Firm Location (5 points)</b>			
Proximity of primary firm office where majority of work is to be performed in relationship to project location	Less than 100 miles	4 - 5	
	100 to 300 miles	2 - 3	
	More than 300 miles	0 - 1	
<b>2. Consultant Firm Size (5 points)</b>			
Number of relevant planning professionals within primary Consultant firm available to perform the work.	Small = Less than 50 planning professionals	5	
	Medium = 50 to 250 planning professionals	3-4	
	Large = More than 250 planning professionals	1-2	
<b>3. Current Workload (5 points)</b>			
Amount of fees awarded by the Contracting Authority to the primary Consultant Firm in the previous 24 months (exclude projects on hold)	Less than \$150,000.00	4 - 5	
	\$150,000.00 to \$300,000.00	2 - 3	
	More than \$300,000.00	0 - 1	
<b>4. Primary Consultant Qualifications (30 points)</b>			
a. Project Management Lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 15	
b. Project Planning Lead	Experience / creativity of lead planner to meet needs of owner	0 - 10	
c. Technical Staff	Experience / ability of planning staff to develop quality planning reports	0 - 5	
<b>5. Sub-consultant Qualifications (10 points)</b>			
Key Discipline Leads	Experience / ability of all key discipline leads to effectively perform the work	0 - 10	
<b>6. Project Team Qualifications (15 points)</b>			
a. Previous Team Collaboration Number of projects that a majority of the team members have worked together	Less than 2 projects (Low)	0 - 1	
	2 to 4 projects (Average)	2 - 3	
	More than 4 projects (High)	4 - 5	
b. LEED* Experience within Team	LEED AP(s)** on Team	0 - 1	
	LEED Registered Project(s)	0 - 2	
	LEED Certified Project(s)	0 - 2	
	Satisfies ALL above Criteria	Sum = 0 - 5	
c. Team Organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
<b>7. Overall Project Team Experience (30 points)</b>			
a. Budget and Schedule Management	Performance in completing projects within original budget and schedule limitations	0 - 5	
b. Experience with Similar Project Type	Less than 3 projects (Low)	0 - 5	
	3 to 6 projects (Average)	6 - 10	
	More than 6 projects (High)	11 - 15	
c. Past Performance	Level of performance as indicated by past evaluations / letters of reference	0 - 10	
		<b>Subtotal</b>	

\* LEED = Leadership in Energy & Environmental Design developed by the U.S. Green Building Council

\*\* LEED AP = LEED Accredited Professional credential by the Green Building Certification Institute

Notes:

Evaluator:

Name \_\_\_\_\_

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

# Request for Qualifications (Planning Services)

The Ohio State University

Facilities Operations and Development

400 Central Classroom Building ▪ 2009 Millikin Road ▪ Columbus, OH 43210



<http://fod.osu.edu>

Phone: 614-292-4458

**Administration of Project:** Local Administration

Project Name	OSUWMC University Hospitals Modernization – Planning Study	Response Deadline	12/07/2012 3:00 p.m. local time
Project Location	OSU Campus – Health Sciences District	Project Number	OSU - 130111
City / County	Columbus / Franklin	Project Manager	William Orosz
Agency/Institution	The Ohio State University	Contracting Authority	The Ohio State University
No. of paper copies requested (stapled, not bound)	5	No. of electronic copies requested on CD (PDF)	2

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Paul Lenz, The Ohio State University, Facilities Operations and Development at 400 Central Classroom Building, 2009 Millikin Road, Columbus, Ohio 43210. See Section H for additional submittal instructions.

## Project Overview

### A. Project Description

Prepare a comprehensive planning study for the renovation of the existing University Hospital in Rhodes Hall. The planned repurposing of this building is intended to provide image for 'an identity' for the hospital, result in all private patient rooms, and further extend the public concourse being created as part of the new Cancer Hospital and Critical Care Tower expansion. This concourse extension will serve as a unified wayfinding pathway connecting Rhodes Hall, Doan Hall, and the existing James Cancer Hospital.

Patient floors 8 thru 11 will be programmed to house Surgical Services (including the OSUWMC's signature Transplant program, and Burn Service), and Inpatient Medical Services (including infectious disease). Patient floors 6 & 7 are not included, and shall be planned and programmed as part of the Women's & Infants service line under a separate contract. The planning study will include a review and analysis of existing facilities and application of best practices and benchmarking related to patient units within Academic Medical Centers. Programming will accommodate OSUWMC's three core mission groups in space, function and concepts for meeting architectural and engineering needs. Deliverables include a prioritized functional and space program of requirements (PoR), an estimate of costs including potential program alternates, and critical path schedule required to rehabilitate and renovate the existing James Cancer Hospital to a Brain and Spine Hospital. The goal is to rehabilitate and renovate the existing University Hospital for a competitive 30 year future.

### B. Scope of Services

OSUWMC seeks a national thought leader in the planning and programming of Top Tier Academic Facilities. The selected Team will have extensive experience in planning and programming leading edge inpatient facilities, with demonstrated experiences working within existing buildings. The selected Team must have extensive planning and programming experience in Academic Medical Centers. This planning effort is a further evaluation of how the OSUWMC University Hospital's diverse medical and surgical programs best fits within the existing Rhodes Hall. Therefore, planning and programming services require the selected Team to evaluate the existing facility, provide functional and space documentation of need, scenarios with their related benefits, program prioritization, project documentation, cost estimating and scheduling for the proposed program. **Firms are encouraged to form teams which can provide all or part of the skills required for this project. Please make it clear in your submission which types of expertise each team member will provide, and identify the single source contracting entity.** *The university reserves the right to award separate contracts for portions of the study, as well as break apart or reassemble teams to obtain the highest level of skill in every category.*

Participate in the Encouraging Growth, Diversity & Equity (EDGE) Program as required by statute and the Agreement.

Simultaneous Requests for Professional Services are being issued for the planning and programming of a Brain and Spine Hospital within the soon to be vacated James Cancer Hospital, and for OSUWMC Women and Infants Facilities. Teams may submit for one or all. Integrated responses will be entertained, with the university again reserving the right to break apart or reassemble the teams.



# Request For Qualifications (Planning) continued

Project Name OSUWMC University Hospitals Modernization – Planning Study Project Number OSU - 130111

Teams submitting a proposal on or before December 7th, 2012 at 3:00 p.m. local time will be considered for selection. Proposals should clearly indicate which areas of expertise are being provided, include a statement of qualifications with examples of similar projects. Please provide information about the team members who will be working on this project, including person specific references.

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. Planning and programming of Surgical and Inpatient services
2. Planning and programming of Academic Medical Centers
3. Experience with creating strong wayfinding concepts and identities
4. Renovation of a major medical facility
5. Performance with project estimating and scheduling (per project references)

### C. Funding / Estimated Budget

Total Project Cost	<u>\$450,000.00</u>	State Funding	<u>\$0</u>
Estimated Fee	<u>\$450,000.00</u>	Other Funding	<u>\$450,000.00</u>

NOTE: The fee for this project includes all consultant services necessary for proper completion of the Basic Services for the successful completion of the project, including but not limited to: development of the Program of Requirements, 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., creation of an extensive evaluation or validation of site conditions and extensive pre-design investigations.).

### D. Services Required

Primary	<u>Surgical and Inpatient Planning &amp; Programming</u>
Secondary	<u>Architecture</u>
	<u>MEP</u>
	<u>Cost Estimating</u>
	<u>Wayfinding</u>
	<u> </u>

### E. Anticipated Schedule

Professional Services Start (mm/yy)	<u>03 / 13</u>
Professional Services Completed (mm/yy)	<u>06 / 13</u>

### F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL A/E Fee	<u>5%</u>
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### G. Evaluation Criteria for Selection

Teams will be evaluated and judged on their demonstrated thought leadership, creativity, and innovation in the facility planning and programming of 'top tier' clinical facilities. Applicants are required to demonstrate appropriate experiences in academic medical center facility planning, large scale renovation work in occupied clinical settings, and working successfully within an estimated cost model. OSUWMC seeks a project team committed to envisioning the future of each important program, and their successful integration with other programs.

Selected teams must demonstrate their ability to work effectively with senior leaders, physicians, and staff. They must also be able to demonstrate their ability to meet the Owner's vision in programming and to establish scopes in line with budgets and schedules. Such experiences must include projects where planning scenarios involved significant upgrades to existing facilities. Past performance and collaboration of prospective team members including Sub-consultants will be evaluated. Individuals proposed to work on the project must have relevant medical center planning and programming experience. Engineering Sub-consultants are expected to bring creative and technical expertise to the team, and demonstrate their grasp of best practices, trends, and sustainability. Individual team members must also be skilled in presenting information to diverse groups and documenting all project information. Project documentation utilizing Microsoft Office and Revit software programs is preferred. Demonstrated experience in estimating and scheduling complex renovation projects is required. Selected Teams and Sub-consultants must be able to begin the work immediately.



# Request For Qualifications (Planning) continued

Project Name OSUWMC University Hospitals Modernization – Planning Study Project Number OSU - 130111

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Interested 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 Consultant'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 Consultant's Technical Proposal. Both forms can be accessed at [fod.osu.edu/vendor](http://fod.osu.edu/vendor). 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/Documents.aspx>

Paper copies of the Statement of Qualifications should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary.

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 label the CD and the CD cover with the project number and firm name.

For program or process related questions, contact William Orosz at [William.orosz@osumc.edu](mailto:William.orosz@osumc.edu).

For contract or submittal related questions, contact Paul Lenz at [lenz.3@osu.edu](mailto:lenz.3@osu.edu).

Include the project number in the subject line (no phone calls please).

# Planning Services Selection Rating

The Ohio State University

Facilities Operations and Development

400 Central Classroom Building ▪ 2009 Millikin Road Columbus, OH 43210



<http://fod.osu.edu>

Phone: 614-292-4458

Project Name OSUWMC University Hospitals Modernization – Planning Study Proposer Firm \_\_\_\_\_  
 Project Number OSU - 130111 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Consultant Firm Location (5 points)</b>			
Proximity of primary firm office where majority of work is to be performed in relationship to project location	Less than 100 miles	4 - 5	
	100 to 300 miles	2 - 3	
	More than 300 miles	0 - 1	
<b>2. Consultant Firm Size (5 points)</b>			
Number of relevant planning professionals within primary Consultant firm available to perform the work.	Small = Less than 50 planning professionals	5	
	Medium = 50 to 250 planning professionals	3-4	
	Large = More than 250 planning professionals	1-2	
<b>3. Current Workload (5 points)</b>			
Amount of fees awarded by the Contracting Authority to the primary Consultant Firm in the previous 24 months (exclude projects on hold)	Less than \$150,000.00	4 - 5	
	\$150,000.00 to \$300,000.00	2 - 3	
	More than \$300,000.00	0 - 1	
<b>4. Primary Consultant Qualifications (30 points)</b>			
a. Project Management Lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 15	
b. Project Planning Lead	Experience / creativity of lead planner to meet needs of owner	0 - 10	
c. Technical Staff	Experience / ability of planning staff to develop quality planning reports	0 - 5	
<b>5. Sub-consultant Qualifications (10 points)</b>			
Key Discipline Leads	Experience / ability of all key discipline leads to effectively perform the work	0 - 10	
<b>6. Project Team Qualifications (15 points)</b>			
a. Previous Team Collaboration Number of projects that a majority of the team members have worked together	Less than 2 projects (Low)	0 - 1	
	2 to 4 projects (Average)	2 - 3	
	More than 4 projects (High)	4 - 5	
b. LEED* Experience within Team	LEED AP(s)** on Team	0 - 1	
	LEED Registered Project(s)	0 - 2	
	LEED Certified Project(s)	0 - 2	
	Satisfies ALL above Criteria	Sum = 0 - 5	
c. Team Organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
<b>7. Overall Project Team Experience (30 points)</b>			
a. Budget and Schedule Management	Performance in completing projects within original budget and schedule limitations	0 - 5	
b. Experience with Similar Project Type	Less than 3 projects (Low)	0 - 5	
	3 to 6 projects (Average)	6 - 10	
	More than 6 projects (High)	11 - 15	
c. Past Performance	Level of performance as indicated by past evaluations / letters of reference	0 - 10	
		<b>Subtotal</b>	

\* LEED = Leadership in Energy & Environmental Design developed by the U.S. Green Building Council

\*\* LEED AP = LEED Accredited Professional credential by the Green Building Certification Institute

Notes:

Evaluator:

Name \_\_\_\_\_

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

# Request for Qualifications (Architect / Engineer)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Local Agency

Project Name	<u>Camp Perry Bldg # 2 (Theater) HVAC Renovation Project</u>	Response Deadline	<u>Nov. 30, 2012 4:00 p.m.</u> local time
Project Location	<u>Camp Perry Military Installation</u>	Project Number	<u>ADJ-130015</u>
City / County	<u>Port Clinton / Ottawa</u>	Project Manager	<u>James Penn</u>
Owner	<u>Adjutant General's Department</u>	Contracting Authority	<u>Local Agency</u>
No. of paper copies requested (stapled, not bound) <u>3</u>		No. of electronic copies requested on CD (PDF) <u>0</u>	

Submit the requested number of Statements of Qualifications (Form F110-330) directly to James Penn at The Adjutant General's Department, AGOH-IMR-Facilities Maintenance, 2825 W. Dublin Granville Road, Columbus, Ohio 43235. See Section H of this RFQ for additional submittal instructions.

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### Project Overview

#### A. Project Description

The Adjutant General's Department is planning a HVAC Renovation Project for Bldg #2 (Theater) on the Camp Perry Military Installation, 1000 Lawrence Road, Port Clinton, Ohio 43452. The Project is to include replacement and upgrade of the existing building HVAC system and an Engineering Assessment of the other Building Systems.

The anticipated project delivery method for this project is General Contracting.

State Prevailing Wage requirements apply to this project.

#### B. Scope of Services

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 the Contracting Authority, the cost breakdown of the Architect/Engineer Agreement detailed cost components to address the Owner's project requirement which are to include, inspections, analysis, reports, recommendations for HVAC System rehabilitation and or replacement, Analysis and evaluation of building envelope, electrical, plumbing and paving systems, surveying, completion of design documentation, preparation of cost estimates, preparation of project(s) for bid, printing and distribution of bid documents. Participate in the Encouraging Growth, Diversity and Equity ("EDGE") Program as required by statute and the Agreement.

The selected Firm shall provide on-site construction administration services to conduct the pre-bid, pre-construction meetings and all progress meetings, monitor progress of work, contractors schedule, plus all other office time necessary to timely review and process submittals, shop drawings, RFI's, change orders, claims, payment vouchers, close out documents, prepare/check "punch list" and conduct final inspection to include certification of completion of construction.

As required by the Agreement, and as properly authorized, provide the following categories of services: Program Verification, Schematic Design, Design Development, Construction Document Preparation, Bid and Award Support, Conformed Documents, Construction Phase, Post-Construction Phase, and Extra Services 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.

During the construction period, provide not less than 4 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. Experience with Renovation Projects involving an occupied building
2. Experience with Renovation Projects at Military Installations
3. Experience working with the State of Ohio
4. Experience with HVAC Rehabilitation Projects



# Request for Qualifications (Architect / Engineer)

## State of Ohio Standard Forms and Documents

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### 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>.

Paper copies of the Statement of Qualifications, if requested, should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary.

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 label the CD and the CD cover with the project number and firm name.

Submit all questions regarding this RFQ in writing to James Penn at [james.h.penn2.nfg@mail.mil](mailto:james.h.penn2.nfg@mail.mil) ~~[jim.penn@us.army.mil](mailto:jim.penn@us.army.mil)~~ with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the OAKS Capital Improvements (OAKS CI) website at <http://ci.oaks.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.

Firms are requested to identify professional registrations, memberships and credentials including but not limited to: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, 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.

LEED Credentials: Leadership in Energy & Environmental Design (Green Building Certification Institute)

LEED AP ND (Neighborhood Development specialty)  
LEED AP Homes (Specialty for residential LEED construction)

GA: Green Associate

AP: LEED AP (Legacy LEED Accredited Professional without specialty)

AP +: (see below):

LEED AP BD+C (Building Design and Construction specialty)

LEED AP ID+C (Interior Design and Construction specialty)

LEED AP O+M (Operations and Maintenance specialty)

Other Industry Credentials

CCCA: Certified Construction Contract Administrator (CSI)

CCM: Certified Construction Manager (CMAA)

CCS: Certified Construction Specifier (CSI)

CDT: Construction Document Technologist (CSI)

DBIA: Design-Build Institute of America

# Architect / Engineer Selection Rating Form

## State of Ohio Standard Forms and Documents

Project Name Camp Perry Bldg # 2 (Theater) HVAC Renovation Project Proposer Firm \_\_\_\_\_  
 Project Number ADJ-130015 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary A/E Firm Location, Size, and Workload (Maximum 10 points)</b>			
a. Proximity of primary A/E firm's office where the majority of work will be performed to the principal project site, and knowledge of local conditions	Less than 25 miles from project site	4 - 5	
	25 miles to 50 miles from project site	2 - 3	
	More than 50 miles from project site	0 - 1	
b. Number of relevant licensed professionals within primary A/E firm available to perform the work (based on Part II of F110-330)	Less than 3 licensed professionals	1	Max = 3
	3 to 5 licensed professionals	2	
	More than 5 licensed professionals	3	
c. Amount of fees awarded by the Contracting Authority to the primary A/E firm in the previous 24 months (exclude projects on hold)	Less than \$50,000 in previous 24 months	2	
	\$50,000 to \$100,000 in previous 24 months	1	
	More than \$100,000 in previous 24 months	0	
<b>2. Primary A/E Qualifications (Maximum 30 points)</b>			
a. Project Manager (e.g., education, experience, credentials, effective communication skills)	Experience / ability of A/E project manager to manage scope / budget / schedule / quality	0 - 10	
b. Project Designer (e.g., design awards, publications, appropriateness, innovation)	Experience / creativity of project designer to achieve owner's vision and requirements	0 - 5	
c. Technical Staff (e.g., BIM/CAD operator / specifier education, experience, CDT or CCS* credentials)	Experience / ability of technical staff to create fully coordinated construction documents	0 - 5	
d. Construction Administration Staff (e.g., education, experience, CDT or CCA* credentials)	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 Consultants (e.g., civil, mechanical, or electrical engineering, specialty consultants)	Experience / ability of key consultants to perform effectively and collaboratively	1 - 15	
b. Proposed EDGE-certified Consultant Participation** (fully executed Statements of Intent to Contract and Perform with relevant EDGE firms)	One additional point for every 2 percent increase in professional services over the advertised EDGE participation goal	0 - 5	
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
a. Previous Collaboration of the Project Team (sample projects on which a significant number of individual team members have worked together)	Less than 3 sample projects	1	
	3 to 6 sample projects	2	
	More than 6 sample projects	3	
b. LEED*** Training / Professional Accreditation (demonstrated either by the primary A/E firm or relevant consultant)	LEED*** Credentials* (Maximum 3 points)	GA	1
		AP	2
		AP+	3
c. LEED*** Registered / Certified Project Experience (demonstrated either by the primary A/E firm or relevant consultant)	LEED*** Registered Projects (RP) or LEED*** Certified Projects (CP) (Maximum 2 points)	RP	1
		CP	2
d. Team Organization (showed formal relationships between owner, contracting authority, consultants)	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
<b>5. Overall Team Experience (Maximum 30 points)</b>			
a. Past Performance of the Project Team (provided reference letters from sample project contacts)	Past performance as indicated by A/E evaluations and letters of reference	0 - 10	
b. Experience with similar projects and anticipated project delivery method (e.g., Multiple-Prime, General Contracting, CM at Risk, Design-Build)	Less than 3 projects	0 - 3	
	3 to 6 projects	4 - 6	
	More than 6 projects	7 - 10	
c. Budget and Schedule Management (included data on estimate versus bid and original contract sum & time versus change orders for sample projects)	Performance in completing projects within original construction budget and schedule	0 - 5	
d. Knowledge of Ohio Capital Improvements Process (e.g., experience following <i>The OFC Manual</i> , the Standard Requirements, and ORC Chapter 153)	Less than 3 projects	0 - 1	
	3 to 6 projects	2 - 3	
	More than 6 projects	4 - 5	
* Refer to list of applicable credentials in Section H of the RFQ ** Must be comprised of professional design services consulting firm(s) and NOT the primary A/E firm *** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute		<b>Subtotal</b>	

Notes:

Evaluator:

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

# Request for Qualifications (Architect / Engineer)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Local Agency

Project Name	<u>Camp Perry Bldg 2807 Renovation Project</u>	Response Deadline	<u>Nov. 27, 2012</u> <u>4:00 p.m.</u> local time
Project Location	<u>Camp Perry Military Installation</u>	Project Number	<u>ADJ-130016</u>
City / County	<u>Port Clinton / Ottawa</u>	Project Manager	<u>James Penn</u>
Owner	<u>Adjutant General's Department</u>	Contracting Authority	<u>Local Agency</u>
No. of paper copies requested (stapled, not bound) <u>3</u>		No. of electronic copies requested on CD (PDF) <u>0</u>	

Submit the requested number of Statements of Qualifications (Form F110-330) directly to James Penn at The Adjutant General's Department, AGOH-IMR-Facilities Maintenance, 2825 W. Dublin Granville Road, Columbus, Ohio 43235. See Section H of this RFQ for additional submittal instructions.

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### Project Overview

#### A. Project Description

The Adjutant General's Department is planning a Roof Replacement & Window/Door upgrade for Bldg 2807 on the Camp Perry Military Installation, 1000 Lawrence Road, Port Clinton, Ohio 43452. The Project is to include replacement of the existing single ply membrane roofing system, exterior doors and windows and installation of new siding. The Roof Replacement and window/door upgrade at this facility will protect the building envelope and overall structural integrity, provide significant energy savings for the agency and improve the overall training environment for our soldiers and work environment of our employees.

The anticipated project delivery method for this project is General Contracting.

State Prevailing Wage requirements apply to this project.

#### B. Scope of Services

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 the Contracting Authority, the cost breakdown of the Architect/Engineer Agreement detailed cost components to address the Owner's project requirement which are to include, inspections, analysis, reports, recommendations for Roof rehabilitation and or replacement, window/door upgrades, surveying, completion of design documentation, preparation of cost estimates, preparation of project(s) for bid, printing and distribution of bid documents. Participate in the Encouraging Growth, Diversity and Equity ("EDGE") Program as required by statute and the Agreement.

The selected Firm shall provide on-site construction administration services to conduct the pre-bid, pre-construction meetings and all progress meetings, monitor progress of work, contractors schedule, plus all other office time necessary to timely review and process submittals, shop drawings, RFI's, change orders, claims, payment vouchers, close out documents, prepare/check "punch list" and conduct final inspection to include certification of completion of construction.

As required by the Agreement, and as properly authorized, provide the following categories of services: Program Verification, Schematic Design, Design Development, Construction Document Preparation, Bid and Award Support, Conformed Documents, Construction Phase, Post-Construction Phase, and Extra Services 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.

During the construction period, provide not less than 4 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. Experience with Renovation Projects involving an occupied building
2. Experience with Renovation Projects at Military Installations
3. Experience working with the State of Ohio
4. Experience with Roof & Window/Door Rehabilitation Projects

# Request for Qualifications (Architect / Engineer)

## State of Ohio Standard Forms and Documents

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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>.

### C. Funding / Estimated Budget

Total Project Cost	<u>\$750,000</u>	State Funding	<u>\$187,500</u>
Construction Cost	<u>\$650,000</u>	Other Funding	<u>\$562,500</u>
Estimated A/E Fee	<u>NEG</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., 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).

### D. Services Required (see note below)

Primary	<u>Architectural</u>
Secondary	<u></u>
	<u></u>
	<u></u>
	<u></u>
	<u></u>
Others	<u></u>

### E. Anticipated Schedule

Professional Services Start (mm/yy)	<u>01 / 13</u>
Construction Contracts Start (mm/yy)	<u>04 / 13</u>
Construction Contracts Completed (mm/yy)	<u>06 / 13</u>
Professional Services Completed (mm/yy)	<u>09 / 13</u>

### F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL A/E Fee	<u>5%</u>
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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> (click on Forms). 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..

# Request for Qualifications (Architect / Engineer)

## State of Ohio Standard Forms and Documents

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### 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>.

Paper copies of the Statement of Qualifications, if requested, should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary.

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 label the CD and the CD cover with the project number and firm name.

Submit all questions regarding this RFQ in writing to James Penn at [james.h.penn2.nfg@mail.mil](mailto:james.h.penn2.nfg@mail.mil) ~~[jim.penn@us.army.mil](mailto:jim.penn@us.army.mil)~~ with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the OAKS Capital Improvements (OAKS CI) website at <http://ci.oaks.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.

Firms are requested to identify professional registrations, memberships and credentials including but not limited to: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, 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.

LEED Credentials: Leadership in Energy & Environmental Design (Green Building Certification Institute)

LEED AP ND (Neighborhood Development specialty)  
LEED AP Homes (Specialty for residential LEED construction)

GA: Green Associate

AP: LEED AP (Legacy LEED Accredited Professional without specialty)

AP +: (see below):

LEED AP BD+C (Building Design and Construction specialty)

LEED AP ID+C (Interior Design and Construction specialty)

LEED AP O+M (Operations and Maintenance specialty)

Other Industry Credentials

CCCA: Certified Construction Contract Administrator (CSI)

CCM: Certified Construction Manager (CMAA)

CCS: Certified Construction Specifier (CSI)

CDT: Construction Document Technologist (CSI)

DBIA: Design-Build Institute of America

# Architect / Engineer Selection Rating Form

## State of Ohio Standard Forms and Documents

Project Name Camp Perry Bldg 2807 Renovation Project Proposer Firm \_\_\_\_\_  
 Project Number ADJ-130016 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary A/E Firm Location, Size, and Workload (Maximum 10 points)</b>			
a. Proximity of primary A/E firm's office where the majority of work will be performed to the principal project site, and knowledge of local conditions	Less than 25 miles from project site	4 - 5	
	25 miles to 50 miles from project site	2 - 3	
	More than 50 miles from project site	0 - 1	
b. Number of relevant licensed professionals within primary A/E firm available to perform the work (based on Part II of F110-330)	Less than 3 licensed professionals	1	Max = 3
	3 to 5 licensed professionals	2	
	More than 5 licensed professionals	3	
c. Amount of fees awarded by the Contracting Authority to the primary A/E firm in the previous 24 months (exclude projects on hold)	Less than \$50,000 in previous 24 months	2	
	\$50,000 to \$100,000 in previous 24 months	1	
	More than \$100,000 in previous 24 months	0	
<b>2. Primary A/E Qualifications (Maximum 30 points)</b>			
a. Project Manager (e.g., education, experience, credentials, effective communication skills)	Experience / ability of A/E project manager to manage scope / budget / schedule / quality	0 - 10	
b. Project Designer (e.g., design awards, publications, appropriateness, innovation)	Experience / creativity of project designer to achieve owner's vision and requirements	0 - 5	
c. Technical Staff (e.g., BIM/CAD operator / specifier education, experience, CDT or CCS* credentials)	Experience / ability of technical staff to create fully coordinated construction documents	0 - 5	
d. Construction Administration Staff (e.g., education, experience, CDT or CCCA* credentials)	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 Consultants (e.g., civil, mechanical, or electrical engineering, specialty consultants)	Experience / ability of key consultants to perform effectively and collaboratively	1 - 15	
b. Proposed EDGE-certified Consultant Participation** (fully executed Statements of Intent to Contract and Perform with relevant EDGE firms)	One additional point for every 2 percent increase in professional services over the advertised EDGE participation goal	0 - 5	
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
a. Previous Collaboration of the Project Team (sample projects on which a significant number of individual team members have worked together)	Less than 3 sample projects	1	
	3 to 6 sample projects	2	
	More than 6 sample projects	3	
b. LEED*** Training / Professional Accreditation (demonstrated either by the primary A/E firm or relevant consultant)	LEED*** Credentials* (Maximum 3 points)	GA	1
		AP	2
		AP+	3
c. LEED*** Registered / Certified Project Experience (demonstrated either by the primary A/E firm or relevant consultant)	LEED*** Registered Projects (RP) or LEED*** Certified Projects (CP) (Maximum 2 points)	RP	1
		CP	2
d. Team Organization (showed formal relationships between owner, contracting authority, consultants)	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
<b>5. Overall Team Experience (Maximum 30 points)</b>			
a. Past Performance of the Project Team (provided reference letters from sample project contacts)	Past performance as indicated by A/E evaluations and letters of reference	0 - 10	
b. Experience with similar projects and anticipated project delivery method (e.g., Multiple-Prime, General Contracting, CM at Risk, Design-Build)	Less than 3 projects	0 - 3	
	3 to 6 projects	4 - 6	
	More than 6 projects	7 - 10	
c. Budget and Schedule Management (included data on estimate versus bid and original contract sum & time versus change orders for sample projects)	Performance in completing projects within original construction budget and schedule	0 - 5	
d. Knowledge of Ohio Capital Improvements Process (e.g., experience following <i>The OFC Manual</i> , the Standard Requirements, and ORC Chapter 153)	Less than 3 projects	0 - 1	
	3 to 6 projects	2 - 3	
	More than 6 projects	4 - 5	
* Refer to list of applicable credentials in Section H of the RFQ ** Must be comprised of professional design services consulting firm(s) and NOT the primary A/E firm *** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute		<b>Subtotal</b>	

Notes:

Evaluator:

Name \_\_\_\_\_

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

# 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>Phase 3 Electrical Improvements</u>	Response Deadline	<u>Nov. 30, 2012   4:00 p.m. local time</u>
Project Location	<u>Ohio Expo Center</u>	Project Number	<u>EXP-130001</u>
City / County	<u>Columbus / Franklin</u>	Project Manager	<u>Nick Cassidy</u>
Owner	<u>Ohio Exposition Commission</u>	Contracting Authority	<u>Ohio Exposition Commission</u>
No. of paper copies requested (stapled, not bound)	<u>0</u>	No. of electronic copies requested on CD (PDF)	<u>2</u>

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Christina Miller at the Ohio Facilities Construction Commission, 4200 Surface Road, Columbus, Ohio 43228-1395. See Section H of this RFQ for additional submittal instructions.

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### Project Overview

#### A. Project Description

This project will be to prepare the program of requirements, the design and construction of ongoing electrical upgrades to the facility where outdated equipment and materials are replaced with newer primary and secondary distribution wire, energy efficient equipment and fixtures. The purpose of this project is for safety by bringing the current wiring and equipment up to date and meeting the newer electrical codes along with cutting operational cost of repairs and reducing energy consumption. This project will require coordination with another firm doing work at the facility on another project, the demolition and installation of equipment and materials while the Expo Center maintains their present event schedule of more than 150 events as well as the State Fair held here each year.

The anticipated project delivery method for this project is General Contracting.

State Prevailing Wage requirements apply to this project.

#### B. Scope of Services

For projects advertised with an appropriately developed Program of Requirements (POR), upon award of the Agreement, commence with Design. For projects without such a POR, 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.

As required by the Agreement, and as properly authorized, provide the following categories of services: Program Verification, Schematic Design, Design Development, 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 16 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 scope of services includes

1. An assessment of the existing electrical systems on the North side of the last phased electrical improvement.
2. Provide a design solution to relocate above ground wiring to be underground to be consistent with the work previously performed on adjacent area.
3. Replace pole lights to match style and grid on adjacent area.
4. Incorporate energy efficient solutions.
5. Identify previous experience with local jurisdiction or similar sites, previous experience working with the State of Ohio, Building Information Modeling ("BIM") experience and training.



## Request for Qualifications (Architect / Engineer) continued

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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>.

Paper copies of the Statement of Qualifications, if requested, should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary.

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 label the CD and the CD cover with the project number and firm name.

Submit all questions regarding this RFQ in writing to Christina Miller at [christina.miller@ofcc.ohio.gov](mailto:christina.miller@ofcc.ohio.gov) with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the OAKS Capital Improvements (OAKS CI) website at <http://ci.oaks.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.

Firms are requested to identify professional registrations, memberships and credentials including but not limited to: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, 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.

LEED Credentials: Leadership in Energy & Environmental Design (Green Building Certification Institute)

GA: Green Associate  
AP: LEED AP (Legacy LEED Accredited Professional without specialty)  
AP +: (see below):  
LEED AP BD+C (Building Design and Construction specialty)  
LEED AP ID+C (Interior Design and Construction specialty)  
LEED AP O+M (Operations and Maintenance specialty)  
LEED AP ND (Neighborhood Development specialty)  
LEED AP Homes (Specialty for residential LEED construction)

Other Industry Credentials

CCCA: Certified Construction Contract Administrator (CSI)  
CCM: Certified Construction Manager (CMAA)  
CCS: Certified Construction Specifier (CSI)  
CDT: Construction Document Technologist (CSI)  
DBIA: Design-Build Institute of America

# Architect/Engineer Selection Rating Form

## State of Ohio Standard Forms and Documents

Project Name Phase 3 Electrical Improvements Proposer Firm \_\_\_\_\_  
 Project Number EXP-130001 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. A/E Firm Location (5 points)</b>			
Proximity of primary A/E firm office where majority of work is to be performed in relationship to project site	Less than 50 miles	4 - 5	
	50 to 100 miles	2 - 3	
	More than 100 miles	0 - 1	
<b>2. A/E Firm Size (5 points)</b>			
Number of relevant licensed professionals within primary A/E firm available to perform the work.	Small = Less than 5 licensed professionals	0 - 1	
	Medium = 5 to 10 licensed professionals	2 - 3	
	Large = More than 10 licensed professionals	4 - 5	
<b>3. Current Workload (5 points)</b>			
Amount of fees awarded by the Contracting Authority to the primary A/E Firm in the previous 24 months (exclude projects on hold)	Less than \$250,000	4 - 5	
	\$250,000.00 to \$500,000	2 - 3	
	More than \$500,000	0 - 1	
<b>4. Primary A/E Qualifications (30 points)</b>			
a. Project Management Lead	Experience / ability of A/E project manager to manage scope / budget / schedule / quality	0 - 10	
b. Project Assessment Lead	Experience of lead assessor to meet needs of owner	0 - 10	
c. Technical Staff	Experience / ability of technical staff to identify and solve issues, and develop quality documents	0 - 5	
d. Estimating Staff	Experience / ability of estimating staff	0 - 5	
<b>5. A/E Consultant Qualifications (10 points)</b>			
Key Discipline Leads	Experience / ability of all key discipline leads to effectively perform the work	0 - 10	
<b>6. Project Team Qualifications (15 points)</b>			
a. Previous Team Collaboration Number of projects that a majority of the team members have worked together	Less than 3 projects (Low)	0 - 1	
	3 to 5 projects (Average)	2 - 3	
	More than 5 projects (High)	4 - 5	
b. LEED* Experience within Team	LEED AP(s)** on Team	0 - 1	
	LEED Registered Project(s)	0 - 2	
	LEED Certified Project(s)	0 - 2	
	Satisfies ALL above Criteria	Sum = 0 - 5	
c. Team Organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
<b>7. Overall Project Team Experience (30 points)</b>			
a. Budget and Schedule Management	Performance in completing projects within original budget and schedule limitations	0 - 5	
b. Experience with Similar Project Type	Less than 3 projects (Low)	0 - 3	
	3 to 5 projects (Average)	4 - 6	
	More than 5 projects (High)	7 - 10	
c. Past Performance	Level of performance as indicated by past A/E evaluations / letters of reference	0 - 5	
d. Knowledge of State of Ohio Capital Project Administration Process	Less than 3 projects (Low)	0 - 3	
	3 to 5 projects (Average)	4 - 6	
	More than 5 projects (High)	7 - 10	
		<b>Subtotal</b>	

\* LEED = Leadership in Energy & Environmental Design developed by the U.S. Green Building Council  
 \*\* LEED AP = LEED Accredited Professional credential by the Green Building Certification Institute

Notes:

Evaluator:

Name \_\_\_\_\_

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

# 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	Miscellaneous Improvements - Ohio Expo Center	Response Deadline	Dec. 3, 2012   4:00 p.m. local time
Project Location	Ohio Expo Center	Project Number	EXP-130002
City / County	Columbus / Franklin	Project Manager	Nick Cassidy
Owner	Ohio Exposition Commission	Contracting Authority	Ohio Exposition Commission
No. of paper copies requested (stapled, not bound)	0	No. of electronic copies requested on CD (PDF)	2

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Christina Miller at the Ohio Facilities Construction Commission, 4200 Surface Road, Columbus, Ohio 43228-1395. See Section H of this RFQ for additional submittal instructions.

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### Project Overview

#### A. Project Description

This project will be the design and construction of building renovations, repairs and the installation of backflow containment devices as required by the local department of utilities, which is funded at \$2,880,000.00. The purpose of this project is to replace the existing roofs on the Cox Fine Arts Bldg., Dairy Products Bldg., DiSalle Bldg., Ohio Bldg. and the Rhodes Youth Center and any necessary repairs to the structures which may include siding, windows, facing, tuck pointing, painting and various other components. This project will require coordination with another firm doing work at the facility on another project, the demolition and installation to take place while the Expo Center maintains their present event schedule of more than 150 events as well as the State Fair held here each year.

State Prevailing Wage requirements apply to this project.

#### B. Scope of Services

Verify the Program of Requirements (POR) with the Owner, upon award of the Agreement.

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.

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.

As required by the Agreement, and as properly authorized, provide the following categories of services: Program Verification, Schematic Design, Design Development, 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 16 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.

Please list all major scope services needed to complete the selection process for successful project delivery. The specific scope of services must state particular building types, functional design or specialized professional services required to evaluate the level of experience of each applicant firm (e.g. parking garage, kitchen design, correctional facility, medical facility). The scope of services should also define the types of basic and additional professional design and administration services necessary for the project (e.g. LEED credentials and experience, previous experience with local jurisdiction or similar sites, previous experience working with the State of Ohio, Building Information Modeling ("BIM") experience and training, specific BIM and Owner-defined requirements, level of development to be achieved within BIM models, BIM



## Request for Qualifications (Architect / Engineer) continued

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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

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Submit all questions regarding this RFQ in writing to Christina Miller at [christina.miller@ofcc.ohio.gov](mailto:christina.miller@ofcc.ohio.gov) with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the OAKS Capital Improvements (OAKS CI) website at <http://ci.oaks.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.

Firms are requested to identify professional registrations, memberships and credentials including but not limited to: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, 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.

LEED Credentials: Leadership in Energy & Environmental Design (Green Building Certification Institute)

GA: Green Associate  
AP: LEED AP (Legacy LEED Accredited Professional without specialty)  
AP +: (see below):  
LEED AP BD+C (Building Design and Construction specialty)  
LEED AP ID+C (Interior Design and Construction specialty)  
LEED AP O+M (Operations and Maintenance specialty)  
LEED AP ND (Neighborhood Development specialty)  
LEED AP Homes (Specialty for residential LEED construction)

Other Industry Credentials

CCCA: Certified Construction Contract Administrator (CSI)  
CCM: Certified Construction Manager (CMAA)  
CCS: Certified Construction Specifier (CSI)  
CDT: Construction Document Technologist (CSI)  
DBIA: Design-Build Institute of America

# Request for Qualifications (Architect / Engineer)

## State of Ohio Standard Forms and Documents

Project Name Miscellaneous Improvements – Ohio Expo Center Proposer Firm \_\_\_\_\_  
 Project Number EXP-130002 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. A/E Firm Location (5 points)</b>			
Proximity of primary A/E firm office where majority of work is to be performed in relationship to project site	Less than 50 miles	4 - 5	
	50 to 100 miles	2 - 3	
	More than 100 miles	0 - 1	
<b>2. A/E Firm Size (5 points)</b>			
Number of relevant licensed professionals within primary A/E firm available to perform the work.	Small = Less than 5 licensed professionals	0 - 1	
	Medium = 5 to 10 licensed professionals	2 - 3	
	Large = More than 10 licensed professionals	4 - 5	
<b>3. Current Workload (5 points)</b>			
Amount of fees awarded by the Contracting Authority to the primary A/E Firm in the previous 24 months (exclude projects on hold)	Less than \$250,000	4 - 5	
	\$250,000 to \$500,000	2 - 3	
	More than \$500,000	0 - 1	
<b>4. Primary A/E Qualifications (30 points)</b>			
a. Project Management Lead	Experience / ability of A/E project manager to manage scope / budget / schedule / quality	0 - 10	
b. Project Assessment Lead	Experience of lead assessor to meet needs of owner	0 - 10	
c. Technical Staff	Experience / ability of technical staff to identify and solve issues, and develop quality documents	0 - 5	
d. Estimating Staff	Experience / ability of estimating staff	0 - 5	
<b>5. A/E Consultant Qualifications (10 points)</b>			
Key Discipline Leads	Experience / ability of all key discipline leads to effectively perform the work	0 - 10	
<b>6. Project Team Qualifications (15 points)</b>			
a. Previous Team Collaboration Number of projects that a majority of the team members have worked together	Less than 3 projects (Low)	0 - 1	
	3 to 5 projects (Average)	2 - 3	
	More than 5 projects (High)	4 - 5	
b. LEED* Experience within Team	LEED AP(s)** on Team	0 - 1	
	LEED Registered Project(s)	0 - 2	
	LEED Certified Project(s)	0 - 2	
	Satisfies ALL above Criteria	Sum = 0 - 5	
c. Team Organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
<b>7. Overall Project Team Experience (30 points)</b>			
a. Budget and Schedule Management	Performance in completing projects within original budget and schedule limitations	0 - 5	
b. Experience with Similar Project Type	Less than 3 projects (Low)	0 - 3	
	3 to 5 projects (Average)	4 - 6	
	More than 5 projects (High)	7 - 10	
c. Past Performance	Level of performance as indicated by past A/E evaluations / letters of reference	0 - 5	
d. Knowledge of State of Ohio Capital Project Administration Process	Less than 3 projects (Low)	0 - 3	
	3 to 5 projects (Average)	4 - 6	
	More than 5 projects (High)	7 - 10	
		<b>Subtotal</b>	

\* LEED = Leadership in Energy & Environmental Design developed by the U.S. Green Building Council  
 \*\* LEED AP = LEED Accredited Professional credential by the Green Building Certification Institute

Notes:

Evaluator:

Name \_\_\_\_\_

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

# 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>Master Plan Update</u>	Response Deadline	<u>Nov. 29, 2012   4:00 p.m.</u> local time
Project Location	<u>Ohio Expo Center</u>	Project Number	<u>EXP-130003</u>
City / County	<u>Columbus / Franklin</u>	Project Manager	<u>Nick Cassidy</u>
Owner	<u>Ohio Exposition Commission</u>	Contracting Authority	<u>Ohio Exposition Commission</u>
No. of paper copies requested (stapled, not bound)	<u>0</u>	No. of electronic copies requested on CD (PDF)	<u>2</u>

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Christina Miller at the Ohio Facilities Construction Commission, 4200 Surface Road, Columbus, Ohio 43228-1395. See Section H of this RFQ for additional submittal instructions.

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### Project Overview

#### A. Project Description

Using the attached Long-Range Master Plan dated 11/29/2001, this project will update this Master Plan report and includes gathering of all existing data and performing a facilities assessment of all buildings and structures, site and infrastructure on the north and south campuses. Buildings and structures include Administration, Agriculture/Horticulture, Bricker, Brown, Buckeye, Cardinal, Celeste Center, Conference Center, Coliseum, Cox, Cooper Arena, East and West Covered Pavilions, Dairy, DiSalle, North, Central and South Exhibit, Expo Hall, Maintenance, Motorsports Stadium, Ohio, O'Neill, Voinovich, Lausche, Rhodes, Gilligan, Entrance Portals, restrooms and other miscellaneous ancillary structures. This totals approximately 1,640,000 square feet.

The project will have four phases. Phase 1 is gathering of data, interviews and facility conditions assessments including environmental. Phase 2 will be cost estimating as it applies to necessary repairs and renovations, life cycle analysis of major components and deferred maintenance. Phase 3 will be setting goals and objectives, visioning and priority setting. Phase 4 will be developing the final plan including site utilization, phasing, biennium and ten year Capital Improvement Plan and recommending funding strategies.

The anticipated project delivery method for this project is General Contracting.

State Prevailing Wage requirements apply to this project.

#### B. Scope of Services

The selected Consultant shall perform the necessary site investigations, surveys and assessments to update the Master Plan report. This requires review of existing surveys, drawings, previous reports and evaluations, maintenance records including deferred maintenance, existing asbestos survey, environmental and health citations or reports, and to include interviews with all building managers, department and maintenance supervisors and maintenance and operational staff.

The facilities condition assessment (FCA) will be visual inspection of all building, systems and components, and fixed equipment; including structure, roof, envelope integrity, curtain walls, windows and doors, walls, floors, and finishes; plumbing systems including DHW, fixtures, water, sanitary and drainage, and sprinkler systems; electrical systems including lighting, distribution, transformers and generators, panels and switchgear, security and fire alarm, and IT distribution, network and capacity; HVAC including distribution, units, exhaust systems, sensors and controls, and interfaces with other systems. The site and infrastructure assessment is to include pavement and walk condition; water, gas, electric and data above and below ground utility distribution and site lighting; sanitary and storm distribution condition and performance; and way-finding devices, gates and fences. It does not include destructive or functional testing but will be considered an Additional Service if alerted by the Consultant and deemed necessary for the integrity of the updated report.

The assessment shall include analysis of conformance to the current codes, which includes accessibility for the site, buildings and fixtures. The data collected shall be in the form of digital photographs with corresponding notes and on digital spreadsheets that captures location, inventory and model numbers, year of life cycle replacement and estimated renovation cost and estimated replacement cost. This shall be for all buildings and systems, roofs, windows and doors, and site elements.

## Request for Qualifications (Architect / Engineer) continued

The selected Consultant shall also facilitate visioning sessions in order to establish the goals and objectives of all stakeholders and evaluation criteria for prioritizing projects. These sessions will focus on operational and site use and growth patterns; historic and future use, actual and envisioned; and opportunities for improvements, re-purposing, and funding strategies that may include grants, partnerships as well as capital funds. The updated Master Plan report shall include a summary of activities completed, deferred or deleted from the 2001 report; results and recommendations from the visioning sessions; phasing recommendations with estimates of costs for renovations, replacement and new construction; the FCA; meeting minutes including interview summaries; recommendations for life cycle, sustainability and energy savings projects; and projected 2/4/6 year Capital Funding needs and funding strategies available.

For purposes of completing the Relevant Project Experience Matrix in Section F of the Statement of Qualifications (OFCC Form F110-330), below is a list of relevant scope of work requirements for this RFQ:

1. Master Planning
2. Facility Condition Assessments
3. Cost Estimating for Master Plans
4. Knowledge of State of Ohio Capital Improvement Processes
5. Sustainability and Life Cycle Cost Analysis
6. Funding Strategy Experience for Capital Projects
7. Campus Planning
8. Fair Ground/Exhibition Planning
9. Site Planning
10. Strategic Phasing of Capital Improvements

The selected Consultant, 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 Ohio Facilities Construction Commission (OFCC), the cost breakdown of the 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: Master Planning, Facility Condition Assessment, Program Verification, Meeting Facilitation, Estimating, Phasing and Budgeting, and any Additional Services as agreed upon as provided by the Consultant and their consultants all have relevant experience for this project type.

### C. Funding / Estimated Budget

Total Project Cost	<u>To be negotiated</u>	State Funding	<u>100%</u>
Construction Cost	<u>TBD</u>	Other Funding	<u>0%</u>
Estimated A/E Fee	<u>TBD</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., 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).

### D. Services Required (see note below)

Primary	<u>Master Planning</u>
Secondary	<u>Architectural</u>
	<u>MEP Engineering</u>
	<u>Structural Engineering</u>
	<u>Civil Engineering</u>
	<u>Landscape Architecture</u>
Others	<u>Assessment and cost estimating related to all the services listed above</u>

### E. Anticipated Schedule

Professional Services Start (mm/yy)	<u>pending</u>
Construction Contracts Start (mm/yy)	<u>pending separate contract</u>
Construction Contracts Completed (mm/yy)	<u>pending separate contract</u>
Professional Services Completed (mm/yy)	<u>pending</u>

### F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL A/E Fee	<u>5.0%</u>
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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.

## Request for Qualifications (Architect / Engineer) continued

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### G. Evaluation Criteria for Selection

- Demonstrated ability to meet Owner's 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.
- 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

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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 label the CD and the CD cover with the project number and firm name.

Submit all questions regarding this RFQ in writing to Christina Miller at [christina.miller@ofcc.ohio.gov](mailto:christina.miller@ofcc.ohio.gov) with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the OAKS Capital Improvements (OAKS CI) website at <http://ci.oaks.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.

Firms are requested to identify professional registrations, memberships and credentials including but not limited to: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, 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.

LEED Credentials: Leadership in Energy & Environmental Design (Green Building Certification Institute)

GA: Green Associate

AP: LEED AP (Legacy LEED Accredited Professional without specialty)

AP +: (see below):

LEED AP BD+C (Building Design and Construction specialty)

LEED AP ID+C (Interior Design and Construction specialty)

LEED AP O+M (Operations and Maintenance specialty)

LEED AP ND (Neighborhood Development specialty)

LEED AP Homes (Specialty for residential LEED construction)

Other Industry Credentials

CCCA: Certified Construction Contract Administrator (CSI)

CCM: Certified Construction Manager (CMAA)

CCS: Certified Construction Specifier (CSI)

CDT: Construction Document Technologist (CSI)

DBIA: Design-Build Institute of America

# Request for Qualifications (Architect / Engineer)

## State of Ohio Standard Forms and Documents

Project Name Master Plan Update Proposer Firm \_\_\_\_\_  
 Project Number EXP-130003 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. A/E Firm Location (5 points)</b>			
Proximity of primary A/E firm office where majority of work is to be performed in relationship to project site	Less than 50 miles	4 - 5	
	50 to 100 miles	2 - 3	
	More than 100 miles	0 - 1	
<b>2. A/E Firm Size (5 points)</b>			
Number of relevant licensed professionals within primary A/E firm available to perform the work.	Small = Less than 5 licensed professionals	0 - 1	
	Medium = 5 to 10 licensed professionals	2 - 3	
	Large = More than 10 licensed professionals	4 - 5	
<b>3. Current Workload (5 points)</b>			
Amount of fees awarded by the Contracting Authority to the primary A/E Firm in the previous 24 months (exclude projects on hold)	Less than \$250,000	4 - 5	
	\$250,000 to \$500,000	2 - 3	
	More than \$500,000	0 - 1	
<b>4. Primary A/E Qualifications (30 points)</b>			
a. Project Management Lead	Experience / ability of A/E project manager to manage scope / budget / schedule / quality	0 - 10	
b. Project Assessment Lead	Experience of lead assessor to meet needs of owner	0 - 10	
c. Technical Staff	Experience / ability of technical staff to identify and solve issues, and develop quality documents	0 - 5	
d. Estimating Staff	Experience / ability of estimating staff	0 - 5	
<b>5. A/E Consultant Qualifications (10 points)</b>			
Key Discipline Leads	Experience / ability of all key discipline leads to effectively perform the work	0 - 10	
<b>6. Project Team Qualifications (15 points)</b>			
a. Previous Team Collaboration Number of projects that a majority of the team members have worked together	Less than 2 projects (Low)	0 - 1	
	2 to 4 projects (Average)	2 - 3	
	More than 4 projects (High)	4 - 5	
b. LEED* Experience within Team	LEED AP(s)** on Team	0 - 1	
	LEED Registered Project(s)	0 - 2	
	LEED Certified Project(s)	0 - 2	
	Satisfies ALL above Criteria	Sum = 0 - 5	
c. Team Organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
<b>7. Overall Project Team Experience (30 points)</b>			
a. Budget and Schedule Management	Performance in completing projects within original budget and schedule limitations	0 - 5	
b. Experience with Similar Project Type	Less than 4 projects (Low)	0 - 3	
	4 to 6 projects (Average)	4 - 6	
	More than 6 projects (High)	7 - 10	
c. Past Performance	Level of performance as indicated by past A/E evaluations / letters of reference	0 - 5	
d. Knowledge of State of Ohio Capital Project Administration Process	Less than 4 projects (Low)	0 - 3	
	4 to 6 projects (Average)	4 - 6	
	More than 6 projects (High)	7 - 10	
		<b>Subtotal</b>	

\* LEED = Leadership in Energy & Environmental Design developed by the U.S. Green Building Council

\*\* LEED AP = LEED Accredited Professional credential by the Green Building Certification Institute

**Notes:**

**Evaluator:**

Name \_\_\_\_\_

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

# 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>Secrest, Giffin Replace Sewer Lines, Traps</u>	Response Deadline	<u>Dec. 4, 2012   4:00 p.m.</u> local time
Project Location	<u>Ohio Veterans Home</u>	Project Number	<u>DVS-130009</u>
City / County	<u>Sandusky / Erie</u>	Project Manager	<u>Robert Simkins</u> Ohio Facilities Construction
Owner	<u>Department of Veteran Services</u>	Contracting Authority	<u>Commission</u>
No. of paper copies requested (stapled, not bound)	<u>0</u>	No. of electronic copies requested on CD (PDF)	<u>1</u>

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Christina Miller at the Ohio Facilities Construction Commission, 4200 Surface Road, Columbus, OH 43228-1395. See Section H of this RFQ for additional submittal instructions.

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### Project Overview

#### A. Project Description

The anticipated project delivery method for this project is General Contracting.

Federal Prevailing Wage requirements apply to this project.

Scope of work: Replace existing sewer lines and traps under slabs on grade and above grade in the Secrest and Giffin nursing home. The existing sewer lines and traps were installed in late 1969 and 1973 and are constructed of cast iron. The cast iron has deteriorated and holes are known to exist in the pipes. This has been confirmed by camera imaging and the fact that when the pipes are cleaned, earth is pulled from the pipes. Piping in ceiling spaces has been selectively repaired for leaks. Sewage has backed up into occupied areas due to the condition of these sewage lines.

The project involves replacing the main sewer line below a slab-on-grade which runs from the West side of Secrest loading dock, Secrest laundry, Secrest Kitchen, first floor of Secrest Nursing Home and the main sewer lines and traps to the resident rooms. This will involve cutting up slabs, replacing the main sewage lines and traps, and patching finishes. Repair of the construction and finishes affected will be required. The extent of replacement required elsewhere below slabs-on-grade, in ceiling spaces, and in vertical chases is, so far, undetermined. This work will have to be done in phases in this fully occupied facility. A plan will need to be devised to maintain an acceptable number of plumbing fixtures in operation during construction to serve any occupants which the owner determines can't be temporarily relocated. Also provide a new sewer line to the shelter house and remove the existing holding tank.

#### B. Scope of Services

For projects advertised with an appropriately developed Program of Requirements (POR), upon award of the Agreement, commence with Design. For projects without such a POR, upon award of the Agreement, commence by developing the Program of Requirements. In this project the A/E will prepare a POR as an Additional Service.

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.

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. Investigation of condition of systems with an inspection/testing consultant
2. Renovation of occupied facilities
3. Estimating of work in occupied facilities
4. Sanitation control during renovation of healthcare facilities
5. Experience as primary A/E with subconsultants relevant to this project
6. I-2 occupancies
7. Complex phasing and scheduling
8. Construction administration involving complex logistics
9. Projects using State of Ohio processes
10. OAKS CI



## Request for Qualifications (Architect / Engineer) continued

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### 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 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 label the CD and the CD cover with the project number and firm name.

Submit all questions regarding this RFQ in writing to Christina Miller at [christina.miller@ofcc.ohio.gov](mailto:christina.miller@ofcc.ohio.gov) with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the OAKS Capital Improvements (OAKS CI) website at <http://ci.oaks.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.

Firms are requested to identify professional registrations, memberships and credentials including but not limited to: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, 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.

LEED Credentials: Leadership in Energy & Environmental Design (Green Building Certification Institute)

GA: Green Associate  
AP: LEED AP (Legacy LEED Accredited Professional without specialty)  
AP +: (see below):  
LEED AP BD+C (Building Design and Construction specialty)  
LEED AP ID+C (Interior Design and Construction specialty)

LEED AP O+M (Operations and Maintenance specialty)  
LEED AP ND (Neighborhood Development specialty)  
LEED AP Homes (Specialty for residential LEED construction)

Other Industry Credentials:  
CCCA: Certified Construction Contract Administrator (CSI)  
CCM: Certified Construction Manager (CMAA)  
CCS: Certified Construction Specifier (CSI)  
CDT: Construction Document Technologist (CSI)  
DBIA: Design-Build Institute of America

# Architect/Engineer Selection Rating Form

## State of Ohio Standard Forms and Documents

Project Name Secrest, Giffin Replace Sewer Lines, Traps Proposer Firm \_\_\_\_\_  
 Project Number DVS-130009 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary A/E Firm Location, Size, and Workload (Maximum 10 points)</b>			
a. Proximity of primary A/E firm's office where the majority of work will be performed to the principal project site, and knowledge of local conditions	Less than 60 miles from project site	4 - 5	
	60 miles to 100 miles from project site	2 - 3	
	More than 100 miles from project site	0 - 1	
b. Number of relevant licensed professionals within primary A/E firm available to perform the work (based on Part II of F110-330)	Less than 4 licensed professionals	0	Max = 3
	4 to 8 licensed professionals	1	
	More than 8 licensed professionals	2	
c. Amount of fees awarded by the Contracting Authority to the primary A/E firm in the previous 24 months (exclude projects on hold)	Less than \$100,000 in previous 24 months	2	
	\$100,000 to \$250,000 in previous 24 months	1	
	More than \$250,000 in previous 24 months	0	
<b>2. Primary A/E Qualifications (Maximum 30 points)</b>			
a. Project Manager (e.g., education, experience, credentials, effective communication skills)	Experience / ability of A/E project manager to manage scope / budget / schedule / quality	0 - 10	
b. Project Designer (e.g., design awards, publications, appropriateness, innovation)	Experience / creativity of project designer to achieve owner's vision and requirements	0 - 5	
c. Technical Staff (e.g., BIM/CAD operator / specifier education, experience, CDT or CCS* credentials)	Experience / ability of technical staff to create fully coordinated construction documents	0 - 5	
d. Construction Administration Staff (e.g., education, experience, CDT or CCCA* credentials)	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 Consultants (e.g., civil, mechanical, or electrical engineering, specialty consultants)	Experience / ability of key consultants to perform effectively and collaboratively	1 - 15	
b. Proposed EDGE-certified Consultant Participation** (fully executed Statements of Intent to Contract and Perform with relevant EDGE firms)	One additional point for every 2 percent increase in professional services over the advertised EDGE participation goal	0 - 5	
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
a. Previous Collaboration of the Project Team (sample projects on which a significant number of individual team members have worked together)	Less than 3 sample projects	1	
	3 to 6 sample projects	2	
	More than 6 sample projects	3	
b. LEED*** Training / Professional Accreditation (demonstrated either by the primary A/E firm or relevant consultant)	LEED*** Credentials* (Maximum 3 points)	GA	1
		AP	2
		AP+	3
c. LEED*** Registered / Certified Project Experience (demonstrated either by the primary A/E firm or relevant consultant)	LEED*** Registered Projects (RP) or LEED*** Certified Projects (CP) (Maximum 2 points)	RP	1
		CP	2
d. Team Organization (showed formal relationships between owner, contracting authority, consultants)	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
<b>5. Overall Team Experience (Maximum 30 points)</b>			
a. Past Performance of the Project Team (provided reference letters from sample project contacts)	Past performance as indicated by A/E evaluations and letters of reference	0 - 10	
b. Experience with similar projects and anticipated project delivery method (e.g., Multiple-Prime, General Contracting, CM at Risk, Design-Build)	Less than 3 projects	0 - 3	
	3 to 6 projects	4 - 6	
	More than 6 projects	7 - 10	
c. Budget and Schedule Management (included data on estimate versus bid and original contract sum & time versus change orders for sample projects)	Performance in completing projects within original construction budget and schedule	0 - 5	
d. Knowledge of Ohio Capital Improvements Process (e.g., experience following <i>The OFC Manual</i> , the Standard Requirements, and ORC Chapter 153)	Less than 3 projects	0 - 1	
	3 to 6 projects	2 - 3	
	More than 6 projects	4 - 5	
* Refer to list of applicable credentials in Section H of the RFQ ** Must be comprised of professional design services consulting firm(s) and NOT the primary A/E firm *** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute		<b>Subtotal</b>	

Notes:

Evaluator:

Name \_\_\_\_\_

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

# Request for Qualifications (Architect / Engineer)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Local Higher Education

Project Name	<u>Minor Capital Improvements Projects</u>	Response Deadline	<u>12/7/2012</u>	<u>4:30 p.m.</u>	local time
Project Location	<u>Athens &amp; Regional Campus</u>	Project Number	<u>Varies</u>		
City / County	<u>Athens / Athens</u>	Project Manager	<u>Varies</u>		
Owner	<u>Ohio University</u>	Contracting Authority	<u>Owner</u>		
No. of paper copies requested (stapled, not bound) <u>1</u>		No. of electronic copies requested on CD (PDF) <u>0</u>			

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Richard Shultz at Ohio University, Building 19, The Ridges, 108 Ridges Circle, Suite 230, Athens, Ohio 45701. See Section H of this RFQ for additional submittal instructions.

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### Project Overview

#### A. Project Description

Qualifications are requested from professional design firms for Basic Renovation Projects. The improvement projects involve Architectural, Landscape, Civil, Mechanical, Electrical and Plumbing, Structural, Geotechnical, Scheduling and Constructability reviews, Construction Materials testing, Mechanical and Roofing disciplines. The Minor Capital Projects includes ADA Improvements, Utility Upgrades, Exterior Lighting, Fire Alarm Improvements, Emergency Generator Installations, HVAC, High Voltage Distribution, Landscaping, Small Architectural Renovations, and Masonry Repairs/Renovations for the main and regional campuses of Ohio University. Any firm submitting qualifications may be considered for one or more of the Basic Renovation Projects at the discretion of the owner.

The anticipated project delivery methods for this project varies.

State Prevailing Wage requirements apply to this project.

#### B. Scope of Services

For projects advertised with an appropriately-developed Program of Requirements (POR), upon award of the Agreement, commence with Design. For projects without such a POR, upon award of the Agreement, commence by developing the Program of Requirements. The selected Associate, as a portion of its required Scope of Services and prior to submitting its proposals, will discuss and clarify with the Owner and the Office of the State Architect, the cost breakdown of the Associate Agreement detailed cost components to address the Owner's project requirements. Participate in the EDGE Program as required by statute and the Agreement.

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.

As required by the Agreement, and as properly authorized, provide the following categories of services: Program Verification, Schematic Design, Design Development, 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 TBD 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.

Please list all major scope services needed to complete the selection process for successful project delivery. The specific scope of services must state particular building types, functional design or specialized professional services required to evaluate the level of experience of each applicant firm (e.g. parking garage, kitchen design, correctional facility, medical facility). The scope of services should also define the types of basic and additional professional design and administration services necessary for the project (e.g. LEED credentials and experience, previous experience with local jurisdiction or

## Request for Qualifications (Architect / Engineer) continued

similar sites, previous experience working with the State of Ohio, Building Information Modeling (“BIM”) experience and training, specific BIM and Owner-defined requirements, level of development to be achieved within BIM models, BIM deliverables, and Owner’s intended use of BIM models after construction). This information will be used by each applicant to populate the Relevant Project Experience Matrix in Section F of Form F110-330.

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. Mechanical
2. Electrical
3. Plumbing
4. Fire Protection
5. Civil/Structural
6. Architectural
7. Landscape Architecture
8. Commissioning
9. Hazardous Material, Assessment

### C. Funding / Estimated Budget

Total Project Cost	<u>\$50,000-500,000</u>	State Funding	<u>To-Be-Determined</u>
Construction Cost	<u>To-Be-Determined</u>	Other Funding	<u>To-Be-Determined</u>
Estimated A/E Fee	<u>8% to 12%</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., 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).

### D. Services Required (see note below)

Primary	<u>Various, as noted in the description</u>
Secondary	<u>Secondary Discipline #1</u>
	<u>Secondary Discipline #2</u>
	<u>Secondary Discipline #3</u>
	<u>Secondary Discipline #4</u>
	<u>Secondary Discipline #5</u>
	<u>Secondary Discipline #6</u>
Others	<u>Other Discipline(s)</u>

### E. Anticipated Schedule

Professional Services Start (mm/yy)	<u>2013</u>
Construction Contracts Start (mm/yy)	<u>2013</u>
Construction Contracts Completed (mm/yy)	<u>2014</u>
Professional Services Completed (mm/yy)	<u>2014</u>

### F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL A/E Fee	<u>5%</u>
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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.

## Request for Qualifications (Architect / Engineer) continued

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- 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.
- Participation in the EDGE Program.
- 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>.

Paper copies of the Statement of Qualifications, if requested, should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary.

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 label the CD and the CD cover with the project number and firm name.

Submit all questions regarding this RFQ in writing to Richard Shultz at [rshultz@ohio.edu](mailto:rshultz@ohio.edu) with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the OAKS Capital Improvements (OAKS CI) website at <http://ci.oaks.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.

Firms are requested to identify professional registrations, memberships and credentials including but not limited to: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, 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.

LEED Credentials: Leadership in Energy & Environmental Design (Green Building Certification Institute)

LEED AP ND (Neighborhood Development specialty)  
LEED AP Homes (Specialty for residential LEED construction)

GA: Green Associate  
AP: LEED AP (Legacy LEED Accredited Professional without specialty)  
AP +: (see below):  
LEED AP BD+C (Building Design and Construction specialty)  
LEED AP ID+C (Interior Design and Construction specialty)  
LEED AP O+M (Operations and Maintenance specialty)

Other Industry Credentials

CCCA: Certified Construction Contract Administrator (CSI)  
CCM: Certified Construction Manager (CMAA)  
CCS: Certified Construction Specifier (CSI)  
CDT: Construction Document Technologist (CSI)  
DBIA: Design-Build Institute of America

# Architect/Engineer Selection Rating Form

## State of Ohio Standard Forms and Documents

Project Name Minor Capital Improvements Project Proposer Firm \_\_\_\_\_  
 Project Number Varies City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary A/E Firm Location, Size, and Workload (Maximum 10 points)</b>			
a. Proximity of primary A/E firm's office where the majority of work will be performed to the principal project site, and knowledge of local conditions	Less than 100 miles from project site	4 - 5	
	100 miles to 150 miles from project site	2 - 3	
	More than 150 miles from project site	0 - 1	
b. Number of relevant licensed professionals within primary A/E firm available to perform the work (based on Part II of F110-330)	Less than 4 licensed professionals	3	Max = 3
	4 to 15 licensed professionals	3	
	More than 15 licensed professionals	3	
c. Amount of fees awarded by the Contracting Authority to the primary A/E firm in the previous 24 months (exclude projects on hold)	Less than \$100k in previous 24 months	2	
	\$100k to \$250k in previous 24 months	1	
	More than \$250k in previous 24 months	0	
<b>2. Primary A/E Qualifications (Maximum 30 points)</b>			
a. Project Manager (e.g., education, experience, credentials, effective communication skills)	Experience / ability of A/E project manager to manage scope / budget / schedule / quality	0 - 10	
b. Project Designer (e.g., design awards, publications, appropriateness, innovation)	Experience / creativity of project designer to achieve owner's vision and requirements	0 - 5	
c. Technical Staff (e.g., BIM/CAD operator / specifier education, experience, CDT or CCS* credentials)	Experience / ability of technical staff to create fully coordinated construction documents	0 - 5	
d. Construction Administration Staff (e.g., education, experience, CDT or CCCA* credentials)	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 Consultants (e.g., civil, mechanical, or electrical engineering, specialty consultants)	Experience / ability of key consultants to perform effectively and collaboratively	1 - 15	
b. Proposed EDGE-certified Consultant Participation** (fully executed Statements of Intent to Contract and Perform with relevant EDGE firms)	One additional point for every 2 percent increase in professional services over the advertised EDGE participation goal	0 - 5	
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
a. Previous Collaboration of the Project Team (sample projects on which a significant number of individual team members have worked together)	Less than 5 sample projects	1	
	5 to 10 sample projects	2	
	More than 10 sample projects	3	
b. LEED*** Training / Professional Accreditation (demonstrated either by the primary A/E firm or relevant consultant)	LEED*** Credentials* (Maximum 3 points)	GA	1
		AP	2
		AP+	3
c. LEED*** Registered / Certified Project Experience (demonstrated either by the primary A/E firm or relevant consultant)	LEED*** Registered Projects (RP) or LEED*** Certified Projects (CP) (Maximum 2 points)	RP	1
		CP	2
d. Team Organization (showed formal relationships between owner, contracting authority, consultants)	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
<b>5. Overall Team Experience (Maximum 30 points)</b>			
a. Past Performance of the Project Team (provided reference letters from sample project contacts)	Past performance as indicated by A/E evaluations and letters of reference	0 - 10	
b. Experience with similar projects and anticipated project delivery method (e.g., Multiple-Prime, General Contracting, CM at Risk, Design-Build)	Less than 5 projects	0 - 3	
	5 to 10 projects	4 - 6	
	More than 10 projects	7 - 10	
c. Budget and Schedule Management (included data on estimate versus bid and original contract sum & time versus change orders for sample projects)	Performance in completing projects within original construction budget and schedule	0 - 5	
d. Knowledge of Ohio Capital Improvements Process (e.g., experience following <i>The OFC Manual</i> , the Standard Requirements, and ORC Chapter 153)	Less than 5 projects	0 - 1	
	5 to 10 projects	2 - 3	
	More than 10 projects	4 - 5	
* Refer to list of applicable credentials in Section H of the RFQ ** Must be comprised of professional design services consulting firm(s) and NOT the primary A/E firm *** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute		<b>Subtotal</b>	

**Notes:**

**Evaluator:**

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

# Request for Qualifications (CM at Risk Contract)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Local Higher Education

Project Name	<u>Ohio Bureau of Criminal Identification and Investigation on the Bowling Green State University Campus</u>	Response Deadline	<u>December 7, 2012 12:00 noon</u> local time
Project Location	<u>Bowling Green, Ohio</u>	Project Number	<u>BGU-125846</u>
City / County	<u>Bowling Green / Wood</u>	Project Manager	<u>Michael A. Schuessler</u>
Owner	<u>Bowling Green State University</u>	Contracting Authority	<u>Local Higher Education</u>
No. of paper copies requested (stapled, not bound)	<u>5</u>	No. of electronic copies requested on CD (PDF)	<u>1</u>

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Beth Nagel at 103 Park Avenue Warehouse, Bowling Green, Ohio 43403. See Section H of this RFQ for additional submittal instructions.

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### Project Overview

#### A. Project Description

The Program of Requirements (POR) will be developed as a part of this project by the Architect/Engineer (A/E).

In addition to the Construction Manager at Risk (CMR) firm, professional design services (A/E) and Commissioning Agent (Cx) are being acquired by the Contracting Authority under a separate contract.

This project will utilize the Construction Manager at Risk (CMR) project delivery method

State Prevailing Wage requirements apply to this project.

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

The Main campus of Bowling Green State University (BGSU) requests that Construction Managers submit written statements of qualifications for providing construction management at risk, services for the above project.

The project will be located somewhere on Bowling Green State University property, and will follow requirements for construction on State Property. The building area will be approximately 40,000 sq ft and will include the following elements:

- o Administrative Space
- o Firearms / Tools Analysis (including Firing Range)
- o Chemistry Lab
- o Instruments Lab
- o Microanalysis / Trace Lab
- o Latent Prints Lab
- o Vehicle Investigation Room
- o Evidence Room
- o Evidence Storage
- o Polygraph Examinations
- o DNA Extraction
- o Supervisor Offices
- o Agents Cubicles
- o Various and Sundry Rooms for; Meetings, Seminars, Investigations, Conferences, etc.
- o Electronic Security & Surveillance
- o Redundant, Emergency HVAC and Power Supply

Additionally, the project may include forensic science teaching facilities within, adjoining or adjacent to the BCI Lab which may include the following elements:

- o Administrative Space
- o Teaching Labs
- o Classrooms
- o Mock Courtroom

## Request for Qualifications (CM at Risk Contract) continued

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Site amenities will include visitor parking and a secure parking area for agents and employees. The completed facility shall enhance the BGSU campus ambiance.

The projected project budget of the BCI facility (including all lab equipment) is approximately \$11,900,000. The projected project budget of the BGSU portion of the facility is undecided.

### B. Scope of Services

The selected Construction Manager at Risk (CMR), as a portion of its required Scope of Services and prior to submitting its proposal, will discuss and clarify with the Contracting Authority and/or Owner, the breakdown of the Agreement detailed cost components, to address the Owner's project requirements and refine the project schedule.

As required by the Agreement, and as properly authorized, provide the following categories of services: provide constructability review comments on documents produced by the A/E during the Schematic Design, Design Development, and Construction Document stages; develop and maintain estimates of probable construction cost, value engineering, project schedules, and construction schedules; lead and manage the Subcontractor Prequalification and Bidding process, Construction and Closeout Stage.

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>.

The preconstruction and construction services are generally described below. Subcontracts including but not limited to Plumbing, Fire Protection, HVAC, Electrical and AV/Technology will be awarded by the CM to prequalified vendors using a competitive process. The parties will engage in an "open book" pricing method in which all subcontracted work shall be based upon competitive pricing that will be reviewed by the Contracting Authority and/or Owner, the A/E and the CM. The Contracting Authority and/or Owner shall have access to all books, records, documents and other data in the CM's possession related to itself, its subcontractors and material suppliers pertaining to bidding, pricing or performance of the Agreement.

Preconstruction Services: The CM will work cooperatively with the Contracting Authority and/or Owner, A/E and Project Team, and will provide, among other services, cost estimating, budgeting, value engineering, constructability review, scheduling and preconstruction planning throughout the preconstruction stages. When the drawings and specifications are at a stage of completion specified in the Agreement, such partially completed documents (the "Basis Documents") shall be provided to the CM, together with the A/E's detailed listing of any material incomplete design elements and the A/E's statement of intended scope with respect to such incomplete elements (the "Design Intent Statement"). The CM shall submit to the Contracting Authority and/or Owner and the A/E their proposed Guaranteed Maximum Price (the "Contract Sum") and its qualifications and assumptions based upon the Basis Documents and the Design Intent Statement. The CM, the Contracting Authority and/or Owner and the A/E (along with selected engineers and consultants) shall meet to reconcile any questions, discrepancies or disagreements relating to the qualifications and assumptions, the Basis Documents or the Design Intent Statement. The reconciliation shall be documented by an addendum to the qualifications and assumptions that shall be approved in writing by the Contracting Authority and/or Owner, the A/E and the CM. The CM shall then submit to the Contracting Authority, for approval, the CM's proposed final Contract Sum based upon the Basis Documents, the approved qualifications and assumptions and the Design Intent Statement. Contingent upon the Contracting Authority's approval of the final Contract Sum (GMP Amendment), the parties will enter into an amendment to the Agreement establishing the Contract Sum (GMP Amendment). The final negotiated Contract Sum shall not exceed the Project Budget established for construction. If the proposed Contract Sum exceeds such budget, then the Contracting Authority may terminate the agreement with the CM and seek from other firms, bids for completion of the Project.

Construction Services: The CM shall construct the Project pursuant to the construction documents and in accordance with the schedule requirements. The CM shall hold all subcontracts and shall be fully responsible for the means and methods of construction, project safety, project completion within the schedule agreed upon in the preconstruction phase, compliance with all applicable laws and regulations including monitoring compliance with all EDGE, equal employment, and prevailing wage requirements, and submitting monthly reports of these activities to the Contracting Authority. All subcontracts shall be on the subcontract form prescribed by OAC Section 153:1-03-02. The Contracting Authority reserves the right to approve the CM's selection of subcontractors and any supplement terms to the form subcontract.

## Request for Qualifications (CM at Risk Contract) continued

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 Manager at Risk Preconstruction and Construction Services Experience
2. Construction Manager at Risk Contract Sum (GMP) Pricing Experience
3. State of Ohio - Higher Education Project Methodology
4. Construction Experience with similar project description types (See Section A)
5. Constructability Review Experience
6. LEED projects and high-performance building technologies and energy performance

### C. Funding / Estimated Budget

Total Project Cost	<u>\$11,900,000.00</u>
Construction Cost	<u>\$ 8,300,000.00</u>
State Funding	<u>\$11,900,000.00</u>
Other Funding	<u>\$ 0.00</u>

### D. Anticipated Schedule

CM Services Start (mm/yy)	<u>01 / 13</u>
Construction Contracts Start (mm/yy)	<u>09 / 13</u>
Construction Contracts Completed (mm/yy)	<u>09 / 14</u>
CMR Services Completed (mm/yy)	<u>12 / 14</u>
DD GMP Approval (mm/yy)	<u>04 / 13</u>

### E. EDGE Participation Goal

Percent of Total Construction Contracts Awarded 5%      Percent of *initial* TOTAL CM Fee 5%

### F. Evaluation Criteria for Selection

#### Selection Criteria:

The CM will be selected using (i) a qualification based selection process during the initial Request for Qualifications (RFQ) stage to develop a short list and (ii) a best value selection process during the final Request for Proposal stage for the final CM selection. The qualifications-based selection criteria for the RFQ is included in this announcement. The best value criteria used in evaluating proposals from the short listed firms will include such factors that are determined to derive or offer the greatest value to the State and the Owner, combining both qualifications and fee.

#### Short List:

Each firm responding to this RFQ will be evaluated and selected based on its qualifications and the qualifications and experience of the particular individuals identified as the candidate's proposed team for the Project. After evaluating the responses to this RFQ, the Contracting Authority will select a short list of no fewer than three candidates that it considers to be the most qualified, except if the Contracting Authority determines that fewer than three firms are qualified, it will only select the qualified firms.

#### Request for Proposal:

The short-listed firms shall be sent a Request for Proposal (RFP) that will invite the firms to submit pricing proposals containing their proposed preconstruction stage compensation fee, construction stage personnel costs, construction stage itemized general conditions cost percentage, construction stage contingency percentage and construction stage fee percentage. The short-listed candidates will also receive (i) a form of the Agreement with the Contracting Authority containing the contract terms and conditions, (ii) a set of the most recent design documents and (iii) a proposed Project schedule.

#### Pre-Proposal Meeting:

Prior to submitting a response to the RFP, the short-listed firms will be invited to meet individually with the Contracting Authority and/or Owner. The purpose of the pre-proposal meeting is to permit the short-listed firms to ask the Contracting Authority and/or Owner questions in an individual setting to help the firms prepare their responses to the RFP. The pre-proposal meeting will be held at Administration Bldg. 10<sup>th</sup> Floor Conference Room. The Contracting Authority will notify each short-listed firm to schedule individual times for the pre-proposal meetings.

#### Interview:

After submitting responses to the RFP, the short-listed firms will be interviewed by the Contracting Authority and representatives of the Owner. The purpose of the interview will be to meet the proposed Project team, become familiar with key personnel, and understand the project approach and ability to meet the stated objectives for the Project. Please be prepared to discuss with specificity the firm's capacity to conduct this work in compliance with the timetable, budget and EDGE expectations. The Contracting Authority will notify each short-listed firm to schedule individual times for the interviews.

## Request for Qualifications (CM at Risk Contract) continued

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### Selection Schedule:

Tentative schedule is subject to change.

RFQ Posted and Advertised	11/19/2012
Qualifications Due	12/7/2012
RFP issued to the Short-Listed Firms	12/21/2013
Site Visit at Proposed project site	01/04/2013
Pre-proposal Meetings at BGSU Admin. Bldg.	01/09/2013
Proposals Due	01/11/2013
Interviews at BGSU Admin. Bldg.	01/24/2013
Selection of CM	02/04/2013
Controlling Board Meeting for approval of Agreement	03/11/2013

### Cancellation and Rejection:

The Contracting Authority reserves the right to reject all proposals and cancel at any time for any reason this solicitation, any portion of this solicitation or any phase of the Project. The Contracting Authority shall have no liability to any proposer arising out of such cancellation or rejection. The Contracting Authority reserves the right to waive minor variations in the selection process.

Interested CM 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 CM 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 CM'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 CM's 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>.

Paper copies of the Statement of Qualifications, if requested, should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary.

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 label the CD and the CD cover with the project number and firm name.

Submit all questions regarding this RFQ in writing to Beth Nagel at [bnagel@bgsu.edu](mailto:bnagel@bgsu.edu) (with copy sent to Mike Schuessler at [mschues@bgsu.edu](mailto:mschues@bgsu.edu)) the project number included in the subject line (no phone calls please). Questions will be answered and posted to the OAKS Capital Improvements (OAKS CI) website at <http://ci.oaks.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.

Unless otherwise noted or exempt, all documents submitted to the Contracting Authority in response to this RFQ or RFP are public and will be available for inspection at the conclusion of the selection process. The following information shall remain confidential and will not be released: (1) Proposal Form(s), except for cost category subtotals which will be transferred to the Best Value Rating Form; (2) Financial Capacity; and (3) Bonding/Insurance.

## Request for Qualifications (CM at Risk Contract) continued

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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.
2. Bonding/Insurance: Provide evidence of capacity to provide bonding in the amount of the project budget and a copy of the firm's certificate of insurance showing the firm's current limits of liability for commercial general liability, employer's liability, business automobile liability and professional liability.
3. Management Systems: Describe the scheduling and cost control systems the firm would propose to use for the Project
4. Self-Performed Work: Indicate whether the firm intends to self-perform any work on the Project through a competitive process and, if so, the nature of the work and capability to self-perform.
5. Estimating: Demonstrated track record of performance of in-house estimating on projects comparable to the Project.
6. Scheduling: Demonstrated track record of performance of managing projects to the original schedule.

Firms are requested to identify professional registrations, memberships and credentials including but not limited to: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, 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.

LEED Credentials: Leadership in Energy & Environmental Design (Green Building Certification Institute)

GA: Green Associate  
AP: LEED AP (Legacy LEED Accredited Professional without specialty)  
AP +: (see below):  
LEED AP BD+C (Building Design and Construction specialty)  
LEED AP ID+C (Interior Design and Construction specialty)  
LEED AP O+M (Operations and Maintenance specialty)  
LEED AP ND (Neighborhood Development specialty)  
LEED AP Homes (Specialty for residential LEED construction)

Other Industry Credentials

CCCA: Certified Construction Contract Administrator (CS)  
CCM: Certified Construction Manager (CMAA)  
CCS: Certified Construction Specifier (CSI)  
CDT: Construction Document Technologist (CSI)  
DBIA: Design-Build Institute of America

# CM at Risk Selection Rating Form

## State of Ohio Standard Forms and Documents

Ohio Bureau of Criminal Identification and Investigation on the Bowling Green State

Project Name University Campus

Proposer Firm \_\_\_\_\_

Project Number BGU-125846r

City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary CM Firm Location, Size, and Workload (Maximum 10 points)</b>			
a. Proximity of primary CM firm's office where the majority of work will be performed to the principal project site	Less than 50 miles from project site	4 - 5	
	50 miles to 150 miles from project site	2 - 3	
	More than 150 miles from project site	0 - 1	
b. Amount of fees awarded by the Contracting Authority to the primary CM firm in the previous 24 months (exclude projects on hold)	Less than \$50k in previous 24 months	5	
	\$50K to \$100K in previous 24 months	2	
	More than \$100K in previous 24 months	0	
<b>2. Primary CM Qualifications (Maximum 40 points)</b>			
a. Project Management Lead (e.g., education, experience, credentials)	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	Max = 40
b. Project Administration Lead (e.g., awards, publications, appropriateness, innovation)	Experience / creativity of project admin staff to achieve owner's vision and requirements	0 - 15	
c. Technical Staff (e.g., BIM/CAD capabilities / scheduling / estimating, education, experience, CDT or CCS* credentials)	Experience / ability of technical staff to fully coordinate construction documents	0 - 5	
d. Construction Administration Staff (e.g., education, experience, CDT or CCCA* credentials)	Experience / ability of field representative to identify and solve issues during construction	0 - 10	
<b>3. Key Consultant Qualifications (Maximum 10 points)</b>			
a. Key Consultants	Experience / ability of key consultants to perform effectively and collaboratively	1 - 5	
b. Proposed EDGE-certified Consultant Participation** (fully executed Statements of Intent to Contract and Perform with relevant EDGE firms)	One additional point for every 2 percent increase in professional services over the advertised EDGE participation goal	0 - 5	
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
a. Previous Collaboration of the Project Team (sample projects on which a significant number of individual team members have worked together)	Less than 3 sample projects	1	
	3 to 7 sample projects	2	
	More than 7 sample projects	3	
b. LEED*** Training / Professional Accreditation (demonstrated either by the primary CM firm or relevant consultant)	LEED*** Credentials* (Maximum 3 points)	GA	1
		AP	2
		AP+	3
c. LEED*** Registered / Certified Project Experience (demonstrated either by the primary CM firm or relevant consultant)	LEED*** Registered Projects (RP) or LEED*** Certified Projects (CP) (Maximum 2 points)	RP	1
		CP	2
d. Team Organization (showed formal relationships between owner, contracting authority, consultants)	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
<b>5. Overall Team Experience (Maximum 30 points)</b>			
a. Past Performance of the Project Team (provided reference letters from sample project contacts)	Past performance as indicated by DB evaluations and letters of reference	0 - 10	
b. Experience with similar projects and anticipated project delivery method (CM at Risk)	Less than 5 projects	0 - 3	
	5 to 15 projects	4 - 6	
	More than 15 projects	7 - 10	
c. Budget and Schedule Management (included data on estimate versus bid and original contract sum & time versus change orders for sample projects)	Performance in completing projects within original construction budget and schedule	0 - 5	
d. Knowledge of Ohio Capital Improvements Process (e.g., experience following <i>Ohio Facilities Construction Manual</i> , the Standard Requirements, and ORC Chapter 153)	Less than 5 projects	0 - 1	
	5 to 10 projects	2 - 3	
	More than 10 projects	4 - 5	
* Refer to list of applicable credentials in Section H of the RFQ ** Must be comprised of consulting firm(s) and NOT the primary CM firm *** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute		<b>Subtotal</b>	

Notes:

Evaluator:

Name \_\_\_\_\_

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

# Request for Qualifications (Architect / Engineer)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Local Higher Education

Project Name	<u>Architect Pre-Qualified Consultant List</u>	Response Deadline	<u>12/7/2012</u> <u>2:00 p.m.</u> local time
Project Location	<u>Cleveland State University</u>	Project Number	<u>CLS-131322 / LF-1322A</u>
City / County	<u>Cleveland / Cuyahoga</u>	Project Manager	<u>Melanie Boyd</u>
Owner	<u>Cleveland State University</u>	Contracting Authority	<u>Local Higher Education</u>
No. of paper copies requested (stapled, not bound)	<u>4</u>	No. of electronic copies requested on CD (PDF)	<u>1</u>

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Melanie Boyd at 1802 East 25<sup>th</sup> Street, Cleveland, Ohio 44115. See Section H of this RFQ for additional submittal instructions.

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### Project Overview

#### A. Project Description

Cleveland State University, Office of the University Architect (CSU) intends to pre-qualify firms to provide architectural services for projects that are not advertised through the Ohio Register, or other media. This pre-qualification process will determine the list of firms that will be eligible for award of contracts for the period covering December 15, 2012 – June 30, 2014.

Services will be in support of CSU design of projects, as well as support Local Administration of projects. Consultants are utilized for small projects or specialized tasks in which the A/E selection process would be unnecessarily cumbersome.

Upon completion of the selection process, where appropriate, CSU will seek Controlling Board approval for total contract awards to each pre-qualified firm up to the amount of \$250,000 for two-year period. Each individual assignment may range in the amount of \$25,000 - \$75,000 per project; however, there are exceptions where fees for an individual assignment exceed \$75,000.

The number of pre-qualified architectural services consultants selected through this process is within the discretion of CSU. While the pre-qualified status means that a firm is eligible for award of contracts, there is no guarantee that a firm will be awarded any work or representation of the amount of work a firm may receive within the two-year period.

The anticipated project delivery method for this project is General Contracting.

State Prevailing Wage requirements apply to this project.

#### B. Scope of Services

Work assignments may include, but are not limited to, specialty design (any architectural discipline including landscape design); interior design, review or creation of a Program of Requirements; various studies; conceptual building design; preparation of bidding and construction documents; preparation of cost estimates; validation of existing site conditions, pre-design investigations; code required special inspections and testing.

Services will be provided in accordance with a standard form of agreement. As a project is identified for services, CSU will notify a pre-qualified firm or firms for the project and provide a scope of work. Only the firm selected for an assignment will be requested to provide a fee proposal. The scope of work and schedule for a specific project will be described in an exhibit document attached to the agreement.

For projects with an appropriately developed Program of Requirements (POR), upon award of the agreement, commence with Design. For projects without such a POR, upon award of the Agreement, commence by developing the Program of Requirements.

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>.

CSU will initiate contract negotiations directed toward:



# Request for Qualifications (Architect / Engineer)

## State of Ohio Standard Forms and Documents

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### 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>.

Paper copies of the Statement of Qualifications, if requested, should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary.

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 label the CD and the CD cover with the project number and firm name.

Submit all questions regarding this RFQ in writing to Melanie Boyd at [m.boyd@osu.edu](mailto:m.boyd@osu.edu) with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the OAKS Capital Improvements (OAKS CI) website at <http://ci.oaks.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.

Firms are requested to identify professional registrations, memberships and credentials including but not limited to: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, 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.

LEED Credentials: Leadership in Energy & Environmental Design (Green Building Certification Institute)

GA: Green Associate

AP: LEED AP (Legacy LEED Accredited Professional without specialty)

AP +: (see below):

LEED AP BD+C (Building Design and Construction specialty)

LEED AP ID+C (Interior Design and Construction specialty)

LEED AP O+M (Operations and Maintenance specialty)

LEED AP ND (Neighborhood Development specialty)

LEED AP Homes (Specialty for residential LEED construction)

Other Industry Credentials:

CCCA: Certified Construction Contract Administrator (CSI)

CCM: Certified Construction Manager (CMAA)

CCS: Certified Construction Specifier (CSI)

CDT: Construction Document Technologist (CSI)

DBIA: Design-Build Institute of America

# Architect/Engineer Selection Rating Form

## State of Ohio Standard Forms and Documents

Project Name Architect Pre-Qualified Consultant List Proposer Firm \_\_\_\_\_  
 Project Number CLS-131322 / LF-1322A City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary A/E Firm Location, Size, and Workload (Maximum 10 points)</b>			
a. Proximity of primary A/E firm's office where the majority of work will be performed to the principal project site, and knowledge of local conditions	Less than 120 miles from project site	4 - 5	
	120 miles to 250 miles from project site	2 - 3	
	More than 250 miles from project site	0 - 1	
b. Number of relevant licensed professionals within primary A/E firm available to perform the work (based on Part II of F110-330)	Less than 5 licensed professionals	1	Max = 3
	5 to 20 licensed professionals	2	
	More than 20 licensed professionals	3	
c. Amount of fees awarded by the Contracting Authority to the primary A/E firm in the previous 24 months (exclude projects on hold)	Less than \$100,000 in previous 24 months	2	
	\$100,000 to \$300,000 in previous 24 months	1	
	More than \$300,000 in previous 24 months	0	
<b>2. Primary A/E Qualifications (Maximum 30 points)</b>			
a. Project Manager (e.g., education, experience, credentials, effective communication skills)	Experience / ability of A/E project manager to manage scope / budget / schedule / quality	0 - 10	
b. Project Designer (e.g., design awards, publications, appropriateness, innovation)	Experience / creativity of project designer to achieve owner's vision and requirements	0 - 10	
c. Technical Staff (e.g., BIM/CAD operator / specifier education, experience, CDT or CCS* credentials)	Experience / ability of technical staff to create fully coordinated construction documents	0 - 10	
d. Construction Administration Staff (e.g., education, experience, CDT or CCCA* credentials)	Experience / ability of field representative to identify and solve issues during construction	0 - 5	
<b>3. Key Consultant Qualifications (Maximum 20 points)</b>			
a. Key Consultants (e.g., civil, mechanical, or electrical engineering, specialty consultants)	Experience / ability of key consultants to perform effectively and collaboratively	1 - 15	
b. Proposed EDGE-certified Consultant Participation** (fully executed Statements of Intent to Contract and Perform with relevant EDGE firms)	One additional point for every 2 percent increase in professional services over the advertised EDGE participation goal	0 - 5	
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
a. Previous Collaboration of the Project Team (sample projects on which a significant number of individual team members have worked together)	Less than 4 sample projects	1	
	4 to 7 sample projects	2	
	More than 7 sample projects	3	
b. LEED*** Training / Professional Accreditation (demonstrated either by the primary A/E firm or relevant consultant)	LEED*** Credentials* (Maximum 3 points)	GA	1
		AP	2
		AP+	3
c. LEED*** Registered / Certified Project Experience (demonstrated either by the primary A/E firm or relevant consultant)	LEED*** Registered Projects (RP) or LEED*** Certified Projects (CP) (Maximum 2 points)	RP	1
		CP	2
d. Team Organization (showed formal relationships between owner, contracting authority, consultants)	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
<b>5. Overall Team Experience (Maximum 30 points)</b>			
a. Past Performance of the Project Team (provided reference letters from sample project contacts)	Past performance as indicated by A/E evaluations and letters of reference	0 - 10	
b. Experience with similar projects and anticipated project delivery method (e.g., Multiple-Prime, General Contracting, CM at Risk, Design-Build)	Less than 2 projects	0 - 3	
	2 to 4 projects	4 - 6	
	More than 4 projects	7 - 10	
c. Budget and Schedule Management (included data on estimate versus bid and original contract sum & time versus change orders for sample projects)	Performance in completing projects within original construction budget and schedule	0 - 5	
d. Knowledge of Ohio Capital Improvements Process (e.g., experience following the <i>OFC Manual</i> , the Standard Requirements, and ORC Chapter 153)	Less than 2 projects	0 - 1	
	2 to 4 projects	2 - 3	
	More than 4 projects	4 - 5	
* Refer to list of applicable credentials in Section H of the RFQ ** Must be comprised of professional design services consulting firm(s) and NOT the primary A/E firm *** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute		<b>Subtotal</b>	

Notes:

Evaluator:

Name \_\_\_\_\_

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

# RFQ Question and Answer List

## State of Ohio Standard Forms and Documents

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Project Name	<u>Cleveland State Architect Pre- Qualified Consultant List</u>	Project Number	<u>CLS-131322 / LF-1322A</u>
Project Location	<u>Cleveland State University</u>		

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Date posted: December 3, 2012

Date revised: N/A

Below are the questions that have been received to date for the RFQ of the above-referenced project:

1. Since the Pre-Qualification is for multiple work assignments and we select EDGE firms for their specific specialty based on project-specific scope how do we best respond to the EDGE requirement
  - A. Due to the unpredictable scope of upcoming projects, firms should check "Option B or C" on the "Commitment to participate in the EDGE Business Assistance Program" form – F110 - 330v0912.
  
2. Are we required to team with another firm to ensure we can provide all services or do we just submit our qualifications highlighting the services we provide in house?
  - A. Just submit your qualifications. We do not expect anyone to be all inclusive for all projects. Firms selected may select consultants as necessary per project.
  
3. I do not see any civil engineering, site or surveying listed as categories.
  - A. We do not anticipate any work in these areas.
  
4. Does CSU want a Section F matrix included?
  - A. No section F is required.
  
5. There is no mention of structural services.
  - A. This was an oversight. Please submit your structural services.



# Request for Qualifications (Architect / Engineer)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Local Higher Education

Project Name	<u>Engineer Pre-Qualified Consultant List</u>	Response Deadline	<u>12/7/2012</u> <u>2:00 p.m.</u> local time
Project Location	<u>Cleveland State University</u>	Project Number	<u>CLS-131322 / LF-1322E</u>
City / County	<u>Cleveland / Cuyahoga</u>	Project Manager	<u>Melanie Boyd</u>
Owner	<u>Cleveland State University</u>	Contracting Authority	<u>Local Higher Education</u>
No. of paper copies requested (stapled, not bound)	<u>4</u>	No. of electronic copies requested on CD (PDF)	<u>1</u>

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Melanie Boyd at 1802 East 25<sup>th</sup> Street, Cleveland, Ohio 44115. See Section H of this RFQ for additional submittal instructions.

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### Project Overview

#### A. Project Description

Cleveland State University, Office of the University Architect (CSU) intends to pre-qualify firms to provide engineering services for projects that are not advertised through the Ohio Register, or other media. This pre-qualification process will determine the list of firms that will be eligible for award of contracts for the period covering December 15, 2012 – June 30, 2014.

Services will be in support of CSU design of projects, as well as support Local Administration of projects. Consultants are utilized for small projects or specialized tasks in which the A/E selection process would be unnecessarily cumbersome.

Upon completion of the selection process, where appropriate, CSU will seek Controlling Board approval for total contract awards to each pre-qualified firm up to the amount of \$250,000 for two-year period. Each individual assignment may range in the amount of \$25,000 - \$75,000 per project; however, there are exceptions where fees for an individual assignment exceed \$75,000.

The number of pre-qualified engineering services consultants selected through this process is within the discretion of CSU. While the pre-qualified status means that a firm is eligible for award of contracts, there is no guarantee that a firm will be awarded any work or representation of the amount of work a firm may receive within the two-year period.

The anticipated project delivery method for this project is General Contracting.

State Prevailing Wage requirements apply to this project.

#### B. Scope of Services

Work assignments may include, but are not limited to, mechanical systems, electrical systems, data systems, security systems, plumbing systems, review or creation of a Program of Requirements; various studies; preparation of bidding and construction documents; preparation of cost estimates; pre-design investigations; quality assurance testing during construction; extensive pre-design surveying services, soil testing, validation of existing site conditions, code required special inspections and testing.

Services will be provided in accordance with a standard form of agreement. As a project is identified for services, CSU will notify a pre-qualified firm or firms for the project and provide a scope of work. Only the firm selected for an assignment will be requested to provide a fee proposal. The scope of work and schedule for a specific project will be described in an exhibit document attached to the agreement.

For projects with an appropriately developed Program of Requirements (POR), upon award of the agreement, commence with Design. For projects without such a POR, upon award of the Agreement, commence by developing the Program of Requirements.

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>.

CSU will initiate contract negotiations directed toward:



# Request for Qualifications (Architect / Engineer)

## State of Ohio Standard Forms and Documents

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### 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>.

Paper copies of the Statement of Qualifications, if requested, should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary.

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 label the CD and the CD cover with the project number and firm name.

Submit all questions regarding this RFQ in writing to Melanie Boyd at [m.boyd@csuohio.edu](mailto:m.boyd@csuohio.edu) with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the OAKS Capital Improvements (OAKS CI) website at <http://ci.oaks.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.

Firms are requested to identify professional registrations, memberships and credentials including but not limited to: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, 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.

LEED Credentials: Leadership in Energy & Environmental Design (Green Building Certification Institute)

GA: Green Associate

AP: LEED AP (Legacy LEED Accredited Professional without specialty)

AP +: (see below):

LEED AP BD+C (Building Design and Construction specialty)

LEED AP ID+C (Interior Design and Construction specialty)

LEED AP O+M (Operations and Maintenance specialty)

LEED AP ND (Neighborhood Development specialty)

LEED AP Homes (Specialty for residential LEED construction)

Other Industry Credentials:

CCCA: Certified Construction Contract Administrator (CSI)

CCM: Certified Construction Manager (CMAA)

CCS: Certified Construction Specifier (CSI)

CDT: Construction Document Technologist (CSI)

DBIA: Design-Build Institute of America

# Architect/Engineer Selection Rating Form

## State of Ohio Standard Forms and Documents

Project Name Engineer Pre-Qualified Consultant List Proposer Firm \_\_\_\_\_  
 Project Number CLS-131322 / LF-1322E City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary A/E Firm Location, Size, and Workload (Maximum 10 points)</b>			
a. Proximity of primary A/E firm's office where the majority of work will be performed to the principal project site, and knowledge of local conditions	Less than 120 miles from project site	4 - 5	
	120 miles to 250 miles from project site	2 - 3	
	More than 250 miles from project site	0 - 1	
b. Number of relevant licensed professionals within primary A/E firm available to perform the work (based on Part II of F110-330)	Less than 5 licensed professionals	1	Max = 3
	5 to 20 licensed professionals	2	
	More than 20 licensed professionals	3	
c. Amount of fees awarded by the Contracting Authority to the primary A/E firm in the previous 24 months (exclude projects on hold)	Less than \$100,000 in previous 24 months	2	
	\$100,000 to \$300,000 in previous 24 months	1	
	More than \$300,000 in previous 24 months	0	
<b>2. Primary A/E Qualifications (Maximum 30 points)</b>			
a. Project Manager (e.g., education, experience, credentials, effective communication skills)	Experience / ability of A/E project manager to manage scope / budget / schedule / quality	0 - 10	
b. Project Designer (e.g., design awards, publications, appropriateness, innovation)	Experience / creativity of project designer to achieve owner's vision and requirements	0 - 10	
c. Technical Staff (e.g., BIM/CAD operator / specifier education, experience, CDT or CCS* credentials)	Experience / ability of technical staff to create fully coordinated construction documents	0 - 10	
d. Construction Administration Staff (e.g., education, experience, CDT or CCCA* credentials)	Experience / ability of field representative to identify and solve issues during construction	0 - 5	
<b>3. Key Consultant Qualifications (Maximum 20 points)</b>			
a. Key Consultants (e.g., civil, mechanical, or electrical engineering, specialty consultants)	Experience / ability of key consultants to perform effectively and collaboratively	1 - 15	
b. Proposed EDGE-certified Consultant Participation** (fully executed Statements of Intent to Contract and Perform with relevant EDGE firms)	One additional point for every 2 percent increase in professional services over the advertised EDGE participation goal	0 - 5	
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
a. Previous Collaboration of the Project Team (sample projects on which a significant number of individual team members have worked together)	Less than 4 sample projects	1	
	4 to 7 sample projects	2	
	More than 7 sample projects	3	
b. LEED*** Training / Professional Accreditation (demonstrated either by the primary A/E firm or relevant consultant)	LEED*** Credentials* (Maximum 3 points)	GA	1
		AP	2
		AP+	3
c. LEED*** Registered / Certified Project Experience (demonstrated either by the primary A/E firm or relevant consultant)	LEED*** Registered Projects (RP) or LEED*** Certified Projects (CP) (Maximum 2 points)	RP	1
		CP	2
d. Team Organization (showed formal relationships between owner, contracting authority, consultants)	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
<b>5. Overall Team Experience (Maximum 30 points)</b>			
a. Past Performance of the Project Team (provided reference letters from sample project contacts)	Past performance as indicated by A/E evaluations and letters of reference	0 - 10	
b. Experience with similar projects and anticipated project delivery method (e.g., Multiple-Prime, General Contracting, CM at Risk, Design-Build)	Less than 2 projects	0 - 3	
	2 to 4 projects	4 - 6	
	More than 4 projects	7 - 10	
c. Budget and Schedule Management (included data on estimate versus bid and original contract sum & time versus change orders for sample projects)	Performance in completing projects within original construction budget and schedule	0 - 5	
d. Knowledge of Ohio Capital Improvements Process (e.g., experience following the <i>OFC Manual</i> , the Standard Requirements, and ORC Chapter 153)	Less than 2 projects	0 - 1	
	2 to 4 projects	2 - 3	
	More than 4 projects	4 - 5	
* Refer to list of applicable credentials in Section H of the RFQ ** Must be comprised of professional design services consulting firm(s) and NOT the primary A/E firm *** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute		<b>Subtotal</b>	

Notes:

Evaluator:

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

# RFQ Question and Answer List

## State of Ohio Standard Forms and Documents

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Project Name	<u>Cleveland State Engineer Pre- Qualified Consultant List</u>	Project Number	<u>CLS-131322 / LF-1322E</u>
Project Location	<u>Cleveland State University</u>		

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Date posted: December 3, 2012

Date revised: N/A

Below are the questions that have been received to date for the RFQ of the above-referenced project:

1. Since the Pre-Qualification is for multiple work assignments and we select EDGE firms for their specific specialty based on project-specific scope how do we best respond to the EDGE requirement
  - A. Due to the unpredictable scope of upcoming projects, firms should check "Option B or C" on the "Commitment to participate in the EDGE Business Assistance Program" form – F110 - 330v0912.
  
2. Are we required to team with another firm to ensure we can provide all services or do we just submit our qualifications highlighting the services we provide in house?
  - A. Just submit your qualifications. We do not expect anyone to be all inclusive for all projects. Firms selected may select consultants as necessary per project.
  
3. I do not see any civil engineering, site or surveying listed as categories.
  - A. We do not anticipate any work in these areas.
  
4. Does CSU want a Section F matrix included?
  - A. No section F is required.
  
5. There is no mention of structural services.
  - A. This was an oversight. Please submit your structural services.



# Request for Qualifications (Architect / Engineer)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Local Higher Education

Project Name	<u>SEL - First Floor Renovations</u>	Response Deadline	<u>11/30/2012</u>	<u>4:30 pm</u>	local time
Project Location	<u>175 West 18<sup>th</sup> Ave</u>	Project Number	<u>OSU-130099</u>		
City / County	<u>Columbus / Franklin</u>	Project Manager	<u>Nikolina Sevis</u>		
Owner	<u>The Ohio State University</u>	Contracting Authority	<u>Local Higher Education</u>		
No. of paper copies requested (stapled, not bound)	<u>4</u>	No. of electronic copies requested on CD (PDF)	<u>1</u>		

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Nikolina Sevis at 2009 Millikin Road, Room 400, Columbus, Ohio 43210. See Section H of this RFQ for additional submittal instructions.

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### Project Overview

#### A. Project Description

The renovation of Science and Engineering Library (SEL) located at 175 West 18<sup>th</sup> Avenue first floor will enhance the overall organization of the building entry, circulation, and functionality of this high use space. The project scope for SEL first floor includes a new vestibule building entry from 18<sup>th</sup> Ave.; widening of the existing east entry doors; update the café seating & create security between the library space; expand computer help- printer-copier stations; improve existing security station; create new security station; new collaborative rooms; relocate existing Dale Chihuly art display and vending for improved circulation; ADA and code compliance; new finishes; new furniture; new ceiling material; new lighting and controls; new power and data distribution.

The Architect/Engineer (A/E) will prepare a POR as an Additional Service. A planning study for SEL First Floor was completed during the summer of 2012. A copy of the study will be available to the short listed teams.

The anticipated project delivery method for this project is General Contracting.

State Prevailing Wage requirements apply to this project.

#### B. Scope of Services

The project scope will also include design services for customer swing space and phasing during construction, since the remainder of the building will remain open to University students, staff and faculty. The A/E will develop two planning options through schematic design phase; one option with a new vestibule building entry from 18<sup>th</sup> Ave. and a second option that would maintain the original building entry.

For projects advertised with an appropriately developed Program of Requirements (POR), upon award of the Agreement, commence with Design. For projects without such a POR, 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, 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 Verification, Schematic Design, Design Development, Construction Document Preparation, Bid and Award Support, Conformed Documents, Construction Phase, Post-Construction Phase, and Extra Services 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 4 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.



## Request for Qualifications (Architect / Engineer) continued

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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>

Paper copies of the Statement of Qualifications should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary.

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 label the CD and the CD cover with the project number and firm name.

Submit all questions regarding this RFQ in writing via email to Nikolina Sevis at [Sevis.2@osu.edu](mailto:Sevis.2@osu.edu) with the project number included in the subject line (no phone calls please).

Firms are requested to identify professional registrations, memberships and credentials including but not limited to: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, 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.

LEED Credentials: Leadership in Energy & Environmental Design (Green Building Certification Institute)

GA: Green Associate

AP: LEED AP (Legacy LEED Accredited Professional without specialty)

AP +: (see below):

LEED AP BD+C (Building Design and Construction specialty)

LEED AP ID+C (Interior Design and Construction specialty)

LEED AP O+M (Operations and Maintenance specialty)  
LEED AP ND (Neighborhood Development specialty)  
LEED AP Homes (Specialty for residential LEED construction)

Other Industry Credentials:

CCCA: Certified Construction Contract Administrator (CSI)

CCM: Certified Construction Manager (CMAA)

CCS: Certified Construction Specifier (CSI)

CDT: Construction Document Technologist (CSI)

DBIA: Design-Build Institute of America

# Architect/Engineer Selection Rating Form

## State of Ohio Standard Forms and Documents

Project Name SEL - First Floor Renovations Proposer Firm \_\_\_\_\_  
 Project Number OSU-130009 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary A/E Firm Location, Size, and Workload (Maximum 10 points)</b>			
a. Proximity of primary A/E firm's office where the majority of work will be performed to the principal project site, and knowledge of local conditions	Less than 50 miles from project site	4 - 5	
	50 miles to 100 miles from project site	2 - 3	
	More than 100 miles from project site	0 - 1	
b. Number of relevant licensed professionals within primary A/E firm available to perform the work (based on Part II of F110-330)	Less than 5 licensed professionals	2	Max = 3
	5 to 12 licensed professionals	1	
	More than 12 licensed professionals	0	
c. Amount of fees awarded by the Contracting Authority to the primary A/E firm in the previous 24 months (exclude projects on hold)	Less than \$150,000 in previous 24 months	2	
	\$150,000 to \$300,000 in previous 24 months	1	
	More than \$300,000 in previous 24 months	0	
<b>2. Primary A/E Qualifications (Maximum 30 points)</b>			
a. Project Manager (e.g., education, experience, credentials, effective communication skills)	Experience / ability of A/E project manager to manage scope / budget / schedule / quality	0 - 10	
b. Project Designer (e.g., design awards, publications, appropriateness, innovation)	Experience / creativity of project designer to achieve owner's vision and requirements	0 - 5	
c. Technical Staff (e.g., BIM/CAD operator / specifier education, experience, CDT or CCS* credentials)	Experience / ability of technical staff to create fully coordinated construction documents	0 - 5	
d. Construction Administration Staff (e.g., education, experience, CDT or CCCA* credentials)	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 Consultants (e.g., civil, mechanical, or electrical engineering, specialty consultants)	Experience / ability of key consultants to perform effectively and collaboratively	1 - 15	
b. Proposed EDGE-certified Consultant Participation** (fully executed Statements of Intent to Contract and Perform with relevant EDGE firms)	One additional point for every 2 percent increase in professional services over the advertised EDGE participation goal	0 - 5	
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
a. Previous Collaboration of the Project Team (sample projects on which a significant number of individual team members have worked together)	Less than 3 sample projects	1	
	3 to 4 sample projects	2	
	More than 4 sample projects	3	
b. LEED*** Training / Professional Accreditation (demonstrated either by the primary A/E firm or relevant consultant)	LEED*** Credentials* (Maximum 3 points)	GA	1
		AP	2
		AP+	3
c. LEED*** Registered / Certified Project Experience (demonstrated either by the primary A/E firm or relevant consultant)	LEED*** Registered Projects (RP) or LEED*** Certified Projects (CP) (Maximum 2 points)	RP	1
		CP	2
d. Team Organization (showed formal relationships between owner, contracting authority, consultants)	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
<b>5. Overall Team Experience (Maximum 30 points)</b>			
a. Past Performance of the Project Team (provided reference letters from sample project contacts)	Past performance as indicated by A/E evaluations and letters of reference	0 - 10	
b. Experience with similar projects and anticipated project delivery method (e.g., Multiple-Prime, General Contracting, CM at Risk, Design-Build)	Less than 3 projects	0 - 3	
	3 to 6 projects	4 - 6	
	More than 6 projects	7 - 10	
c. Budget and Schedule Management (included data on estimate versus bid and original contract sum & time versus change orders for sample projects)	Performance in completing projects within original construction budget and schedule	0 - 5	
d. Knowledge of Ohio Capital Improvements Process (e.g., experience following the <i>OFC Manual</i> , the Standard Requirements, and ORC Chapter 153)	Less than 3 projects	0 - 1	
	3 to 6 projects	2 - 3	
	More than 6 projects	4 - 5	
* Refer to list of applicable credentials in Section H of the RFQ ** Must be comprised of professional design services consulting firm(s) and NOT the primary A/E firm *** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute		<b>Subtotal</b>	

Notes:

Evaluator:

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

# Request for Qualifications

## State of Ohio Standard Forms and Documents

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

Project Name	<u>OFCC Architect and Landscape Architect Consultant List – FY14-15</u>	Response Deadline	<u>12/21/2012</u>	<u>4:00 p.m.</u> local time
Project Location	<u>Various</u>	Project Number	<u>SFC-13A999</u>	
City / County	<u>Various / Various</u>	Project Manager	<u>Various</u>	
Owner	<u>Various</u>	Contracting Authority	<u>Ohio Facilities Construction Commission</u>	
No. of paper copies requested (stapled, not bound)	<u>0</u>	No. of electronic copies requested on CD (PDF)	<u>1</u>	

Submit the requested number of Statements of Qualifications (Form F110-330) directly to the Ohio Facilities Construction Commission, Attention: Christina Miller, 30 West Spring Street, Columbus, Ohio 43215. See Section H for additional submittal instructions.

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### Project Overview

#### A. Project Description

The Ohio Facilities Construction Commission (OFCC) intends to pre-qualify firms to provide architectural and landscape architectural services for projects that are not advertised through the Ohio Register. In order for any firm on the FY14-FY15 list to be considered in the pre-qualification process for future projects, they must reapply.

This list is used to determine a list of pre-qualified firms that will be eligible for award of contracts for the period beginning July 1, 2013 and ending June 30, 2015. The current OFCC Consultant List, formerly titled the SAO Consultant List, expires on June 30, 2013.

Services are in support of the OFCC design and management of projects, as well as to support state agency administration of projects. Consultants are generally utilized for small projects or specialized tasks in which the usual Ohio Register selection process would be cumbersome. All firms submitting a proposal in response to this RFQ will be eligible for consulting services opportunities.

Upon completion of the selection process, OFCC will seek Controlling Board approval for total contract awards to each pre-qualified firm up to the amount of \$250,000 for the two-year period. Fees for each individual assignment will usually range in the amount of \$25,000 - \$75,000 per project. However, there may be exceptions where fees for an individual assignment will exceed \$75,000.

Consultant selections will be in accordance with Section 153:1-1-02 of the Ohio Administrative Code. Selection of consultants under \$50,000 may be in accordance with either Section 153:1-1-02 of the Ohio Administrative Code or Section 153.71(A) of the Ohio Revised Code.

The number of pre-qualified architecture and landscape architecture consultants selected through this process is within the discretion of OFCC. While 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 a representation of the amount of work a firm may receive within the two-year period.

#### B. Scope of Services

Work assignments may include: architectural, landscape architectural, and related specialty consulting services including but not limited to facility evaluation and master planning services; review or creation of a Program of Requirements; various studies; prototype building design; preparation of bidding and construction documents; pre-design investigations; quality assurance testing during construction; validation of existing site conditions; preparation of cost estimates; extensive pre-design investigations; code-required special inspection and testing; and quality assurance testing during construction.

Engineering, surveying, energy and commissioning services will be included in an upcoming Request for Qualifications specifically directed to all engineering disciplines.

## Request For Qualifications (Consultant) continued

Services will be provided in accordance with a standard form of consultant agreement. As a project is identified for architectural or landscape architectural services, OFCC will notify a pre-qualified firm or firms of the project and provide a scope of work. Only the firm selected for an assignment will be requested to provide a fee proposal. The scope of work and schedule for a specific project will be described in an exhibit document attached to the agreement.

OFCC will initiate contract negotiations directed toward:

- (1) Ensuring that the firm and the agency have a mutual understanding of the essential requirements involved in providing the required services;
- (2) Determining that the firm will make available the necessary personnel, equipment, and facilities to perform the services within the required time; and
- (3) Agreeing upon fair and reasonable compensation, taking into account the estimated value, scope, complexity, and nature of the services.

Upon failure to negotiate a contract with an identified pre-qualified firm, OFCC will inform the firm in writing of the termination of negotiations and enter into negotiations with another firm on the pre-qualified list.

### C. Funding / Estimated Budget

Total Project Cost	<u>Varies</u>	State Funding	<u>Varies</u>
Construction Cost	<u>Varies</u>	Other Funding	<u>Varies</u>
Estimated Design Fee	<u>Varies</u>		

NOTE: The design fee percentage for this project includes all professional design services, and any necessary reimbursable expenses and allowances 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 scope of services 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. Reimbursable expenses and allowances 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).

### D. Services Required (see note below)

Primary	<u>Architecture and Landscape Architecture</u>
	<u>Programming and Master Planning</u>
Secondary	<u>Consulting</u>
	<u>Food Service Consulting</u>
	<u>Roofing Consulting</u>
	<u>LEED Consulting</u>
	<u>Code Analysis</u>
	<u>Studies</u>
Others	<u>Specialty for various assignments.</u>

### E. Anticipated Schedule

Professional Services Start (mm/yy)	<u>07/13</u>
Construction Contracts Start (mm/yy)	<u>Varies</u>
Construction Contracts Completed (mm/yy)	<u>Varies</u>
Professional Services Completed (mm/yy)	<u>Varies</u>

### F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL A/E Fee	<u>0</u>
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### G. Evaluation Criteria for Selection

Demonstrated ability to meet Owner's programmed project vision, scope, budget, and schedule on previous projects. Relevant past performance of prospective firm.

Qualifications and experience of individual firm's staff. Specification writing credentials and experience. Experience and capabilities of creating or using Alternative Dispute Resolution. Proposer's apparent resources and capacity to meet the needs of a typical project. The selected firm must have the capability to use the Internet within their normal business location(s) during normal business hours.

Interested 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,

## Request For Qualifications (Consultant) continued

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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>.

Anticipated Schedule:

Proposal Due Date: Dec. 21, 2012

Announce Short List for Interviews: January 2013

Interviews in Columbus: March 2013

Pre-Qualification will be effective for the period covering July 1, 2013 – June 30, 2015

### H. Submittal Instructions

Firms are required to submit a current F110-330 Statement of Qualifications (blank forms are available as a free download from the OFCC website).

Paper copies or submittals that are e-mailed or faxed will NOT be accepted.

Electronic submittals must be combined into one PDF file named with the project number listed on the RFQ and the 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.

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

Send submittals in an envelope, sealed, addressed, and mailed or delivered to the Ohio Facilities Construction Commission, Attention: Christina Miller, 30 West Spring Street, Columbus, Ohio 43215. Label the CD-ROM with the project number listed on the RFQ and your firm's name.

All questions regarding this Request for Qualifications are to be submitted in writing (absolutely no answers will be provided to phone inquires) to the attention of "RFQ-SFC-13A999" at [christina.miller@ofcc.ohio.gov](mailto:christina.miller@ofcc.ohio.gov). Questions will be answered and posted to the OAKS Capital Improvements website at <http://ci.oaks.ohio.gov> on a regular basis until one week before the time of proposal submittal. The name or firm of the party submitting a question will not be included on the Question and Answer Document posted by OFCC.

The following special instructions apply to completing the F110-330 form for this selection:

- Firms are requested to list the Project No. (indicated on Page 1 of this RFQ) on the first page of Part I and on Part II of the F110-330.
- Firms are requested to indicate their EDGE-certified business status as either "Certified" or Non-certified" on Part I Section C (Proposed Team).
- Firms performing current Consultant List projects should identify those projects on Page 1 of Section F (Example Projects Which Best Illustrate Proposed Firm's Qualifications for this Contract).
- Do not submit Page 2 of Section F (Relevant Projects Experience Matrix).
- Do not submit Page 3 of Section H (Commitment to Participate in the EDGE Business Assistance Program).
- Firms are requested to identify their experience, preparedness, software, and training relevant to their use of building information modeling (BIM) authoring and analysis tools. This information is being collected for statistical purposes and will not be used as criteria for scoring submissions. Provide in narrative form in Section H of the F110-330 form.

## Request For Qualifications (Consultant) continued

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- Firms are requested to identify professional registrations, memberships and credentials including but not limited to: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, 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.

LEED Credentials: Leadership in Energy & Environmental Design (Green Building Certification Institute)

GA: Green Associate

AP: LEED AP (Legacy LEED Accredited Professional without specialty)

AP +: (see below):

LEED AP BD+C (Building Design and Construction specialty)

LEED AP ID+C (Interior Design and Construction specialty)

LEED AP EBO+M (Existing Buildings, Operations and Maintenance specialty)

LEED AP ND (Neighborhood Development specialty)

LEED AP Homes (Specialty for residential LEED construction)

Other Industry Credentials

CCCA: Certified Construction Contract Administrator (CSI)

CCM: Certified Construction Manager (CMAA)

CCS: Certified Construction Specifier (CSI)

CDT: Construction Document Technology (CSI)

DBIA: Design-Build Institute of America

### I. Additional Information

Following this submission, OFCC will evaluate the proposals submitted and identify a list of firms for pre-qualification interviews. These interviews are designed to familiarize OFCC staff with the qualifications of firms by further exploring their proposals and the scope and nature of the consulting services they provide. OFCC will seek Controlling Board approval of all submitting firms for contracting eligibility through June 30, 2015.

# Consultant Selection Rating

## State of Ohio Standard Forms and Documents

Project Name OFCC Architect and Landscape Architect Consultant List  
 Project Location Various  
 Project Number SFC-13A999

Proposer Firm \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Firm Location and EDGE Status (Maximum 10 points)</b>			
Location of firm and EDGE-certified status	Out of State	0	
	Ohio Firm	5	
	EDGE Certified	10	
<b>2. Firm Size (Maximum 5 points)</b>			
Number of relevant licensed professionals within primary firm available to perform the work.	Small = Less than 3 licensed professionals	5	
	Medium = 3 to 4 licensed professionals	2	
	Large = More than 4 licensed professionals	0	
<b>3. Current Workload (Maximum 5 points)</b>			
Amount of fees awarded by the Contracting Authority to the primary firm in the previous 24 months (exclude projects on hold)	Less than \$100,000	5	
	\$100,000 to \$300,000	2	
	More than \$300,000	0	
<b>4. Primary Firm Qualifications (Maximum 40 points)</b>			
a. Project Management Lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	
b. Project Design Lead	Experience / creativity of lead designer to meet needs of owner	0 - 10	
c. Technical Staff	Experience / ability of technical staff to develop quality construction documents	0 - 10	
d. Construction Administration	Experience / ability of field representative to identify / solve issues during construction	0 - 10	
<b>5. Project Team Qualifications (Maximum 10 points)</b>			
a. Previous Team Collaboration (Internal) Number of projects that a majority of the team members have worked together	Less than 4 projects (Low)	1	
	4 to 7 projects (Average)	2	
	More than 7 projects (High)	3	
b. Building Information Modeling experience within team (see BIM Protocol)	BIM training, software and experience as demonstrated in Section H of Form 110-330	0 - 3	
c. LEED*** Registered / Certified Project Experience (demonstrated either by the primary A/E firm or relevant consultant)	LEED Registered (RP) projects -OR- LEED Certified (CP) projects (Maximum 2 points)	RP CP	1 2
	d. Team Organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 2
<b>6. Overall Project Team Experience (Maximum 30 points)</b>			
a. Budget & Schedule Management	Performance in completing projects within original budget and schedule limitations	0 - 5	
b. Experience with OFCC (SAO or OSFC) Consultant List Projects in the previous 24 months	Less than 2 projects (Low)	10	
	2 to 3 projects (Average)	5	
	More than 3 projects (High)	0	
c. Past Performance	Level of performance as indicated by past evaluations / letters of reference	0 - 5	
d. Knowledge of State of Ohio Capital Project Administration Process	Less than 2 projects (Low)	0	
	2 to 3 projects (Average)	5	
	More than 3 projects (High)	10	
		<b>Subtotal</b>	

\* LEED = Leadership in Energy & Environmental Design developed by the U.S. Green Building Council  
 \*\* See list of LEED credentials in Section H of the RFQ

**Notes:**

**OFCC Evaluation:**

Name \_\_\_\_\_

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



# RFQ Question and Answer List

## State of Ohio Standard Forms and Documents

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Project Name	Architect and Landscape Architect Consultant List FY14- 15	Project Number	SFC-13A999
Project Location	Various		

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Date posted: December 13, 2012

Date revised:

Below are the questions that have been received to date for the RFQ of the above-referenced project:

1. Does the OFCC want submitting firms to include all the necessary consultants to provide the services listed in Section D of the RFQ?
  - A. OFCC is interested in the range of services provided by individual firms. OFCC selects firms based upon the particular services they provide. Firms should respond with information that describes the full range of disciplines within the firm.
2. Are you looking for all submitting firms to assemble teams covering all of the primary and secondary disciplines listed in section D, or should firms simply submit based on the services they can provide in-house?
  - A. Firms should submit on the services they can provide in-house.
3. In section H, you ask for firms to identify current Consultant List projects. Does that apply only to OFCC Consultant List projects or all Consultant List projects for any State of Ohio agency?
  - A. Please list up to 10 projects, whether performed through the State's Consultant List or otherwise, that are relevant to various services described in the Scope of Services on the RFQ.
4. Per Section A – Project Description – I am assuming that you only want SF330's submitted from either architects or landscape architects. But I wanted to confirm this because of the wording in Section D – Services Required. Do we need to submit SF330s for the following as well:
  - Food Service Consulting
  - Roofing consultant
  - LEED
  - Etc.
  - A. The primary services are architecture and landscape architecture. Firms that can provide food service, roofing and LEED consulting as a secondary service in-house, should include those qualifications on their Statement of Qualifications.
5. Is the intent for the proposal to include a Landscape Architecture and Architecture team? Or do Architecture Firms and Landscape Architecture Firms submit individual proposals?
  - A. Each firm should submit an individual Statement of Qualifications. If a firm provides both architectural and landscape architectural services in-house, they should include those qualifications on their Statement of Qualifications.
6. Do secondary services need to be included in the proposal? i.e.- a food service consulting firm needs to be included in the proposal, not just a list of food service consultants we have worked with in the past.
  - A. See the answer to question 1 and 4 above.

7. Part G of the RFQ states that "interested firms are required to address how they will implement BIM on the project..." while Section H of the RFQ states that "Firms are requested to identify their experience.... This information is being collected for statistical purposes and will not be used as criteria for scoring submissions." BIM is also a category under the Consultant Selection Rating form. Am I correct to assume that a level of BIM experience is required?
  - A. Pursuant to the State of Ohio BIM protocol, this information will be scored. We have revised the RFQ accordingly, see the revised RFQ posting. This does not mean that a firm that does not have BIM capability should not submit. However, they will only be considered for projects that will not require use of BIM.
8. For RFQ SFC-13A999, it appears that secondary services are desired for food service consulting, roofing consulting, etc. If we do not have these services in-house, should we plan to compose a team of firms that can provide all of these services (both primary and secondary)?
  - A. See the answer to question 1 and 4 above.
9. The RFQ on page 3, Section H, states that BIM information is being collected for statistical purposes only. However, the Consultant Selection Rating form, Part 5, gives points based on BIM experience. Will a firm's BIM experience be a determining factor in who is selected?
  - A. See the answer to question 7 above.
10. Is this RFQ strictly for Architects? I see a secondary service of food service consulting and a specialties section. My company is a full-service Interior Design Firm. We can team with Architects on an as needed basis.
  - A. See the answer to question 1 and 4 above.
11. Does OFCC suggest that firms create teams to meet all of the disciplines listed in the RFQ or only to respond with in-house staff?
  - A. See the answer to question 1 and 4 above.
12. If submitting as an Architect should you also put together a team of secondary consultants... or just state that the particular consultant will be added for services as needed?
  - A. See the answer to question 1 and 4 above.
13. In section D it lists primary as Architecture and then secondary ...do you want the entire team in the 330? Or just our ability to provide the team?
  - A. See the answer to question 1 and 4 above.
14. Under part D of the RFQ several consultant disciplines are listed such as Food service, Code Analysis, Roofing etc. Should we submit section C and E for all of these consultants or can we select them later when a specific job is known?
  - A. See the answer to question 1 and 4 above.
15. The Services Required seeks Primary Architecture and Landscape Architecture with Secondary services for Programming and Master Planning, Food Service, Roofing, LEED, and Code consulting. Is the RFQ seeking teams in which each service is provided as a complete package or only the Architect or Landscape Architect to which other consultants can be added as needed in the future based upon the project's need?

A. See the answer to question 1 and 4 above.

16. We are an architecture firm – do we need to list the secondary consultants listed in Item D of the RFQ. Most of these services listed fall under our services, but some we would bring consultants, but would depend on project.

A. See the answer to question 1 and 4 above.

17. We are an Architecture and Interior Design firm. We do not have Landscape Architecture, Food Service Consulting or Roofing Consultant services. Would you like us to include subconsultants for those services on our team for this submittal?

A. See the answer to question 1 and 4 above.



# Request for Qualifications (Design-Build Contract)

## State of Ohio Standard Forms and Documents

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

Project Name	<u>Grand Valley Remediation</u>	Response Deadline	<u>12/20/12</u>	<u>5pm</u>	local time
Project Location	<u>Orwell OH</u>	Project Number	<u>SFC-08134</u>		
City / County	<u>Orwell / Ashtabula</u>	Project Manager	<u>Eric Moser</u>		
Owner	<u>School District Board</u>	Contracting Authority	<u>OSFC + School District Board</u>		
No. of paper copies requested (stapled, not bound)	<u>4</u>	No. of electronic copies requested on CD (PDF)	<u>4</u>		

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Jill Hoobler at 10 West Broad Street Suite 1400 Columbus Ohio 43215. See Section H of this RFQ for additional submittal instructions.

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### Project Overview

#### A. Project Description

This contract is for remediation work at the Grand Valley Local School District K-12 building located at 111 Grand Valley Avenue West, Orwell, OH 44076. The work consists of Building Envelope Restoration inclusive of Roof Replacement and Masonry Restoration. In addition some interior finishes will need to be repaired from water infiltration damage. The building is occupied and work will need to be coordinated around the District's needs for use of the facilities. It is the expectation that the most invasive work can be accomplished during summer break 2013. Quality work is of the utmost importance, the schedule can be adjusted to accommodate quality work.

This project will utilize the Design-Build project delivery method.

Prevailing Wage requirements do not apply to this project.

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

#### B. Scope of Services

The selected Design-Builder ("DB"), as a portion of its required Scope of Services and prior to submitting its proposal, will discuss and clarify with the Owner and the Contracting Authority, the breakdown of the Agreement detailed cost components, to address the Owner's project requirements and refine the project schedule.

As required by the Agreement, and as properly authorized, provide the following categories of services: provide constructability review comments on documents produced by the Criteria A/E during the Schematic Design, Design Development, and Construction Document stages; develop and maintain estimates of probable construction cost, value engineering, project schedules, and construction schedules; lead and manage the Subcontract or Prequalification and Bidding process, Construction and Closeout Stage. 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>.

The preconstruction and construction services are generally described below. Subcontracts may be awarded by the DB to prequalified vendors using a competitive process. The parties will engage in an "open book" pricing method in which all subcontracted work shall be based upon competitive pricing that will be reviewed by the Contracting Authority and/or Owner, the Criteria A/E and the DB. The Contracting Authority and/or Owner shall have access to all books, records, documents and other data in the DB's possession related to itself, its subcontractors and material suppliers pertaining to bidding, pricing or performance of the Agreement.

Preconstruction Services: The DB will work cooperatively with the Contracting Authority and/or Owner, Criteria A/E and Project Team, and will provide, among other services, schedule development, estimate development, program verification, schematic design, design development, Guarantee Maximum Price (GMP) proposal, subcontractor prequalification and bidding, construction documents preparation, constructability review, permits, budgeting, value engineering, and preconstruction planning throughout the preconstruction stages. When the drawings and specifications are at a stage of completion specified in the Agreement, such partially completed documents (the "Basis Documents") shall be provided to the DB, together with the A/E of Record's detailed listing of any material incomplete design elements and the A/E of Record's statement of intended scope with respect to such incomplete elements (the "Design Intent

## Request for Qualifications (Design-Build Contract) continued

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Statement"). The DB shall submit to the Contracting Authority and/or Owner and the Criteria A/E their proposed Guaranteed Maximum Price (the "Contract Sum") and its qualifications and assumptions based upon the Basis Documents and the Design Intent Statement. The DB, the Contracting Authority and/or Owner and the Criteria A/E (along with selected engineers and consultants) shall meet to reconcile any questions, discrepancies or disagreements relating to the qualifications and assumptions, the Basis Documents or the Design Intent Statement. The reconciliation shall be documented by an addendum to the qualifications and assumptions that shall be approved in writing by the Contracting Authority and/or Owner, the Criteria A/E and the DB. The DB shall then submit to the Contracting Authority, for approval, the CM's proposed final Contract Sum based upon the Basis Documents, the approved qualifications and assumptions and the Design Intent Statement. Contingent upon the Contracting Authority's approval of the final Contract Sum (GMP Amendment), the parties will enter into an amendment to the Agreement establishing the Contract Sum. The final negotiated Contract Sum shall not exceed the Project Budget established for construction. If the proposed Contract Sum exceeds such budget, then the Contracting Authority may terminate its agreement with the DB and seek from other firms, bids for completion of the Project.

Construction Services: The DB shall construct the Project pursuant to the construction documents and in accordance with the schedule requirements. The DB shall hold all subcontracts and shall be fully responsible for the means and methods of construction, construction execution, progress schedule, weekly progress meetings, testing and inspection, project safety, project completion within the schedule agreed upon in the preconstruction phase, compliance with all applicable laws and regulations including monitoring compliance with all EDGE, equal employment, and prevailing wage requirements, and submitting monthly reports of these activities to the Contracting Authority. All subcontracts shall be on the subcontract form prescribed by OAC Section 153:1-03-02. The Contracting Authority reserves the right to approve the DB's selection of subcontractors and any supplement terms to the form subcontract.

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. Roof Removal
2. Roof Installation
3. Masonry Restoration
4. General Finishes Repair

### C. Funding / Estimated Budget

Total Project Cost	<u>\$4,000,000</u>	State Funding	<u>\$</u>
Construction Cost	<u>\$3,400,000</u>	Other Funding	<u>\$</u>

### D. Anticipated Schedule

DB Services Start (mm/yy)	<u>02 / 13</u>
Construction Stage Start (mm/yy)	<u>06 / 13</u>
DB Services Completed (mm/yy)	<u>08 / 13</u>
Contract Completed (mm/yy)	<u>12 / 13</u>

### E. EDGE Participation Goal

Percent of Total Subcontracts Awarded	<u>5%</u>
Percent of Initial Design Services Fee	<u>5%</u>
Percent of Design-Build Compensation	<u>5%</u>

### F. Evaluation Criteria for Selection

#### Selection Criteria:

The DB will be selected using (i) a qualification based selection process during the initial Request for Qualifications (RFQ) stage to develop a short list and (ii) a best value selection process during the final Request for Proposal (RFP) stage for the final DB selection. The qualifications-based selection criteria for the RFQ is included in this announcement.

#### Short List:

Each firm responding to this RFQ will be evaluated and selected based on its qualifications and the qualifications and experience of the particular individuals identified as the candidate's proposed team for the Project. After evaluating the responses to this RFQ, the Contracting Authority will select a short list of no fewer than three candidates that it considers to be the most qualified, except if the Contracting Authority determines that fewer than three firms are qualified, it will only select the qualified firms.

#### Request for Proposal:

The short-listed firms shall be sent a RFP that will invite the firms to submit pricing proposals containing their proposed preconstruction stage design fee, construction stage personnel costs, construction stage itemized general conditions cost

## Request for Qualifications (Design-Build Contract) continued

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percentage, construction stage contingency percentage and construction stage design fee percentage. The short-listed candidates will also receive (i) a form of the Agreement with the Contracting Authority containing the contract terms and conditions, (ii) a set of the most recent design documents and (iii) a proposed Project schedule.

### Pre-Proposal Meeting:

Prior to submitting a response to the RFP, the short-listed firms will be invited to meet individually with the Contracting Authority and the Owner. The purpose of the pre-proposal meeting is to permit the short-listed firms to ask the Contracting Authority and the Owner questions in an individual setting to help the firms prepare their responses to the RFP. The pre-proposal meeting will be held at the Grand Valley Local School District K-12 building located at 3367 County Road 550, Frankfort, Ohio. The Contracting Authority will notify each short-listed firm to schedule individual times for the pre-proposal meetings.

### Interview:

After submitting responses to the RFP, the short-listed firms will be interviewed by the Contracting Authority and representatives of the Owner. The purpose of the interview will be to meet the proposed Project team, become familiar with key personnel, and understand the project approach and ability to meet the stated objectives for the Project. Please be prepared to discuss with specificity the firm's capacity to conduct this work in compliance with the timetable, budget and EDGE expectations. The Contracting Authority will notify each short-listed firm to schedule individual times for the interviews.

### Selection Schedule:

Tentative schedule is subject to change.

Qualifications Due	12/20/12
RFP issued to the Short-Listed Firms	1/3/13
Site Visit at Grand Valley project site	1/10/13
Pre-proposal Meetings at Grand Valley	1/10/13
Proposals Due	1/17/13
Interviews at Grand Valley	1/24/13
Selection of DB	1/31/13

### Cancellation and Rejection:

The Contracting Authority reserves the right to reject all proposals and cancel at any time for any reason this solicitation, any portion of this solicitation or any phase of the Project. The Contracting Authority shall have no liability to any proposer arising out of such cancellation or rejection. The Contracting Authority reserves the right to waive minor variations in the selection process.

## 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>.

Paper copies of the Statement of Qualifications, if requested, should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary.

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 label the CD and the CD cover with the project number and firm name.

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 OAKS Capital Improvements (OAKS CI) website at <http://ci.oaks.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.

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.
2. Bonding/Insurance: Provide evidence of capacity to provide bonding in the amount of the project budget (e.g., a letter from its Surety) and a copy of the firm's certificate of insurance showing the firm's current limits of liability for commercial general liability, employer's liability, business automobile liability and professional liability.

## Request for Qualifications (Design-Build Contract) continued

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3. Management Systems: Describe the scheduling and cost control systems the firm would propose to use for the Project
4. Self-Performed Work: Indicate whether the firm intends to self-perform any work on the Project through a competitive process and, if so, the nature of the work and capability to self-perform.
5. Estimating: Demonstrated track record of performance of in-house estimating on projects comparable to the Project.
6. Scheduling: Demonstrated track record of performance of managing projects to the original schedule.

Firms are requested to identify professional registrations, memberships and credentials including but not limited to: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, 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.

LEED Credentials: Leadership in Energy & Environmental Design (Green Building Certification Institute)

GA: Green Associate

AP: LEED AP (Legacy LEED Accredited Professional without specialty)

AP +: (see below):

LEED AP BD+C (Building Design and Construction specialty)

LEED AP ID+C (Interior Design and Construction specialty)

LEED AP O+M (Operations and Maintenance specialty)

LEED AP ND (Neighborhood Development specialty)

LEED AP Homes (Specialty for residential LEED construction)

Other Industry Credentials

CCCA: Certified Construction Contract Administrator (CS)

CCM: Certified Construction Manager (CMAA)

CCS: Certified Construction Specifier (CSI)

CDT: Construction Document Technologist (CSI)

DBIA: Design-Build Institute of America

# Design-Build Selection Rating Form

## State of Standard Forms and Documents

Project Name Grand Valley Remedaition Proposer Firm \_\_\_\_\_  
 Project Number Project Number City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary DB Location Workload (Maximum 10 points)</b>			
a. Proximity of DB's office where the majority of work will be performed to the principal project site	Less than 50 miles from project site	4 - 5	
	50 miles to 100 miles from project site	2 - 3	
	More than 100 miles from project site	0 - 1	
b. Amount of contracts awarded by the Contracting Authority to the DB in the previous 24 months (exclude projects on hold)	Less than \$200k in previous 24 months	5	
	\$200k to \$500k in previous 24 months	2	
	More than \$500k in previous 24 months	0	
<b>2. Primary DB Qualifications (Maximum 35 points)</b>			
a. Project Management Lead (e.g., education, experience, credentials)	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	
b. Project Administrative Staff (e.g., superintendent, project engineer, administrative support)	Experience / knowledge of project admin staff to achieve owner's vision and requirements	0 - 5	
c. Project Design Lead (e.g., awards, publications)	Experience / creativity of lead designer	0 - 5	
d. Construction Technical Staff (e.g., scheduling / estimating, education, experience, credentials)	Experience / ability of construction technical staff to fully coordinate estimate and schedule	0 - 5	
e. Design Technical Staff (e.g., BIM/CAD capabilities education, experience, CDT or CCS* credentials)	Experience / ability of technical staff to develop quality construction documents	0 - 5	
f. Construction Administration Staff (e.g., education, experience, CDT, CCM, or CCCA* credentials)	Experience / ability of field representatives to identify and solve issues during construction	0 - 5	
<b>3. Key Consultant Qualifications (Maximum 15 points)</b>			
a. Key Consultants (e.g., architectural, civil, mechanical, or electrical engineering, roofing or other specialty consultants)	Experience / ability of key consultants to perform effectively and collaboratively	1 - 10	
b. Proposed EDGE-certified Consultant Participation** (fully executed Statements of Intent to Contract and Perform with relevant EDGE firms)	One additional point for every 2 percent increase in professional services over the advertised EDGE participation goal	0 - 5	
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
a. Previous Collaboration of the Project Team (sample projects on which a significant number of individual team members have worked together)	Less than 3 sample projects	0	
	3 to 5 sample projects	2	
	More than 5 sample projects	3	
b. LEED*** Training / Professional Accreditation (demonstrated either by the DB or relevant consultant)	LEED*** Credentials* (Maximum 3 points)	GA	1
		AP	2
		AP+	3
c. LEED*** Registered / Certified Project Experience (demonstrated either by the DB or relevant consultant)	LEED*** Registered Projects (RP) or LEED*** Certified Projects (CP) (Maximum 2 points)	RP	1
		CP	2
d. Team Organization (showed formal relationships between owner, contracting authority, consultants)	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
<b>5. Overall Team Experience (Maximum 30 points)</b>			
a. Past Performance of the Project Team (provided reference letters from sample project contacts)	Past performance as indicated by CM evaluations and letters of reference	0 - 10	
b. Experience with similar projects and Design-Build project delivery method	Less than 3 projects	0 - 3	
	3 to 5 projects	4 - 6	
	More than 5 projects	7 - 10	
c. Budget and Schedule Management (included data on estimate versus bid and original contract sum & time versus change orders for sample projects)	Performance in completing projects within original construction budget and schedule	0 - 5	
d. Knowledge of Ohio Capital Improvements Process (e.g., experience following <i>The OFC Manual</i> , the Standard Requirements, and ORC Chapter 153)	Less than 3 projects	0 - 1	
	3 to 5 projects	2 - 3	
	More than 5 projects	4 - 5	
* Refer to list of applicable credentials in Section H of the RFQ ** Must be comprised of consulting firm(s) and NOT the lead firm of the DB entity *** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute		<b>Subtotal</b>	

**Notes:**

**Evaluator:**

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



# Request for Qualifications (Design-Build Contract)

## State of Ohio Standard Forms and Documents

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

Project Name	<u>Adena Remediation</u>	Response Deadline	<u>12/17/12</u>	<u>5pm</u>	local time
Project Location	<u>Frankfort OH</u>	Project Number	<u>SFC-Adena</u>		
City / County	<u>Frankfort / Ross</u>	Project Manager	<u>Eric Moser</u>		
Owner	<u>Adena Local School District</u>	Contracting Authority	<u>School District Board + OFCC</u>		
No. of paper copies requested (stapled, not bound) <u>0</u>		No. of electronic copies requested on CD (PDF) <u>2</u>			

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Jill Hoobler at 10 West Broad Street Suite 1400 Columbus Ohio 43215. See Section H of this RFQ for additional submittal instructions.

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### Project Overview

#### A. Project Description

This contract is for remediation work at the Adena Local School District K-12 building located at 3367 County Road 550, Frankfort, Ohio. The work consists of Building Envelope Restoration inclusive of Roofing and Exterior Insulation and Finishing System (EIFS). In addition some fenestration and interior finishes will need to be repaired from water infiltration damage. The building is occupied and work will need to be coordinated around the District's needs for use of the facilities. It is the expectation that the most invasive work can be accomplished during summer break 2013. Quality work is of the utmost importance, the schedule can be adjusted to accommodate quality work.

This project will utilize the Design-Build project delivery method.

Prevailing Wage requirements do not apply to this project.

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

#### B. Scope of Services

The selected Design-Builder ("DB"), as a portion of its required Scope of Services and prior to submitting its proposal, will discuss and clarify with the Owner and the Contracting Authority, the breakdown of the Agreement detailed cost components, to address the Owner's project requirements and refine the project schedule.

As required by the Agreement, and as properly authorized, provide the following categories of services: provide constructability review comments on documents produced by the Criteria A/E during the Schematic Design, Design Development, and Construction Document stages; develop and maintain estimates of probable construction cost, value engineering, project schedules, and construction schedules; lead and manage the Subcontractor Prequalification and Bidding process, Construction and Closeout Stage. 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>.

The preconstruction and construction services are generally described below. Subcontracts may be awarded by the DB to prequalified vendors using a competitive process. The parties will engage in an "open book" pricing method in which all subcontracted work shall be based upon competitive pricing that will be reviewed by the Contracting Authority and/or Owner, the Criteria A/E and the DB. The Contracting Authority and/or Owner shall have access to all books, records, documents and other data in the DB's possession related to itself, its subcontractors and material suppliers pertaining to bidding, pricing or performance of the Agreement.

Preconstruction Services: The DB will work cooperatively with the Contracting Authority and/or Owner, Criteria A/E and Project Team, and will provide, among other services, schedule development, estimate development, program verification, schematic design, design development, Guarantee Maximum Price (GMP) proposal, subcontractor prequalification and bidding, construction documents preparation, constructability review, permits, budgeting, value engineering, and preconstruction planning throughout the preconstruction stages. When the drawings and specifications are at a stage of completion specified in the Agreement, such partially completed documents (the "Basis Documents") shall be provided to the DB, together with the A/E of Record's detailed listing of any material incomplete design elements and the A/E of Record's statement of intended scope with respect to such incomplete elements (the "Design Intent



## Request for Qualifications (Design-Build Contract) continued

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responses to this RFQ, the Contracting Authority will select a short list of no fewer than three candidates that it considers to be the most qualified, except if the Contracting Authority determines that fewer than three firms are qualified, it will only select the qualified firms.

### Request for Proposal:

The short-listed firms shall be sent a RFP that will invite the firms to submit pricing proposals containing their proposed preconstruction stage design fee, construction stage personnel costs, construction stage itemized general conditions cost percentage, construction stage contingency percentage and construction stage design fee percentage. The short-listed candidates will also receive (i) a form of the Agreement with the Contracting Authority containing the contract terms and conditions, (ii) a set of the most recent design documents and (iii) a proposed Project schedule.

### Pre-Proposal Meeting:

Prior to submitting a response to the RFP, the short-listed firms will be invited to meet individually with the Contracting Authority and the Owner. The purpose of the pre-proposal meeting is to permit the short-listed firms to ask the Contracting Authority and the Owner questions in an individual setting to help the firms prepare their responses to the RFP. The pre-proposal meeting will be held at the Adena Local School District K-12 building located at 3367 County Road 550, Frankfort, Ohio. The Contracting Authority will notify each short-listed firm to schedule individual times for the pre-proposal meetings.

### Interview:

After submitting responses to the RFP, the short-listed firms will be interviewed by the Contracting Authority and representatives of the Owner. The purpose of the interview will be to meet the proposed Project team, become familiar with key personnel, and understand the project approach and ability to meet the stated objectives for the Project. Please be prepared to discuss with specificity the firm's capacity to conduct this work in compliance with the timetable, budget and EDGE expectations. The Contracting Authority will notify each short-listed firm to schedule individual times for the interviews.

### Selection Schedule:

Tentative schedule is subject to change.

Qualifications Due	12/17/12
RFP issued to the Short-Listed Firms	12/21/12
Site Visit at Adena project site	1/9/13
Pre-proposal Meetings at Adena	1/9/13
Proposals Due	1/16/13
Interviews at Adena	1/23/13
Selection of DB	1/30/13

### Cancellation and Rejection:

The Contracting Authority reserves the right to reject all proposals and cancel at any time for any reason this solicitation, any portion of this solicitation or any phase of the Project. The Contracting Authority shall have no liability to any proposer arising out of such cancellation or rejection. The Contracting Authority reserves the right to waive minor variations in the selection process.

## 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>.

Paper copies of the Statement of Qualifications, if requested, should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary.

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 label the CD and the CD cover with the project number and firm name.

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 OAKS Capital Improvements (OAKS CI) website at <http://ci.oaks.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.

## Request for Qualifications (Design-Build Contract) continued

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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.
2. Bonding/Insurance: Provide evidence of capacity to provide bonding in the amount of the project budget (i.g., a letter from its surety, and a copy of the firm's certificate of insurance showing the firm's current limits of liability for commercial general liability, employer's liability, business automobile liability and professional liability.
3. Management Systems: Describe the scheduling and cost control systems the firm would propose to use for the Project
4. Self-Performed Work: Indicate whether the firm intends to self-perform any work on the Project through a competitive process and, if so, the nature of the work and capability to self-perform.
5. Estimating: Demonstrated track record of performance of in-house estimating on projects comparable to the Project.
6. Scheduling: Demonstrated track record of performance of managing projects to the original schedule.

Firms are requested to identify professional registrations, memberships and credentials including but not limited to: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, 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.

LEED Credentials: Leadership in Energy & Environmental Design (Green Building Certification Institute)

GA: Green Associate  
AP: LEED AP (Legacy LEED Accredited Professional without specialty)  
AP +: (see below):  
LEED AP BD+C (Building Design and Construction specialty)  
LEED AP ID+C (Interior Design and Construction specialty)  
LEED AP O+M (Operations and Maintenance specialty)  
LEED AP ND (Neighborhood Development specialty)  
LEED AP Homes (Specialty for residential LEED construction)

Other Industry Credentials

CCCA: Certified Construction Contract Administrator (CSI)  
CCM: Certified Construction Manager (CMAA)  
CCS: Certified Construction Specifier (CSI)  
CDT: Construction Document Technologist (CSI)  
DBIA: Design-Build Institute of America

# Design-Build Selection Rating Form

## State of Standard Forms and Documents

Project Name Adena Remedaiton Proposer Firm \_\_\_\_\_  
 Project Number SFC-Adena City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary DB Location Workload (Maximum 10 points)</b>			
a. Proximity of DB's office where the majority of work will be performed to the principal project site	Less than 35 miles from project site	4 - 5	
	35 miles to 90 miles from project site	2 - 3	
	More than 90 miles from project site	0 - 1	
b. Amount of contracts awarded by the Contracting Authority to the DB in the previous 24 months (exclude projects on hold)	Less than \$25,000 in previous 24 months	5	
	\$25,000 to \$75,000 in previous 24 months	2	
	More than \$75,000 in previous 24 months	0	
<b>2. Primary DB Qualifications (Maximum 35 points)</b>			
a. Project Management Lead (e.g., education, experience, credentials)	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	
b. Project Administrative Staff (e.g., superintendent, project engineer, administrative support)	Experience / knowledge of project admin staff to achieve owner's vision and requirements	0 - 5	
c. Project Design Lead (e.g., awards, publications)	Experience / creativity of lead designer	0 - 5	
d. Construction Technical Staff (e.g., scheduling / estimating, education, experience, credentials)	Experience / ability of construction technical staff to fully coordinate estimate and schedule	0 - 5	
e. Design Technical Staff (e.g., BIM/CAD capabilities education, experience, CDT or CCS* credentials)	Experience / ability of technical staff to develop quality construction documents	0 - 5	
f. Construction Administration Staff (e.g., education, experience, CDT, CCM, or CCCA* credentials)	Experience / ability of field representatives to identify and solve issues during construction	0 - 5	
<b>3. Key Consultant Qualifications (Maximum 15 points)</b>			
a. Key Consultants (e.g., architectural, civil, mechanical, or electrical engineering, roofing or other specialty consultants)	Experience / ability of key consultants to perform effectively and collaboratively	1 - 10	
b. Proposed EDGE-certified Consultant Participation** (fully executed Statements of Intent to Contract and Perform with relevant EDGE firms)	One additional point for every 2 percent increase in professional services over the advertised EDGE participation goal	0 - 5	
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
a. Previous Collaboration of the Project Team (sample projects on which a significant number of individual team members have worked together)	Less than 3 sample projects	0	
	3 to 5 sample projects	2	
	More than 5 sample projects	3	
b. LEED*** Training / Professional Accreditation (demonstrated either by the DB or relevant consultant)	LEED*** Credentials* (Maximum 3 points)	GA	1
		AP	2
		AP+	3
c. LEED*** Registered / Certified Project Experience (demonstrated either by the DB or relevant consultant)	LEED*** Registered Projects (RP) or LEED*** Certified Projects (CP) (Maximum 2 points)	RP	1
		CP	2
d. Team Organization (showed formal relationships between owner, contracting authority, consultants)	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
<b>5. Overall Team Experience (Maximum 30 points)</b>			
a. Past Performance of the Project Team (provided reference letters from sample project contacts)	Past performance as indicated by evaluations and letters of reference	0 - 10	
b. Experience with similar projects and Design-Build project delivery method	Less than 3 projects	0 - 3	
	3 to 5 projects	4 - 6	
	More than 5 projects	7 - 10	
c. Budget and Schedule Management (included data on estimate versus bid and original contract sum & time versus change orders for sample projects)	Performance in completing projects within original construction budget and schedule	0 - 5	
d. Knowledge of Ohio Capital Improvements Process (e.g., experience following <i>The OSDM</i> , the Standard Requirements, and ORC Chapter 153)	Less than 3 projects	0 - 1	
	3 to 5 projects	2 - 3	
	More than 5 projects	4 - 5	
* Refer to list of applicable credentials in Section H of the RFQ ** Must be comprised of consulting firm(s) and NOT the lead firm of the DB entity *** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute		<b>Subtotal</b>	

Notes:

Evaluator:

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



# Request for Qualifications (CM at Risk Contract)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Local Higher Education

Project Name	<u>RH-Renovations Summer 2013</u>	Response Deadline	<u>1/03/13</u>	<u>2:00PM</u>	local time
Project Location	<u>Various Halls on Oxford Campus</u>	Project Number	<u>MUN-100027</u>		
City / County	<u>Oxford / Butler</u>	Project Manager	<u>Robert Bell</u>		
Owner	<u>Miami University</u>	Contracting Authority	<u>Local Higher Education</u>		
No. of paper copies requested (stapled, not bound)	<u>3</u>	No. of electronic copies requested on CD (PDF)	<u>1</u>		

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Elizabeth Davidson at 181 Cole Service Building, 101 S. Fisher Drive, Miami University, Oxford, OH 45056. See Section H of this RFQ for additional submittal instructions.

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### Project Overview

#### A. Project Description

Miami University (as both "Owner" and "Contracting Authority") seeks responses from qualified firms to provide design and related services for various types of upgrades to nine residence halls ("the Residence Halls") over the summer of 2013. The Residence Halls provide students who live on campus with a place to live, study, and socialize. The upgrades will update systems and finishes to increase life safety, functionality, energy efficiency, and appearance of the Residence Halls.

The Residence Halls involved are: Dodds, Emerson, Havighurst, McKee, Moris, Peabody, Porter, Tappan and Thomson.

The type of Work entails, without limitation, the following: fire suppression, HVAC, electrical, lighting, bathroom equipment, finishes, kitchen renovations, bathroom renovations, built-in furniture removal, and ceiling replacement. The University is in the process of selecting the Project Architect/Engineer (A/E) and the selected A/E firm will be tasked with preparing the Program of Requirements ("POR") for this Project.

This Project will utilize the Construction Manager at Risk (CMR) project delivery method, and the professional design services, including the A/E's services, shall be acquired by the University under a separate contract.

State Prevailing Wage requirements apply to this project.

All aspects of the Project and related issues will be implemented and operated consistent with the University's policies and procedures.

#### Additional Project Information:

The Project will include the installation of new fire suppression systems in two buildings, all new electrical service and distribution and devices for two buildings, HVAC upgrades for one building, replacement of light fixtures in all nine buildings, renovation of advisor suites including kitchens in five buildings, painting of student rooms in two buildings, replacement of ceilings in limited areas of four buildings, replacement of flooring in student rooms in one building, installation of window contact switches for the HVAC control in one building, replacement of water softener system in one building, removal of built-in furniture and rehabilitation of finishes in student rooms of one building, and various other small scale scope Work.

The Residence Halls are scattered throughout the Oxford Campus. Most of the Residence Halls will be occupied during a portion of the construction period and therefore the University expects the A/E and the selected CMR to pay particular attention to the scheduling and phasing of the Work to minimize occupant disruption and to coordinate safety details for the occupied areas in close proximity to the Work.

## Request for Qualifications (CM at Risk Contract) continued

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### B. Scope of Services

The CMR, as a portion of its required Scope of Services and prior to submitting its proposal, will discuss and clarify with the University, the breakdown of the Agreement detailed cost components, to address the University's Project requirements and refine the Project Schedule.

As required by the Agreement, and as properly authorized, the CMR shall provide the following categories of services: provide constructability review comments on documents produced by the A/E during the Schematic Design, Design Development, and Construction Document stages; develop and maintain estimates of probable construction cost, value engineering, Project Schedules, and Construction Schedules; lead and manage the Subcontractor Prequalification and Bidding process, Construction and Closeout Stage.

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>.

The preconstruction and construction services are generally described below. Subcontracts including but not limited to Plumbing, Fire Protection, HVAC, Electrical, general construction, and AV/Technology will be awarded by the CMR to prequalified vendors using a competitive process. The parties will engage in an "open book" pricing method in which all subcontracted work shall be based upon competitive pricing that will be reviewed by the University, the A/E and the CMR. The University shall have access to all books, records, documents and other data in the CMR's possession related to itself, its subcontractors and material suppliers pertaining to bidding, pricing or performance of the Agreement.

Preconstruction Services: The CMR will work cooperatively with the University and the A/E and will provide, among other services, cost estimating, budgeting, value engineering, constructability review, scheduling and preconstruction planning throughout the preconstruction stages. When the drawings and specifications are at a stage of completion specified in the Agreement, such partially completed documents (the "Basis Documents") shall be provided to the CMR, together with the A/E's detailed listing of any material incomplete design elements and the A/E's statement of intended scope with respect to such incomplete elements (the "Design Intent Statement"). The CMR shall submit to the University and the A/E its proposed Guaranteed Maximum Price (the "Contract Sum") and its qualifications and assumptions based upon the Basis Documents and the Design Intent Statement. The CMR, the University and the A/E (along with selected engineers and consultants) shall meet to reconcile any questions, discrepancies or disagreements relating to the qualifications and assumptions, the Basis Documents and/or the Design Intent Statement. The reconciliation shall be documented by an addendum to the qualifications and assumptions that shall be approved in writing by the University, the A/E and the CMR. The CMR shall then submit to the University, for approval, the CMR's proposed final Contract Sum based upon the Basis Documents, the approved qualifications and assumptions and the Design Intent Statement. Contingent upon the University's approval of the final Contract Sum (GMP Amendment), the Parties will enter into an amendment to the Agreement establishing the Contract Sum (GMP Amendment). The final negotiated Contract Sum shall not exceed the Project Budget established for construction. If the proposed Contract Sum exceeds such budget, then the University may terminate the agreement with the CMR and seek from other firms, bids for completion of the Project.

Construction Services: The CMR shall construct the Project pursuant to the construction documents and in accordance with the schedule requirements. The CMR shall hold all subcontracts and shall be fully responsible for the means and methods of construction, project safety, project completion within the schedule agreed upon in the preconstruction phase, compliance with all applicable laws and regulations including monitoring compliance with all EDGE, equal employment, and prevailing wage requirements, and submitting monthly reports of these activities to the Contracting Authority. All subcontracts shall be on the subcontract form prescribed by OAC Section 153:1-03-02. The University reserves the right to approve the CMR's selection of subcontractors and any supplement terms to the Subcontract Form.

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. HVAC Upgrades
2. Electrical/lighting Upgrades
3. Fire Suppression into existing Building
4. General renovation
5. Compressed Schedule
6. Multiple construction sites
7. Coordination of currently occupied facilities or partial building renovation

# Request for Qualifications (CM at Risk Contract)

## State of Ohio Standard Forms and Documents

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### C. Funding / Estimated Budget

Total Project Cost	<u>\$5,549,200</u>
Construction Cost	<u>\$4,250,000</u>
State Funding	<u>\$0</u>
Other Funding	<u>\$4,250,000</u>

### D. Anticipated Schedule

CM Services Start (mm/yy)	<u>02 / 13</u>
Construction Contracts Start (mm/yy)	<u>04 / 13</u>
Construction Contracts Completed (mm/yy)	<u>08 / 13</u>
CMR Services Completed (mm/yy)	<u>09 / 13</u>
DD GMP Approval (mm/yy)	<u>03 / 13</u>

### E. EDGE Participation Goal

Percent of Total Construction Contracts Awarded 5%      Percent of *initial* TOTAL CM Fee 5%

### F. Evaluation Criteria for Selection

#### Selection Criteria:

The CMR will be selected using (i) a qualification based selection process during the initial Request for Qualifications (RFQ) stage to develop a short list and (ii) a best value selection process during the final Request for Proposal stage for the final CMR selection. The qualifications-based selection criteria for the RFQ is included in this announcement. The best value criteria used in evaluating proposals from the short listed firms will include such factors that are determined to derive or offer the greatest value to the University, combining both qualifications and fee. The University will utilize the State of Ohio's standard forms and documents, as may be updated and amended, prescribed by the DAS through the Ohio Facilities Construction Commission ("OFCC") for the CM at Risk public construction methodology. The forms and documents may be viewed and accessed on the OFCC's website at <http://ofcc.ohio.gov> (click on Documents).

#### Short List:

Each firm responding to this RFQ will be evaluated and selected based on its qualifications and the qualifications and experience of the particular individuals identified as the candidate's proposed team for the Project. After evaluating the responses to this RFQ, the University will select a short list of no fewer than three candidates that it considers to be the most qualified, except if the University determines that fewer than three firms are qualified, it will only select the qualified firms.

#### Request for Proposal:

The short-listed firms shall be sent a Request for Proposal (RFP) that will invite the firms to submit pricing proposals containing their proposed preconstruction stage compensation fee, construction stage personnel costs, construction stage itemized general conditions cost percentage, construction stage contingency percentage and construction stage fee percentage. The short-listed candidates will also receive (i) a form of the CMR Agreement, containing the contract terms and conditions, (ii) a set of the most recent design documents and (iii) a proposed Project Schedule.

#### Pre-Proposal Meeting:

Prior to submitting a response to the RFP, the short-listed firms will be invited to meet individually with the University. The purpose of the pre-proposal meeting is to permit the short-listed firms to ask the University questions in an individual setting to help the firms prepare their responses to the RFP. The pre-proposal meeting will be held at the Cole Service Building. The University will notify each short-listed firm to schedule individual times for the pre-proposal meetings.

#### Interview:

After submitting responses to the RFP, the short-listed firms will be interviewed by the University. The purpose of the interview will be to meet the proposed Project team, become familiar with key personnel, and understand the project approach and ability to meet the stated objectives for the Project. Please be prepared to discuss with specificity the firm's capacity to conduct this Work in compliance with the timetable, budget and EDGE expectations. The University will notify each short-listed firm to schedule individual times for the interviews.

## Request for Qualifications (CM at Risk Contract) continued

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### Anticipated Selection Schedule:

(This is a tentative schedule and is subject to change.)

RFQ Posted and Advertised	11/30/12
Qualifications Due	1/3/13
RFP issued to the Short-Listed Firms	1/14/13
Site Visit at representative (2-3 halls) project site	1/21/13
Pre-proposal Meetings at Cole Service Building	1/21/13
Proposals Due	2/6/13
Interviews at Cole Service Building	2/12/13
Selection of CMR	2/15/13
Controlling Board Meeting for approval of Agreement	NA

### Cancellation and Rejection:

The University reserves the right to reject all proposals and cancel at any time for any reason this solicitation, any portion of this solicitation or any phase of the Project. The University shall have no liability to any proposer arising out of such cancellation or rejection. The University reserves the right to waive minor variations in the selection process.

Interested CMR 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 CMR'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 CMRs 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>.

Paper copies of the Statement of Qualifications, if requested, should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary.

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 label the CD and the CD cover with the project number and firm name.

Submit all questions regarding this RFQ in writing to Elizabeth Davidson at [davidsea@muohio.edu](mailto:davidsea@muohio.edu) with the project number included in the subject line (no phone calls please). Questions will be answered and posted on the University's Facilities Contracting Office's website at [www.pfd.muohio.edu/fco](http://www.pfd.muohio.edu/fco) and on the OAKS Capital Improvements (OAKS CI) website at <http://ci.oaks.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.

Unless otherwise noted or exempt, all documents submitted to the University in response to this RFQ and the subsequent RFP are public and will be available for inspection at the conclusion of the best value selection process. The following information shall remain confidential and will not be released: (1) Proposal Form(s), except for cost category subtotals which will be transferred to the Best Value Rating Form; (2) Financial Capacity; and (3) Bonding/Insurance.

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.
2. Bonding/Insurance: Provide evidence of capacity to provide bonding in the amount of the project budget and a copy of the firm's certificate of insurance showing the firm's current limits of liability for commercial general liability, employer's liability, business automobile liability and professional liability.
3. Management Systems: Describe the scheduling and cost control systems the firm would propose to use for the Project

## Request for Qualifications (CM at Risk Contract) continued

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4. Self-Performed Work: Indicate whether the firm intends to self-perform any work on the Project through a competitive process and, if so, the nature of the work and capability to self-perform.
5. Estimating: Demonstrated track record of performance of in-house estimating on projects comparable to the Project.
6. Scheduling: Demonstrated track record of performance of managing projects to the original schedule.

Firms are requested to identify professional registrations, memberships and credentials including but not limited to: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, 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.

LEED Credentials: Leadership in Energy & Environmental Design (Green Building Certification Institute)

GA: Green Associate

AP: LEED AP (Legacy LEED Accredited Professional without specialty)

AP +: (see below):

LEED AP BD+C (Building Design and Construction specialty)

LEED AP ID+C (Interior Design and Construction specialty)

LEED AP EBO+M (Existing Buildings, Operations and Maintenance specialty)

LEED AP ND (Neighborhood Development specialty)

LEED AP Homes (Specialty for residential LEED construction)

Other Industry Credentials

CCCA: Certified Construction Contract Administrator (CS)

CCM: Certified Construction Manager (CMAA)

CCS: Certified Construction Specifier (CSI)

CDT: Construction Document Technologist (CSI)

DBIA: Design-Build Institute of America

# CM at Risk Selection Rating Form

## State of Ohio Standard Forms and Documents

Project Name RH - Renovations Summer 2013 Proposer Firm \_\_\_\_\_  
 Project Number MUN-100027 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary CM Firm Location, Size, and Workload (Maximum 10 points)</b>			
a. Proximity of primary CM firm's office where the majority of work will be performed to the principal project site	Less than 50 miles from project site	4 - 5	
	51 miles to 100 miles from project site	2 - 3	
	More than 100 miles from project site	0 - 1	
b. Amount of fees awarded by the Contracting Authority to the primary CM firm in the previous 24 months (exclude projects on hold)	Less than \$500K in previous 24 months	5	
	\$500K to \$5M in previous 24 months	2	
	More than \$5M in previous 24 months	0	
<b>2. Primary CM Qualifications (Maximum 40 points)</b>			
a. Project Management Lead (e.g., education, experience, credentials)	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	Max = 40
b. Project Administration Lead (e.g., awards, publications, appropriateness, innovation)	Experience / creativity of project admin staff to achieve owner's vision and requirements	0 - 10	
c. Technical Staff (e.g., BIM/CAD capabilities / scheduling / estimating, education, experience, CDT or CCS* credentials)	Experience / ability of technical staff to fully coordinate construction documents	0 - 5	
d. Construction Administration Staff (e.g., education, experience, CDT or CCA* credentials)	Experience / ability of field representative to identify and solve issues during construction	0 - 15	
<b>3. Key Consultant Qualifications (Maximum 10 points)</b>			
a. Key Consultants	Experience / ability of key consultants to perform effectively and collaboratively	1 - 5	
b. Proposed EDGE-certified Consultant Participation** (fully executed Statements of Intent to Contract and Perform with relevant EDGE firms)	One additional point for every 2 percent increase in professional services over the advertised EDGE participation goal	0 - 5	
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
a. Previous Collaboration of the Project Team (sample projects on which a significant number of individual team members have worked together)	Less than 2 sample projects	1	
	2 to 4 sample projects	2	
	More than 4 sample projects	3	
b. LEED*** Training / Professional Accreditation (demonstrated either by the primary CM firm or relevant consultant)	LEED*** Credentials* (Maximum 3 points)	GA	1
		AP	2
		AP+	3
c. LEED*** Registered / Certified Project Experience (demonstrated either by the primary CM firm or relevant consultant)	LEED*** Registered Projects (RP) or LEED*** Certified Projects (CP) (Maximum 2 points)	RP	1
		CP	2
d. Team Organization (showed formal relationships between owner, contracting authority, consultants)	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
<b>5. Overall Team Experience (Maximum 30 points)</b>			
a. Past Performance of the Project Team (provided reference letters from sample project contacts)	Past performance as indicated by CM evaluations and letters of reference	0 - 10	
b. Experience with similar projects and anticipated project delivery method (CM at Risk)	Less than 3 projects	0 - 3	
	3 to 6 projects	4 - 6	
	More than 6 projects	7 - 10	
c. Budget and Schedule Management (included data on estimate versus bid and original contract sum & time versus change orders for sample projects)	Performance in completing projects within original construction budget and schedule	0 - 5	
d. Knowledge of Ohio Capital Improvements Process (e.g., experience following <i>Ohio Facilities Construction Manual</i> , the Standard Requirements, and ORC Chapter 153)	Less than 2 projects	0 - 1	
	2 to 4 projects	2 - 3	
	More than 4 projects	4 - 5	
* Refer to list of applicable credentials in Section H of the RFQ ** Must be comprised of consulting firm(s) and NOT the primary CM firm *** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute		<b>Subtotal</b>	

Notes:

Evaluator:

Name \_\_\_\_\_

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

# Request for Qualifications (Design-Build Contract)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Local Higher Education

Project Name	<u>North Residential District Transformation</u>	Response Deadline	<u>Dec 19, 2012 4:30pm</u> local time
Project Location	<u>OSU - Columbus Campus</u>	Project Number	<u>OSU-110672</u>
City / County	<u>Columbus / Franklin</u>	Project Manager	<u>Scott Conlon</u>
Owner	<u>The Ohio State University</u>	Contracting Authority	<u>Owner</u>
No. of paper copies requested (stapled, not bound)	<u>4</u>	No. of electronic copies requested on CD (PDF)	<u>1</u>

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Scott Conlon at Central Classroom Building, room 400, 2009 Millikin Rd, Columbus OH 43210. See Section H of this RFQ for additional submittal instructions.

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### Project Overview

#### A. Project Description

The Ohio State University is preparing to transform our north residential community through the addition of 3,200 beds of new student housing, recreation and dining. This will create a new, vibrant neighborhood of over 6,000 student residents. The development is to be guided by the University's dynamic new vision developed for Student Life and our recently completed One University Framework Plan (<http://oneframework.osu.edu/>). It is the University's requirement that this new, densely developed North Campus Residential District be carefully planned in a manner that reflects the best practices in both urban design, and campus-based student residential life.

To solicit proposal options, the University will use the State of Ohio Design-Build Delivery method to deliver the majority of the North Campus development. The University is seeking qualified firms to act as the Design/ Builder to partner with the University for the Design and Construction of this significant project. Please note that as part of the RFP process, submitting firms will be given the opportunity to submit an "alternative development plan". The RFP process, as well as a description of the alternate development plan, is included at the end of this section.

The scope that is described in this RFQ is preliminary and may be changed as a result of the final district plan.

Interested firms should periodically check our website for updates for this project such as questions and answers, additional information about the North Residential District Transformation, and similar information:  
<http://fod.osu.edu/vendor>.

A Preliminary Program of Requirements (PoR) has been developed by the Criteria Design Team. The *Design-Build* Team will be required to complete the programming as part of the Program Verification Stage described below.

State Prevailing Wage requirements apply to this project.

This project will utilize the Design/Build project delivery method.

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

#### **Future Request for Proposal (RFP) Process**

Upon being selected, each shortlisted team shall be provided a Request for Proposal which will include the opportunity to submit two separate proposals, one proposal based on the Criteria Design (taken from the University's District Planning Study) and the second based on a set of minimal criteria to be provided in the RFP.

To assist firms who intend to submit a team for consideration under this RFQ, the two proposal descriptions are listed below.

##### **1. Proposal #1 - North Residential District Transformation Master Plan**

Currently the University is working with a Criteria Design Team on a district plan for the project which will establish the Program of Requirements (PoR), schematic plans, elevations, site plan, outline specifications, utility strategy and narratives, budgets, overall schedule and delivery milestones for the project. The Design-Build Team selected via this method of proposal shall work in conjunction and collaboration with the University's Criteria Design Team to execute the development based upon the intent and principles as laid out in the Criteria Design Team's documents.

## Request for Qualifications (Design-Build Contract) continued

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Each shortlisted Design-Build Team will be required to submit a proposal responding to Proposal #1.

*The Total Construction Cost for this scope currently is estimated at \$270,000,000. Potentially the Utility and Landscaping may be added into the Design/Build Scope of Work. The Total Construction Cost for utility, landscape and hardscape work totals \$43,000,000.*

### 2. Proposal #2 - Alternative Development Plan

In order for the University to consider the widest array of approaches to this large scale development, the University will also consider alternative development plans that meet a set of more loosely defined criteria. In general, along with the PoR, the number of student beds, dining facilities, recreation spaces, student life program spaces and support spaces, the Criteria will also establish a delivery schedule and minimum site and building design and performance standards. It is a requirement of the proposing Design/Builder to use these Criteria to supplement their proposal with alternative drawings and specifications to a level commensurate with the Proposal #1 method. Proposals using Proposal # 2 method must also submit a recommended reduction to the project budget. Upon being selected, each shortlisted team shall be provided a Request for Proposal, the Criteria Design Team's completed documents listed above, and additional reference documents to be used in preparation of their proposal.cos

### Further Notes on RFP Process

1. Shortlisted firms have the opportunity, but not the requirement, to submit a proposal using Proposal #2 option. A development proposal should be considered an **Alternate Development Plan** Proposal if any building footprints are significantly modified from the Proposal #1 Architectural Site Plan.
2. The Criteria Design Team will maintain a design oversight role throughout the implementation of the North Residential District Transformation (NRDT) project.
3. Submission of suggested Value-Added Ideas should be made part of each proposal method and do not require the submission of an Alternative Development Plan. Value added ideas provide any cost savings or value-added suggestions (for example, early equipment purchase). Probable construction cost reductions shall not reduce the project program requirements, reduce the quality of material or craftsmanship, increase life-cycle cost, negatively affect the Architectural aesthetics or design intent or adversely affect the project completion.
4. The University intends to provide a stipend to the shortlisted D/B Teams to partially offset the cost of preparing proposals. This amount will be identified in the RFP after further determination of the level of effort to be requested.

**Infrastructure and Landscaping Scope of Work:** The University is currently under contract with an engineering firm for the Site Planning and Civil Engineering for the development of the North Campus site up through a Schematic Design Level. The University will either assign the team to the Design/Build Team or deliver the sitework independently of the Design/Build process. Consequently, it is not necessary to have a Civil Engineer or Landscape Architect identified in the Statement of Qualifications submission.

### B. Scope of Services

The selected Design-Builder ("DB"), as a portion of its required Scope of Services and prior to submitting its proposal, will discuss and clarify with the Owner, the breakdown of the Agreement detailed cost components, to address the Owner's project requirements and refine the project schedule.

As required by the Agreement, and as properly authorized, provide the following categories of services: provide constructability review comments on documents produced by the Criteria A/E, develop and maintain estimates of probable construction cost, value engineering, project schedules, and construction schedules; lead and manage the Subcontract or Prequalification and Bidding process, Construction and Closeout Stage.

In addition to the Architectural Design, Structural Engineering Design, and MEP Engineering Design Disciplines, the Design/Builder Team shall also incorporate the following expertise as required: Dining Facility Planning and Design, Recreational Facility Planning and Design, Furniture, Fixtures, and Equipment, Interior Design, Traffic Consultant, and Construction Testing and Inspections.

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>.

The preconstruction and construction services are generally described below. Subcontracts including but not limited to Plumbing, Fire Protection, HVAC, Electrical and AV/Technology will be awarded by the DB to prequalified vendors using a competitive process. The parties will engage in an "open book" pricing method in which all subcontracted work shall be based upon competitive pricing that will be reviewed by the Owner, the Criteria A/E and the DB. The Owner shall have

## Request for Qualifications (Design-Build Contract) continued

access to all books, records, documents and other data in the DB's possession related to itself, its subcontractors and material suppliers pertaining to bidding, pricing or performance of the Agreement.

**Preconstruction Services:** The DB will work cooperatively with the Owner, Criteria A/E and Project Team, and will provide, among other services, schedule development, estimate development, program verification, schematic design, design development, Guarantee Maximum Price (GMP) proposal, subcontractor prequalification and bidding, construction documents preparation, constructability review, permits, budgeting, value engineering, and preconstruction planning throughout the preconstruction stages. When the drawings and specifications are at a stage of completion specified in the Agreement, such partially completed documents (the "Basis Documents") shall be provided to the DB, together with the A/E of Record's detailed listing of any material incomplete design elements and the A/E of Record's statement of intended scope with respect to such incomplete elements (the "Design Intent Statement"). The DB shall submit to the Owner and the Criteria A/E their proposed Guaranteed Maximum Price (the "Contract Sum") and its qualifications and assumptions based upon the Basis Documents and the Design Intent Statement. The DB, the Owner and the Criteria A/E (along with selected engineers and consultants) shall meet to reconcile any questions, discrepancies or disagreements relating to the qualifications and assumptions, the Basis Documents or the Design Intent Statement. The reconciliation shall be documented by an addendum to the qualifications and assumptions that shall be approved in writing by the Owner, the Criteria A/E and the DB. The DB shall then submit to the Owner, for approval, the DB's proposed final Contract Sum based upon the Basis Documents, the approved qualifications and assumptions and the Design Intent Statement. Contingent upon the Owner's approval of the final Contract Sum (GMP Amendment), the parties will enter into an amendment to the Agreement establishing the Contract Sum. The final negotiated Contract Sum shall not exceed the Project Budget established for construction. If the proposed Contract Sum exceeds such budget, then the Owner may terminate its agreement with the DB and seek from other firms, bids for completion of the Project.

**Construction Services:** The DB shall construct the Project pursuant to the construction documents and in accordance with the schedule requirements. The DB shall hold all subcontracts and shall be fully responsible for the means and methods of construction, construction execution, progress schedule, weekly progress meetings, testing and inspection, project safety, project completion within the schedule agreed upon in the preconstruction phase, compliance with all applicable laws and regulations including monitoring compliance with all EDGE, equal employment, and prevailing wage requirements, and submitting monthly reports of these activities to the Owner. All subcontracts shall be on the subcontract form prescribed by OAC Section 153:1-03-02. The Owner reserves the right to approve the DB's selection of subcontractors and any supplement terms to the form subcontract.

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. Complex Higher Education Residential Life Projects
2. Projects with Multiple Buildings, Multiple Phases, Infrastructure Expansion and densely populated
3. Projects with Challenging Site Logistics
4. Major Site Utility Infrastructure Construction

### C. Funding / Estimated Budget

Total Project Cost	<u>\$396,000,000.00</u>	State Funding	<u>\$N/A</u>
Construction Cost	<u>\$320,000,000.00</u>	Other Funding	<u>\$396,000,000.00 (Bonds)</u>

### D. Anticipated Schedule

DB Services Start (mm/yy)	<u>3 / 13</u>
Construction Stage Start (mm/yy)	<u>6 / 13</u>
DB Services Completed (mm/yy)	<u>6 / 16</u>
Contract Completed (mm/yy)	<u>6 / 17</u>

### E. EDGE Participation Goal

Percent of Total Subcontracts Awarded	<u>10%</u>
Percent of Initial Design Services Fee	<u>10%</u>
Percent of Design-Build Compensation	<u>10%</u>

### F. Evaluation Criteria for Selection

**Selection Criteria:**

The DB will be selected using (i) a qualification based selection process during the initial Request for Qualifications (RFQ) stage to develop a short list and (ii) a best value selection process during the final Request for Proposal (RFP) stage for the final DB selection. The qualifications-based selection criteria for the RFQ is included in this announcement.

## Request for Qualifications (Design-Build Contract) continued

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### Short List:

Each firm responding to this RFQ will be evaluated and selected based on its qualifications and the qualifications and experience of the particular individuals identified as the candidate's proposed team for the Project. After evaluating the responses to this RFQ, the Owner will select a short list of no fewer than three candidates that it considers to be the most qualified, except if the Owner determines that fewer than three firms are qualified, it will only select the qualified firms.

### Request for Proposal

The short-listed firms shall be sent a RFP that will invite the firms to submit pricing proposals containing their proposed preconstruction stage design fee, construction stage personnel costs, construction stage itemized general conditions cost percentage, construction stage contingency percentage and construction stage design fee percentage. The short-listed candidates will also receive (i) a form of the Agreement with the Owner containing the contract terms and conditions, (ii) a set of the most recent design documents and (iii) a proposed Project schedule.

### Pre-Proposal Meeting:

Prior to submitting a response to the RFP, the short-listed firms will be invited to meet individually with the Owner. The purpose of the pre-proposal meeting is to permit the short-listed firms to ask the Owner questions in an individual setting to help the firms prepare their responses to the RFP. The Owner will notify each short-listed firm to schedule individual times and location for the pre-proposal meetings.

### Interview:

After submitting responses to the RFP, the short-listed firms will be interviewed by representatives of the Owner. The purpose of the interview will be to meet the proposed Project team, become familiar with key personnel, and understand the project approach and ability to meet the stated objectives for the Project. Please be prepared to discuss with specificity the firm's capacity to conduct this work in compliance with the timetable, budget and EDGE expectations. The Owner will notify each short-listed firm to schedule individual times for the interviews.

### Selection Schedule:

Tentative schedule is subject to change.

Qualifications Due	12/19/2012
RFP issued to the Short-Listed Firms	1/2/2013
Site Visit at project site	1/11/2013
Pre-proposal Meetings at Central Classroom Building	1/18/2013
Proposals Due	2/11/2013
Interviews at Central Classroom Building	2/24/2013
Selection of DB	3/1/2013

### Cancellation and Rejection:

The Owner reserves the right to reject all proposals and cancel at any time for any reason this solicitation, any portion of this solicitation or any phase of the Project. The Owner shall have no liability to any proposer arising out of such cancellation or rejection. The Owner reserves the right to waive minor variations in the selection process.

Interested DB 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 DB 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 DB's team. The Intent to Perform and / or waiver request letter and Demonstration of Good Faith Effort form(s) with complete documentation must be attached to the DB's Proposal. Both forms can be accessed at [fod.osu.edu/vendor](http://fod.osu.edu/vendor). The Intent 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.

## Request for Qualifications (Design-Build Contract) continued

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### 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>.

Paper copies of the Statement of Qualifications, if requested, should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary.

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 label the CD and the CD cover with the project number and firm name.

Submit all questions regarding this RFQ in writing to Scott Conlon at [conlon.1@osu.edu](mailto:conlon.1@osu.edu) with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the OAKS Capital Improvements (OAKS CI) website at <http://ci.oaks.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.

Unless otherwise noted or exempt, all documents submitted to the Owner in response to this RFQ or RFP are public and will be available for inspection at the conclusion of the selection process. The following information shall remain confidential and will not be released: (1) Proposal Form(s), except for cost category subtotals which will be transferred to the Best Value Rating Form; (2) Financial Capacity; and (3) Bonding/Insurance.

The University is interested in shortlisting firms with demonstrated expertise in the design and construction of efficient Student Housing. As part of each Example Project in Section F., please provide the Project Cost/Bed, Construction Cost/Bed, and the Project Gross Square Feet Bed. In Section H. provide additional information deemed necessary to describe the proposing Team's expertise in the design and construction of efficient Student Housing.

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.
2. **Bonding/Insurance:** Provide evidence of capacity to provide bonding in the amount of the project budget and a copy of the firm's certificate of insurance showing the firm's current limits of liability for commercial general liability, employer's liability, business automobile liability and professional liability.
3. **Management Systems:** Describe the scheduling and cost control systems the firm would propose to use for the Project
4. **Self-Performed Work:** Indicate whether the firm intends to self-perform any work on the Project through a competitive process and, if so, the nature of the work and capability to self-perform.
5. **Estimating:** Demonstrated track record of performance of in-house estimating on projects comparable to the Project.
6. **Scheduling:** Demonstrated track record of performance of managing projects to the original schedule.
7. **Demonstrated Expertise in the Design and Construction of Efficient Student Housing:** See Above f

Firms are requested to identify professional registrations, memberships and credentials including but not limited to: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, 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.

LEED Credentials: Leadership in Energy & Environmental Design (Green Building Certification Institute)

GA: Green Associate  
AP: LEED AP (Legacy LEED Accredited Professional without specialty)  
AP +: (see below):  
LEED AP BD+C (Building Design and Construction specialty)  
LEED AP ID+C (Interior Design and Construction specialty)

LEED AP EBO+M (Existing Buildings, Operations and Maintenance specialty)  
LEED AP ND (Neighborhood Development specialty)  
LEED AP Homes (Specialty for residential LEED construction)

Other Industry Credentials:  
CCCA: Certified Construction Contract Administrator (CSI)  
CCM: Certified Construction Manager (CMAA)  
CCS: Certified Construction Specifier (CSI)  
CDT: Construction Document Technologist (CSI)  
DBIA: Design-Build Institute of America

# Design-Build Selection Rating Form

## State of Standard Forms and Documents

Project Name North Residential District Transformation Proposer Firm \_\_\_\_\_  
 Project Number OSU-110672 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary DB Location Workload (Maximum 10 points)</b>			
a. Proximity of DB's office where the majority of work will be performed to the principal project site	Less than 100 miles from project site	4 - 5	
	101 miles to 500 miles from project site	2 - 3	
	More than 500 miles from project site	0 - 1	
b. Amount of contracts awarded by the Contracting Authority to the DB in the previous 24 months (exclude projects on hold)	Less than \$25M in previous 24 months	5	
	\$25M to \$100M in previous 24 months	2	
	More than \$100M in previous 24 months	0	
<b>2. Primary DB Qualifications (Maximum 35 points)</b>			
a. Project Management Lead (e.g., education, experience, credentials)	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	
b. Project Administrative Staff (e.g., superintendent, project engineer, administrative support)	Experience / knowledge of project admin staff to achieve owner's vision and requirements	0 - 5	
c. Project Design Lead (e.g., awards, publications)	Experience / creativity of lead designer	0 - 5	
d. Construction Technical Staff (e.g., scheduling / estimating, education, experience, credentials)	Experience / ability of construction technical staff to fully coordinate estimate and schedule	0 - 5	
e. Design Technical Staff (e.g., BIM/CAD capabilities education, experience, CDT or CCS* credentials)	Experience / ability of technical staff to develop quality construction documents	0 - 5	
f. Construction Administration Staff (e.g., education, experience, CDT, CCM, or CCCA* credentials)	Experience / ability of field representatives to identify and solve issues during construction	0 - 5	
<b>3. Key Consultant Qualifications (Maximum 15 points)</b>			
a. Key Consultants (e.g., architectural, civil, mechanical, or electrical engineering, roofing or other specialty consultants)	Experience / ability of key consultants to perform effectively and collaboratively	1 - 10	
b. Proposed EDGE-certified Consultant Participation** (fully executed Statements of Intent to Contract and Perform with relevant EDGE firms)	One additional point for every 2 percent increase in professional services over the advertised EDGE participation goal	0 - 5	
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
a. Previous Collaboration of the Project Team (sample projects on which a significant number of individual team members have worked together)	Less than 4 sample projects	0	
	4 to 6 sample projects	2	
	More than 6 sample projects	3	
b. LEED*** Training / Professional Accreditation (demonstrated either by the DB or relevant consultant)	LEED*** Credentials* (Maximum 3 points)	GA	1
		AP	2
		AP+	3
c. LEED*** Registered / Certified Project Experience (demonstrated either by the DB or relevant consultant)	LEED*** Registered Projects (RP) or LEED*** Certified Projects (CP) (Maximum 2 points)	RP	1
		CP	2
d. Team Organization (showed formal relationships between owner, contracting authority, consultants)	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
<b>5. Overall Team Experience (Maximum 30 points)</b>			
a. Past Performance of the Project Team (provided reference letters from sample project contacts)	Past performance as indicated by CM evaluations and letters of reference	0 - 10	
b. Experience with similar projects and Design-Build project delivery method	Less than 4 projects	0 - 3	
	4 to 6 projects	4 - 6	
	More than 6 projects	7 - 10	
c. Budget and Schedule Management (included data on estimate versus bid and original contract sum & time versus change orders for sample projects)	Performance in completing projects within original construction budget and schedule	0 - 5	
d. Knowledge of Ohio Capital Improvements Process (e.g., experience following <i>Select Manual</i> , the Standard Requirements, and ORC Chapter 153)	Less than 4 projects	0 - 1	
	4 to 6 projects	2 - 3	
	More than 6 projects	4 - 5	
* Refer to list of applicable credentials in Section H of the RFQ ** Must be comprised of consulting firm(s) and NOT the lead firm of the DB entity *** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute		<b>Subtotal</b>	

Notes:

Evaluator:

Name \_\_\_\_\_

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

# North Residential District Transformation (Design-Build Contract) Question and Answer List



The Ohio State University  
2009 Millikin Rd, 400 Central Classroom Building  
Columbus, Ohio 43210

www.fod.osu.edu  
Phone: 614-292-4458

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	<b>North Residential District Transformation (Design-Build Contract)</b>	
Project Name	<u>North Residential District Transformation (Design-Build Contract)</u>	Project Number <u>OSU-110672</u>
Project Location	<u>Columbus, OH</u>	

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Date posted: 12/12/12  
Date revised:

Below are questions and answers that have been submitted to OSU since the RFQ was posted.

1. Q: Once the RFP is issued, does a proposing firm have to provide proposals for both Option #1 and Option #2?  
A: The University's strong preference is for firms to provide proposals for both options.
2. Q: Can a firm who is submitting qualifications propose two different teams: a team for Option #1 and a team for Option #2?  
A: Yes, you can propose different teams for the different options.
3. Q: Once the RFP is issued, can a proposing firm submit two physically different proposals for each option? For instance a separate binder/packet for Option #1 and an additional separate binder/packet for Option #2?  
A: Yes, you can supply two different proposals packages, one for each option.
4. Q: Will you please clarify the following item on the Evaluation Criteria: 3. a. Key Consultants (e.g., architectural, civil, mechanical, or electrical engineering, roofing or other specialty consultants)  
Experience / ability of key consultants to perform effectively and collaboratively  
The value assigned is 0-10 points.  
Is the evaluation of the firms or are you specifically evaluating the individuals from those firms? Or both? Any additional information would be appreciated.  
A: OSU is evaluating both the experience of the consulting firm and the particular team member from that firm. Ideally, example project experience would be of that team member.

# Request for Qualifications (Design-Build Contract)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Local Higher Education

Project Name	<u>CH-Building B Addition Aerospace Engineering - Combustion Test Cells</u>	Response Deadline	<u>Jan. 8, 2012</u>	<u>2:00 pm</u>	local time
Project Location	<u>Center Hill Campus</u>	Project Number	<u>UCN-11039B</u>		
City / County	<u>Cincinnati / Hamilton</u>	Project Manager	<u>Peter J Luken</u>		
Owner	<u>University of Cincinnati</u>	Contracting Authority	<u>Owner</u>		
No. of paper copies requested (stapled, not bound)	<u>4</u>	No. of electronic copies requested on CD (PDF)	<u>2</u>		

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Zondra Hall at 51 Goodman Drive, 3rd Floor Room 320, Cincinnati, Ohio 45221 - 089. See Section H of this RFQ for additional submittal instructions.

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### Project Overview

#### A. Project Description

The project will consist of a pre-engineered 7,500 square foot building addition. The building will house several offices, a conference room and eight combustion test cells. The building addition site work will require electric from a substation on the site, water, sewer, compressed air and natural gas. Each of the test cells will require, exhaust, domestic water, process water, fuel piping, and compressed air distributed to the cells. One cell will require a vacuum piping.

The Program of Requirements (POR) will be developed as a part of this project by the Criteria Architect/Engineer.

This project will utilize the Design-Build project delivery method.

State Prevailing Wage requirements apply to this project.

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

#### B. Scope of Services

The selected Design-Builder ("DB"), as a portion of its required Scope of Services and prior to submitting its proposal, will discuss and clarify with the Owner and 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 *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>.

The preconstruction and construction services are generally described below. Subcontracts including but not limited to Plumbing, Fire Protection, HVAC, Process Piping and Electrical will be awarded by the DB to prequalified vendors using a competitive process. The parties will engage in an "open book" pricing method in which all subcontracted work shall be based upon competitive pricing that will be reviewed by the Contracting Authority and/or Owner, the Criteria A/E and the DB. The Contracting Authority and/or Owner shall have access to all books, records, documents and other data in the CM's possession related to itself, its subcontractors and material suppliers pertaining to bidding, pricing or performance of the Agreement.

Preconstruction Services: The DB will work cooperatively with the Contracting Authority and/or Owner, Criteria A/E and Project Team, and will provide, among other services, schedule development, estimate development, program verification, Guarantee Maximum Price (GMP) proposal, subcontractor prequalification and bidding, construction documents preparation, constructability review, permits, budgeting, value engineering, and preconstruction planning throughout the preconstruction stages. When the drawings and specifications are at a stage of completion specified in the Agreement, such partially completed documents (the "Basis Documents") shall be provided to the DB, together with the A/E of Record's detailed listing of any material incomplete design elements and the A/E of Record's statement of intended scope with respect to such incomplete elements (the "Design Intent Statement"). The DB shall submit to the Contracting Authority and/or Owner and the Criteria A/E their proposed Guaranteed Maximum Price (the "Contract Sum") and its qualifications and assumptions based upon the Basis Documents and the Design Intent Statement. The DB, the Contracting Authority and/or Owner and the Criteria A/E (along with selected engineers and consultants) shall meet to reconcile any questions, discrepancies or disagreements relating to the qualifications and assumptions, the Basis

**Request for Qualifications (Design-Build Contract) continued**

Documents or the Design Intent Statement. The reconciliation shall be documented by an addendum to the qualifications and assumptions that shall be approved in writing by the Contracting Authority and/or Owner, the Criteria A/E and the DB. The DB shall then submit to the Contracting Authority, for approval, the CM's proposed final Contract Sum based upon the Basis Documents, the approved qualifications and assumptions and the Design Intent Statement. Contingent upon the Contracting Authority's approval of the final Contract Sum (GMP Amendment), the parties will enter into an amendment to the Agreement establishing the Contract Sum. The final negotiated Contract Sum shall not exceed the Project Budget established for construction. If the proposed Contract Sum exceeds such budget, then the Contracting Authority may terminate its agreement with the DB and seek from other firms, bids for completion of the Project.

**Construction Services:** The DB shall construct the Project pursuant to the construction documents and in accordance with the schedule requirements. The DB shall hold all subcontracts and shall be fully responsible for the means and methods of construction, construction execution, progress schedule, weekly progress meetings, testing and inspection, project safety, project completion within the schedule agreed upon in the preconstruction phase, compliance with all applicable laws and regulations including monitoring compliance with all EDGE, equal employment, and prevailing wage requirements, and submitting monthly reports of these activities to the Contracting Authority. All subcontracts shall be on the subcontract form prescribed by OAC Section 153:1-03-02. The Contracting Authority reserves the right to approve the DB's selection of subcontractors and any supplement terms to the form subcontract.

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. Pre – Engineered Metal Building (PEMB) Construction
2. Process Piping
3. Site development
4. State of Ohio Construction
  - Permitting
  - Inspections
  - Close-out and records

**C. Funding / Estimated Budget**

Total Project Cost	<u>\$1,800,000</u>	State Funding	<u>\$0</u>
Construction Cost	<u>\$1,560,000</u>	Other Funding	<u>\$1,800,000</u>

**D. Anticipated Schedule**

DB Services Start (mm/yy)	<u>4 / 13</u>
Construction Stage Start (mm/yy)	<u>5 / 13</u>
DB Services Completed (mm/yy)	<u>10 / 13</u>
Contract Completed (mm/yy)	<u>11 / 13</u>

**E. EDGE Participation Goal**

Percent of Total Subcontracts Awarded	<u>10%</u>
Percent of Initial Design Services Fee	<u>0%</u>
Percent of Design-Build Compensation	<u>0%</u>

**F. Evaluation Criteria for Selection**

Selection Criteria:

The DB will be selected using (i) a qualification based selection process during the initial Request for Qualifications (RFQ) stage to develop a short list and (ii) a best value selection process during the final Request for Proposal (RFP) stage for the final DB selection. The qualifications-based selection criteria for the RFQ is included in this announcement.

Short List:

Each firm responding to this RFQ will be evaluated and selected based on its qualifications and the qualifications and experience of the particular individuals identified as the candidate's proposed team for the Project. After evaluating the responses to this RFQ, the Contracting Authority will select a short list of no fewer than three candidates that it considers to be the most qualified, except if the Contracting Authority determines that fewer than three firms are qualified, it will only select the qualified firms.

## Request for Qualifications (Design-Build Contract) continued

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### Request for Proposal:

The short-listed firms shall be sent a RFP that will invite the firms to submit pricing proposals containing their proposed preconstruction stage design fee, construction stage personnel costs, construction stage itemized general conditions cost percentage, construction stage contingency percentage and construction stage design fee percentage. The short-listed candidates will also receive (i) a form of the Agreement with the Contracting Authority containing the contract terms and conditions, (ii) a set of the most recent design documents and (iii) a proposed Project schedule.

### Pre-Proposal Meeting:

Prior to submitting a response to the RFP, the short-listed firms will be invited to meet individually with the Contracting Authority and the Owner. The purpose of the pre-proposal meeting is to permit the short-listed firms to ask the Contracting Authority and the Owner questions in an individual setting to help the firms prepare their responses to the RFP. The pre-proposal meeting will be held at the 51 Goodman Drive, Cincinnati Ohio 45221 - 0186. The Contracting Authority will notify each short-listed firm to schedule individual times for the pre-proposal meetings.

### Interview:

After submitting responses to the RFP, the short-listed firms will be interviewed by the Contracting Authority and representatives of the Owner. The purpose of the interview will be to meet the proposed Project team, become familiar with key personnel, and understand the project approach and ability to meet the stated objectives for the Project. Please be prepared to discuss with specificity the firm's capacity to conduct this work in compliance with the timetable, budget and EDGE expectations. The Contracting Authority will notify each short-listed firm to schedule individual times for the interviews.

### Selection Schedule:

Tentative schedule is subject to change.

Qualifications Due	1/8/2013
RFP issued to the Short-Listed Firms	1/15/2013
Site Visit at Center Hill Campus project site	1/18/2013
Pre-proposal Meetings at 51 Goodman Drive	Week of 1/21/2013
Proposals Due	2/8/2013
Interviews at 51 Goodman Drive	Week of 2/11/2013
Selection of DB	2/15/2013

### Cancellation and Rejection:

The Contracting Authority reserves the right to reject all proposals and cancel at any time for any reason this solicitation, any portion of this solicitation or any phase of the Project. The Contracting Authority shall have no liability to any proposer arising out of such cancellation or rejection. The Contracting Authority reserves the right to waive minor variations in the selection process.

Interested DB 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.

Interested DB 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 DB's team. The EDGE Affidavit and / or waiver request letter and Demonstration of Good Faith Effort form(s) with complete documentation must be attached to the DB's Proposal. Both forms can be accessed via the OFCC website at <http://ofcc.ohio.gov>.

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.

## Request for Qualifications (Design-Build Contract) continued

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### 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>.

Paper copies of the Statement of Qualifications, if requested, should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary.

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 label the CD and the CD cover with the project number and firm name.

Submit all questions regarding this RFQ in writing to Zondra Hall at [zondra.hall@uc.edu](mailto:zondra.hall@uc.edu) with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the OAKS Capital Improvements (OAKS CI) website at <http://ci.oaks.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.

Unless otherwise noted or exempt, all documents submitted to the Contracting Authority in response to this RFQ or RFP are public and will be available for inspection at the conclusion of the selection process. The following information shall remain confidential and will not be released: (1) Proposal Form(s), except for cost category subtotals which will be transferred to the Best Value Rating Form; (2) Financial Capacity; and (3) Bonding/Insurance.

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.
2. **Bonding/Insurance:** Provide evidence of capacity to provide bonding in the amount of the project budget and a copy of the firm's certificate of insurance showing the firm's current limits of liability for commercial general liability, employer's liability, business automobile liability and professional liability.
3. **Management Systems:** Describe the scheduling and cost control systems the firm would propose to use for the Project
4. **Self-Performed Work:** Indicate whether the firm intends to self-perform any work on the Project through a competitive process and, if so, the nature of the work and capability to self-perform.
5. **Estimating:** Demonstrated track record of performance of in-house estimating on projects comparable to the Project.
6. **Scheduling:** Demonstrated track record of performance of managing projects to the original schedule.

Firms are requested to identify professional registrations, memberships and credentials including but not limited to: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, 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.

LEED Credentials: Leadership in Energy & Environmental Design (Green Building Certification Institute)

GA: Green Associate  
AP: LEED AP (Legacy LEED Accredited Professional without specialty)  
AP +: (see below):  
LEED AP BD+C (Building Design and Construction specialty)  
LEED AP ID+C (Interior Design and Construction specialty)  
LEED AP EBO+M (Existing Buildings, Operations and Maintenance specialty)  
LEED AP ND (Neighborhood Development specialty)  
LEED AP Homes (Specialty for residential LEED construction)

Other Industry Credentials

CCCA: Certified Construction Contract Administrator (CSI)  
CCM: Certified Construction Manager (CMAA)  
CCS: Certified Construction Specifier (CSI)  
CDT: Construction Document Technologist (CSI)  
DBIA: Design-Build Institute of America

# Design-Build Selection Rating Form

## State of Standard Forms and Documents

Project Name CH-Building B Addition Aerospace Engineering - Combustion Test Cells Proposer Firm \_\_\_\_\_  
 Project Number UCN-11039B City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary DB Location Workload (Maximum 10 points)</b>			
a. Proximity of DB's office where the majority of work will be performed to the principal project site	Less than 25 miles from project site	4 - 5	
	25 miles to 50 miles from project site	2 - 3	
	More than 50 miles from project site	0 - 1	
b. Amount of contracts awarded by the Contracting Authority to the DB in the previous 24 months (exclude projects on hold)	Less than \$1M in previous 24 months	5	
	\$1M to \$5M in previous 24 months	2	
	More than \$5M in previous 24 months	0	
<b>2. Primary DB Qualifications (Maximum 35 points)</b>			
a. Project Management Lead (e.g., education, experience, credentials)	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	
b. Project Administrative Staff (e.g., superintendent, project engineer, administrative support)	Experience / knowledge of project admin staff to achieve owner's vision and requirements	0 - 5	
c. Project Design Lead (e.g., awards, publications)	Experience / creativity of lead designer	0 - 5	
d. Construction Technical Staff (e.g., scheduling / estimating, education, experience, credentials)	Experience / ability of construction technical staff to fully coordinate estimate and schedule	0 - 5	
e. Design Technical Staff (e.g., BIM/CAD capabilities education, experience, CDT or CCS* credentials)	Experience / ability of technical staff to develop quality construction documents	0 - 5	
f. Construction Administration Staff (e.g., education, experience, CDT, CCM, or CCCA* credentials)	Experience / ability of field representatives to identify and solve issues during construction	0 - 5	
<b>3. Key Consultant Qualifications (Maximum 15 points)</b>			
a. Key Consultants (e.g., architectural, civil, mechanical, or electrical engineering, roofing or other specialty consultants)	Experience / ability of key consultants to perform effectively and collaboratively	1 - 10	
b. Proposed EDGE-certified Consultant Participation** (fully executed Statements of Intent to Contract and Perform with relevant EDGE firms)	One additional point for every 2 percent increase in professional services over the advertised EDGE participation goal	0 - 5	
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
a. Previous Collaboration of the Project Team (sample projects on which a significant number of individual team members have worked together)	Less than 6 sample projects	0	
	6 to 10 sample projects	2	
	More than 10 sample projects	3	
b. LEED*** Training / Professional Accreditation (demonstrated either by the DB or relevant consultant)	LEED*** Credentials* (Maximum 3 points)	GA	1
		AP	2
		AP+	3
c. LEED*** Registered / Certified Project Experience (demonstrated either by the DB or relevant consultant)	LEED*** Registered Projects (RP) or LEED*** Certified Projects (CP) (Maximum 2 points)	RP	1
		CP	2
d. Team Organization (showed formal relationships between owner, contracting authority, consultants)	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
<b>5. Overall Team Experience (Maximum 30 points)</b>			
a. Past Performance of the Project Team (provided reference letters from sample project contacts)	Past performance as indicated by CM evaluations and letters of reference	0 - 10	
b. Experience with similar projects and Design-Build project delivery method	Less than 6 projects	0 - 3	
	6 to 10 projects	4 - 6	
	More than 10 projects	7 - 10	
c. Budget and Schedule Management (included data on estimate versus bid and original contract sum & time versus change orders for sample projects)	Performance in completing projects within original construction budget and schedule	0 - 5	
d. Knowledge of Ohio Capital Improvements Process (e.g., experience following <i>Ohio Facilities Construction Commission</i> , the <i>Standard Requirements</i> , and <i>ORC Chapter 153</i> )	Less than 6 projects	0 - 1	
	6 to 10 projects	2 - 3	
	More than 10 projects	4 - 5	
* Refer to list of applicable credentials in Section H of the RFQ ** Must be comprised of consulting firm(s) and NOT the lead firm of the DB entity *** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute		<b>Subtotal</b>	

**Notes:**

**Evaluator:**

Name \_\_\_\_\_

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



# 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>Resident Safety Renovation</u>	Response Deadline	<u>Dec. 14, 2012   4:00 p.m.</u> local time
Project Location	<u>Ohio Veterans Home</u>	Project Number	<u>DVS-130004</u>
City / County	<u>Georgetown / Brown</u>	Project Manager	<u>Bob Simkins</u> Ohio Facilities Construction
Owner	<u>Department of Veteran Services</u>	Contracting Authority	<u>Commission</u>
No. of paper copies requested (stapled, not bound) <u>0</u>		No. of electronic copies requested on CD (PDF) <u>1</u>	

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Christina Miller at the Ohio Facilities Construction Commission, 30 West Spring Street, 4<sup>th</sup> Floor, Columbus, Ohio 43215. See Section H of this RFQ for additional submittal instructions. PLEASE NOTE: New address above.

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### Project Overview

#### A. Project Description

- a) Replace resident room bathroom flooring in 32 of the 88 resident bathrooms.
- b) Install electrical outlets behind residents' beds: for such items such as lift chairs or radios.
- c) Replace four pairs of exterior doors.
- d) Upgrade the current nurse call system to allow improved response time to the residents as well as paging capabilities. The paging system shall provide notification anywhere on the grounds.

The anticipated project delivery method for this project is Multiple-Prime.

Federal Prevailing Wage requirements apply to this project.

#### B. Scope of Services

For projects advertised with an appropriately developed Program of Requirements (POR), upon award of the Agreement, commence with Design. For projects without such a POR, upon award of the Agreement, commence by developing the Program of Requirements. The owner has prepared a preliminary POR. The A/E shall develop it into a full POR.

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.

As required by the Agreement, and as properly authorized, provide the following categories of services: Program Verification, Schematic Design, Design Development, 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 four 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.

During the construction period, provide not less than four 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.



## Request for Qualifications (Architect / Engineer) continued

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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. LEED certification is not required.

### 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>.

Paper copies of the Statement of Qualifications, if requested, should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary.

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 label the CD and the CD cover with the project number and firm name.

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

Submit all questions regarding this RFQ in writing to Christina Miller at [christina.miller@ofcc.ohio.gov](mailto:christina.miller@ofcc.ohio.gov) with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the OAKS Capital Improvements (OAKS CI) website at <http://ci.oaks.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.

Firms are requested to identify professional registrations, memberships and credentials including but not limited to: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, 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.

LEED Credentials: Leadership in Energy & Environmental Design (Green Building Certification Institute)

LEED AP ND (Neighborhood Development specialty)  
LEED AP Homes (Specialty for residential LEED construction)

GA: Green Associate  
AP: LEED AP (Legacy LEED Accredited Professional without specialty)  
AP +: (see below):  
LEED AP BD+C (Building Design and Construction specialty)  
LEED AP ID+C (Interior Design and Construction specialty)  
LEED AP EBO+M (Existing Buildings, Operations and Maintenance specialty)

Other Industry Credentials:

CCCA: Certified Construction Contract Administrator (CSI)  
CCM: Certified Construction Manager (CMAA)  
CCS: Certified Construction Specifier (CSI)  
CDT: Construction Document Technologist (CSI)  
DBIA: Design-Build Institute of America

# Architect/Engineer Selection Rating Form

## State of Ohio Standard Forms and Documents

Project Name Resident Safety Renovation Proposer Firm \_\_\_\_\_  
 Project Number DVS-130004 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary A/E Firm Location, Size, and Workload (Maximum 10 points)</b>			
a. Proximity of primary A/E firm's office where the majority of work will be performed to the principal project site, and knowledge of local conditions	Less than 50 miles from project site	4 - 5	
	50 miles to 100 miles from project site	2 - 3	
	More than 100 miles from project site	0 - 1	
b. Number of relevant licensed professionals within primary A/E firm available to perform the work (based on Part II of F110-330)	Less than 2 licensed professionals	1	Max = 3
	2 to 4 licensed professionals	3	
	More than 4 licensed professionals	0	
c. Amount of fees awarded by the Contracting Authority to the primary A/E firm in the previous 24 months (exclude projects on hold)	Less than \$100,000 in previous 24 months	2	
	\$100,000 to \$200,000 in previous 24 months	1	
	More than \$200,000 in previous 24 months	0	
<b>2. Primary A/E Qualifications (Maximum 30 points)</b>			
a. Project Manager (e.g., education, experience, credentials, effective communication skills)	Experience / ability of A/E project manager to manage scope / budget / schedule / quality	0 - 10	
b. Project Designer (e.g., design awards, publications, appropriateness, innovation)	Experience / creativity of project designer to achieve owner's vision and requirements	0 - 5	
c. Technical Staff (e.g., BIM/CAD operator / specifier education, experience, CDT or CCS* credentials)	Experience / ability of technical staff to create fully coordinated construction documents	0 - 5	
d. Construction Administration Staff (e.g., education, experience, CDT or CCCA* credentials)	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 Consultants (e.g., civil, mechanical, or electrical engineering, specialty consultants)	Experience / ability of key consultants to perform effectively and collaboratively	1 - 15	
b. Proposed EDGE-certified Consultant Participation** (fully executed Statements of Intent to Contract and Perform with relevant EDGE firms)	One additional point for every 2 percent increase in professional services over the advertised EDGE participation goal	0 - 5	
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
a. Previous Collaboration of the Project Team (sample projects on which a significant number of individual team members have worked together)	Less than 2 sample projects	1	
	2 to 4 sample projects	2	
	More than 4 sample projects	3	
b. LEED*** Training / Professional Accreditation (demonstrated either by the primary A/E firm or relevant consultant)	LEED*** Credentials* (Maximum 3 points)	GA	1
		AP	2
		AP+	3
c. LEED*** Registered / Certified Project Experience (demonstrated either by the primary A/E firm or relevant consultant)	LEED*** Registered Projects (RP) or LEED*** Certified Projects (CP) (Maximum 2 points)	RP	1
		CP	2
d. Team Organization (showed formal relationships between owner, contracting authority, consultants)	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
<b>5. Overall Team Experience (Maximum 30 points)</b>			
a. Past Performance of the Project Team (provided reference letters from sample project contacts)	Past performance as indicated by A/E evaluations and letters of reference	0 - 10	
b. Experience with similar projects and anticipated project delivery method (e.g., Multiple-Prime, General Contracting, CM at Risk, Design-Build)	Less than 3 projects	0 - 3	
	3 to 6 projects	4 - 6	
	More than 6 projects	7 - 10	
c. Budget and Schedule Management (included data on estimate versus bid and original contract sum & time versus change orders for sample projects)	Performance in completing projects within original construction budget and schedule	0 - 5	
d. Knowledge of Ohio Capital Improvements Process (e.g., experience following <i>The OFC Manual</i> , the Standard Requirements, and ORC Chapter 153)	Less than 3 projects	0 - 1	
	3 to 6 projects	2 - 3	
	More than 6 projects	4 - 5	
* Refer to list of applicable credentials in Section H of the RFQ ** Must be comprised of professional design services consulting firm(s) and NOT the primary A/E firm *** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute		<b>Subtotal</b>	

**Notes:**

**Evaluator:**

Name \_\_\_\_\_

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

