

# Request for Qualifications (Architect / Engineer)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** School District Board + OFCC

|  |                                    |  |                                     |                |            |
|--|------------------------------------|--|-------------------------------------|----------------|------------|
| Project Name                                       | <u>New Streetsboro High School</u> | Response Deadline                              | <u>Jan. 9, 2014</u>                 | <u>4:00 PM</u> | local time |
| Project Location                                   | <u>TBD</u>                         | Project Number                                 | <u>SFC-140355</u>                   |                |            |
| City / County                                      | <u>Streetsboro / Portage</u>       | Project Manager                                | <u>Stacey Coble</u>                 |                |            |
| Owner  | <u>Streetsboro City Schools</u>    | Contracting Authority                          | <u>School District Board + OFCC</u> |                |            |
| Delivery Method                                    | <u>CM at Risk</u>                  | Prevailing Wages                               | <u>None</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 30 West Spring Street, 4<sup>th</sup> Floor Columbus, Ohio 43215. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Jill Hoobler at [Jill.Hoobler@ofcc.ohio.gov](mailto:Jill.Hoobler@ofcc.ohio.gov) with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the Opportunities page on the OFCC website at <http://ofcc.ohio.gov> on a regular basis until one week before the response deadline. The name of the party submitting a question will not be included on the Q&A document.

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### Project Overview

#### A. Project Description

- Build one (1) new High school to house 657 students in grades 9-12.
- The building is approximately 109,331 sf. and is to be built in accordance with the *Ohio School Design Manual*.
- The new building is to be built on the southwest side of the school owned property off State Route 14 (approximately 8821 Cleveland East Liverpool Rd.)
- The project scope will include an 800 seat Auditorium which will be solely funded by the district (LFI). Budget is \$2.8M.
- The project scope will include the design of a new Stadium which will be solely funded by the district (LFI). Budget is \$2.8M.
- The existing high school will remain open until completion of the new building.
- The district has their local funding in place and formal OSFC approval has been completed.
- A Project Agreement between the District and OSFC is anticipated in January 2014.

#### B. Scope of Services

The Basis of design and construction includes conformance with the *Ohio School Design Manual* and the US Green Building Council's (LEED) for Schools Silver Certification with a preferred investment in attaining points in the Energy and Atmosphere category. Basic Services to be provided by the Architect shall consist of six (6) phases, Program of Requirements, Schematic Design, Design Development, Proposal and GMP Amendment Construction Documents, Subcontractor Buyout, Construction, and Closeout and include without limitation normal architectural, civil, structural, mechanical, electrical, technology, landscape design, engineering services for the Project, and any necessary design and engineering services related to signage and graphics, acoustics, security systems, computers, communications (telephone and data), fixtures, furnishings, interior design, kitchens and equipment.

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

During the construction period, provide not less than 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.

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. OSFC funded projects
2. High School projects
3. Public School projects
4. CM at Risk Project Delivery experience

# Request for Qualifications (Architect / Engineer) continued

## 5. High School Stadium experience

### C. Funding / Estimated Budget

|                    |  |               |  |
|--------------------|--|---------------|--|
| Total Project Cost | <u>\$26,544,563 (not including LFIs)</u> | State Funding | <u>\$11,466,915</u>                      |
| Construction Cost  | <u>\$23,000,000 (not including LFIs)</u> | Other Funding | <u>\$15,077,648 (not including LFIs)</u> |
| Estimated A/E Fee  | <u>6% to 6.5%</u>                        |               |  |

NOTE: The A/E fee percentage for this project includes all professional design services, and consultant services necessary for proper completion of the Basic Services for the successful completion of the project, including but not limited to: review and verification of the Program of Requirements provided by the Owner, validation of existing site conditions (but not subsurface or hidden conditions), preparation of cost estimates and design schedules for the project. Fees may be negotiated and allocated for Additional Services (e.g., 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</u>                        |
| Secondary | <u>Mechanical/Electrical/Plumbing Eng.</u> |
|           | <u>Civil Engineering</u>                   |
|           | <u>Structural Engineering</u>              |
|           | <u>Interior Design/Furniture</u>           |
|           | <u>Technology Design</u>                   |
|           | <u>Landscape Architecture</u>              |
| Others    | <u>Food Service, Acoustical Consulting</u> |

### E. Anticipated Schedule

|   |                  |
|---|------------------|
| Professional Services Start (mm/yy)     | <u>03 / 2014</u> |
| Construction Stage Start (mm/yy)        | <u>03 / 2015</u> |
| Construction Stage Completed (mm/yy)    | <u>07 / 2016</u> |
| Professional Services Completed (mm/yy) | <u>07 / 2017</u> |

### F. EDGE Participation Goal

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

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

### G. Evaluation Criteria for Selection

- 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.
- Current workload of proposed team.
- Past performance of prospective firm and its proposed consultants.
- Qualifications and experience of individuals directly involved with the project.
- Proposer's previous experience (numbers of projects, sizes of projects) when working with its proposed consultants.
- Experience and capabilities of working within the CM at Risk process including GMP negotiations.
- 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

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.

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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.

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

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 New Streetsboro High School Proposer Firm \_\_\_\_\_  
 Project Number SFC-140355 City, State, Zip \_\_\_\_\_

| Selection Criteria   |  | Value           | Score    |
|--|--|-----------------|----------|
| <b>1. Primary Firm Location, Workload and Size (Maximum 10 points)</b>   |  |                 |          |
| a. Proximity of firm to project site   | Less than 50 miles   | 5               |          |
|  | 50 miles to 100 miles  | 2               |          |
|  | More than 100 miles  | 0               |          |
| b. Amount of fees awarded by Contracting Authority in previous 24 months   | Less than \$500,000  | 2               |          |
|  | \$500,000 to \$2,000,000   | 1               |          |
|  | More than \$2,000,000  | 0               |          |
| c. Number of licensed professionals  | Less than 3 professionals  | 1               | Max = 3  |
|  | 3 to 10 professionals  | 2               |          |
|  | More than 10 than professionals  | 3               |          |
| <b>2. Primary Firm Qualifications (Maximum 30 points)</b>  |  |                 |          |
| a. Project management lead   | Experience / ability of project manager to manage scope / budget / schedule / quality                                  | 0 - 10          | Max = 20 |
| b. Project design lead   | Experience / creativity of project designer to achieve owner's vision and requirements                                 | 0 - 10          |          |
| c. Technical staff   | Experience / ability of technical staff to create fully coordinated construction documents                             | 0 - 5           |          |
| d. Construction administration staff   | Experience / ability of field representative to identify and solve issues during construction                          | 0 - 5           |          |
| <b>3. Key Consultant Qualifications (Maximum 20 points)</b>  |  |                 |          |
| a. Key discipline leads  | Experience / ability of key consultants to perform effectively and collaboratively                                     | 1 - 15          |          |
| b. Proposed EDGE-certified Consultant participation*   | 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 team collaboration   | Less than 3 sample projects  | 1               | Max = 3  |
|  | 3 to 6 sample projects   | 2               |          |
|  | More than 6 sample projects  | 3               |          |
| b. LEED** Registered / Certified project experience  | Registered projects  | 1               | Max = 2  |
|  | Certified projects   | 2               |          |
| c. BIM project experience  | Training and knowledge   | 1               | Max = 3  |
|  | Direct project experience  | 3               |          |
| d. Team organization   | Clarity of responsibility / communication demonstrated by table of organization  | 0 - 2           |          |
| <b>5. Overall Team Experience (Maximum 30 points)</b>  |  |                 |          |
| a. Previous team performance   | Past performance as indicated by evaluations and letters of reference  | 0 - 10          |          |
| b. Experience with similar projects / delivery methods   | Less than 3 projects   | 0 - 3           |          |
|  | 3 to 6 projects  | 4 - 6           |          |
|  | More than 6 projects   | 7 - 10          |          |
| c. Budget and schedule management  | Performance in completing projects within original construction budget and schedule                                    | 0 - 5           |          |
| d. Knowledge of Ohio Capital Improvements process  | Less than 3 projects   | 0 - 1           |          |
|  | 3 to 6 projects  | 2 - 3           |          |
|  | More than 6 projects   | 4 - 5           |          |
| * Must be comprised of professional design services consulting firm(s) and NOT the primary firm<br>** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute |  | <b>Subtotal</b> |          |

Notes:

Evaluator:

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_