



John R. Kasich / Governor
State of Ohio

David Williamson / Executive Director
Ohio Facilities Construction Commission



OHIO FACILITIES CONSTRUCTION COMMISSION

Ohio Register

Information of Interest for the
Architectural, Engineering and Construction Industry

Issue Number 270

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Response Deadline:

Varies by project

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Ohio Register General Information and Requirements

State of Ohio Standard Forms and Documents

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.

Request for Qualifications (Educational Planning Services)

State of Ohio Standard Forms and Documents

Administration of Project: Ohio Facilities Construction Commission (OFCC)

Project Name	<u>OFCC Educational Planning Consultant List</u>	Response Deadline	<u>03/02/2016</u>	<u>4:00 p.m.</u>	local time
Project Location	<u>Various K-12 School Districts</u>	Project Number	<u>SFC-150888</u>		
City / County	<u>Various / Various</u>	Project Manager	<u>Various</u>		
Owner	<u>Various K-12 School Districts</u>	Contracting Authority	<u>OFCC</u>		
No. of paper copies requested (stapled, not bound)	<u>0</u>	No. of electronic copies requested (PDF)	<u>1</u>		

Submit the requested number of Statements of Qualifications (Form F110-330) at Jill.Hoobler@OFCC.Ohio.gov

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

Project Overview

A. Project Description

The Ohio Facilities Construction Commission (OFCC) intends to pre-qualify firms to provide educational planning services. The current OSFC Educational Planning Consultant contracts expire on June 30, 2016. In order for any firm with a current contract to be considered in the selection process for future contracts, they must reapply. This process will be used to award contracts for the period beginning July 1, 2016 and ending June 30, 2018. OFCC reserves the right to extend service through June 30, 2019.

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

The number of educational planning consultant contracts awarded through this process is within the discretion of OFCC. If a firm is awarded a contract, 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 contract period.

B. Scope of Services

The scope of work will include, without limitation, educational planning services related to K-12 and Career Technical facilities, standards and specifications for the design of school facilities, educational adequacy analysis, district educational visioning and transformation services, master facilities planning, training, and development of educational planning tools to assist districts in the planning process. Selected consultants will also be required to participate in 21st Century Education Workshops and the OSFC 21C Studio, an online learning community.

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

As required by the Agreement, and as properly authorized, provide the following categories of services: Master Planning, Visioning, Program of Requirements Development, Meeting / Charrette Facilitation, Educational Adequacy Analysis, and any Additional Services as agreed upon as provided by the Consultant and their sub-consultants all having relevant experience for this project type.

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

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

1. Experience performing Educational Master Planning
2. Experience facilitating Educational Planning Charrettes
3. Experience leading Educational Visioning Workshops
4. Experience analyzing Facility Condition Assessment Data
5. Experience analyzing Enrollment Projection Data
6. Experience developing Programs of Requirements

Request for Qualifications (Educational Planning Services) continued

- 7. Knowledge of 21st Century Learning Environments
- 8. Knowledge of Student Centered Learning Environments
- 9. Knowledge of School Facilities Commission processes
- 10. Knowledge of Funding Strategy Development

C. Funding / Estimated Budget

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

D. Services Required (see note below)

Primary	<u>Educational Master Planning</u>
Secondary	<u>Planning Charrette Facilitation</u>
	<u>Educational Visioning Services</u>
	<u>Educational Adequacy Analysis</u>
	<u>Architectural Programming</u>
	<u>Development of standards and specifications for design of school facilities</u>
Others	

E. Anticipated Schedule

Planning Services Start (mm/yy)	<u>07 / 16</u>
Planning Services Completed (mm/yy)	<u>Varies</u>

F. EDGE Participation Goal

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

The evaluation of the statement of qualifications will be based primarily on the following: (1) competence of the firm to perform the required services, as indicated by the technical training, education and experience of the firm's personnel who are likely to be assigned to perform the planning services; (2) ability in terms of workload and availability of qualified personnel, equipment, and facilities to perform the required planning services competently and expeditiously; (3) experience of the proposed personnel in performing planning services; (4) past performance as reflected in evaluations of previous clients with respect to factors such as quality of work and meeting deadlines; and (5) other similar factors.

H. Submittal Instructions

Statements of qualifications should include the names of the firm owners; number of years in business and firm history; the types of specialty services offered; the education and experience of the owners and key technical personnel; the technical expertise of the firm's current staff; the firm's experience in performing educational planning services; availability of planning staff; the firm's equipment and facilities; current or ongoing projects; and references.

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.

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

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

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).
- Do not submit Page 3 of Section H (Commitment to Participate in the EDGE Business Assistance Program).

Request for Qualifications (Educational Planning Services) continued

Firms are requested to identify professional registrations, memberships and credentials including but not limited to: CEFP, REFP, and any other appropriate planning industry credentials. Identify that information on the resume page for individual team members in Block 22, Section E of the F110-330 form.

A4LE Credentials: Association for Learning Environments

CEFP (Certified Educational Facility Planner) REFP
(Recognized Educational Facility Planner) ALEP
(Accredited Learning Environment Planner)

Educational Planning Services Selection Rating Form

State of Ohio Standard Forms and Documents

Project Name OFCC Educational Planning Consultant List Proposer Firm _____
 Project Number SFC-150888 City, State, Zip _____

Selection Criteria		Value	Score	
1. Primary Planning Firm Location and Size (Maximum 15 points)				
a. Location of planning firm and EDGE-certified status	Out of State	0		
	Ohio firm	5		
	EDGE Certified	10		
b. Number of relevant planning professionals within primary firm available to perform the work	Small = Less than 5 planning professionals	5	Max = 5	
	Medium = 5 to 10 planning professionals	3		
	Large = More than 10 planning professionals	0		
2. Planning Team Qualifications (Maximum 55 points)				
a. Lead Planner qualifications	Experience / ability of Lead Planner to manage educational visioning, facilities planning, and educational adequacy analysis		0 - 20	
b. Planning Staff qualifications	Experience / ability of planning staff to develop planning documents for K-12 School and Career Technical facilities		0 - 20	
c. A4LE* Training / Professional Accreditation (demonstrated either by the primary planning firm or relevant consultant)	A4LE* Credentials (Maximum 10 points)	REFP	5	
		CEFP	10	
d. Team Organization (showed formal relationships between OFCC, School District Board, consultant, and sub-consultants if any)	Clarity of responsibility / communication demonstrated by table of organization		0 - 5	
3. Planning Team Experience (Maximum 30 points)				
a. Knowledge of <i>Ohio School Design Manual</i> design concepts and planning principles	Depth of knowledge		0 - 10	
b. Past Performance	Level of performance as indicated by past evaluations / letters of reference		0 - 10	
c. Experience with Educational Planning process	Level of experience		0 - 10	
			Subtotal	

* A4LE Credentials: Association for Learning Environments
 REFP = Recognized Educational Facility Planner / CEFP = Certified Educational Facility Planner
 ALEP = Accredited Learning Environment Planner

Notes:

Evaluator:

Name _____

Signature _____ Date _____

Request for Qualifications (Commissioning Agent)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>Permanent Boiler Project</u>	Response Deadline	<u>03/09/2016</u>	<u>2:00 pm</u>	local time
Project Location	<u>Athens, Ohio</u>	Project Number	<u>OHU-151910</u>		
City / County	<u>Athens / Athens</u>	Project Manager	<u>Brody Bauers</u>		
Owner	<u>Ohio University</u>	Contracting Authority	<u>Local Higher Education</u>		
Delivery Method	<u>General Contracting</u>	Prevailing Wages	<u>State</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 Brody Bauers at 160 West Union Stree, Suite 280, Athens, OH 45701. See Section H of this RFQ for additional submittal instructions.

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

Project Overview

A. Project Description

The purpose of this project is to replace at least two of the existing coal boilers at the Lausche Heating Plant feeding the campus steam distribution system with two new dual-fuel boilers (approximately 100,000 pph each) and to replace the control for the district cooling system that includes the West Green Chilled Water Plant and the Nelson Chilled Water Plant. This work scope will include verifying existing system components as well as receiving input from the temporary boiler project design team (currently in progress) and the Utility Master Planning consultant. The specific equipment size and location decisions are currently being evaluated and determined by Ohio University. This project is necessary to accomplish the long term goals of the campus getting off of coal and meeting the campus heating requirements and to enhance the cooling system operation..

Ohio University (the "Owner") is requesting interested firms to submit proposals to provide Enhanced Commissioning Services for the Permanent Boiler Project and the District Cooling System Control Upgrades.

Professional design services have been acquired by the Contracting Authority under a separate contract.

The Permanent Boiler Project and District Cooling Controls will be executed using separate General Contractors.

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 objective of commissioning is to provide documented confirmation that a facility fulfills the functional performance requirements of the system owner, occupants, and operators.

The selected Commissioning Agent ("CxA"), 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 Consultant 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.

Request for Qualifications (Commissioning Agent) continued

- The selected CxA and all its consultants must have the capability to use the Internet within their normal business location(s) during normal business hours.

Interested CxA 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 CxA'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 CxA'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.

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

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

Commissioning Agent Selection Rating Form

State of Ohio Standard Forms and Documents

Project Name Permanent Boiler Project Proposer Firm _____
 Project Number OHU-151910 City, State, Zip _____

Selection Criteria		Value	Score
1. Primary Firm Location, Workload and Size (Maximum 10 points)			
a. Proximity of firm to project site	Less than 100 miles	5	
	100 miles to 200 miles	2	
	More than 200 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$200,000	2	
	\$200,000 to \$500,000	1	
	More than \$500,000	0	
c. Number of relevant professionals	Less than 2 professionals	1	Max = 3
	2 to 6 professionals	2	
	More than 6 professionals	3	
2. Primary Qualifications (Maximum 30 points)			
a. Project management lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	Max = 20
b. Project administration lead	Experience / ability to effectively administer project controls and processes	0 - 10	
c. Technical staff	Experience / ability of technical staff to verify fully coordinated construction documents	0 - 10	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 0	
3. Key Consultant Qualifications (Maximum 20 points)			
a. Key discipline leads	Experience / ability of key consultants to perform effectively and collaboratively	0 - 15	
b. Proposed EDGE-certified Consultant participation*	One additional point for every 2 percent increase in professional services over the advertised EDGE participation goal	0 - 5	
4. Overall Team Qualifications (Maximum 10 points)			
a. Previous team collaboration	Less than 3 sample projects	0	
	3 to 7 sample projects	2	
	More than 7 sample projects	5	
b. Team organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
5. Overall Team Experience (Maximum 30 points)			
a. Previous team performance	Past performance as indicated by evaluations and letters of reference	0 - 10	
b. Experience with similar projects / delivery methods	Less than 5 projects	0 - 3	
	5 to 9 projects	4 - 6	
	More than 9 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 5 projects	0 - 1	
	5 to 9 projects	2 - 3	
	More than 9 projects	4 - 5	
* Must be comprised of professional design services consulting firm(s) and NOT the primary firm ** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute		Subtotal	

Notes:

Evaluator:

Name _____

Signature _____ Date _____

Request for Proposal

State of Ohio Standard Forms and Documents

**Project DRC-15N001
Energy Conservation Project
DRC: Chillicothe Correction Institution
Chillicothe, Ross County**

ADDENDUM NO. 2

February 3, 2016

TO ALL BIDDERS:

Item	Date	Page	Section	Change
1	12/29/15	4 & 6	2	Email correction from CCI.questions@ohio.ofcc.gov to CCI.questions@ofcc.ohio.gov
2	1/8/16	75	Att. 5	<p>5.5 Energy Guarantee The preparation of the annual energy utilization audits will be a requirement of the selected Contractor and will be included in the scope of work for the Service Agreement. For the purposes of the energy guarantee, calculations of energy cost savings are based upon the utility rates paid during the guarantee year, or the baseline utility rates provided in Attachment 3, whichever produces the higher cost savings. <u>The energy cost savings will be measured by calculating the difference in energy consumption between each guarantee year and the pre-established baseline year and multiplying the difference by the utility rate to convert units saved to dollars saved.</u></p> <p>5.5.1 A sample annual savings report is required with an RFP response. The sample report should demonstrate what Project Manager and the Owner should expect to see in annual savings reports for the project.</p> <p>5.5.2 Continuous utility monitoring is required as part of the measurement and verification. Quarterly reviews shall be provided beginning three months after construction begins through three (3) years after construction completion, with the options for the Owner to continue service through the entire contract term. In addition, quarterly site visits and maintenance reviews are required. The quarterly review shall be provided to the Project Manager and the Owner in email form that includes the following:</p> <ul style="list-style-type: none"> - Utility usage summary - Utility cost summary - Comments and notes for any expected/ unexpected fluctuations and/or issues with usages or billing - Any remediation steps, if necessary, to keep the project on track - Summary of quarterly site visit - Notes from discussions with maintenance staff regarding institution changes which could affect the project savings.
3	1/8/16	3	1	The "Owner" is the Department of Rehabilitation and Correction, not the Department of Administrative Services.
4	1/8/16	232	Att. 16	Added Attachment 16 – Sample Utility Bills
5	1/8/16	238	Att. 17	Added Attachment 17 – Building Square Footages
6	1/8/16	240	Att. 18	Added Attachment 18 – HVAC Equipment List
7	1/8/16	242	Att. 19	Added Attachment 19 – Power Plant Reports

Item	Date	Page	Section	Change
8	1/14/16	5	2	2.3 Eligible Energy Conservation Measures (last paragraph) Savings for energy conservation measures may be claimed over a period not to exceed the useful life of the equipment that is installed or modified, <u>or the contract term of ten (10) years, whichever is less.</u> Savings for O&M measures may be claimed for a maximum of five years, and shall not be amortized over the term of the contract.
9	1/8/16	24	Att. 3	CCI has signed a new 36 month electric <u>supply generation</u> contract which will take effect 12/1/2016, the new rate will be \$0.04641/ kWh. There will be no additional monthly service or peak demand charges included in this contract. <u>The new contract will not affect any AEP Ohio charges except for generation and applies to the accounts below highlighted in yellow.</u> (See RFP or Q&A for account list.)
10	2/1/16			Attachments 16 through 19 removed from the RFP file.
11	2/1/16	231	Att. 16	Added Attachment 16 – Additional Files Includes links to an FTP site for the following: Attachment 16a – Sample Utility Bills (<u>updated per Q&A</u>) Attachment 16b – Building Square Footages Attachment 16c – HVAC Equipment List Attachment 16d – Power Plant Reports Attachment 16e – Generator Run Time Reports (<u>new</u>) Attachment 16f – Generator Fuel & Testing Reports (<u>new</u>) Attachment 16g – Boiler Fuel Oil Tank Reports (<u>new</u>)
12	2/3/2016	231	Att. 16	The following attachments were added: Attachment 16h – Water Softener Daily Logs Attachment 16i – Engineer’s Daily Logs Attachment 16j – Lighting Assessment Attachment 16k – Well Water Chemical Analysis Reports
13	2/3/2016	22	Att. 02	Improvements/ changes which could affect energy use <ul style="list-style-type: none"> • Electrical upgrade throughout the institution • High mast lighting (LED) will be added to the “Perimeter” electric account • The institution is purchasing the existing poles on the “Perimeter” electric account; the account will switch from tariff to metered usage based billing. The HID fixtures will be replaced with LEDs. • The dairy operation is planned to end in the fall of 2016 and will switch to a beef operation. • <u>The condensate receiver tank and de-aerator are being replaced.</u> • <u>The plumbing in death row is being replaced (ready to bid).</u> • <u>The showers are being replacement institution wide (currently under construction).</u> • <u>The water treatment plant is being improved with sandblasting & repainting piping and sandblasting, repairing, and cleaning clear wells (in design).</u>
14	2/3/2016	3	1	<u>Firm Dates</u> RFP Issued..... December 23, 2015 Inquiry Period Begins January 4, 2016 Pre-proposal Meeting Date January 13, 2016 at 1:30 pm (meet in lobby by security desk) Mechanical/ Powerhouse Walk-through..... January 19, 2016, 9:00 am – 3:00 pm (meet in lobby)

Item	Date	Page	Section	Change
				Second Mechanical Walk-through..... January 20, 2016, 9:00 am – 3:00 pm (meet in lobby)
				Lighting/ Electrical Walk-through..... January 21, 2016, 9:00 am – 3:00 pm (meet in lobby)
				<u>Additional Walk-through..... February 18, 2016, 9:00 am – 3:00 pm (meet in lobby, see Q&A Question 11 for details)</u>
				Addenda Announcements Ends..... Friday, March 4, 2016 at 2:00 pm
				Inquiry Period Ends Tuesday, March 8, 2016 at 2:00 pm
				Proposal Deadline Friday, March 11, 2016 at 2:00 pm

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>680 Ackerman - Pathology Lab</u>	Response Deadline	<u>03/01/2016</u>	<u>2:00 p.m.</u> local time
Project Location	<u>680 Ackerman Road</u>	Project Number	<u>OSU-160388</u>	
City / County	<u>Columbus / Franklin</u>	Project Manager	<u>Brendan Flaherty</u>	
Owner	<u>The Ohio State University</u>	Contracting Authority	<u>Local Higher Education</u>	
Delivery Method	<u>General Contracting</u>	Prevailing Wages	<u>State</u>	
No. of paper copies requested (stapled, not bound)	<u>3</u>	No. of electronic copies requested (PDF)	<u>1</u>	<u>USB Flash Drive</u>

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Brendan Flaherty at 400 Enarson Classroom Building, 2009 Millikin Rd, Columbus, OH 43210. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Brendan Flaherty at flaherty.12@osu.edu with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the Opportunities page on the OFCC website at <http://ofcc.ohio.gov> on a regular basis until one week before the response deadline. The name of the party submitting a question will not be included on the Q&A document.

Project Overview

A. Project Description

Build-out 21,195 square feet of assignable space in the 680 Ackerman Building. The Program includes a 6,635 SF Histology Lab, an 11,650 SF Molecular Lab and 3,000 SF of administrative space.

This project is required to be designed and delivered within a collaborative BIM-enabled environment following The Ohio State University BIM Project Delivery Standards. The Primary firm submitting for the project will be required to have the BIM expertise capable of meeting the aforementioned standards. The Ohio State University BIM Project Delivery Standards can be accessed via the OSU FOD website: http://fod.osu.edu/bim/ohio-state_bim_pds.pdf. Unless noted otherwise, the minimum required BIM Use Cases are outlined in Section 2.

B. Scope of Services

This project has a Program of Requirements that were developed in a previous Study. A proposed floor plan with the proposed Histology Lab, a Molecular Lab and admin spaces will be provided to the shortlisted firms.

The proposed Laboratory spaces will require fume hoods, pass through windows and required room pressurizations. HVAC LAB design experience is an important aspect of this project.

Building 680 in the OSU Ackerman Road does not have enough emergency power capacity for the new program changes. An Emergency Power generator along with emergency distribution panel boards, emergency equipment and emergency branch circuits will be required in the design documents.

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. Required Professional Liability Insurance will be per Exhibit A – A/E Terms and Conditions Article 7.2.6.

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>. The selected A/E will be required to sign the standard agreement. No modifications to the requirements in the agreement will be accepted.

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

Request for Qualifications (Architect / Engineer) continued

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. Research/Clinical Lab Design
2. HVAC Lab Design with Fume Hoods and Pass through windows
3. Projects delivered in a collaborative BIM-enabled environment
4. Emergency Power Systems

For the purpose of the selection of 10 Relevant Projects in Section F of the Statement of Qualification (Form F110-330), projects must be designed by the Lead Firm.

C. Funding / Estimated Budget

Total Project Cost	<u>\$11,300,000</u>	State Funding	<u>\$0</u>
Construction Cost	<u>\$9,000,000</u>	Other Funding	<u>\$11,300,000</u>
Estimated A/E Fee	<u>8.0% to 8.5%</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., 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>Research/Clinical Lab Design</u>
Secondary	<u>HVAC Systems with Fume Hoods</u>
	<u>BIM project delivery</u>
	<u>Emergency Power Systems</u>

The following services will be selected in consultation with the University: Hazardous Materials

Others _____

E. Anticipated Schedule

Professional Services Start	<u>05 / 16</u>
Construction Notice to Proceed	<u>12 / 16</u>
Substantial Completion of all Work	<u>11 / 17</u>
Professional Services Completed	<u>12 / 17</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.
- Design quality and demonstrated ability of prospective firm and its proposed consultants to provide design services which represent the University's *Design Guidelines for Buildings and Landscape* fod.osu.edu/masterplans/buildings-landscape.pdf
- 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.

Request for Qualifications (Architect / Engineer) continued

- Proximity of prospective firms to the project site.
- Proposer's apparent resources and capacity to meet the needs of this project.

Interested firms are required to address their BIM project delivery experience and how they will implement Building Information Modeling ("BIM") on the project by documenting:

- The ability for the entire team to effectively collaborate and share models and data.
- Each discipline model manager and their relevant experience.
- How you support a subcontractor that does not have sufficient BIM experience to meet the above expectations.

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) Section H. Additional Information submitted in response to the RFQ, to indicate its intent to contract with and use EDGE-certified Business Enterprise(s), as a part of the A/E's team. The Intent to Contract and to Perform and / or waiver request letter and Demonstration of Good Faith Effort form(s) with complete documentation must be attached to the A/E's Technical Proposal. Both forms can be accessed via the OFCC website at <http://ofcc.ohio.gov>. The Intent to Contract and to Perform form is again required at the Fee Proposal stage.

For all Statements of Qualifications, please identify the EDGE-certified Business Enterprises, by name, which will participate in the delivery of the proposed professional services solicited in the RFQ.

H. Submittal Instructions

Firms are required to submit the current version of Statement of Qualifications (Form F110-330) available via the OFCC website at <http://ofcc.ohio.gov>.

Electronic submittals should be combined into one PDF file named with the project number listed on the RFQ and your firm's name. Use the "print" feature of Adobe Acrobat or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Acrobat, go to Advanced, then PDF Optimizer. Also, please label the CD or DVD and the sleeve with the project number and firm name if applicable.

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.

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

Do not submit subconsultants for the following services as they will be selected in consultation with the University: Hazardous Materials, Testing, and Geotechnical Services. These subconsultants are not eligible for consideration in meeting the stated EDGE goals.

Firms are requested to identify professional registrations, memberships and credentials including: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, CPE, DBIA, and any other appropriate design and construction industry credentials. Identify that information on the resume page for individual in Block 22, Section E of the F110-330 form.

Architect / Engineer Selection Rating Form

State of Ohio Standard Forms and Documents

Project Name 680 Ackerman - Pathology Lab Proposer Firm _____
 Project Number OSU-160388 City, State, Zip _____

Selection Criteria		Value	Score
1. Primary Firm Location, Workload and Size (Maximum 10 points)			
a. Proximity of firm to project site	Less than 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 \$200,000	2	
	\$200,000 to \$1,000,000	1	
	More than \$1,000,000	0	
c. Number of licensed professionals	Less than 2 professionals	1	Max = 3
	2 to 10 professionals	3	
	More than 10 professionals	3	
2. Primary Firm Qualifications (Maximum 30 points)			
a. Project management lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	Max = 20
b. Project design lead	Experience / creativity of project designer to achieve owner's vision and requirements	0 - 5	
c. Technical staff	Experience / ability of technical staff to create fully coordinated construction documents	0 - 10	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 5	
3. Key Consultant Qualifications (Maximum 20 points)			
a. Key discipline leads	Experience / ability of key consultants to perform effectively and collaboratively	0 - 15	
b. Proposed EDGE-certified Consultant participation*	One point for every 2 percent increase in professional services over the EDGE participation goal	0 - 5	
4. Overall Team Qualifications (Maximum 10 points)			
a. Previous team collaboration	Less than 2 sample projects	1	Max = 3
	2 to 4 sample projects	2	
	More than 4 sample projects	3	
b. LEED** Registered / Certified project experience	Registered projects	1	Max = 2
	Certified projects	2	
c. BIM project experience	Training and knowledge	1	Max = 3
	Direct project experience	3	
d. Team organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
5. Overall Team Experience (Maximum 30 points)			
a. Previous team performance	Past performance as indicated by evaluations and letters of reference	0 - 10	
b. Experience with similar projects / delivery methods	Less than 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 lead firm ** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute		Subtotal	

Notes:

Evaluator:

Name _____

Signature _____

Date _____

Request for Proposal

State of Ohio Standard Forms and Documents

**Project DRC-15N001
Energy Conservation Project
DRC: Chillicothe Correction Institution
Chillicothe, Ross County**

ADDENDUM NO. 3

February 19, 2016

TO ALL BIDDERS:

Item	Date	Page	Section	Change
1	12/29/15	4 & 6	2	Email correction from CCI.questions@ohio.ofcc.gov to CCI.questions@ofcc.ohio.gov
2	1/8/16	75	Att. 5	<p>5.5 Energy Guarantee The preparation of the annual energy utilization audits will be a requirement of the selected Contractor and will be included in the scope of work for the Service Agreement. For the purposes of the energy guarantee, calculations of energy cost savings are based upon the utility rates paid during the guarantee year, or the baseline utility rates provided in Attachment 3, whichever produces the higher cost savings. <u>The energy cost savings will be measured by calculating the difference in energy consumption between each guarantee year and the pre-established baseline year and multiplying the difference by the utility rate to convert units saved to dollars saved.</u></p> <p><u>5.5.1 A sample annual savings report is required with an RFP response. The sample report should demonstrate what Project Manager and the Owner should expect to see in annual savings reports for the project.</u></p> <p><u>5.5.2 Continuous utility monitoring is required as part of the measurement and verification. Quarterly reviews shall be provided beginning three months after construction begins through three (3) years after construction completion, with the options for the Owner to continue service through the entire contract term. In addition, quarterly site visits and maintenance reviews are required. The quarterly review shall be provided to the Project Manager and the Owner in email form that includes the following:</u></p> <ul style="list-style-type: none"> - <u>Utility usage summary</u> - <u>Utility cost summary</u> - <u>Comments and notes for any expected/ unexpected fluctuations and/or issues with usages or billing</u> - <u>Any remediation steps, if necessary, to keep the project on track</u> - <u>Summary of quarterly site visit</u> - <u>Notes from discussions with maintenance staff regarding institution changes which could affect the project savings.</u>
3	1/8/16	3	1	The "Owner" is the Department of Rehabilitation and Correction, not the Department of Administrative Services.
4	1/8/16	232	Att. 16	Added Attachment 16 – Sample Utility Bills
5	1/8/16	238	Att. 17	Added Attachment 17 – Building Square Footages

Item	Date	Page	Section	Change
6	1/8/16	240	Att. 18	Added Attachment 18 – HVAC Equipment List
7	1/8/16	242	Att. 19	Added Attachment 19 – Power Plant Reports
8	1/14/16	5	2	2.3 Eligible Energy Conservation Measures (last paragraph) Savings for energy conservation measures may be claimed over a period not to exceed the useful life of the equipment that is installed or modified, <u>or the contract term of ten (10) years, whichever is less.</u> Savings for O&M measures may be claimed for a maximum of five years, and shall not be amortized over the term of the contract.
9	1/8/16	24	Att. 3	CCI has signed a new 36 month electric <u>supply generation</u> contract which will take effect 12/1/2016, the new rate will be \$0.04641/ kWh. There will be no additional monthly service or peak demand charges included in this contract. <u>The new contract will not affect any AEP Ohio charges except for generation and applies to the accounts below highlighted in yellow.</u> (See RFP or Q&A for account list.)
10	2/1/16			Attachments 16 through 19 removed from the RFP file.
11	2/1/16	231	Att. 16	Added Attachment 16 – Additional Files Includes links to an FTP site for the following: Attachment 16a – Sample Utility Bills (updated per Q&A) Attachment 16b – Building Square Footages Attachment 16c – HVAC Equipment List Attachment 16d – Power Plant Reports Attachment 16e – Generator Run Time Reports (new) Attachment 16f – Generator Fuel & Testing Reports (new) Attachment 16g – Boiler Fuel Oil Tank Reports (new)
12	2/3/2016	231	Att. 16	The following attachments were added: Attachment 16h – Water Softener Daily Logs Attachment 16i – Engineer’s Daily Logs Attachment 16j – Lighting Assessment Attachment 16k – Well Water Chemical Analysis Reports
13	2/3/2016	22	Att. 02	Improvements/ changes which could affect energy use <ul style="list-style-type: none"> • Electrical upgrade throughout the institution • High mast lighting (LED) will be added to the “Perimeter” electric account • The institution is purchasing the existing poles on the “Perimeter” electric account; the account will switch from tariff to metered usage based billing. The HID fixtures will be replaced with LEDs. • The dairy operation is planned to end in the fall of 2016 and will switch to a beef operation. • <u>The condensate receiver tank and de-aerator are being replaced.</u> • <u>The plumbing in death row is being replaced (ready to bid).</u> • <u>The showers are being replacement institution wide (currently under construction).</u> • <u>The water treatment plant is being improved with sandblasting & repainting piping and sandblasting, repairing, and cleaning clear wells (in design).</u>
14	2/3/2016	3	1	<u>Firm Dates</u> RFP Issued December 23, 2015 Inquiry Period Begins January 4, 2016 Pre-proposal Meeting Date January 13, 2016 at 1:30 pm (meet in lobby by security desk)

Item	Date	Page	Section	Change
				Mechanical/ Powerhouse Walk-through..... January 19, 2016, 9:00 am – 3:00 pm (meet in lobby) Second Mechanical Walk-through..... January 20, 2016, 9:00 am – 3:00 pm (meet in lobby) Lighting/ Electrical Walk-through..... January 21, 2016, 9:00 am – 3:00 pm (meet in lobby) <u>Additional Walk-through February 18, 2016, 9:00 am – 3:00 pm (meet in lobby, see Q&A Question 11 for details)</u> Addenda Announcements Ends Friday, March 4, 2016 at 2:00 pm Inquiry Period Ends Tuesday, March 8, 2016 at 2:00 pm Proposal Deadline Friday, March 11, 2016 at 2:00 pm
15	2/12/2016	231	Att. 16	The following attachments were added: Attachment 16l – Operation & Maintenance Data Attachment 16m – Electrician’s Notes
16	2/12/2016	22	Att. 02	Improvements/ changes which could affect energy use <ul style="list-style-type: none"> • Electrical upgrade throughout the institution • High mast lighting (LED) will be added to the “Perimeter” electric account • The institution is purchasing the existing poles on the “Perimeter” electric account; the account will switch from tariff to metered usage based billing. The HID fixtures will be replaced with LEDs. • The dairy operation is planned to end in the fall of 2016 and will switch to a beef operation. • The condensate receiver tank and de-aerator are being replaced. • The plumbing in death row is being replaced (ready to bid). • The showers are being replacement institution wide (currently under construction). • The water treatment plant is being improved with sandblasting & repainting piping and sandblasting, repairing, and cleaning clear wells (in design). • <u>The institution plans, but has not received approval, to replace lighting in the inmate housing units with energy efficient security light fixtures (vandal resistant). If this is a possible option, the proposal should include a separate option to provide the security fixtures in the housing units.</u> • <u>The institution plans, but has not received approval, to replace the existing rear gate guard house (site plan building # 1003). Ensure if this building is included in the proposal, each ECM for the building is separated from the rest of the institution.</u>

Pre-Proposal Meeting Minutes

January 13, 2016

1:30 PM

Project DRC-15N001

Ohio Department of Rehabilitation and Correction
Energy Conservation Project

1. Contact Persons

Owner Representative
(On site):Jane McAfee
Business Administrator 3
Ohio Department of Rehabilitation and Correction
Chillicothe Correctional Institution
15802 State Route 104
Chillicothe, Ohio 45601
Phone: 740-774-0022
Jane.McAfee@odrc.state.oh.us

Contracting Authority:

Ohio Facilities Construction Commission
Office of Energy Service
WeiDong Huang, PE, LEED AP
Energy Specialist (Criteria Engineer & Project Manager)
614-644-8290
WeiDong.Huang@ofcc.ohio.govElizabeth Lowery
Project Coordinator
614-752-0454
Elizabeth.Lowery@ofcc.ohio.gov

Jane McAfee and WeiDong Huang are the main contacts for this project.

2. Proposal Documents

Proposal documents (excluding prints and plans) are available from the Ohio Facilities Construction Commission website at <http://ofcc.ohio.gov> under Opportunities/ Best Value Selection RFQs/RFPs.

3. Calendar of Events

RFP IssuedWednesday December 23, 2015
Inquiry Period BeginsMonday, January 4, 2016
Pre-proposal Meeting DateJanuary 13, 2016 at 1:30 pm (meet in lobby by security desk)
Mechanical/ Powerhouse Walk-through January 19, 2016, 9:00 am – 3:00 pm (meet in lobby)
Second Mechanical Walk-through.....January 20, 2016, 9:00 am – 3:00 pm (meet in lobby)
Lighting/ Electrical Walk-through.....January 21, 2016, 9:00 am – 3:00 pm (meet in lobby)
Addenda Announcements Ends.....Friday, March 4, 2016 at 2:00 pm
Inquiry Period Ends.....Tuesday, March 8, 2016 at 2:00 pm

Proposal DeadlineFriday, March 11, 2016 at 2:00 pm

4. Inquiries/Communication Restrictions

There are four ways to obtain information for this project.

1. RFP File
2. Pre-proposal Meeting
 - a. DVDs provided to ESCOs that will be responding directly to the RFP. A Non-Disclosure Agreement (NDA) must be signed to receive a DVD.
[The existing drawings provided on the DVDs are for reference only. Some drawings are from original construction. These are to benefit ESCOs and contractors in developing their proposals. It is important every ESCO has current field conditions verified; proposals should be based on actual field conditions.]
 - b. An electronic copy of the signed NDA will be returned to each party.
3. Walkthrough Days
4. Inquiries
 - a. Sent inquiries to: CCI.questions@ofcc.ohio.gov
 - b. Responses are posted to the Q&A page on the OFCC website.

Only information provided through these forms of communication or by the main contacts for the project can be used to develop a response to the RFP.

5. Addenda

Addenda can be provided for many reasons to give clarification and/or additional information for the RFP. If an inquiry to the Q&A email requires an update to the RFP, this will be included in an Addendum.

6. Walkthroughs & Security

Any party interested in participating in the RFP is welcome to attend the walkthroughs. Names for all parties to be included in a group for all three walkthrough days, company employees, subcontractors, estimators, etc. must be submitted by the close of business Friday 1/15/2016 to the institution directly or to the Q&A email. Please include in the email a list of people for each day separately. As a reminder photo identification is required.

Cell phones will be allowed for the purposes of taking photos of specific equipment or conditions within the institution. Only one phone per group is allowed. With the list of people to attend each day, please include who will be bringing in a cell phone, as well as the make and serial number of the phone to be used. The photos taken will be reviewed prior to exiting the institution. Be mindful when taking pictures as no inmates can be included in photos. No stand-alone digital cameras will be allowed.

Please arrive early to allow time to process through security.

Additional walkthroughs may be offered if needed, at the discretion of the institution. The scheduled walkthroughs will be as thorough as possible given the time allowed, but may not offer access to all spaces in buildings (i.e. take-offs for existing lighting may not be complete). As such the state recognizes the proposals provided can only reflect an

estimation based on the information provided and seen during the walkthroughs. There will be time for final engineering after a Notice of Intent to Award (see the evaluation process in the RFP and section below for more information).

7. Security- Working at the Institution

When developing a proposal, companies should be aware of some key points that affect project costs in a correctional institution:

- There are different tool classifications, with different requirements for each. The equipment expected to be used for this project will require tool processing and direct supervision. Each individual tool must be processed for entry and exit of the institution.
- There will always be an escort with a group working inside the institution.
- There is a possibility for storing items at the institution. However, this requires additional security measures and would be done at the discretion of the institution on a case-by-case basis.
- To work inside the institution all parties must pass a criminal background check. There is a four hour contractor and PREA (Prison Rape Elimination Act) training involved before parties can begin working.
- The institution is a tobacco free facility. No tobacco is allowed inside the facility.

8. Proposal Deadline: Proposals are due Friday, March 11th, 2016, 2:00 pm at Bureau of Workers' Compensation Security Desk.

9. Contract Elements

A few key points from the RFP to be considered. Refer to the RFP for all contract elements and details for the below points.

- Out of state contractors should secure a certificate of Good Standing with the Ohio Secretary of State.
- Minimum of EDGE requirement is 5% of total project cost.
- Prevailing wages apply to this project. All employees working on this project must be paid the prevailing wage listed in the project manual.
- Drug-Free Safety Program
- Ethics and Campaign Contributions

10. Site Information & Utility Bills

Institution plans and consumption history direct from the utility companies are available on DVD per the above notes.

11. Possible ECMs

Attachment 9 file required for all proposed ECMs (included in RFP and as a separate files on the DVDs).

The list of possible ECMs included in Attachment 2- Site Information was developed with the institution and information from the facility assessment and agency's master planning.

12. Desirable Elements of Proposals

The list of possible ECMs may not all be feasible for the project. It is not required, but is desirable for the ESCO to acknowledge each of the possible ECMs included in Attachment 2. It is desirable to provide the steps that were taken to consider the ECM, and why were decisions made to include or exclude each ECM in the proposal.

When walking the facility, companies will see many different types of equipment and equipment ages. ECM savings can be claimed only for the remaining life of the entire piece of equipment (say if only parts are retrofitted within equipment). If equipment is at or near the end of its useful life, it is desired that no retrofit ECMs be proposed; rather, improvements are limited to equipment replacement only. If the institution is planning equipment replacement through a capital project, separate from the energy project, that information will be shared. As a reminder, this is a 10 year project.

13. Scoring

There are many parts of a proposal which are scored.

70% of the scoring is subjective and includes the following:

- o Company Information
- o Project Team
- o Technical Approach
 - What was considered/ evaluated?
 - What is being proposed? Does it match what the institution needs?

30% of the scoring is objective. This is based on cost and savings. Thirty out of one hundred (30/100) points are given to the highest savings and the highest cash flow. The formula for this is included in the RFP.

14. Evaluation Process

Proposals submitted should be a best estimate for savings based on the information provided through all of the forms of communication and information gathering. Cost savings to be incorporated in the proposal can include utility savings and operation & maintenance savings. No capital cost avoidance can be included.

Once proposal are submitted they will be reviewed for evaluation. If there are any questions for clarification, OFCC will ask questions in writing and expect a response to the question in writing. The correspondence will then be included as part of the company's proposal.

A short list, typically of no more than three (3) companies, will be selected for in-person interviews, to be held on-site at the institution.

One company will be provided a Notice of Intent to Award. Thirty to sixty (30 – 60) days will be provided for final engineering, then a final proposal will be submitted. The final proposal cannot be completely different from the original and the state reserves the right to reject the final proposal.

*Correction from the meeting. Water and waste water treatment **are done on-site at CCI** and the services are provided to RCI. The water and waste water treatment plants can be considered in the scope of work for a proposal. However no water savings can be included.

Meeting sign-in sheet included as an attachment.

Company	Last Name	First Name	Phone	Email	Signature
A&I Enterprise Systems	Estes	Johnny			
A&I Enterprise Systems	Grant	Richard	614-888-8880	RGRANT@RSPRR.COM	
A&I Enterprise Systems	Malone	Maxine	740-353-2488	mmalone@a-i-enterprise.com	
A&I Enterprise Systems	Mulk	Bulal	614-864-6600	l1sh4tms1551@edl.com	
A&I Enterprise Systems	Poole	Melissa	740-353-0488	mppoole@a-i-enterprise.com	
ABM Building Solutions	Wedding	Joseph	937-776-1799	jeep.wedding@abm.com	
Ameresco	Evans	Garyne	513-240-7172	gevans@ameresco.com	
Ameresco	Murdock	Michael	513-615-0857	Michael@mhzengineering.com	
Black & Veatch Energy	Faris	Ben	330-620-4437	FarisBR@BV.com	
Brewer-Garrett Company	Eslinger	David	630-303-4109	deslinsger@brewer-garrett.com	
Brewer-Garrett Company	Marshall	Stephen	440-364-0289	Smarshall@brewer-garrett.com	
Brewer-Garrett Company	Tisdale	Kelly	216-401-4491	ktisdale@brewer-garrett.com	
Brewer-Garrett Company	Ziska	Joseph			
Constellation	Berger	Edward	616-621-0802	EDWARDS@BERGERCONSTELLATION.COM	
Constellation	Guttman	Jeffrey	412-302-9850	JEFF.GUTTMAN@CONSTELLATION.COM	
Constellation	Kowalski	John	570-488-7035	John.Kowalski@Constellation.com	
Constellation	VanHoose	Brent			

Company	Last Name	First Name	Phone	Email	Signature
Energy Services Group	Elmblad	Jerry		<i>Jerry Elmblad</i> jerry@energy-services.com	<i>Jerry Elmblad</i>
Energy Services Group	Hayden	Scott			<i>Scott Hayden</i>
Energy Services Group	Orr	Gary	419-410-4385	gorr@energysystemsgroup.com	<i>Gary Orr</i>
FirstMetrix Corporation	Mann	Janet	216-870-3123	jmann@firstmetrix.com	<i>Janet Mann</i>
Honeywell Energy Services Group	Marsco	Jon	<i>216-212-9272</i>	Jon.Marsco@Honeywell.com	<i>Jon Marsco</i>
Intelligent Energy Conservation Systems	Musso	Steven	<i>407-592-0480</i>	<i>STEVE.MUSSO@j-conservation.com</i>	<i>Steve Musso</i>
Kirk Williams Company	Miller	Dan	<i>614-875-9023</i>	<i>DAN.MILLER@KIRK.WILLIAMS.CO.COM</i>	<i>Dan Miller</i>
Limbach Company	Magnuson	Tom	<i>614-554-4370</i>	<i>Tom.Magnuson@limbachinc.com</i>	<i>Tom Magnuson</i>
Limbach Company	Spangler	Patty	614-554-4641	patty.spangler@limbachinc.com	<i>Patty Spangler</i>
NORESCO	D'Ambrosio	Adam	860-882-7791	adamambrosio@noresco.com	<i>Adam D'Ambrosio</i>
NORESCO	Dowdell	David	502-594-1107	ddowdell@noresco.com	<i>David Dowdell</i>
OFCC	Craig	Amanda	<i>975-9906</i>	<i>amanda.craig@ofcc.ohio.gov</i>	<i>Amanda Craig</i>
OFCC	Huang	WeiDong	<i>614-644-8290</i>	<i>WeiDong.Huang@ofcc.ohio.gov</i>	<i>WeiDong Huang</i>
OFCC	Love	Patrick	<i>(614) 728-6134</i>	<i>patrick.love@ofcc.ohio.gov</i>	<i>Patrick Love</i>
OFCC	Westhoven	Jeffrey	<i>614-644-1578</i>	<i>Jeff.Westhoven@ofcc.ohio.gov</i>	<i>Jeff Westhoven</i>
OFCC	Mendenhall	Mike	<i>614-466-7731</i>	<i>mike.mendenhall@ofcc.ohio.gov</i>	<i>Mike Mendenhall</i>
Ohio Air Quality Development Authority	Nein	Todd		Todd.Nein@aqda.state.oh.us	<i>Todd Nein</i>

Company	Last Name	First Name	Phone	Email	Signature
Ohio Air Quality Development Authority	Smith	Chad	614-224-3383	Chad.Smith@agda.state.oh.us	
OpTerra Energy Services	Cvelbar	Ed			
OpTerra Energy Services	Haramis	George	330-285-4434	gharamis@opterraenergy.com	<i>GTHaramis</i>
Roberts Service Group	Bodyke	Mike			
Solar America Solutions	Slavik	Charlie	317-833-9961	charlie@solaramericasolutions.com	
Veolia	Jambunathan	Suresh	6303354544	suresh.jambunathan@veolia.com	<i>Suresh J.</i>
Worthington Energy Innovations	Kiser	Russ	419 265 281	Russ.Kiser@worthingtonindustries.com	<i>[Signature]</i>
Worthington Energy Innovations	Kiser	Ed	719-463-0020	ed.kiser@worthingtonindustries.com	<i>[Signature]</i>
Worthington Energy Innovations	Niese	Rick	648404074	r.chand.niese@worthingtonindustries.com	<i>[Signature]</i>
Worthington Energy Innovations	Soldano	Joe	913 481-4199	joe.soldano@worthingtonindustries.com	<i>[Signature]</i>
MAXIM Geo Const	Dawkins	wn	330 327 0799		
ROBERT WHITLOW			330 387-0799	307 W.C.Y. C.F.H.NET	
ROBERT SG	Bodyke	mmr	614 276-0126	MMBodyke@robertsg.com	

Print Name	Signature	Company
Sean Skowacki		Constellation
DAVID KEYES		CONSTELLATION (MELINK)
Chris Byrd		SERVICE RESTORATION
JEFF GUTMAN		CONSTELLATION
MIKE WILK		AMERESCO
Kelly Trantz		Breuer Barnett
David Estey		Breuer Barnett
Lunch Edmire		AMERESCO
JEE ZISTA		BREWER-GARRETT
Mike Gerome		Ameresco
BRYAN SCHRITZ		BREWER-GARRETT
PATTY SPANGLER		LIMBACH
David Goodsite		Pedersen/Constellation
FRANK MESSIE		GEORGE/CONSTELLATION
RUSTY FRIEND		CONSTELLATION
Jay Francis		Litech
Daniel Rush		Litech
Joe Marek		Litech
Alex Pena		Mar del Sur
David Gomez		Mardel Souza
Michelle Jorgenson		Ameresco

RFP Question and Answer List

State of Ohio Standard Forms and Documents

Project Name	Energy Conservation Project- DRC: Chillicothe Corrections Institution	Project Number	DRC-15N001
Project Location	Chillicothe, Ross County		

Date posted: 1/6/2016
Date revised: 2/3/2016

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

1. If you would like to participate in the pre-proposal meeting, the company and employee names of all those to be included must be sent to the RFP Q&A email by January 11, 2016, in accordance with Part 2 Section 2.4 of the RFP.
 - A. Send company information & all attendee's names to CCI.questions@ofcc.ohio.gov.
2. Questions
 - I. If possible, please provide any maps or drawings in advance of the scheduled walkthrough visits during the week of January 18th. The following are listed in order of importance.
 - Campus map with building labels
 - Fire escape plans for each building and each room (important for lighting surveys, as these are typically more up to date than construction drawings)
 - HVAC equipment list
 - II. If possible please provide drawings of each building on campus, including:
 - Site utilities (steam, natural gas, water, electric, sewer, etc.)
 - Building mechanical drawings
 - Building plumbing drawings
 - Building electrical/lighting drawings
 - Power house mechanical, electrical and plumbing drawings
 - Exterior/fence electrical/lighting drawings
 - Modifications since initial construction
 - Any other drawings if available
 - III. If possible, please provide the following information:
 - Boiler plant daily records: monthly summary with daily information is sufficient
 - Sample utility bills for electricity, natural gas and sewer from within the past six months
 - List of building square footages
 - IV. Is there a walkthrough day designated for water savings?
 - A. We are gathering all available plans/ drawings and plan to provide the files electronically during the pre-proposal meeting January 13, 2016.
~~We are working with the institution to gather the remaining requests.~~
The remaining requests have been added as attachments to the RFP.
There will not be a walkthrough designated for water savings, the institution does not pay water or sewage charges.
3. Is it appropriate for non- ESCO companies to have representatives attend the pre- proposal meeting on 1/13/2016.
 - A. The pre-proposal meeting is open to all interested parties.

4. Will there be live video streaming for the pre-proposal meeting to be held on Wednesday January 13, 2016?

A. There will not be any video streaming available.

5. I. Can the details of the new electric supply contract that goes into effect 12/16 be provided?

- a. Is this contract for generation only?
- b. Does this contract by-pass AEP’s transmission and distribution charges?
- c. Which electric accounts does the new contract cover?

II. Can you provide one full copy of each electric and natural gas account for one month?

III. Page 5 section 2.3 of the DRC – 15N001 states the following

“The Offeror should attempt to maximize energy savings and financial benefit through energy conservation measures and water conservation at the Site. Savings for energy conservation measures may be claimed over a period not to exceed the useful life of the equipment that is installed or modified. Savings for O&M measures may be claimed for a maximum of five years, and shall not be amortized over the term of the contract. Measures that create verifiable operational and maintenance (O&M) savings, Investigate the cause of poor water quality that reduces the serviceable life of the plumbing fixtures and investigate any water quality issues before any water savings measures are implemented.”

Question(s): Given that the response table exhibits only provide for a 10 year term

- a. How can we claim savings for energy conservation measures over a period not to exceed the useful life of the equipment? Many equipment items life is well beyond 10 years and the tables provided only include 10 years.
- b. When will the O&M data be provided? Labor, equipment repair costs, materials, purchased services, etc... listed by year with descriptions and values?
- c. Will capital cost savings be incorporated into the savings justification for this project to provide for realistic payback for non-energy savings items like poor serviceable plumbing conditions and poor water quality issues since water expenses were not provided?
- d. Will planned capital cost plans be provided?

A. Answers

I. The new electric supply contract is for generation only, there will be no impact to AEP transmission and distribution charges, or any other non-generation charges. The contract applies to the following accounts:

Utility Company	Service Address	Service ID	Account #
AEP Ohio	15802 State Route 104 Scioto Twp.	Main ^[1]	106-410-249-0-5
AEP Ohio	15802 State Route 104	Perimeter	104-134-918-0-3
AEP Ohio	15800 State Route 104 Scioto Twp.	Rear Gate	106-576-411-1-3
AEP Ohio	15433 State Route 104 Scioto Twp.	Garage/ Maintenance Bldg.	100-376-411-1-4
AEP Ohio	15802 State Route 104	Range	109-261-101-0-6
AEP Ohio	15435 State Route 104 Scioto Twp.	Hammack Hall	103-476-411-1-9

II. ~~Utility bill copies for the remaining accounts are being collected.~~

Attachment 16a has been updated to include one bill for each electric and natural gas account.

^[1] The additional high mast fixtures the institution is installing will be added to this account.

- III.
 - a. Addendum ~~to be~~ provided for clarification.
 - b. We are working to collect O&M data, internal labor costs will not be included and cannot count toward cost savings. ~~We plan to have this information available by Monday January 25, 2016.~~ The institution is still working to collect the data, it will be made available as soon as possible via addendum.
 - c & d. Capital avoidance is not acceptable for cost savings.

6. How to sign-up for walkthrough days? Are pictures allowed?

- A. The procedure for the pre-proposal meeting will be used for the walkthrough days as well. Names of all attendees to participate in the walkthroughs for all three days must be sent to CCI.questions@ofcc.ohio.gov before the end of business Friday 1/15/2016. Please include in the email a list of people for each day separately.

Cell phones will be allowed for the purposes of taking photos of specific equipment or conditions within the institution. Only one phone per group is allowed. With the list of people to attend each day include who will be bringing in a cell phone, as well as the make and serial number of the phone to be used. The photos taken will be reviewed prior to exiting the institution. Be mindful when taking pictures as no inmates can be included in photos.

7. Since we could not attend yesterday's Pre-Proposal meeting, we want to know if our company may still be considered for this business opportunity and being able to participate starting with next week's walkthroughs.

- A. Pre-proposal attendance is not required to participate in the walkthroughs. However, see above for requirements to attend.

8. Will the Water and Wastewater Treatment Plant be considered as part of the scope? Will you allow ECM improvements to be considered for these two plants?

- A. Cost savings with utilities (electricity or natural gas) and/ or operations & maintenance can be included in a proposal, unless otherwise noted. If these options are available at the water and wastewater treatment plants the ECM improvements can be considered.

Additional clarification:

Water & sewer savings- no

Electric & gas savings- yes

9. Questions

- I. Is there boiler stack test data available showing O₂% and temperature at various operating loads for all boilers?
- II. Are there powerhouse logs available showing daily readings of steam generation, gas use, exhaust temperatures, makeup water use, etc?
- III. Can the boiler chart recorders be made available?
- IV. Is there any asbestos at the facility? If yes, does the cost of the ECM need to include asbestos abatement?
- V. In an effort to meet the expected 10 year term, will the evaluation team accept a steam elimination concept that reuses some radiators and steam piping? If so, are these reused radiators and steam piping a liability to the ESCO for the 10 year term?

A. Answers

- I. We are gathering all available boiler operation data for the past 6 months. ~~We plan to provide this information as soon as possible via Addendum.~~ The operation data has been added to the RFP via Addendum No. 1 and Attachment 16i- Engineer's Daily Logs.

II. The powerhouse logs for fuel use have already been added to the RFP as Attachment 49 16d. Additional boiler details will be provided in the boiler reports mentioned above. Generator run time reports for January through ~~November~~ December 2015 ~~will be been added to the RFP via Addendum when all requested reports are available~~ have been added to the RFP as Attachment 16e via Addendum No. 1. Generator fuel & testing reports have also been added to the RFP as Attachment 16f via Addendum No. 1. These are the available generator reports.

III. Refer to point I.

IV. The institution has been asked if there is any asbestos at the facility. ~~If there is any known asbestos the information will be shared.~~ Please refer to the General Conditions section 6.11.6 Work Stoppage Due to Hazardous Materials for more information.

CCI underwent a major asbestos abatement project in the past and is currently under contract with Ohio Penal Industries to abate any and all asbestos remaining in the facility.

V. Many of the radiators are at the end of their life and cannot be reused. The piping would require a redesign to work for a hot water system.

10. Will the pre-proposal meeting sign-in sheet be made available?

A. The pre-proposal meeting minutes and sign-in sheet has been posted to the OFCC website with the other project files under "Meeting Minutes" (by the Q&A link).

11. Questions

I. What is the chemical cost for steam?

II. How many showerheads are there per building?

III. What is the flow rate per showerhead? GPM?

IV. What is the spend on replacement parts for segregation units for the Acorn/Metcraft pneumatic sink manifolds?

V. Section 12 Financial Requirements of the RFP state an Offeror must provide audited financial statements for the past 3 most recently completed fiscal years. Since this can be voluminous, is it acceptable to put the financial information on a CD and submit it as part of the response?

VI. Can additional walk-thru dates be established to permit more time to thoroughly audit the correctional facility?

A. Answers

I. We are working with the institution regarding this request.

II. The count of showerheads is not known.

III. Flow rate per showhead is not known, however per the RFP no water savings are applicable to this project.

IV. Operation and maintenance costs are already being collected per question (5).

V. This is acceptable.

VI. We are discussing scheduling an additional walkthrough day with the institution.

An additional walkthrough date will be provided on Thursday, February 18, 2016, 9:00 am – 3:00 pm (meet in lobby). The same institution rules as the original walkthrough dates apply. To

attend this meeting and ensure the desired areas are seen, please provide the following by Tuesday, February 16th at 12:00 noon to the Q&A email (CCI.questions@ofcc.ohio.gov):

Company name

Names of everyone to attend

All areas/ buildings desired to be seen

(This additional date has been added to the RFP, Part 1.)

12. Can we get a four year (on cycle) of chemical analysis of well water for all three wells and one year of chemical analysis of boiler feed make up water?

A. ~~We are working with the institution regarding this request.~~

Attachment 16k- Well Water Chemical Analysis Reports, has been added to the RFP. This is the available data for the well water. Water evaporated is reported in Attachment 16i- Engineer's Daily Logs.

13. Questions

I. Has the OFCC discussed with ODRC headquarters any potential capital improvements that would or could affect the development of this project? For example; During the Marion Correctional project it was decided after proposals were submitted and a selection was made that the State would be replacing all steam kitchen equipment. Had we been provided that information during our development our proposal would have been significantly different. Therefore, can you please share with us any and all capital improvements that are slated for this institution that may affect each item from Attachment 2? Site Information: List of possible ECM's identified by owner. For instance, it was mentioned during the walk-through that the facility had plans to replace the condensate receiver tanks and the de-aerator. Can you confirm?

II. Given interest rates for State of Ohio credit would be somewhere around 2.0 or less. Along with the Marion project just receiving the low rate of 1.97%. Developing the project with a 4.25% APR is extremely high. This dramatically effects the amount of scope we can include and ultimately depicts a false display of the potential overall project. A rate of around 2.25% may be a closer representation of the project that would actually be delivered. Would you consider this more representative rate?

III. Is it the understanding that If there are other requests for site visits; ALL firms will be notified and afforded the same opportunity to visit the site?

IV. In the Q&A document question #8. A. states scope and savings can be realized at the treatment plants. However, in the pre-bid meeting it was stated several times these plants were NOT included in the project, please clarify.

V. During our electrical/lighting tour the head electrician, Kenny Tipton told us they would be supplying all companies with the lighting counts so everyone was quoting the same quantities? We will also need burn hours.

A. Answers

I. The condensate receiver tank and de-aerator are being replaced.

The institution assessment and master planning were used to develop the RFP. However, additional capital plans have been added via Addendum No. 2.

II. In order to provide a level basis of comparison, all offerors are asked to scope a project financed at 4.25%. With current market conditions, it is possible that the actual interest rate will be lower. At their option, offerors may provide with their proposal an alternate scope of work that would be affordable at a different interest rate.

III. Any additional walk through dates ~~will be~~ have been shared with everyone via Addendum No. 2.

IV. As stated above and previously, the water and waste water treatment plants can be included in the scope. However, no water savings (gallons of water saved) are allowed. Please refer to question (8) for more details.

V. A general lighting assessment was completed by the institution. The assessment has been added to the RFP as Attachment 16j- Lighting Assessment. There is also information available in the RFP Attachment 02- Site Information, any other information must be estimated by the Offeror.

14. Questions

I. What steam pressures are the buildings operating at?

II. How much condensate return do they estimate they are getting back to the plant?

III. Do they meter their makeup water separately, if so what is their usage?

IV. How much money are they spending on chemicals?

V. When was maintenance on radiator traps last performed?

VI. How many stationary engineers do they employ, and what is an approximate salary?

VII. Can the stationary engineer be in charge of trap maintenance if we only run the large boilers for 6 months out of the year?

A. Answers

I. We are working with the institution regarding this question.

II. We are working with the institution regarding this question.

III. We are working with the institution regarding this question.

IV. This information will be included in the O&M data being collected.

V. We are working with the institution regarding this question.

VI. We are working with the institution regarding this question.

VII. We are working with the institution regarding this question.

RFP Question and Answer List

State of Ohio Standard Forms and Documents

Project Name Energy Conservation Project-
DRC: Chillicothe Corrections Institution Project Number DRC-15N001
Project Location Chillicothe, Ross County

Date posted: 1/6/2016
Date revised: 2/9/2016

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

1. If you would like to participate in the pre-proposal meeting, the company and employee names of all those to be included must be sent to the RFP Q&A email by January 11, 2016, in accordance with Part 2 Section 2.4 of the RFP.
 - A. Send company information & all attendee's names to CCI.questions@ofcc.ohio.gov.
2. Questions
 - I. If possible, please provide any maps or drawings in advance of the scheduled walkthrough visits during the week of January 18th. The following are listed in order of importance.
 - Campus map with building labels
 - Fire escape plans for each building and each room (important for lighting surveys, as these are typically more up to date than construction drawings)
 - HVAC equipment list
 - II. If possible please provide drawings of each building on campus, including:
 - Site utilities (steam, natural gas, water, electric, sewer, etc.)
 - Building mechanical drawings
 - Building plumbing drawings
 - Building electrical/lighting drawings
 - Power house mechanical, electrical and plumbing drawings
 - Exterior/fence electrical/lighting drawings
 - Modifications since initial construction
 - Any other drawings if available
 - III. If possible, please provide the following information:
 - Boiler plant daily records: monthly summary with daily information is sufficient
 - Sample utility bills for electricity, natural gas and sewer from within the past six months
 - List of building square footages
 - IV. Is there a walkthrough day designated for water savings?
 - A. We are gathering all available plans/ drawings and plan to provide the files electronically during the pre-proposal meeting January 13, 2016.
~~We are working with the institution to gather the remaining requests.~~
The remaining requests have been added as attachments to the RFP.
There will not be a walkthrough designated for water savings, the institution does not pay water or sewage charges.
3. Is it appropriate for non- ESCO companies to have representatives attend the pre- proposal meeting on 1/13/2016.
 - A. The pre-proposal meeting is open to all interested parties.

4. Will there be live video streaming for the pre-proposal meeting to be held on Wednesday January 13, 2016?

A. There will not be any video streaming available.

5. I. Can the details of the new electric supply contract that goes into effect 12/16 be provided?

- a. Is this contract for generation only?
- b. Does this contract by-pass AEP’s transmission and distribution charges?
- c. Which electric accounts does the new contract cover?

II. Can you provide one full copy of each electric and natural gas account for one month?

III. Page 5 section 2.3 of the DRC – 15N001 states the following

“The Offeror should attempt to maximize energy savings and financial benefit through energy conservation measures and water conservation at the Site. Savings for energy conservation measures may be claimed over a period not to exceed the useful life of the equipment that is installed or modified. Savings for O&M measures may be claimed for a maximum of five years, and shall not be amortized over the term of the contract. Measures that create verifiable operational and maintenance (O&M) savings, Investigate the cause of poor water quality that reduces the serviceable life of the plumbing fixtures and investigate any water quality issues before any water savings measures are implemented.”

Question(s): Given that the response table exhibits only provide for a 10 year term

- a. How can we claim savings for energy conservation measures over a period not to exceed the useful life of the equipment? Many equipment items life is well beyond 10 years and the tables provided only include 10 years.
- b. When will the O&M data be provided? Labor, equipment repair costs, materials, purchased services, etc... listed by year with descriptions and values?
- c. Will capital cost savings be incorporated into the savings justification for this project to provide for realistic payback for non-energy savings items like poor serviceable plumbing conditions and poor water quality issues since water expenses were not provided?
- d. Will planned capital cost plans be provided?

A. Answers

I. The new electric supply contract is for generation only, there will be no impact to AEP transmission and distribution charges, or any other non-generation charges. The contract applies to the following accounts:

Utility Company	Service Address	Service ID	Account #
AEP Ohio	15802 State Route 104 Scioto Twp.	Main ^[1]	106-410-249-0-5
AEP Ohio	15802 State Route 104	Perimeter	104-134-918-0-3
AEP Ohio	15800 State Route 104 Scioto Twp.	Rear Gate	106-576-411-1-3
AEP Ohio	15433 State Route 104 Scioto Twp.	Garage/ Maintenance Bldg.	100-376-411-1-4
AEP Ohio	15802 State Route 104	Range	109-261-101-0-6
AEP Ohio	15435 State Route 104 Scioto Twp.	Hammack Hall	103-476-411-1-9

II. ~~Utility bill copies for the remaining accounts are being collected.~~

Attachment 16a has been updated to include one bill for each electric and natural gas account.

^[1] The additional high mast fixtures the institution is installing will be added to this account.

- III.
 - a. Addendum ~~to be~~ provided for clarification.
 - b. We are working to collect O&M data, internal labor costs will not be included and cannot count toward cost savings. ~~We plan to have this information available by Monday January 25, 2016.~~ The institution is still working to collect the data, it will be made available as soon as possible via addendum.
 - c & d. Capital avoidance is not acceptable for cost savings.

6. How to sign-up for walkthrough days? Are pictures allowed?

- A. The procedure for the pre-proposal meeting will be used for the walkthrough days as well. Names of all attendees to participate in the walkthroughs for all three days must be sent to CCI.questions@ofcc.ohio.gov before the end of business Friday 1/15/2016. Please include in the email a list of people for each day separately.

Cell phones will be allowed for the purposes of taking photos of specific equipment or conditions within the institution. Only one phone per group is allowed. With the list of people to attend each day include who will be bringing in a cell phone, as well as the make and serial number of the phone to be used. The photos taken will be reviewed prior to exiting the institution. Be mindful when taking pictures as no inmates can be included in photos.

7. Since we could not attend yesterday's Pre-Proposal meeting, we want to know if our company may still be considered for this business opportunity and being able to participate starting with next week's walkthroughs.

- A. Pre-proposal attendance is not required to participate in the walkthroughs. However, see above for requirements to attend.

8. Will the Water and Wastewater Treatment Plant be considered as part of the scope? Will you allow ECM improvements to be considered for these two plants?

- A. Cost savings with utilities (electricity or natural gas) and/ or operations & maintenance can be included in a proposal, unless otherwise noted. If these options are available at the water and wastewater treatment plants the ECM improvements can be considered.

Additional clarification:

Water & sewer savings- no

Electric & gas savings- yes

9. Questions

- I. Is there boiler stack test data available showing O2% and temperature at various operating loads for all boilers?
- II. Are there powerhouse logs available showing daily readings of steam generation, gas use, exhaust temperatures, makeup water use, etc.?
- III. Can the boiler chart recorders be made available?
- IV. Is there any asbestos at the facility? If yes, does the cost of the ECM need to include asbestos abatement?
- V. In an effort to meet the expected 10 year term, will the evaluation team accept a steam elimination concept that reuses some radiators and steam piping? If so, are these reused radiators and steam piping a liability to the ESCO for the 10 year term?

A. Answers

- I. We are gathering all available boiler operation data for the past 6 months. ~~We plan to provide this information as soon as possible via Addendum.~~ The operation data has been added to the RFP via Addendum No. 1 and Attachment 16i- Engineer's Daily Logs.

II. The powerhouse logs for fuel use have already been added to the RFP as Attachment 16d. Additional boiler details will be provided in the boiler reports mentioned above. Generator run time reports for January through ~~November~~ December 2015 ~~will be been added to the RFP via Addendum when all requested reports are available~~ have been added to the RFP as Attachment 16e via Addendum No. 1. Generator fuel & testing reports have also been added to the RFP as Attachment 16f via Addendum No. 1. These are the available generator reports.

III. Refer to point I.

IV. The institution has been asked if there is any asbestos at the facility. ~~If there is any known asbestos the information will be shared.~~ Please refer to the General Conditions section 6.11.6 Work Stoppage Due to Hazardous Materials for more information.

CCI underwent a major asbestos abatement project in the past and is currently under contract with Ohio Penal Industries to abate any and all asbestos remaining in the facility.

V. Many of the radiators are at the end of their life and cannot be reused. The piping would require a redesign to work for a hot water system.

10. Will the pre-proposal meeting sign-in sheet be made available?

A. The pre-proposal meeting minutes and sign-in sheet has been posted to the OFCC website with the other project files under "Meeting Minutes" (by the Q&A link).

11. Questions

I. What is the chemical cost for steam?

II. How many showerheads are there per building?

III. What is the flow rate per showerhead? GPM?

IV. What is the spend on replacement parts for segregation units for the Acorn/Metcraft pneumatic sink manifolds?

V. Section 12 Financial Requirements of the RFP state an Offeror must provide audited financial statements for the past 3 most recently completed fiscal years. Since this can be voluminous, is it acceptable to put the financial information on a CD and submit it as part of the response?

VI. Can additional walk-thru dates be established to permit more time to thoroughly audit the correctional facility?

A. Answers

I. ~~We are working with the institution regarding this request.~~

Approximately \$23,608.20 is spent annually on chemicals for the boilers in the power plant.

II. The count of showerheads is not known.

III. Flow rate per showerhead is not known, however per the RFP no water savings are applicable to this project.

IV. Operation and maintenance costs are already being collected per question (5).

V. This is acceptable.

VI. We are discussing scheduling an additional walkthrough day with the institution.

An additional walkthrough date will be provided on Thursday, February 18, 2016, 9:00 am – 3:00 pm (meet in lobby). The same institution rules as the original walkthrough dates apply. To

attend this meeting and ensure the desired areas are seen, please provide the following by Tuesday, February 16th at 12:00 noon to the Q&A email (CCI.questions@ofcc.ohio.gov):

Company name

Names of everyone to attend

All areas/ buildings desired to be seen

(This additional date has been added to the RFP, Part 1.)

12. Can we get a four year (on cycle) of chemical analysis of well water for all three wells and one year of chemical analysis of boiler feed make up water?

A. ~~We are working with the institution regarding this request.~~

Attachment 16k- Well Water Chemical Analysis Reports, has been added to the RFP. This is the available data for the well water. Water evaporated is reported in Attachment 16i- Engineer's Daily Logs.

13. Questions

I. Has the OFCC discussed with ODRC headquarters any potential capital improvements that would or could affect the development of this project? For example; During the Marion Correctional project it was decided after proposals were submitted and a selection was made that the State would be replacing all steam kitchen equipment. Had we been provided that information during our development our proposal would have been significantly different. Therefore, can you please share with us any and all capital improvements that are slated for this institution that may affect each item from Attachment 2? Site Information: List of possible ECM's identified by owner. For instance, it was mentioned during the walk-through that the facility had plans to replace the condensate receiver tanks and the de-aerator. Can you confirm?

II. Given interest rates for State of Ohio credit would be somewhere around 2.0 or less. Along with the Marion project just receiving the low rate of 1.97%. Developing the project with a 4.25% APR is extremely high. This dramatically effects the amount of scope we can include and ultimately depicts a false display of the potential overall project. A rate of around 2.25% may be a closer representation of the project that would actually be delivered. Would you consider this more representative rate?

III. Is it the understanding that if there are other requests for site visits; ALL firms will be notified and afforded the same opportunity to visit the site?

IV. In the Q&A document question #8. A. states scope and savings can be realized at the treatment plants. However, in the pre-bid meeting it was stated several times these plants were NOT included in the project, please clarify.

V. During our electrical/lighting tour the head electrician, Kenny Tipton told us they would be supplying all companies with the lighting counts so everyone was quoting the same quantities? We will also need burn hours.

A. Answers

I. The condensate receiver tank and de-aerator are being replaced.

The institution assessment and master planning were used to develop the RFP. However, additional capital plans have been added via Addendum No. 2.

II. In order to provide a level basis of comparison, all offerors are asked to scope a project financed at 4.25%. With current market conditions, it is possible that the actual interest rate will be lower. At their option, offerors may provide with their proposal an alternate scope of work that would be affordable at a different interest rate.

III. Any additional walk through dates ~~will be~~ have been shared with everyone via Addendum No. 2.

IV. As stated above and previously, the water and waste water treatment plants can be included in the scope. However, no water savings (gallons of water saved) are allowed. Please refer to question (8) for more details.

V. A general lighting assessment was completed by the institution. The assessment has been added to the RFP as Attachment 16j- Lighting Assessment. There is also information available in the RFP Attachment 02- Site Information, any other information must be estimated by the Offeror.

14. Questions

I. What steam pressures are the buildings operating at?

II. How much condensate return do they estimate they are getting back to the plant?

III. Do they meter their makeup water separately, if so what is their usage?

IV. How much money are they spending on chemicals?

V. When was maintenance on radiator traps last performed?

VI. How many stationary engineers do they employ, and what is an approximate salary?

VII. Can the stationary engineer be in charge of trap maintenance if we only run the large boilers for 6 months out of the year?

A. Answers

I. We are working with the institution regarding this question.

II. We are working with the institution regarding this question.

III. We are working with the institution regarding this question.

IV. This information will be included in the O&M data being collected.

V. We are working with the institution regarding this question.

VI. We are working with the institution regarding this question.

VII. We are working with the institution regarding this question.

15. Are there requirements for lighting ECM proposals?

A. Ensure that if any LEDs operating with ballasts are included in the proposal, the ECM must include replacement of the affected ballasts.

RFP Question and Answer List

State of Ohio Standard Forms and Documents

Project Name Energy Conservation Project-
DRC: Chillicothe Corrections Institution Project Number DRC-15N001
Project Location Chillicothe, Ross County

Date posted: 1/6/2016
Date revised: 2/10/2016

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

1. If you would like to participate in the pre-proposal meeting, the company and employee names of all those to be included must be sent to the RFP Q&A email by January 11, 2016, in accordance with Part 2 Section 2.4 of the RFP.
 - A. Send company information & all attendee's names to CCI.questions@ofcc.ohio.gov.
2. Questions
 - I. If possible, please provide any maps or drawings in advance of the scheduled walkthrough visits during the week of January 18th. The following are listed in order of importance.
 - Campus map with building labels
 - Fire escape plans for each building and each room (important for lighting surveys, as these are typically more up to date than construction drawings)
 - HVAC equipment list
 - II. If possible please provide drawings of each building on campus, including:
 - Site utilities (steam, natural gas, water, electric, sewer, etc.)
 - Building mechanical drawings
 - Building plumbing drawings
 - Building electrical/lighting drawings
 - Power house mechanical, electrical and plumbing drawings
 - Exterior/fence electrical/lighting drawings
 - Modifications since initial construction
 - Any other drawings if available
 - III. If possible, please provide the following information:
 - Boiler plant daily records: monthly summary with daily information is sufficient
 - Sample utility bills for electricity, natural gas and sewer from within the past six months
 - List of building square footages
 - IV. Is there a walkthrough day designated for water savings?
 - A. We are gathering all available plans/ drawings and plan to provide the files electronically during the pre-proposal meeting January 13, 2016.
~~We are working with the institution to gather the remaining requests.~~
The remaining requests have been added as attachments to the RFP.
There will not be a walkthrough designated for water savings, the institution does not pay water or sewage charges.
3. Is it appropriate for non- ESCO companies to have representatives attend the pre- proposal meeting on 1/13/2016.
 - A. The pre-proposal meeting is open to all interested parties.

4. Will there be live video streaming for the pre-proposal meeting to be held on Wednesday January 13, 2016?

A. There will not be any video streaming available.

5. I. Can the details of the new electric supply contract that goes into effect 12/16 be provided?

- a. Is this contract for generation only?
- b. Does this contract by-pass AEP’s transmission and distribution charges?
- c. Which electric accounts does the new contract cover?

II. Can you provide one full copy of each electric and natural gas account for one month?

III. Page 5 section 2.3 of the DRC – 15N001 states the following

“The Offeror should attempt to maximize energy savings and financial benefit through energy conservation measures and water conservation at the Site. Savings for energy conservation measures may be claimed over a period not to exceed the useful life of the equipment that is installed or modified. Savings for O&M measures may be claimed for a maximum of five years, and shall not be amortized over the term of the contract. Measures that create verifiable operational and maintenance (O&M) savings, Investigate the cause of poor water quality that reduces the serviceable life of the plumbing fixtures and investigate any water quality issues before any water savings measures are implemented.”

Question(s): Given that the response table exhibits only provide for a 10 year term

- a. How can we claim savings for energy conservation measures over a period not to exceed the useful life of the equipment? Many equipment items life is well beyond 10 years and the tables provided only include 10 years.
- b. When will the O&M data be provided? Labor, equipment repair costs, materials, purchased services, etc... listed by year with descriptions and values?
- c. Will capital cost savings be incorporated into the savings justification for this project to provide for realistic payback for non-energy savings items like poor serviceable plumbing conditions and poor water quality issues since water expenses were not provided?
- d. Will planned capital cost plans be provided?

A. Answers

I. The new electric supply contract is for generation only, there will be no impact to AEP transmission and distribution charges, or any other non-generation charges. The contract applies to the following accounts:

Utility Company	Service Address	Service ID	Account #
AEP Ohio	15802 State Route 104 Scioto Twp.	Main ^[1]	106-410-249-0-5
AEP Ohio	15802 State Route 104	Perimeter	104-134-918-0-3
AEP Ohio	15800 State Route 104 Scioto Twp.	Rear Gate	106-576-411-1-3
AEP Ohio	15433 State Route 104 Scioto Twp.	Garage/ Maintenance Bldg.	100-376-411-1-4
AEP Ohio	15802 State Route 104	Range	109-261-101-0-6
AEP Ohio	15435 State Route 104 Scioto Twp.	Hammack Hall	103-476-411-1-9

II. ~~Utility bill copies for the remaining accounts are being collected.~~

Attachment 16a has been updated to include one bill for each electric and natural gas account.

^[1] The additional high mast fixtures the institution is installing will be added to this account.

- III.
 - a. Addendum ~~to be~~ provided for clarification.
 - b. We are working to collect O&M data, internal labor costs will not be included and cannot count toward cost savings. ~~We plan to have this information available by Monday January 25, 2016.~~ The institution is still working to collect the data, it will be made available as soon as possible via addendum.
 - c & d. Capital avoidance is not acceptable for cost savings.

6. How to sign-up for walkthrough days? Are pictures allowed?

- A. The procedure for the pre-proposal meeting will be used for the walkthrough days as well. Names of all attendees to participate in the walkthroughs for all three days must be sent to CCI.questions@ofcc.ohio.gov before the end of business Friday 1/15/2016. Please include in the email a list of people for each day separately.

Cell phones will be allowed for the purposes of taking photos of specific equipment or conditions within the institution. Only one phone per group is allowed. With the list of people to attend each day include who will be bringing in a cell phone, as well as the make and serial number of the phone to be used. The photos taken will be reviewed prior to exiting the institution. Be mindful when taking pictures as no inmates can be included in photos.

7. Since we could not attend yesterday's Pre-Proposal meeting, we want to know if our company may still be considered for this business opportunity and being able to participate starting with next week's walkthroughs.

- A. Pre-proposal attendance is not required to participate in the walkthroughs. However, see above for requirements to attend.

8. Will the Water and Wastewater Treatment Plant be considered as part of the scope? Will you allow ECM improvements to be considered for these two plants?

- A. Cost savings with utilities (electricity or natural gas) and/ or operations & maintenance can be included in a proposal, unless otherwise noted. If these options are available at the water and wastewater treatment plants the ECM improvements can be considered.

Additional clarification:

Water & sewer savings- no

Electric & gas savings- yes

9. Questions

- I. Is there boiler stack test data available showing O₂% and temperature at various operating loads for all boilers?
- II. Are there powerhouse logs available showing daily readings of steam generation, gas use, exhaust temperatures, makeup water use, etc.?
- III. Can the boiler chart recorders be made available?
- IV. Is there any asbestos at the facility? If yes, does the cost of the ECM need to include asbestos abatement?
- V. In an effort to meet the expected 10 year term, will the evaluation team accept a steam elimination concept that reuses some radiators and steam piping? If so, are these reused radiators and steam piping a liability to the ESCO for the 10 year term?

A. Answers

- I. We are gathering all available boiler operation data for the past 6 months. ~~We plan to provide this information as soon as possible via Addendum.~~ The operation data has been added to the RFP via Addendum No. 1 and Attachment 16i- Engineer's Daily Logs.

II. The powerhouse logs for fuel use have already been added to the RFP as Attachment 16d. Additional boiler details will be provided in the boiler reports mentioned above. Generator run time reports for January through ~~November~~ December 2015 ~~will be been added to the RFP via Addendum when all requested reports are available~~ have been added to the RFP as Attachment 16e via Addendum No. 1. Generator fuel & testing reports have also been added to the RFP as Attachment 16f via Addendum No. 1. These are the available generator reports.

III. Refer to point I.

IV. The institution has been asked if there is any asbestos at the facility. ~~If there is any known asbestos the information will be shared.~~ Please refer to the General Conditions section 6.11.6 Work Stoppage Due to Hazardous Materials for more information.

CCI underwent a major asbestos abatement project in the past and is currently under contract with Ohio Penal Industries to abate any and all asbestos remaining in the facility.

V. Many of the radiators are at the end of their life and cannot be reused. The piping would require a redesign to work for a hot water system.

10. Will the pre-proposal meeting sign-in sheet be made available?

A. The pre-proposal meeting minutes and sign-in sheet has been posted to the OFCC website with the other project files under "Meeting Minutes" (by the Q&A link).

11. Questions

I. What is the chemical cost for steam?

II. How many showerheads are there per building?

III. What is the flow rate per showerhead? GPM?

IV. What is the spend on replacement parts for segregation units for the Acorn/Metcraft pneumatic sink manifolds?

V. Section 12 Financial Requirements of the RFP state an Offeror must provide audited financial statements for the past 3 most recently completed fiscal years. Since this can be voluminous, is it acceptable to put the financial information on a CD and submit it as part of the response?

VI. Can additional walk-thru dates be established to permit more time to thoroughly audit the correctional facility?

A. Answers

I. ~~We are working with the institution regarding this request.~~

Approximately \$23,608.20 is spent annually on chemicals for the boilers in the power plant.

II. The count of showerheads is not known.

III. Flow rate per showerhead is not known, however per the RFP no water savings are applicable to this project.

IV. Operation and maintenance costs are already being collected per question (5).

V. This is acceptable.

VI. We are discussing scheduling an additional walkthrough day with the institution.

An additional walkthrough date will be provided on Thursday, February 18, 2016, 9:00 am – 3:00 pm (meet in lobby). The same institution rules as the original walkthrough dates apply. To

attend this meeting and ensure the desired areas are seen, please provide the following by Tuesday, February 16th at 12:00 noon to the Q&A email (CCI.questions@ofcc.ohio.gov):

Company name

Names of everyone to attend

All areas/ buildings desired to be seen

(This additional date has been added to the RFP, Part 1.)

12. Can we get a four year (on cycle) of chemical analysis of well water for all three wells and one year of chemical analysis of boiler feed make up water?

A. ~~We are working with the institution regarding this request.~~

Attachment 16k- Well Water Chemical Analysis Reports, has been added to the RFP. This is the available data for the well water. Water evaporated is reported in Attachment 16i- Engineer's Daily Logs.

13. Questions

I. Has the OFCC discussed with ODRC headquarters any potential capital improvements that would or could affect the development of this project? For example; During the Marion Correctional project it was decided after proposals were submitted and a selection was made that the State would be replacing all steam kitchen equipment. Had we been provided that information during our development our proposal would have been significantly different. Therefore, can you please share with us any and all capital improvements that are slated for this institution that may affect each item from Attachment 2? Site Information: List of possible ECM's identified by owner. For instance, it was mentioned during the walk-through that the facility had plans to replace the condensate receiver tanks and the de-aerator. Can you confirm?

II. Given interest rates for State of Ohio credit would be somewhere around 2.0 or less. Along with the Marion project just receiving the low rate of 1.97%. Developing the project with a 4.25% APR is extremely high. This dramatically effects the amount of scope we can include and ultimately depicts a false display of the potential overall project. A rate of around 2.25% may be a closer representation of the project that would actually be delivered. Would you consider this more representative rate?

III. Is it the understanding that if there are other requests for site visits; ALL firms will be notified and afforded the same opportunity to visit the site?

IV. In the Q&A document question #8. A. states scope and savings can be realized at the treatment plants. However, in the pre-bid meeting it was stated several times these plants were NOT included in the project, please clarify.

V. During our electrical/lighting tour the head electrician, Kenny Tipton told us they would be supplying all companies with the lighting counts so everyone was quoting the same quantities? We will also need burn hours.

A. Answers

I. The condensate receiver tank and de-aerator are being replaced.

The institution assessment and master planning were used to develop the RFP. However, additional capital plans have been added via Addendum No. 2.

II. In order to provide a level basis of comparison, all offerors are asked to scope a project financed at 4.25%. With current market conditions, it is possible that the actual interest rate will be lower. At their option, offerors may provide with their proposal an alternate scope of work that would be affordable at a different interest rate.

III. Any additional walk through dates ~~will be~~ have been shared with everyone via Addendum No. 2.

IV. As stated above and previously, the water and waste water treatment plants can be included in the scope. However, no water savings (gallons of water saved) are allowed. Please refer to question (8) for more details.

V. A general lighting assessment was completed by the institution. The assessment has been added to the RFP as Attachment 16j- Lighting Assessment. There is also information available in the RFP Attachment 02- Site Information, any other information must be estimated by the Offeror.

14. Questions

I. What steam pressures are the buildings operating at?

II. How much condensate return do they estimate they are getting back to the plant?

III. Do they meter their makeup water separately, if so what is their usage?

IV. How much money are they spending on chemicals?

V. When was maintenance on radiator traps last performed?

VI. How many stationary engineers do they employ, and what is an approximate salary?

VII. Can the stationary engineer be in charge of trap maintenance if we only run the large boilers for 6 months out of the year?

A. Answers

I. We are working with the institution regarding this question.

II. We are working with the institution regarding this question.

III. We are working with the institution regarding this question.

IV. This information will be included in the O&M data being collected.

V. We are working with the institution regarding this question.

VI. We are working with the institution regarding this question.

VII. We are working with the institution regarding this question.

15. Are there requirements for lighting ECM proposals?

A. Ensure that if any LEDs operating with ballasts are included in the proposal, the ECM must include replacement of the affected ballasts.

16. If available, please provide the lighting count information in Attachment 16j - Lighting Assessment by building.

A. Light fixture counts per building are not available. Total fixture counts, and break outs per building, can be verified during final engineering by the selected Offeror. Proposals can include unit costs & unit savings per fixture, with proposed totals based on provided information.

RFP Question and Answer List

State of Ohio Standard Forms and Documents

Project Name Energy Conservation Project-
DRC: Chillicothe Corrections Institution Project Number DRC-15N001
Project Location Chillicothe, Ross County

Date posted: 1/6/2016
Date revised: 2/12/2016

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

1. If you would like to participate in the pre-proposal meeting, the company and employee names of all those to be included must be sent to the RFP Q&A email by January 11, 2016, in accordance with Part 2 Section 2.4 of the RFP.
 - A. Send company information & all attendee's names to CCI.questions@ofcc.ohio.gov.
2. Questions
 - I. If possible, please provide any maps or drawings in advance of the scheduled walkthrough visits during the week of January 18th. The following are listed in order of importance.
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 - HVAC equipment list
 - II. If possible please provide drawings of each building on campus, including:
 - Site utilities (steam, natural gas, water, electric, sewer, etc.)
 - Building mechanical drawings
 - Building plumbing drawings
 - Building electrical/lighting drawings
 - Power house mechanical, electrical and plumbing drawings
 - Exterior/fence electrical/lighting drawings
 - Modifications since initial construction
 - Any other drawings if available
 - III. If possible, please provide the following information:
 - Boiler plant daily records: monthly summary with daily information is sufficient
 - Sample utility bills for electricity, natural gas and sewer from within the past six months
 - List of building square footages
 - IV. Is there a walkthrough day designated for water savings?
 - A. We are gathering all available plans/ drawings and plan to provide the files electronically during the pre-proposal meeting January 13, 2016.
~~We are working with the institution to gather the remaining requests.~~
The remaining requests have been added as attachments to the RFP.
There will not be a walkthrough designated for water savings, the institution does not pay water or sewage charges.
3. Is it appropriate for non- ESCO companies to have representatives attend the pre- proposal meeting on 1/13/2016.
 - A. The pre-proposal meeting is open to all interested parties.

4. Will there be live video streaming for the pre-proposal meeting to be held on Wednesday January 13, 2016?

A. There will not be any video streaming available.

5. I. Can the details of the new electric supply contract that goes into effect 12/16 be provided?

- a. Is this contract for generation only?
- b. Does this contract by-pass AEP’s transmission and distribution charges?
- c. Which electric accounts does the new contract cover?

II. Can you provide one full copy of each electric and natural gas account for one month?

III. Page 5 section 2.3 of the DRC – 15N001 states the following

“The Offeror should attempt to maximize energy savings and financial benefit through energy conservation measures and water conservation at the Site. Savings for energy conservation measures may be claimed over a period not to exceed the useful life of the equipment that is installed or modified. Savings for O&M measures may be claimed for a maximum of five years, and shall not be amortized over the term of the contract. Measures that create verifiable operational and maintenance (O&M) savings, Investigate the cause of poor water quality that reduces the serviceable life of the plumbing fixtures and investigate any water quality issues before any water savings measures are implemented.”

Question(s): Given that the response table exhibits only provide for a 10 year term

- a. How can we claim savings for energy conservation measures over a period not to exceed the useful life of the equipment? Many equipment items life is well beyond 10 years and the tables provided only include 10 years.
- b. When will the O&M data be provided? Labor, equipment repair costs, materials, purchased services, etc... listed by year with descriptions and values?
- c. Will capital cost savings be incorporated into the savings justification for this project to provide for realistic payback for non-energy savings items like poor serviceable plumbing conditions and poor water quality issues since water expenses were not provided?
- d. Will planned capital cost plans be provided?

A. Answers

I. The new electric supply contract is for generation only, there will be no impact to AEP transmission and distribution charges, or any other non-generation charges. The contract applies to the following accounts:

Utility Company	Service Address	Service ID	Account #
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AEP Ohio	15802 State Route 104	Perimeter	104-134-918-0-3
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AEP Ohio	15433 State Route 104 Scioto Twp.	Garage/ Maintenance Bldg.	100-376-411-1-4
AEP Ohio	15802 State Route 104	Range	109-261-101-0-6
AEP Ohio	15435 State Route 104 Scioto Twp.	Hammack Hall	103-476-411-1-9

II. ~~Utility bill copies for the remaining accounts are being collected.~~

Attachment 16a has been updated to include one bill for each electric and natural gas account.

^[1] The additional high mast fixtures the institution is installing will be added to this account.

- III.
 - a. Addendum ~~to be~~ provided for clarification.
 - b. We are working to collect O&M data, internal labor costs will not be included and cannot count toward cost savings. ~~We plan to have this information available by Monday January 25, 2016. The institution is still working to collect the data, it will be made available as soon as possible via addendum.~~
O&M costs have been provided via Addendum No. 3, as Attachment 16i- Operation & Maintenance Data.
 - c & d. Capital avoidance is not acceptable for cost savings.

6. How to sign-up for walkthrough days? Are pictures allowed?

- A. The procedure for the pre-proposal meeting will be used for the walkthrough days as well. Names of all attendees to participate in the walkthroughs for all three days must be sent to CCI.questions@ofcc.ohio.gov before the end of business Friday 1/15/2016. Please include in the email a list of people for each day separately.

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8. Will the Water and Wastewater Treatment Plant be considered as part of the scope? Will you allow ECM improvements to be considered for these two plants?

- A. Cost savings with utilities (electricity or natural gas) and/ or operations & maintenance can be included in a proposal, unless otherwise noted. If these options are available at the water and wastewater treatment plants the ECM improvements can be considered.

Additional clarification:

Water & sewer savings- no

Electric & gas savings- yes

9. Questions

- I. Is there boiler stack test data available showing O₂% and temperature at various operating loads for all boilers?
- II. Are there powerhouse logs available showing daily readings of steam generation, gas use, exhaust temperatures, makeup water use, etc.?
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- V. In an effort to meet the expected 10 year term, will the evaluation team accept a steam elimination concept that reuses some radiators and steam piping? If so, are these reused radiators and steam piping a liability to the ESCO for the 10 year term?

A. Answers

- I. We are gathering all available boiler operation data for the past 6 months. ~~We plan to provide this information as soon as possible via Addendum.~~
The operation data has been added to the RFP via Addendum No. 1 and Attachment 16i- Engineer's Daily Logs.

II. The powerhouse logs for fuel use have already been added to the RFP as Attachment 16d. Additional boiler details will be provided in the boiler reports mentioned above. Generator run time reports for January through ~~November~~ December 2015 ~~will be added to the RFP via Addendum when all requested reports are available~~ have been added to the RFP as Attachment 16e via Addendum No. 1. Generator fuel & testing reports have also been added to the RFP as Attachment 16f via Addendum No. 1. These are the available generator reports.

III. Refer to point I.

IV. The institution has been asked if there is any asbestos at the facility. ~~If there is any known asbestos the information will be shared.~~ Please refer to the General Conditions section 6.11.6 Work Stoppage Due to Hazardous Materials for more information.

CCI underwent a major asbestos abatement project in the past and is currently under contract with Ohio Penal Industries to abate any and all asbestos remaining in the facility.

V. Many of the radiators are at the end of their life and cannot be reused. The piping would require a redesign to work for a hot water system.

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II. How many showerheads are there per building?

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V. Section 12 Financial Requirements of the RFP state an Offeror must provide audited financial statements for the past 3 most recently completed fiscal years. Since this can be voluminous, is it acceptable to put the financial information on a CD and submit it as part of the response?

VI. Can additional walk-thru dates be established to permit more time to thoroughly audit the correctional facility?

A. Answers

I. ~~We are working with the institution regarding this request.~~

Approximately \$23,608.20 is spent annually on chemicals for the boilers in the power plant.

II. The count of showerheads is not known.

III. Flow rate per showerhead is not known, however per the RFP no water savings are applicable to this project.

IV. Operation and maintenance costs are already being collected per question (5).

V. This is acceptable.

VI. We are discussing scheduling an additional walkthrough day with the institution.

An additional walkthrough date will be provided on Thursday, February 18, 2016, 9:00 am – 3:00 pm (meet in lobby). The same institution rules as the original walkthrough dates apply. To attend this meeting and ensure the desired areas are seen, please provide the following by Tuesday, February 16th at 12:00 noon to the Q&A email (CCI.questions@ofcc.ohio.gov):

Company name

Names of everyone to attend

All areas/ buildings desired to be seen

(This additional date has been added to the RFP, Part 1.)

12. Can we get a four year (on cycle) of chemical analysis of well water for all three wells and one year of chemical analysis of boiler feed make up water?

A. ~~We are working with the institution regarding this request.~~

Attachment 16k- Well Water Chemical Analysis Reports, has been added to the RFP. This is the available data for the well water. Water evaporated is reported in Attachment 16i- Engineer's Daily Logs.

13. Questions

I. Has the OFCC discussed with ODRC headquarters any potential capital improvements that would or could affect the development of this project? For example; During the Marion Correctional project it was decided after proposals were submitted and a selection was made that the State would be replacing all steam kitchen equipment. Had we been provided that information during our development our proposal would have been significantly different. Therefore, can you please share with us any and all capital improvements that are slated for this institution that may affect each item from Attachment 2? Site Information: List of possible ECM's identified by owner. For instance, it was mentioned during the walk-through that the facility had plans to replace the condensate receiver tanks and the de-aerator. Can you confirm?

II. Given interest rates for State of Ohio credit would be somewhere around 2.0 or less. Along with the Marion project just receiving the low rate of 1.97%. Developing the project with a 4.25% APR is extremely high. This dramatically effects the amount of scope we can include and ultimately depicts a false display of the potential overall project. A rate of around 2.25% may be a closer representation of the project that would actually be delivered. Would you consider this more representative rate?

III. Is it the understanding that if there are other requests for site visits; ALL firms will be notified and afforded the same opportunity to visit the site?

IV. In the Q&A document question #8. A. states scope and savings can be realized at the treatment plants. However, in the pre-bid meeting it was stated several times these plants were NOT included in the project, please clarify.

V. During our electrical/lighting tour the head electrician, Kenny Tipton told us they would be supplying all companies with the lighting counts so everyone was quoting the same quantities? We will also need burn hours.

A. Answers

I. The condensate receiver tank and de-aerator are being replaced.

The institution assessment and master planning were used to develop the RFP. However, additional capital plans have been added via Addendum No. 2.

Two additional proposed plans have been added via Addendum No. 3.

II. In order to provide a level basis of comparison, all offerors are asked to scope a project financed at 4.25%. With current market conditions, it is possible that the actual interest rate will be lower. At their option, offerors may provide with their proposal an alternate scope of work that would be affordable at a different interest rate.

- III. Any additional walk through dates ~~will be~~ have been shared with everyone via Addendum No. 2.
- IV. As stated above and previously, the water and waste water treatment plants can be included in the scope. However, no water savings (gallons of water saved) are allowed. Please refer to question (8) for more details.
- V. A general lighting assessment was completed by the institution. The assessment has been added to the RFP as Attachment 16j- Lighting Assessment. There is also information available in the RFP Attachment 02- Site Information, any other information must be estimated by the Offeror.

14. Questions

- I. What steam pressures are the buildings operating at?
- II. How much condensate return do they estimate they are getting back to the plant?
- III. Do they meter their makeup water separately, if so what is their usage?
- IV. How much money are they spending on chemicals?
- V. When was maintenance on radiator traps last performed?
- VI. How many stationary engineers do they employ, and what is an approximate salary?
- VII. Can the stationary engineer be in charge of trap maintenance if we only run the large boilers for 6 months out of the year?

A. Answers

- I. ~~We are working with the institution regarding this question.~~
Steam pressure leaves the power plant is ~100 pounds (refer to Attachment 16i- Engineer's Daily Logs for details). Pressure is reduced between 10-18 pounds at various buildings.
- II. ~~We are working with the institution regarding this question.~~
The institution estimates approximately 55-60% of the condensate returns to the plant. Refer to Attachment 16h- Water Softener Daily Logs & Attachment 16i- Engineer's Daily Logs for details.
- III. ~~We are working with the institution regarding this question.~~
Refer to Attachment 16h- Water Softener Daily Logs & Attachment 16i- Engineer's Daily Logs.
- IV. ~~This information will be included in the O&M data being collected.~~
See question 11 point I.
- V. ~~We are working with the institution regarding this question.~~
Routine preventative maintenance on radiator traps is not scheduled, maintenance is completed as needed on an on-going basis.
- VI. ~~We are working with the institution regarding this question.~~
There are six (6) stationary engineers assigned to the power plant and one power plant manager. The stationary engineers start at \$18.16 per hour.
- VII. ~~We are working with the institution regarding this question.~~
This is a labor relations issue which would need to be negotiated between union leadership and management. The question cannot be answered at this time.

15. Are there requirements for lighting ECM proposals?

- A. Ensure that if any LEDs operating with ballasts are included in the proposal, the ECM must include replacement of the affected ballasts.

16. If available, please provide the lighting count information in Attachment 16j - Lighting Assessment by building.

- A. Light fixture counts per building are not available. Total fixture counts, and break outs per building, can be verified during final engineering by the selected Offeror. Proposals can include unit costs & unit savings per fixture, with proposed totals based on provided information.

RFP Question and Answer List

State of Ohio Standard Forms and Documents

Project Name Energy Conservation Project-
DRC: Chillicothe Corrections Institution Project Number DRC-15N001
Project Location Chillicothe, Ross County

Date posted: 1/6/2016
Date revised: 2/26/2016

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

1. If you would like to participate in the pre-proposal meeting, the company and employee names of all those to be included must be sent to the RFP Q&A email by January 11, 2016, in accordance with Part 2 Section 2.4 of the RFP.
 - A. Send company information & all attendee's names to CCI.questions@ofcc.ohio.gov.
2. Questions
 - I. If possible, please provide any maps or drawings in advance of the scheduled walkthrough visits during the week of January 18th. The following are listed in order of importance.
 - Campus map with building labels
 - Fire escape plans for each building and each room (important for lighting surveys, as these are typically more up to date than construction drawings)
 - HVAC equipment list
 - II. If possible please provide drawings of each building on campus, including:
 - Site utilities (steam, natural gas, water, electric, sewer, etc.)
 - Building mechanical drawings
 - Building plumbing drawings
 - Building electrical/lighting drawings
 - Power house mechanical, electrical and plumbing drawings
 - Exterior/fence electrical/lighting drawings
 - Modifications since initial construction
 - Any other drawings if available
 - III. If possible, please provide the following information:
 - Boiler plant daily records: monthly summary with daily information is sufficient
 - Sample utility bills for electricity, natural gas and sewer from within the past six months
 - List of building square footages
 - IV. Is there a walkthrough day designated for water savings?
 - A. We are gathering all available plans/ drawings and plan to provide the files electronically during the pre-proposal meeting January 13, 2016.
~~We are working with the institution to gather the remaining requests.~~
The remaining requests have been added as attachments to the RFP.
There will not be a walkthrough designated for water savings, the institution does not pay water or sewage charges.
3. Is it appropriate for non- ESCO companies to have representatives attend the pre- proposal meeting on 1/13/2016.
 - A. The pre-proposal meeting is open to all interested parties.

4. Will there be live video streaming for the pre-proposal meeting to be held on Wednesday January 13, 2016?

A. There will not be any video streaming available.

5. I. Can the details of the new electric supply contract that goes into effect 12/16 be provided?

- a. Is this contract for generation only?
- b. Does this contract by-pass AEP’s transmission and distribution charges?
- c. Which electric accounts does the new contract cover?

II. Can you provide one full copy of each electric and natural gas account for one month?

III. Page 5 section 2.3 of the DRC – 15N001 states the following

“The Offeror should attempt to maximize energy savings and financial benefit through energy conservation measures and water conservation at the Site. Savings for energy conservation measures may be claimed over a period not to exceed the useful life of the equipment that is installed or modified. Savings for O&M measures may be claimed for a maximum of five years, and shall not be amortized over the term of the contract. Measures that create verifiable operational and maintenance (O&M) savings, Investigate the cause of poor water quality that reduces the serviceable life of the plumbing fixtures and investigate any water quality issues before any water savings measures are implemented.”

Question(s): Given that the response table exhibits only provide for a 10 year term

- a. How can we claim savings for energy conservation measures over a period not to exceed the useful life of the equipment? Many equipment items life is well beyond 10 years and the tables provided only include 10 years.
- b. When will the O&M data be provided? Labor, equipment repair costs, materials, purchased services, etc... listed by year with descriptions and values?
- c. Will capital cost savings be incorporated into the savings justification for this project to provide for realistic payback for non-energy savings items like poor serviceable plumbing conditions and poor water quality issues since water expenses were not provided?
- d. Will planned capital cost plans be provided?

A. Answers

I. The new electric supply contract is for generation only, there will be no impact to AEP transmission and distribution charges, or any other non-generation charges. The contract applies to the following accounts:

Utility Company	Service Address	Service ID	Account #
AEP Ohio	15802 State Route 104 Scioto Twp.	Main ^[1]	106-410-249-0-5
AEP Ohio	15802 State Route 104	Perimeter	104-134-918-0-3
AEP Ohio	15800 State Route 104 Scioto Twp.	Rear Gate	106-576-411-1-3
AEP Ohio	15433 State Route 104 Scioto Twp.	Garage/ Maintenance Bldg.	100-376-411-1-4
AEP Ohio	15802 State Route 104	Range	109-261-101-0-6
AEP Ohio	15435 State Route 104 Scioto Twp.	Hammack Hall	103-476-411-1-9

II. ~~Utility bill copies for the remaining accounts are being collected.~~

Attachment 16a has been updated to include one bill for each electric and natural gas account.

^[1] The additional high mast fixtures the institution is installing will be added to this account.

- III.
 - a. Addendum ~~to be~~ provided for clarification.
 - b. We are working to collect O&M data, internal labor costs will not be included and cannot count toward cost savings. ~~We plan to have this information available by Monday January 25, 2016. The institution is still working to collect the data, it will be made available as soon as possible via addendum.~~
O&M costs have been provided via Addendum No. 3, as Attachment 16i- Operation & Maintenance Data.
 - c & d. Capital avoidance is not acceptable for cost savings.

6. How to sign-up for walkthrough days? Are pictures allowed?

- A. The procedure for the pre-proposal meeting will be used for the walkthrough days as well. Names of all attendees to participate in the walkthroughs for all three days must be sent to CCI.questions@ofcc.ohio.gov before the end of business Friday 1/15/2016. Please include in the email a list of people for each day separately.

Cell phones will be allowed for the purposes of taking photos of specific equipment or conditions within the institution. Only one phone per group is allowed. With the list of people to attend each day include who will be bringing in a cell phone, as well as the make and serial number of the phone to be used. The photos taken will be reviewed prior to exiting the institution. Be mindful when taking pictures as no inmates can be included in photos.

7. Since we could not attend yesterday's Pre-Proposal meeting, we want to know if our company may still be considered for this business opportunity and being able to participate starting with next week's walkthroughs.

- A. Pre-proposal attendance is not required to participate in the walkthroughs. However, see above for requirements to attend.

8. Will the Water and Wastewater Treatment Plant be considered as part of the scope? Will you allow ECM improvements to be considered for these two plants?

- A. Cost savings with utilities (electricity or natural gas) and/ or operations & maintenance can be included in a proposal, unless otherwise noted. If these options are available at the water and wastewater treatment plants the ECM improvements can be considered.

Additional clarification:

Water & sewer savings- no

Electric & gas savings- yes

9. Questions

- I. Is there boiler stack test data available showing O₂% and temperature at various operating loads for all boilers?
- II. Are there powerhouse logs available showing daily readings of steam generation, gas use, exhaust temperatures, makeup water use, etc.?
- III. Can the boiler chart recorders be made available?
- IV. Is there any asbestos at the facility? If yes, does the cost of the ECM need to include asbestos abatement?
- V. In an effort to meet the expected 10 year term, will the evaluation team accept a steam elimination concept that reuses some radiators and steam piping? If so, are these reused radiators and steam piping a liability to the ESCO for the 10 year term?

A. **Answers**

- I. We are gathering all available boiler operation data for the past 6 months. ~~We plan to provide this information as soon as possible via Addendum.~~
The operation data has been added to the RFP via Addendum No. 1 and Attachment 16i- Engineer's Daily Logs.

II. The powerhouse logs for fuel use have already been added to the RFP as Attachment 16d. Additional boiler details will be provided in the boiler reports mentioned above. Generator run time reports for January through ~~November~~ December 2015 ~~will be been added to the RFP via Addendum when all requested reports are available~~ have been added to the RFP as Attachment 16e via Addendum No. 1. Generator fuel & testing reports have also been added to the RFP as Attachment 16f via Addendum No. 1. These are the available generator reports.

III. Refer to point I.

IV. The institution has been asked if there is any asbestos at the facility. ~~If there is any known asbestos the information will be shared.~~ Please refer to the General Conditions section 6.11.6 Work Stoppage Due to Hazardous Materials for more information.

CCI underwent a major asbestos abatement project in the past and is currently under contract with Ohio Penal Industries to abate any and all asbestos remaining in the facility.

V. Many of the radiators are at the end of their life and cannot be reused. The piping would require a redesign to work for a hot water system.

10. Will the pre-proposal meeting sign-in sheet be made available?

A. The pre-proposal meeting minutes and sign-in sheet has been posted to the OFCC website with the other project files under "Meeting Minutes" (by the Q&A link).

11. Questions

I. What is the chemical cost for steam?

II. How many showerheads are there per building?

III. What is the flow rate per showerhead? GPM?

IV. What is the spend on replacement parts for segregation units for the Acorn/Metcraft pneumatic sink manifolds?

V. Section 12 Financial Requirements of the RFP state an Offeror must provide audited financial statements for the past 3 most recently completed fiscal years. Since this can be voluminous, is it acceptable to put the financial information on a CD and submit it as part of the response?

VI. Can additional walk-thru dates be established to permit more time to thoroughly audit the correctional facility?

A. **Answers**

I. ~~We are working with the institution regarding this request.~~

Approximately \$23,608.20 is spent annually on chemicals for the boilers in the power plant.

II. The count of showerheads is not known.

III. Flow rate per showerhead is not known, however per the RFP no water savings are applicable to this project.

IV. Operation and maintenance costs are already being collected per question (5).

V. This is acceptable.

VI. We are discussing scheduling an additional walkthrough day with the institution.

An additional walkthrough date will be provided on Thursday, February 18, 2016, 9:00 am – 3:00 pm (meet in lobby). The same institution rules as the original walkthrough dates apply. To attend this meeting and ensure the desired areas are seen, please provide the following by Tuesday, February 16th at 12:00 noon to the Q&A email (CCI.questions@ofcc.ohio.gov):

Company name

Names of everyone to attend

All areas/ buildings desired to be seen

(This additional date has been added to the RFP, Part 1.)

12. Can we get a four year (on cycle) of chemical analysis of well water for all three wells and one year of chemical analysis of boiler feed make up water?

A. ~~We are working with the institution regarding this request.~~

Attachment 16k- Well Water Chemical Analysis Reports, has been added to the RFP. This is the available data for the well water. Water evaporated is reported in Attachment 16i- Engineer's Daily Logs.

13. Questions

I. Has the OFCC discussed with ODRC headquarters any potential capital improvements that would or could affect the development of this project? For example; During the Marion Correctional project it was decided after proposals were submitted and a selection was made that the State would be replacing all steam kitchen equipment. Had we been provided that information during our development our proposal would have been significantly different. Therefore, can you please share with us any and all capital improvements that are slated for this institution that may affect each item from Attachment 2? Site Information: List of possible ECM's identified by owner. For instance, it was mentioned during the walk-through that the facility had plans to replace the condensate receiver tanks and the de-aerator. Can you confirm?

II. Given interest rates for State of Ohio credit would be somewhere around 2.0 or less. Along with the Marion project just receiving the low rate of 1.97%. Developing the project with a 4.25% APR is extremely high. This dramatically effects the amount of scope we can include and ultimately depicts a false display of the potential overall project. A rate of around 2.25% may be a closer representation of the project that would actually be delivered. Would you consider this more representative rate?

III. Is it the understanding that if there are other requests for site visits; ALL firms will be notified and afforded the same opportunity to visit the site?

IV. In the Q&A document question #8. A. states scope and savings can be realized at the treatment plants. However, in the pre-bid meeting it was stated several times these plants were NOT included in the project, please clarify.

V. During our electrical/lighting tour the head electrician, Kenny Tipton told us they would be supplying all companies with the lighting counts so everyone was quoting the same quantities? We will also need burn hours.

A. **Answers**

I. The condensate receiver tank and de-aerator are being replaced.

The institution assessment and master planning were used to develop the RFP. However, additional capital plans have been added via Addendum No. 2.

Two additional proposed plans have been added via Addendum No. 3.

II. In order to provide a level basis of comparison, all offerors are asked to scope a project financed at 4.25%. With current market conditions, it is possible that the actual interest rate will be lower. At their option, offerors may provide with their proposal an alternate scope of work that would be affordable at a different interest rate.

- III. Any additional walk through dates ~~will be~~ have been shared with everyone via Addendum No. 2.
- IV. As stated above and previously, the water and waste water treatment plants can be included in the scope. However, no water savings (gallons of water saved) are allowed. Please refer to question (8) for more details.
- V. A general lighting assessment was completed by the institution. The assessment has been added to the RFP as Attachment 16j- Lighting Assessment. There is also information available in the RFP Attachment 02- Site Information, any other information must be estimated by the Offeror.

14. Questions

- I. What steam pressures are the buildings operating at?
- II. How much condensate return do they estimate they are getting back to the plant?
- III. Do they meter their makeup water separately, if so what is their usage?
- IV. How much money are they spending on chemicals?
- V. When was maintenance on radiator traps last performed?
- VI. How many stationary engineers do they employ, and what is an approximate salary?
- VII. Can the stationary engineer be in charge of trap maintenance if we only run the large boilers for 6 months out of the year?

A. Answers

- I. ~~We are working with the institution regarding this question.~~
Steam pressure leaves the power plant is ~100 pounds (refer to Attachment 16i- Engineer's Daily Logs for details). Pressure is reduced between 10-18 pounds at various buildings.
- II. ~~We are working with the institution regarding this question.~~
The institution estimates approximately 55-60% of the condensate returns to the plant. Refer to Attachment 16h- Water Softener Daily Logs & Attachment 16i- Engineer's Daily Logs for details.
- III. ~~We are working with the institution regarding this question.~~
Refer to Attachment 16h- Water Softener Daily Logs & Attachment 16i- Engineer's Daily Logs.
- IV. ~~This information will be included in the O&M data being collected.~~
See question 11 point I.
- V. ~~We are working with the institution regarding this question.~~
Routine preventative maintenance on radiator traps is not scheduled, maintenance is completed as needed on an on-going basis.
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There are six (6) stationary engineers assigned to the power plant and one power plant manager. The stationary engineers start at \$18.16 per hour.
- VII. ~~We are working with the institution regarding this question.~~
This is a labor relations issue which would need to be negotiated between union leadership and management. The question cannot be answered at this time.

15. Are there requirements for lighting ECM proposals?
- A. Ensure that if any LEDs operating with ballasts are included in the proposal, the ECM must include replacement of the affected ballasts.
16. If available, please provide the lighting count information in Attachment 16j - Lighting Assessment by building.
- A. Light fixture counts per building are not available. Total fixture counts, and break outs per building, can be verified during final engineering by the selected Offeror. Proposals can include unit costs & unit savings per fixture, with proposed totals based on provided information.
17. I am currently subscribed to receive your OFCC "New RFQ and Updated RFP and Q&A Posted to OFCC Website" emails. There have been several projects that have appeared that include elements my company would be interested in preparing a bid for. However, in almost every instance, the projects we may be interested in are embedded in larger more comprehensive construction proposals.
- Would it be possible to place a bid on specific sections of the RFQ or RFP, or do we have to bid on the entire request? Additionally, if we have to bid on the entire request, is there a way we could be introduced to general contractors that could use our services as a sub-contractor on these projects?
- A. Proposals can only be accepted for the whole project. Potential sub-contractors are welcome to try joining an ESCO team that is bidding on the entire project. To find potential companies to partner with please refer to the project Meeting Minutes included on the OFCC website, the file includes attendance sign-in sheets for the pre-proposal meeting and walkthroughs.
- 18.
- I. Can you please share the name of the company that recently installed the new roof at CCI Power Plant and other flat roof buildings? This is in order to get in contact with them to understand exactly their specs considering a potential use of Solar Water Heaters as an ECM.
- II. Can you please confirm the amount of hot water in gallons per day produced at CCI Power Plant? We have it in around 50,000 gal/day, but would be great if it can be confirmed.
- A. We are working with the institution regarding this request.
19. Based on the following statement: "The institution plans, but has not received approval, to replace lighting in the inmate housing units with energy efficient security light fixtures (vandal resistant). If this is a possible option, the proposal should include a separate option to provide the security fixtures in the housing units."
- Question:
In order to effectively propose a separate pricing option for security fixtures in the housing units, a complete count of cells with the number of fixtures in each will be required. Can this information be provided?
- A. This information was covered during the additional walkthrough day on 2/18/2016. Refer to Attachment 16m- Electrician's Notes for specific counts, with dormitory unit counts separated between cells and hall & office areas.
- Also, refer to question 13 V and 16 above.
20. Can you please clarify if each respondent is to provide a comprehensive service agreement for the entire correctional facility or just for the ECMs that are installed as part of the performance contract?
- A. The minimum requirement is a service agreement for the proposed ECMs, however it is acceptable to propose a more comprehensive service agreement if the Offeror wishes.

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>Residence Life Masonry Pointing - FY16</u>	Response Deadline	<u>02/29/2016</u>	<u>3:00 pm</u>	local time
Project Location	<u>Bowling Green State University</u>	Project Number	<u>BGU-166176</u>		
City / County	<u>Bowling Green / Wood</u>	Project Manager	<u>Joe Phillips</u>		
Owner	<u>Bowling Green State University</u>	Contracting Authority	<u>Local Higher Education</u>		
Delivery Method	<u>General Contracting</u>	Prevailing Wages	<u>State</u>		
No. of paper copies requested (stapled, not bound)	<u>2</u>	No. of electronic copies requested (PDF)		<u>1</u>	

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Beth Nagel at BGSU Purchasing Office, 1851 North Research Drive, Bowling Green, Ohio 43403. See Section H of this RFQ for additional submittal instructions.

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

Project Overview

A. Project Description

Bowling Green State University (the "Owner") is requesting interested firms to submit qualifications for full design and construction administration services as the Architect of Record for the renovations to occur on the Residence Life Masonry Pointing - FY16

This project will consist of building envelope improvements to 4 residence halls over the course of 2 summer semesters. Conklin Hall North and Founders Hall will bid for construction over summer of 2016, with Kohl Hall and McDonald Quad following for Summer of 2017.

Work needed will involve masonry repairs/replacement for brick, CMU, precast concrete, and stone elements as well as sealing of masonry joints and around windows, doors, and miscellaneous penetrations. A/E will prepare program of requirements using information provided by the Owner in the form of an investigation report, as well as on site inspection.

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/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: Schematic Design, Design Development, Construction Document Preparation, Construction Estimate, 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>. Note that all respondents to this RFQ will be responsible for, and held to, the terms of the standard Agreement and Exhibits as completed by the Owner. Any clarification or requested modifications to the same should be identified in the Respondent's response to this RFQ. No modifications to the requirements in the Agreement or Exhibits will be accepted at time of negotiation or technical proposal.

During the construction period, provide not less than 6 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

For all Statements of Qualifications, please identify the EDGE-certified Business Enterprises, by name, which will participate in the delivery of the proposed professional services solicited in the RFQ.

H. Submittal Instructions

Firms are required to submit the current version of Statement of Qualifications (Form F110-330) available via the OFCC website at <http://ofcc.ohio.gov>.

Electronic submittals should be combined into one PDF file named with the project number listed on the RFQ and your firm's name. Use the "print" feature of Adobe Acrobat or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Acrobat, go to Advanced, then PDF Optimizer. Also, please label the CD or DVD and the sleeve with the project number and firm name if applicable.

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.

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

Firms are requested to identify professional registrations, memberships and credentials including: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, CPE, DBIA, and any other appropriate design and construction industry credentials. Identify that information on the resume page for individual in Block 22, Section E of the F110-330 form.

Architect / Engineer Selection Rating Form

State of Ohio Standard Forms and Documents

Project Name Residence Life Masonry Pointing - FY16 Proposer Firm _____
 Project Number BGU-166176 City, State, Zip _____

Selection Criteria		Value	Score
1. Primary Firm Location, Workload and Size (Maximum 10 points)			
a. Proximity of firm to project site	Less than 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 \$50,000	2	
	\$50,000 to \$200,000	1	
	More than \$200,000	0	
c. Number of licensed professionals	Less than 3 professionals	3	Max = 3
	3 to 6 professionals	2	
	More than 6 professionals	0	
2. Primary Firm Qualifications (Maximum 30 points)			
a. Project management lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	Max = 20
b. Project design lead	Experience / creativity of project designer to achieve owner's vision and requirements	0 - 5	
c. Technical staff	Experience / ability of technical staff to create fully coordinated construction documents	0 - 5	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 10	
3. Key Consultant Qualifications (Maximum 20 points)			
a. Key discipline leads	Experience / ability of key consultants to perform effectively and collaboratively	0 - 15	
b. Proposed EDGE-certified Consultant participation*	One point for every 2 percent increase in professional services over the EDGE participation goal	0 - 5	
4. Overall Team Qualifications (Maximum 10 points)			
a. Previous team collaboration	Less than 2 sample projects	1	Max = 3
	2 to 4 sample projects	2	
	More than 4 sample projects	3	
b. LEED** Registered / Certified project experience	Registered projects	1	Max = 2
	Certified projects	2	
c. BIM project experience	Training and knowledge	1	Max = 3
	Direct project experience	3	
d. Team organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
5. Overall Team Experience (Maximum 30 points)			
a. Previous team performance	Past performance as indicated by evaluations and letters of reference	0 - 10	
b. Experience with similar projects / delivery methods	Less than 3 projects	0 - 3	
	3 to 7 projects	4 - 6	
	More than 7 projects	7 - 10	
c. Budget and schedule management	Performance in completing projects within original construction budget and schedule	0 - 5	
d. Knowledge of Ohio Capital Improvements process	Less than 2 projects	0 - 1	
	2 to 4 projects	2 - 3	
	More than 4 projects	4 - 5	
		Subtotal	

* Must be comprised of professional design services consulting firm(s) and NOT the lead firm
 ** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute

Notes:

Evaluator:

Name _____

Signature _____

Date _____

Request for Qualifications (Commissioning Agent)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>Newark - Residence Hall</u>	Response Deadline	<u>02/29/2016</u>	<u>2:00 p.m.</u>	local time
Project Location	<u>OSU Newark, Ohio Campus</u>	Project Number	<u>OSU-160054</u>		
City / County	<u>Newark / Licking</u>	Project Manager	<u>Mark Stelzer</u>		
Owner	<u>The Ohio State University</u>	Contracting Authority	<u>Local Higher Education</u>		
Delivery Method	<u>CM at Risk</u>	Prevailing Wages	<u>State</u>		
No. of paper copies requested (stapled, not bound)	<u>2</u>	No. of electronic copies requested on CD (PDF)	<u>(1)</u>	<u>USB</u>	

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Mark Stelzer at 400 Enarson Classroom Building, 2009 Millikin Rd, Columbus, OH 43210. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Mark Stelzer at stelzer.28@osu.edu with the project number included in the subject line (no phone calls please). Questions will be answered and posted to Opportunities page on the OFCC website at <http://ofcc.ohio.gov> on a regular basis until one week before the response deadline. The name of the party submitting a question will not be included on the Q&A document.

Project Overview

A. Project Description

The Ohio State University is requesting interested firms to submit proposals to provide LEED compliant Enhanced Commissioning for pre-design, design phases, construction phases and post construction as a Commissioning Agent (CxA) for the Newark – Residence Hall project located on the Newark Campus, Newark, Ohio. The CxA will be contracted directly by the University and will be independent of other members of the design team.

The building will be located behind the existing student housing on the OSU Newark Campus and will be a multistory 120 bed residence hall. The residence floor areas will contain sleeping spaces, ganged restrooms and shower rooms. The building will also include an event space to accommodate 300 people. The building will also provide typical support spaces such as storage, mechanicals, maintenance, and laundry room.

The MEP Engineer and CM will participate in the interview process of the CxA and will be in an advisory role and will not have a vote for selection.

This project will be registered with USGBC by the University's LEED Administrator, Design Group Architects; the University Policy 3.10 requirement is to meet LEED silver certification. The buildings will be commissioned to satisfy the requirements of Fundamental Commissioning and Enhanced Commissioning of the Building Systems and construction procedures. The University is committed to commissioning this facility to ensure that all systems are well designed, complete and functioning properly upon occupancy and through all seasons, and that staff has adequate system documentation and training. Maximizing energy conservation is a critical component of the design goals to comply with the University Policy 3.10. The CxA will assist in providing design review comments, commissioning related documents to incorporate into the construction documents and a commissioning plan for the project to ensure the LEED Silver Certification requirements of the project. The anticipated Building systems to be commissioned include, but are not limited to: HVAC equipment and systems, temperature controls, renewable energy systems (if any), electrical, security & CCTV, and plumbing.

B. Scope of Services

The objective of commissioning is to provide documented confirmation that a facility fulfills the functional and performance requirements of the building owner, including but not limited to fundamentals contained within Climate Action Plan, Energy & Infrastructure Plan, Green Build and Energy Policy 3.10, and Integrated Energy & Environmental Implementation Strategies, sustainable practices of the University, LEED Commissioning Requirements, occupants and operators. To reach this goal it is necessary for the commissioning process to develop and document the owner's criteria for system function, performance, and maintainability, as well as, to verify document compliance with these criteria throughout design, construction, start-up, initial operation and seasonal operation. In addition, complete electronic operation and maintenance (O&M) manuals, as well as training on system operations should be provided to the building operators to ensure the building continues to operate as intended. The CxA commissioning process shall utilize ASHRAE Standard 202 as a reference point for achieving the intent of ASHRAE Standard 90.1-2007 and shall verify that the building systems perform in accordance with ASHRAE 90.1-2007. The Owner's Project Manager will initially develop the Owner's Project

Request for Qualifications (Commissioning Agent) continued

Requirements (OPR). The CxA will maintain the OPR throughout the project design and construction process and update the OPR with the approval of the Owner.

The Commissioning Agent will be involved from design phase through warranty phase. The CxA will be responsible for reviewing and thoroughly documenting the Owner's Project Requirements and the A/E Basis of Design documents through reviews and have interaction with the Project Architect / Engineer, University Architect, University Engineer, and Facilities Operations and Development. The primary role of the CxA during the overall design phase is to develop detailed commissioning specifications, and to review design to ensure it meets the Owner's objectives as well as LEED certification requirements. During construction, the CxA coordinates the execution of a testing plan, which includes observing and documenting all systems' performance to ensure that systems are functioning in accordance with the Owner's objectives and the contract documents. The CxA is not responsible for design or general construction scheduling, cost estimating, or construction management, but it may be necessary to assist with problem solving non-conformance issues and deficiencies. The CxA will be required to provide input on the overall master schedule where they are to perform tasks.

During the commissioning phase of the construction period, provide services as necessary per the implementation plan, including (1) attendance at progress meetings, (2) written reports, (3) on-site representation comprised of the commissioning provider and its consultant staff involved in the project, all having relevant and appropriate types of construction administration experience.

High priority construction phase commissioning elements (not all inclusive):

HVAC equipment and systems
Temperature Controls
Plumbing
Electrical Systems
Security and CCTV Systems
Renewable Energy Systems (if any)

Before the Training Phase, the CxA shall assemble System Manuals of the major building elements. The data for the System Manuals shall be provided by the Construction Manager (system installation and maintenance data) and the A/E (system design concepts, controls and operating descriptions). The CxA shall establish the criteria for this data at the pre-design phase for the CM and A/E. The System Manual concept shall follow the guidelines established by ASHRAE Guideline 1.1-2007 (HVAC&R Technical Requirements for The Commissioning Process)

The selected CxA, 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 Commissioning Agreement detailed cost components to address the Owner's project requirements.

Desired Qualifications:

It is the Owner's desire for the person designated as the site CxA to satisfy as many of the following requirements as possible:

1. Acted as the principal CxA for at least three (3) projects of similar size and scope.
2. Acted as the principal CxA for at least three (3) projects that have achieved or are currently pursuing LEED certification.
3. Extensive experience in the operation and troubleshooting of building controls systems and MEP systems.
4. Extensive field experience is required, with a minimum of five (5) years in this type of work.
5. Knowledgeable in building operation and maintenance and O&M training.
6. Knowledgeable in test and balance of air and water systems.
7. Experienced in writing commissioning specifications.
8. Direct experience in monitoring and analyzing system operation using the building control system trending and stand-alone data logging equipment.
9. Excellent verbal and written communication skills. Highly organized and able to work with both the office and field personnel of the A/E, Consultant, and CM.

The required expertise for this project will be based on the skill and experience set of the full team making the proposal. A member of the firm will be designated CxA who is a member of the team that will coordinate the commissioning activities from the technical perspective. The CxA must have technical and management experience on projects of similar scope. If the CxA does not have sufficient skills to commission a specific system, the prime firm shall subcontract with a qualified party to do so. Subcontractor's qualification shall be included and clearly designated in the response to this RFQ.

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

Request for Qualifications (Commissioning Agent) continued

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 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.

Commissioning Agent Selection Rating Form

State of Ohio Standard Forms and Documents

Project Name Newark - Residence Hall Proposer Firm _____
 Project Number OSU-160054 City, State, Zip _____

Selection Criteria		Value	Score
1. Primary Firm Location, Workload and Size (Maximum 10 points)			
a. Proximity of firm to project site	Less than 100 miles	5	
	100 miles to 200 miles	2	
	More than 200 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$200,000	2	
	\$200,000 to \$1,000,000	1	
	More than \$1,000,000	0	
c. Number of relevant professionals	Less than 2 professionals	1	Max = 3
	2 to 8 professionals	2	
	More than 8 professionals	3	
2. Primary Qualifications (Maximum 30 points)			
a. Project management lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	Max = 20
b. Project administration lead	Experience / ability to effectively administer project controls and processes	0 - 5	
c. Technical staff	Experience / ability of technical staff to verify fully coordinated construction documents	0 - 5	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 10	
3. Key Consultant Qualifications (Maximum 20 points)			
a. Key discipline leads	Experience / ability of key consultants to perform effectively and collaboratively	0 - 15	
b. Proposed EDGE-certified Consultant participation*	One additional point for every 2 percent increase in professional services over the advertised EDGE participation goal	0 - 5	
4. Overall Team Qualifications (Maximum 10 points)			
a. Previous team collaboration	Less than 2 sample projects	0	
	2 to 4 sample projects	2	
	More than 4 sample projects	5	
b. Team organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
5. Overall Team Experience (Maximum 30 points)			
a. Previous team performance	Past performance as indicated by evaluations and letters of reference	0 - 10	
b. Experience with similar projects / delivery methods	Less than 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 ** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute		Subtotal	

Notes:

Evaluator:

Name _____

Signature _____ Date _____

Request for Qualifications (Design-Build Contract)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>Doan - Precert Office Renovation</u>	Response Deadline	<u>03/04/2016</u>	<u>2:00 p.m.</u>	local time
Project Location	<u>Doan Hall Suite 107 & 109</u>	Project Number	<u>OSU-160235</u>		
City / County	<u>Columbus / Franklin</u>	Project Manager	<u>Brendan Flaherty</u>		
Owner	<u>The Ohio State University</u>	Contracting Authority	<u>Local Higher Education</u>		
Delivery Method	<u>Design-Build</u>	Prevailing Wages	<u>State</u>		
No. of paper copies requested (stapled, not bound)	<u>3</u>	No. of electronic copies requested (PDF)	<u>1 USB Drive</u>		

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Brendan Flaherty at 400 Enarson Classroom Building, 2009 Millikin Rd, Columbus, OH 43210. See Section G of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Brendan Flaherty at flaherty.12@osu.edu with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the Opportunities page on the OFCC website at <http://ofcc.ohio.gov> on a regular basis until one week before the response deadline. The name of the party submitting a question will not be included on the Q&A document.

Project Overview

A. Project Description

For this project, the Owner will be requesting a Competitive GMP at the time of Request for Proposal as part of the Best Value selection process.

The purpose of this project is to renovate the existing Patient Financial Services Offices on the 1st floor of Doan Hall. The project is 2,050 square feet and consists of Suites 107 & 109. The finished space will have a front of house patient interaction area and a back of house for staff only. The completed project will be not have any patient medical service areas.

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

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.

This project will be constructed in two phases. Phase one will provide four offices and a new reception area for patient financial services. Phase two will provide a new kitchenette, one manager office, a copy center, and 15-17 staff cubicles. All ceilings, light fixtures and floors will be replaced. The VAV boxes on the HVAC system will be replaced. An existing staff restroom will be demolished to make space for the new kitchenette. Three existing offices will be demolished to make room for the cubicle area. Some hazardous material abatement will be required during demolition.

B. Scope of Services

The Owner will be requesting a GMP as part of the Best Value selection process; therefore self-performed work will be approved, subject to the firm submitting an acceptable subcontractor plan. The short-listed firms are treated as approved subcontractors for this purpose. There will be no obligation for the selected firm to solicit bids from subcontractors for the purpose of comparing the price of proposed self-performed work. In addition, the contingency utilization provisions related to the award of a low subcontractor bid are waived.

As required by the Agreement, and as properly authorized, provide the following categories of services: develop and maintain estimates of probable construction cost, value engineering, project schedules, and construction schedules; lead and manage the Design Development, Subcontractor Prequalification and Bidding process, Construction Documents, Construction and Closeout stages.

Request for Qualifications (Design-Build Contract) continued

The selected DB will be required to sign the standard agreement provided at time of Request for Proposal. No modifications to the requirements in the agreement will be accepted. Required Professional Liability Insurance will be per General Conditions Articles 10.3.7, 10.3.8 and 10.3.9.

The preconstruction and construction services are generally described below. With the exception of self-performed work, subcontracts including but not limited to Plumbing, Fire Protection, HVAC, and Electrical trades 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/Owner, the Criteria A/E and the DB. The Contracting Authority/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/Owner, Criteria A/E and Project Team, and will provide, among other services, schedule development, estimate development, program verification, schematic design, design development, subcontractor prequalification and bidding, construction documents preparation, constructability review, permits, budgeting, value engineering, and preconstruction planning throughout the preconstruction stages.

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, weekly progress meetings, testing and inspections, 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 supplemental 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. Project Delivery Method – Design Build
2. Role on Project (DB, GC, Trade)
3. Work in Active Hospitals
4. Office Renovation

For the purpose of the selection of 10 Relevant Projects in Section F of the Statement of Qualification (Form F110-330), projects must be designed by the Lead Firm.

C. Funding / Estimated Budget

Total Project Cost	<u>\$490,000</u>	State Funding	<u>\$ 0</u>
Construction Cost	<u>\$330,000</u>	Other Funding	<u>\$490,000</u>

D. Anticipated Schedule

DB Preconstruction Services Start	<u>04 / 16</u>
Construction Stage Notice to Proceed	<u>05 / 16</u>
Substantial Completion of all Work	<u>09 / 16</u>
DB Services Completed	<u>10 / 16</u>

E. EDGE Participation Goal

Percent of the DB's total compensation excluding DB's Contingency*	<u>5.0%</u>
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*Preconstruction Stage Compensation plus Contract Sum minus DB's Contingency

F. Evaluation Criteria for Selection

Selection Criteria: The DB will be selected using (i) qualifications-based process during the Request for Qualifications (RFQ) stage to develop a short list and (ii) best value process during the Request for Proposal (RFP) stage. The qualifications-based criteria for the RFQ is included in this announcement. The best value criteria used in evaluating proposals from short listed firms will include such factors that are determined to derive or offer the greatest value to the State and 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

Request for Qualifications (Design-Build Contract) continued

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, construction stage personnel costs, itemized construction stage general conditions costs, construction stage contingency percentage, construction stage design fee percentage, and design-build fee percentage. The short-listed candidates will also receive (i) form of the Agreement with the Contracting Authority containing the contract terms and conditions, (ii) set of the most recent criteria documents and (iii) 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/Owner. The purpose of the pre-proposal meeting is to permit the short-listed firms an opportunity to ask the Contracting Authority/Owner questions in an individual setting to help the firms prepare their responses to the RFP. 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/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	3-4-2016
RFP issued to the Short-Listed Firms	3-9-2016
Site Visit/Walk Through	3-11-2016
Interviews	3-17-2016
Selection of DB	3-22-2016

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 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>.

The **EDGE Participation Statement of Intent to Contract and Perform** from Section H. Additional Information must also be submitted. 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.

G. Submittal Instructions

Firms are required to submit the current version of Statement of Qualifications (Form F110-330) available via the OFCC website at <http://ofcc.ohio.gov>.

Electronic submittals should be combined into one PDF file named with the project number listed on the RFQ and your firm’s name. Use the “print” feature of Adobe Acrobat or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Acrobat, go to Advanced, then PDF Optimizer. Also, please label the CD or DVD and the sleeve with the project number and firm name if applicable.

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.

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

Unless otherwise noted or exempt, all documents submitted to the Contracting Authority in response to this RFQ and subsequent 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 (Design-Build Contract) continued

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 construction budget (e.g. a letter from your Surety agent stating that one or more Sureties will issue Bonds in the amount of the construction budget if your team is selected) 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 insurance.
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, CPE, DBIA, and any other appropriate design and construction industry credentials. Identify that information on the resume page for individual in Block 22, Section E of the F110-330 form.

Design-Build Selection Rating Form

State of Standard Forms and Documents

Project Name Doan-Precert Office Renovation Proposer Firm _____
 Project Number OSU-160235 City, State, Zip _____

Selection Criteria		Value	Score
1. Primary Firm Location and Workload (Maximum 10 points)			
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 contracts awarded by Contracting Authority in previous 24 months	Less than \$200,000	5	
	\$200,000 to \$1,000,000	2	
	More than \$1,000,000	0	
2. Primary Qualifications (Maximum 35 points)			
a. Project management lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	Max = 25
b. Project design lead	Experience / creativity of project designer to achieve owner's vision and requirements	0 - 0	
c. Technical staff	Experience / ability of technical staff to coordinate construction documents and develop accurate estimates and schedules	0 - 5	
d. Construction administration staff	Experience / ability of field representatives to identify and solve issues during construction	0 - 20	
3. Key Consultant Qualifications (Maximum 15 points)			
a. Key consultants	Experience / ability of key consultants to perform effectively and collaboratively	0 - 10	
b. Proposed EDGE-certified Consultant participation*	One point for every 2 percent increase in Services compensation** over the EDGE participation goal	0 - 5	
4. Overall Team Qualifications (Maximum 10 points)			
a. Previous team collaboration	Less than 2 sample projects	0	Max = 3
	2 to 4 sample projects	2	
	More than 4 sample projects	3	
b. LEED*** Registered / Certified project experience	Registered projects	1	Max = 2
	Certified projects	2	
c. BIM project experience	Training and knowledge	1	Max = 3
	Direct project experience	3	
d. Team organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
5. Overall Team Experience (Maximum 30 points)			
a. Previous team performance	Past performance as indicated by evaluations and letters of reference	0 - 10	
b. Experience with similar projects / delivery methods	Less than 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 consulting firm(s) and NOT the lead firm ** Preconstruction Stage Compensation plus Contract Sum minus Subcontracted Work, Self-performed Work, and DB's Contingency *** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute		Subtotal	

Notes:

Evaluator:

Name _____

Signature _____ Date _____

Request for Qualifications (CM at Risk Contract)

State of Ohio Standard Forms and Documents

Administration of Project: School District Board + OFCC

Project Name	<u>Chillicothe City School District - CFAP</u>	Response Deadline	<u>03/21/2016</u>	<u>4:00 P.M.</u> local time
Project Location	<u>425 Yoctangee Parkway</u>	Project Number	<u>SFC-160391</u>	
City / County	<u>Chillicothe / Ross</u>	Project Manager	<u>Stacey Thomas</u>	
Owner	<u>Chillicothe City School District</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 (PDF)		<u>1</u>

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Jill Hoobler at jill.hoobler@ofcc.ohio.gov See Section G of this RFQ for additional submittal instructions.

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

Project Overview

A. Project Description

Build one new 78,402 square foot building for 677 grade PK-2 students.

Build one new 121,495 square foot building for 1013 grade 3-7 students.

One building will be located on the previous site of the J.A. Smith Middle School which has already been abated and demolished. The second new building will be located on the site of the existing Western Annex building. The Western Annex building will need to be abated and demolished as part of the project. The existing Hopewell Elementary building may also be abated and demolished with the Western Annex building or sooner.

The scope also includes abatement and demolition of 5 existing buildings, 1 of which is the Western Annex building.

This District may include a locally funded initiative budget for additional square footage and building upgrades/enhancements.

A Project Agreement between the District and the OSFC is anticipated in late February 2016.

It is anticipated that the new buildings will be completed in February 2019, or sooner. The Western Annex building will be abated and demolished prior to the start of construction of the new building. Abatement and demolition of the remaining buildings will complete by the Fall of 2019

Professional design services are being acquired by the Contracting Authority under a separate contract.

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

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 Construction Manager at Risk ("CM"), 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: create the drawdown schedule and provide quarterly updates, assist the architect in financial tracking, provide constructability review comments on documents produced by the A/E during the Schematic Design, Design Development, GMP Document, and

Request for Qualifications (CM at Risk Contract) continued

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 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, schedule development, estimate development, Guaranteed Maximum Price (GMP) proposal, subcontractor prequalification and bidding, constructability review, permits, budgeting, value engineering, and preconstruction planning throughout the preconstruction stages. When the drawings and specifications are at the 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 incomplete design elements and the A/E's statement of intended scope with respect to such incomplete elements (the "Design Intent Statement"). Contingent upon the Contracting Authority's approval of the GMP, the parties will enter into an amendment to the Agreement establishing the Contract Sum ("GMP Amendment"). If the proposed Contract Sum exceeds the Project Budget established for construction, then the Contracting Authority may terminate the agreement with the CM and seek proposals from other firms 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 supplemental 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. Project Delivery Method (MP, GC, CMR, DB)
2. Role on Project (CMA, OA, CMR, DB, GC, Trade)
3. LEED Status (Reg., Cert., Silv., Gold, Plat.)
4. Academic Facility
5. K-12 Facility Type (Elem., Middle, High, CT, Combination)
6. New Construction or Renovation (New, Reno.)
7. Ohio Capital Improvement Process (State of Ohio Contracts/OAKS CI)
8. GMP Preparation/Negotiations
9. Management of full realm of subcontractors, including MEPT's
10. Estimate Reconciliation with Architect/Engineers

For scope items 1, 2, 3, 5, and 6 listed above, insert one of the noted abbreviations in the Relevant Project Experience Matrix instead of using an "x" when applicable to one of the 10 Example Projects.

C. Funding / Estimated Budget

Total Project Cost	<u>\$46,705,261 without LFI</u>	State Funding	<u>\$25,687,894</u>
Construction Cost	<u>\$40,166,525</u>	Other Funding	<u>\$21,017,367</u>

Request for Qualifications (CM at Risk Contract) continued

D. Anticipated Schedule

CM Preconstruction Services Start	<u>07 / 16</u>
Construction Stage Notice to Proceed	<u>08 / 17</u>
Substantial Completion of all Work	<u>09 / 19</u>
CM Services Completed	<u>01 / 20</u>

E. EDGE Participation Goal

Percent of the CM's total compensation excluding CM's Contingency* 5.0%

*Preconstruction Stage Compensation plus Contract Sum minus CM's Contingency

F. Evaluation Criteria for Selection

Selection Criteria: The CM will be selected using (i) qualifications-based process during the Request for Qualifications (RFQ) stage to develop a short list and (ii) best value process during the Request for Proposal stage. The qualifications-based criteria for the RFQ is included in this announcement. The best value criteria used in evaluating proposals from short listed firms will include such factors that are determined to derive or offer the greatest value to the State and 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, construction stage personnel costs, itemized construction stage general conditions costs, construction stage contingency percentage, and construction stage fee percentage. The short-listed candidates will also receive (i) form of Agreement with the Contracting Authority containing the contract terms and conditions, (ii) set of the most recent design documents and (iii) 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 an opportunity to ask the Contracting Authority and/or Owner questions in an individual setting to help the firms prepare their responses to the RFP. 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 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.

RFP issued to the Short-Listed Firms	4/18/16
Pre-proposal meetings	4/29/16
Interviews	06/17/16
Selection of CM	6/22/16

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

Request for Qualifications (CM at Risk Contract) continued

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.

G. 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>.

Statements of Qualifications are to be submitted electronically by email. Submittals are to be limited to a maximum of one email with the total file size of 25 MB

Electronic submittals should be combined into one PDF file named with the project number listed on the RFQ and your firm's name. Use the "print" feature of Adobe Acrobat or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Acrobat, go to Advanced, then PDF Optimizer. Also, please label the CD or DVD and the sleeve with the project number and firm name if applicable.

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

Unless otherwise noted or exempt, all documents submitted to the Contracting Authority in response to this RFQ and subsequent 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 construction budget (e.g. a letter from your Surety agent stating that one or more Sureties will issue Bonds in the amount of the construction budget if your team is selected) 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 insurance.
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, CPE, DBIA, and any other appropriate design and construction industry credentials. Identify that information on the resume page for individual in Block 22, Section E of the F110-330 form.

CM at Risk Selection Rating Form

State of Ohio Standard Forms and Documents

Project Name Chillicothe New PK-2 and 3-7 New Buildings And Abatement/Demolition of existing buildings Proposer Firm _____
 Project Number SFC-160391 City, State, Zip _____

Selection Criteria		Value	Score
1. Primary Firm Location and Workload (Maximum 10 points)			
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 contracts awarded by Contracting Authority in previous 24 months	Less than \$20,000,000	5	
	\$20,000,000 to \$50,000,000	2	
	More than \$50,000,000	0	
2. Primary Qualifications (Maximum 40 points)			
a. Project management lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	Max = 30
b. Project administration lead	Experience / ability to effectively administer project controls and processes	0 - 5	
c. Technical staff	Experience / ability of technical staff to develop accurate estimates and schedules	0 - 10	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 15	
3. Key Consultant Qualifications (Maximum 10 points)			
a. Key consultants	Experience / ability of key consultants to perform effectively and collaboratively	0 - 5	
b. Proposed EDGE-certified Consultant participation*	One point for every 2 percent increase in Services compensation** over the EDGE participation goal	0 - 5	
4. Overall Team Qualifications (Maximum 10 points)			
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	
5. Overall Team Experience (Maximum 30 points)			
a. Previous team performance	Past performance as indicated by evaluations and letters of reference	0 - 10	
b. Experience with similar projects / delivery methods	Less than 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 4 projects	2 - 3	
	More than 4 projects	4 - 5	
* Must be comprised of consulting firm(s) and NOT the lead firm ** Preconstruction Stage Compensation plus Contract Sum minus Subcontracted Work, Self-performed Work, and CM's Contingency *** 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

Administration of Project: School District Board + OFCC

Project Name	<u>Carrollton New 9-12 School</u>	Response Deadline	<u>03/21/2016</u>	<u>4:00 PM</u>	local time
Project Location	<u>Carrollton, OH 44615</u>	Project Number	<u>TBD</u>		
City / County	<u>Carrollton / Carroll</u>	Project Manager	<u>Karen Little</u>		
Owner	<u>Carrollton Exempted Village School District</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 (PDF)	<u>1</u>		

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Jill Hoobler at jill.hoobler@ofcc.ohio.gov. See Section H of this RFQ for additional submittal instructions.

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

Project Overview

A. Project Description

- Build the "High School portion" (segmented) of a new PK-12 (plus Career Tech) school.
The overall total PK-12 building is to be approximately 243,428 sf for 1,937 students; *however only the High School portion (for 563 students) of approximately 99,327 sf. is to be fully designed and constructed.* Total co-funded budget for this segmented portion is approximately \$22.67M, not including any potential LFIs.
Anticipated LFI projects: To be determined
- Project is to be built in accordance with the Ohio School Design Manual. The district is interested in exploring SCLE (HPLC) for this project.
- Scope also includes Abatement & Demolition of three existing schools: Augusta Elementary, Dellroy Elementary, Bell-Herron Middle. Co-funded budget for all 3 schools is approximately \$1.1 M.
- The new school building is proposed to be built on their existing 177 acre Board Office / Athletic Complex site off State Rt.332 (40.563508, -81.094868).
- The students from the existing schools will remain in their existing facilities until the new building is complete.
- The district is in the process of formalizing the securitization of their local share of funding and anticipates formal notification by April 2016. Formal OSFC Commission approval is anticipated for the July 2016 meeting. The Project Agreement between the District and OSFC is anticipated by August 2016 and therefore it is the intent of the OFCC to execute the AE Agreement shortly thereafter.
- *It is possible that the district may not ultimately proceed as a co-funded OFCC project and therefore would continue as non-OFCC project. The scope of the project however, would remain essentially the same.*

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 A/E, as a portion of its required Scope of Services and prior to submitting its proposals, will discuss and clarify with the Owner and/or the Contracting Authority, the cost breakdown of the Architect/Engineer Agreement detailed cost components to address the Owner's project requirements. Participate in the Encouraging Growth, Diversity & Equity (EDGE) Program as required by statute and the Agreement.

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

Request for Qualifications (Architect / Engineer) continued

Note: it is expected that the overall PK-12 building design will be developed enough to serve as template for the future completion of the PK-8 portion of the building.

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 20 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. Project Delivery Method (MP, GC, CMR, DB)
2. Role on Project (CMA, OA, CMR, DB, GC, Trade)
3. OSFC projects
4. K-12 Facility (Elementary, Middle, High, Combination)
5. New Construction on new site
6. LEED Certification (Reg., Cert., Silver, Gold, Plat.)
7. OAKS CI experience
8. Student Centered Learning Environments (HPLE)

For scope items 1,2,4 and 6 above, insert one of the noted abbreviations in the Relevant Project Experience Matrix instead of using an "x" when applicable to one of the 10 example projects.

C. Funding / Estimated Budget

Total Project Cost	<u>\$23,748,964 (not including LFI)</u>	State Funding	<u>\$ 9,737,075 (potential)</u>
Construction Cost	<u>\$20,200,000 (not including LFI)</u>	Other Funding	<u>\$14,011,889 (not including LFI)</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</u>
Secondary	<u>Mechanical/Electrical/Plumbing Engr.</u>
	<u>Civil Engineering</u>
	<u>Structural Engineering</u>
	<u>Interiors/Furniture Design</u>
	<u>Technology Design</u>
	<u>Landscape Architecture</u>
Others	<u>Food Service/Acoustical Consulting</u>

E. Anticipated Schedule

Professional Services Start	<u>04 / 16</u>
Construction Notice to Proceed	<u>03 / 17</u>
Substantial Completion of all Work	<u>08 / 18</u>
Professional Services Completed	<u>08 / 19</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).

Request for Qualifications (Architect / Engineer) continued

- 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.
- See rating form at the end of this RFQ.

Interested A/E firms are required to submit the Commitment to Participate in the EDGE Business Assistance Program form in its Statement of Qualifications (Form F110-330) submitted in response to the RFQ, to indicate its intent to contract with and use EDGE-certified Business Enterprise(s), as a part of the A/E's team. The Intent to Contract and to Perform and / or waiver request letter and Demonstration of Good Faith Effort form(s) with complete documentation must be attached to the A/E's Technical Proposal. Both forms can be accessed via the OFCC website at <http://ofcc.ohio.gov>. The Intent to Contract and to Perform form is again required at the Fee Proposal stage.

For all Statements of Qualifications, please identify the EDGE-certified Business Enterprises, by name, which will participate in the delivery of the proposed professional services solicited in the RFQ.

H. Submittal Instructions

Firms are required to submit the current version of Statement of Qualifications (Form F110-330) available via the OFCC website at <http://ofcc.ohio.gov>.

Electronic submittals should be combined into one PDF file named with the project number listed on the RFQ and your firm's name. Use the "print" feature of Adobe Acrobat or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Acrobat, go to Advanced, then PDF Optimizer.

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

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

Firms are requested to identify professional registrations, memberships and credentials including: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, CPE, DBIA, and any other appropriate design and construction industry credentials. Identify that information on the resume page for individual in Block 22, Section E of the F110-330 form.

Architect / Engineer Selection Rating Form

State of Ohio Standard Forms and Documents

Project Name Carrollton New 9-12 Proposer Firm _____
 Project Number TBD City, State, Zip _____

Selection Criteria		Value	Score
1. Primary Firm Location, Workload and Size (Maximum 10 points)			
a. Proximity of firm to project site	Less than 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 professionals	3	
2. Primary Firm Qualifications (Maximum 30 points)			
a. Project management lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	Max = 20
b. Project design lead	Experience / creativity of project designer to achieve owner's vision and requirements	0 - 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	
3. Key Consultant Qualifications (Maximum 20 points)			
a. Key discipline leads	Experience / ability of key consultants to perform effectively and collaboratively	0 - 15	
b. Proposed EDGE-certified Consultant participation*	One point for every 2 percent increase in professional services over the EDGE participation goal	0 - 5	
4. Overall Team Qualifications (Maximum 10 points)			
a. Previous team collaboration	Less than 3 sample projects	1	Max = 3
	3 to 9 sample projects	2	
	More than 9 sample projects	3	
b. LEED** Registered / Certified project experience	Registered projects	1	Max = 2
	Certified projects	2	
c. BIM project experience	Training and knowledge	1	Max = 3
	Direct project experience	3	
d. Team organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
5. Overall Team Experience (Maximum 30 points)			
a. Previous team performance	Past performance as indicated by evaluations and letters of reference	0 - 10	
b. Experience with similar projects / delivery methods	Less than 3 projects	0 - 3	
	3 to 9 projects	4 - 6	
	More than 9 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 9 projects	2 - 3	
	More than 9 projects	4 - 5	
		Subtotal	

* Must be comprised of professional design services consulting firm(s) and NOT the lead firm
 ** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute

Notes:

Evaluator:

Name _____

Signature _____

Date _____

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>College of Law - New Building</u>	Response Deadline	<u>03/24/2016</u>	<u>2:00 PM</u>	local time
Project Location	<u>The "Banks" Development District</u>	Project Number	<u>UCN-16152C</u>		
City / County	<u>Cincinnati / Hamilton</u>	Project Manager	<u>Dale Beeler</u>		
Owner	<u>University of Cincinnati</u>	Contracting Authority	<u>Local Higher Education</u>		
Delivery Method	<u>CM at Risk</u>	Prevailing Wages	<u>State</u>		
No. of paper copies requested (stapled, not bound)	<u>5</u>	No. of electronic copies requested (PDF)		<u>1</u>	

Submit the requested number of Statements of Qualifications (Form F110-330) directly to:
Dale Beeler, University of Cincinnati, Planning+Design+Construction, University Hall, Suite 600, 51 Goodman Drive, Cincinnati, Ohio 45219. See Section H of this RFQ for additional submittal instructions.

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

Project Overview

A. Project Description

The University of Cincinnati is proposing to construct a new facility to house the UC College of Law, and other program(s) deemed appropriate, to be sited in downtown Cincinnati, within the "Banks" riverfront development district. The new structure will be designed and built, by a UC-assembled team, upon an elevated parking garage sub-structure constructed by others. Envisioned as a mid-rise building of four to six stories, the project will provide all facilities required to allow the Law College program to function remotely from the UC Uptown Campus. The new building will embody UC's commitment to well-designed, state-of-the-art educational spaces within efficient, high-performance buildings of significant design and construction quality. The anticipated size of the proposed facility will be in the range of 110,000 SF – 125,000 SF. Multiple site options are being evaluated at present, and project programming is ongoing.

B. Scope of Services

There will be two distinct phases in the design process:

Phase 1 will consist of the **Program Verification** and **Concept/Schematic Design**. A POR will be supplied by the University to the selected design team for verification prior to commencing Phase 1. A consultant for law school design will be separately selected by the University and added to the Architect/Engineer's (A/E) team. A Schematic Design estimate of construction costs will be required from a professional estimating firm as a part of Phase 1. Substantial presentation materials will be required, including renderings, 3-D models and presentation-level drawings. The University reserves the right to continue forward with the Phase 1 design team or, if necessary, select a new team. The University reserves the right to cancel the project, in part or in its entirety, at the conclusion of Phase 1 services.

Phase 2 will begin AFTER the Schematic Design package and estimate have been approved by the Board of Trustees. All remaining A/E services from Design Development through Additional Services and Closeout will be contracted at this time. Depending on the final approved program, additional specialized design firms may be selected and assigned to the AoR by the University.

Request for Qualifications (Architect / Engineer) continued

The selected A/E, as a portion of its required Scope of Services and prior to submitting its proposals, will discuss and clarify with the Owner and/or the Contracting Authority, the cost breakdown of the Architect/Engineer Agreement detailed cost components to address the Owner's project requirements. Participation in the Encouraging Growth, Diversity & Equity (EDGE) Program is required by statute and the Agreement. By the start of Phase 2, a **CM at Risk** will be under contract for pre-construction services. The A/E team will be required to interface with this firm.

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 40 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. Qualifications and experience with collegiate academic facilities
2. Qualifications and experience with public/private collaborations in dense urban environments.
3. Qualifications and experience with University of Cincinnati projects of similar size.
4. Qualifications and experience with State of Ohio higher education projects.
5. Qualifications and experience with overbuild/substructure projects.
6. Qualifications and experience with law school design (preferred not required).
7. Qualifications and experience with phased construction and the CM at Risk delivery method.
8. Qualifications and experience with design of high-efficiency buildings of LEED Silver and above.
9. Qualifications and experience with collaborations utilizing national design firms.
10. Qualifications and experience with high level BIM/Revit building modeling.
11. Qualifications and experience with design and construction in City of Cincinnati and/or Hamilton County jurisdictions.

C. Funding / Estimated Budget

Total Project Cost	<u>\$76,000,000</u>	State Funding	<u>\$ 0</u>
Construction Cost	<u>\$56,000,000</u>	Other Funding	<u>\$76,000,000</u>
Estimated A/E Fee	<u>9.0% to 11.0%</u>		

NOTE: The A/E fee percentage for this project includes all professional design services, and consultant services necessary for proper completion of the Basic Services for the successful completion of the project, including but not limited to: review and verification of the Program of Requirements provided by the Owner, validation of existing site conditions (but not subsurface or hidden conditions), preparation of cost estimates and design schedules for the project. Fees may be negotiated and allocated for Additional Services (e.g., extensive evaluation or validation of site conditions, extensive pre-design investigations, code-required special inspection and testing, Quality Assurance testing during the construction period, and testing due to unforeseen conditions).

D. Services Required (see note below)

Primary	<u>Architecture</u>
Secondary	<u>Structural Engineering</u>
	<u>MEP/FP Engineering</u>
	<u>Landscape Architecture</u>
	<u>Civil Engineering</u>
	<u>LEED Design</u>
	<u>Cost Estimating</u>
Others	<u>Code Compliance, Food Service, Commissioning</u>

E. Anticipated Schedule

Professional Services Start	<u>06 / 16</u>
Construction Notice to Proceed	<u>06 / 17</u>
Substantial Completion of all Work	<u>06 / 19</u>
Professional Services Completed	<u>12 / 19</u>

F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL A/E Fee	<u>7.5%</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

Request for Qualifications (Architect / Engineer) continued

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, remote urban location).
- Relevant past work of prospective firm's proposed consultants.
- Past collaboration of prospective firm and its proposed consultants with emphasis on individual team members.
- 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/Design Document credentials and experience.
- Experience and capabilities of creating or using BIM/Revit as a design and construction tool.
- Proximity of prospective firms to the project site.
- Proposer's apparent resources and capacity to meet the needs of this project.
- Ability to maintain schedules and budgets.
- Team experience and capabilities with urban design and construction processes and provisions.

Interested A/E firms are required to submit the Commitment to Participate in the EDGE Business Assistance Program form in its Statement of Qualifications (Form F110-330) submitted in response to the RFQ, to indicate its intent to contract with and use EDGE-certified Business Enterprise(s), as a part of the A/E's team. The Intent to Contract and to Perform and / or waiver request letter and Demonstration of Good Faith Effort form(s) with complete documentation must be attached to the A/E's Technical Proposal. Both forms can be accessed via the OFCC website at <http://ofcc.ohio.gov>. The Intent to Contract and to Perform form is again required at the Fee Proposal stage.

For all Statements of Qualifications, please identify the EDGE-certified Business Enterprises, by name, which will participate in the delivery of the proposed professional services solicited in the RFQ.

H. Submittal Instructions

Firms are required to submit the current version of Statement of Qualifications (Form F110-330) available via the OFCC website at <http://ofcc.ohio.gov>.

Electronic submittals should be combined into one PDF file named with the project number listed on the RFQ and your firm's name. Use the "print" feature of Adobe Acrobat or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Acrobat, go to Advanced, then PDF Optimizer. Also, please label the CD or DVD and the sleeve with the project number and firm name if applicable.

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.

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

Firms are requested to identify professional registrations, memberships and credentials including: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, CPE, DBIA, and any other appropriate design and construction industry credentials. Identify that information on the resume page for individual in Block 22, Section E of the F110-330 form.

Architect / Engineer Selection Rating Form

State of Ohio Standard Forms and Documents

Project Name UC College of Law Proposer Firm _____
 Project Number UCN-16152C City, State, Zip _____

Selection Criteria		Value	Score
1. Primary Firm Location, Workload and Size (Maximum 10 points)			
a. Proximity of firm to project site	Less than 25 miles	5	
	25 miles to 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 10 professionals	1	Max = 3
	10 to 20 professionals	2	
	More than 20 professionals	3	
2. Primary Firm Qualifications (Maximum 30 points)			
a. Project management lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	Max = 20
b. Project design lead	Experience / creativity of project designer to achieve owner's vision and requirements	0 - 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	
3. Key Consultant Qualifications (Maximum 20 points)			
a. Key discipline leads	Experience / ability of key consultants to perform effectively and collaboratively	0 - 15	
b. Proposed EDGE-certified Consultant participation*	One point for every 2 percent increase in professional services over the EDGE participation goal	0 - 5	
4. Overall Team Qualifications (Maximum 10 points)			
a. Previous team collaboration	Less than 4 sample projects	1	Max = 3
	4 to 9 sample projects	2	
	More than 9 sample projects	3	
b. LEED** Registered / Certified project experience	Registered projects	1	Max = 2
	Certified projects	2	
c. BIM project experience	Training and knowledge	1	Max = 3
	Direct project experience	3	
d. Team organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
5. Overall Team Experience (Maximum 30 points)			
a. Previous team performance	Past performance as indicated by evaluations and letters of reference	0 - 10	
b. Experience with similar projects / delivery methods	Less than 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 5 projects	0 - 1	
	5 to 9 projects	2 - 3	
	More than 9 projects	4 - 5	
		Subtotal	

* Must be comprised of professional design services consulting firm(s) and NOT the lead firm
 ** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute

Notes:

Evaluator:

Name _____

Signature _____

Date _____

Request for Qualifications (CM at Risk Contract)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>UCBA-Muntz Rehabilitation, Phases 1-4</u>	Response Deadline	<u>04/07/2016</u>	<u>2:00 PM</u>	local time
Project Location	<u>UC Blue Ash Campus</u>	Project Number	<u>UCN-160002</u>		
City / County	<u>Blue Ash / Hamilton</u>	Project Manager	<u>Phil Mitchell</u>		
Owner	<u>University of Cincinnati</u>	Contracting Authority	<u>Local Higher Education</u>		
Delivery Method	<u>CM at Risk</u>	Prevailing Wages	<u>State</u>		
No. of paper copies requested (stapled, not bound)	<u>6</u>	No. of electronic copies requested (PDF)		<u>1</u>	

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Phil Mitchell at the University of Cincinnati, Planning+Design+Construction, University Hall Suite 600, 51 Goodman Drive, Cincinnati, Ohio 45219. See Section G of this RFQ for additional submittal instructions.

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

Project Overview

A. Project Description

The University of Cincinnati is seeking proposals to provide Construction Manager at Risk services in order to renovate Muntz Hall at the University of Cincinnati Blue Ash campus. The anticipated start date for Preconstruction Services would be May of 2016 and the anticipated start date for Construction of Phase 1 would be summer of 2017. This (RFQ) is for the Preconstruction Services to aid in Master Planning and Preconstruction/Construction Services for all phases of the project.

The University of Cincinnati Blue Ash campus consists of six buildings, totaling approximately 304,000 gsf. The oldest building, Muntz Hall was built in 1967 with a subsequent addition built in 1975. The original building and the addition have aging infrastructure and the improvements to Muntz Hall under this project are anticipated to include - replacing outdated mechanical, electrical, communication and life safety systems; improve student services and support functions on the ground level; renew instructional and faculty office spaces; improve campus infrastructure as required to support the Muntz Hall renovation needs; and minor site improvements. Muntz Hall is the primary classroom, faculty office and student services building on campus. Muntz Hall has a GSF of 171,425 SF, on 3 stories above grade, with a partial basement mechanical area. This project will involve approximately 136,500 SF of renovation as the remaining 35,000 SF +/-, have been renovated in the past 3 years, and will require little to no work. These recently renovated areas include the Library, Café, Dining Area, Dean's Suite and the One Stop Student Services area.

Swing space for floor areas to be vacated during renovations will largely be accommodated by a new 16,500 sf classroom building that is beginning construction in March 2016, and will be completed in the summer of 2017. The new building will include eight classrooms and nineteen faculty offices. Due funding and space limitations a multi-phase renovation is anticipated.

Professional design services have been acquired by the Contracting Authority under a separate contract. The A/E is currently developing a Master Plan and a facility audit for the Rehabilitation of Muntz Hall, which will be completed by the end of May 2016. This Master Plan will be the basis for the design of Phase 1 and subsequent phases of the rehabilitation. The Master Plan will provide: a phased implementation to renovate the building to include the systems replacement, programmatic changes and alterations, while the remainder of the building remains occupied.

The Program of Requirements ("POR") will be developed as a part of this project by the University of Cincinnati office of Planning + Design + Construction.

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.

Request for Qualifications (CM at Risk Contract)

State of Ohio Standard Forms and Documents

B. Scope of Services

The selected Construction Manager at Risk ("CM"), 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 following Master Planning and 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 Owner, the A/E and the CM. The 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 Owner, A/E, and Project Team, and will provide, among other services, schedule development, phasing and sequencing development, estimate development, Guaranteed Maximum Price (GMP) proposal, subcontractor prequalification and bidding, constructability review, permits, budgeting, value engineering, and preconstruction planning throughout the preconstruction stages. Prior to commencement of Phase 1 design, the CM will review the Master Plan including the Facility Audit, phasing and sequencing plan, and preliminary construction budget developed by the A/E and provide an opinion and recommendations for improvements and modifications to the plan. When the Phase 1 drawings and specifications are at the 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 incomplete design elements and the A/E's statement of intended scope with respect to such incomplete elements (the "Design Intent Statement"). Contingent upon the Contracting Authority's approval of the GMP, the parties will enter into an amendment to the Agreement establishing the Contract Sum ("GMP Amendment"). If the proposed Contract Sum exceeds the Project Budget established for construction, then the Owner may terminate the agreement with the CM and seek proposals from other firms 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 Owner reserves the right to approve the CM's selection of subcontractors and any supplemental 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. CMR Preconstruction and Construction Services Experience
2. CMR "GMP" Pricing Experience
3. Phased Rehabilitation Experience with occupied structures
4. Project CPM Scheduling, Phased Bid Packaging and Associated Cost Tracking Experience
5. Higher Education Campus Experience
6. Experience with Maintenance of Campus Operations and Infrastructure During Construction
7. Experience with ORC 153, State of Ohio Standard Requirements
8. History of Meeting EDGE Goals or Other Inclusion Program

Phasing: It is the desire of the University of Cincinnati to complete one construction phase per year, beginning with Phase 1 construction commencing in April/May of 2017, followed by subsequent phases of design and construction, continuing with the originally selected AE and CM team via contract amendments to the original contract, until successful completion of all phases of the Muntz Hall Rehabilitation. Award and continuation of each phase is contingent on the University securing additional funding.

Request for Qualifications (CM at Risk Contract) continued

C. Funding / Estimated Budget

Total Project Cost	<u>\$59,600,000</u>	State Funding	<u>\$14,467,550</u>
Construction Cost	<u>\$37,400,000</u>	Other Funding	<u>\$45,132,450</u>

D. Anticipated Schedule

CM Preconstruction Services Start	<u>05 / 16</u>
Construction Stage Notice to Proceed	<u>04 / 17</u>
Substantial Completion of all Work	<u>05 / 23</u>
CM Services Completed	<u>08 / 23</u>

E. EDGE Participation Goal

Percent of the CM's total compensation excluding CM's Contingency*	<u>7.5%</u>
*Preconstruction Stage Compensation plus Contract Sum minus CM's Contingency	

F. Evaluation Criteria for Selection

Selection Criteria: The CM will be selected using (i) qualifications-based process during the Request for Qualifications (RFQ) stage to develop a short list and (ii) best value process during the Request for Proposal stage. The qualifications-based criteria for the RFQ is included in this announcement. The best value criteria used in evaluating proposals from short listed firms will include such factors that are determined to derive or offer the greatest value to the State and 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, construction stage personnel costs, itemized construction stage general conditions costs, construction stage contingency percentage, and construction stage fee percentage. The short-listed candidates will also receive (i) form of Agreement with the Contracting Authority containing the contract terms and conditions, (ii) set of the most recent design documents and (iii) 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 an opportunity to ask the Contracting Authority and/or Owner questions in an individual setting to help the firms prepare their responses to the RFP. 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 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.

RFP issued to the Short-Listed Firms	April 14, 2016
RFP Due to the Contracting Authority	April 28, 2016
Interviews	May 10, 2016
Selection of CM	May 12, 2016

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 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

Request for Qualifications (CM at Risk Contract) continued

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.

G. Submittal Instructions

Firms are required to submit the current version of Statement of Qualifications (Form F110-330) available via the OFCC website at <http://ofcc.ohio.gov>.

Electronic submittals should be combined into one PDF file named with the project number listed on the RFQ and your firm's name. Use the "print" feature of Adobe Acrobat or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Acrobat, go to Advanced, then PDF Optimizer. Also, please label the CD or DVD and the sleeve with the project number and firm name if applicable.

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.

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

Unless otherwise noted or exempt, all documents submitted to the Contracting Authority in response to this RFQ and subsequent 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 construction budget (e.g. a letter from your Surety agent stating that one or more Sureties will issue Bonds in the amount of the construction budget if your team is selected) 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 insurance.
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, CPE, DBIA, and any other appropriate design and construction industry credentials. Identify that information on the resume page for individual in Block 22, Section E of the F110-330 form.

CM at Risk Selection Rating Form

State of Ohio Standard Forms and Documents

Project Name UCBA Muntz Renovation, Phases 1-4 Proposer Firm _____
 Project Number UCN-160002 City, State, Zip _____

Selection Criteria		Value	Score
1. Primary Firm Location and Workload (Maximum 10 points)			
a. Proximity of firm to project site	Less than 25 miles	5	
	25 miles to 50 miles	2	
	More than 50 miles	0	
b. Amount of contracts awarded by Contracting Authority in previous 24 months	Less than \$1,000,000	5	
	\$1,000,000 to \$10,000,000	2	
	More than \$10,000,000	0	
2. Primary Qualifications (Maximum 40 points)			
a. Project management lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	Max = 30
b. Project administration lead	Experience / ability to effectively administer project controls and processes	0 - 10	
c. Technical staff	Experience / ability of technical staff to develop accurate estimates and schedules	0 - 10	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 10	
3. Key Consultant Qualifications (Maximum 10 points)			
a. Key consultants	Experience / ability of key consultants to perform effectively and collaboratively	0 - 5	
b. Proposed EDGE-certified Consultant participation*	One point for every 2 percent increase in Services compensation** over the EDGE participation goal	0 - 5	
4. Overall Team Qualifications (Maximum 10 points)			
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	
5. Overall Team Experience (Maximum 30 points)			
a. Previous team performance	Past performance as indicated by evaluations and letters of reference	0 - 10	
b. Experience with similar projects / delivery methods	Less than 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 2 projects	0 - 1	
	2 to 4 projects	2 - 3	
	More than 4 projects	4 - 5	
* Must be comprised of consulting firm(s) and NOT the lead firm ** Preconstruction Stage Compensation plus Contract Sum minus Subcontracted Work, Self-performed Work, and CM's Contingency *** 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

Administration of Project: Local Higher Education

Project Name	<u>Regional Architectural Services Provider</u>	Response Deadline	<u>03/18/2016</u>	<u>10:00 AM</u> local time
Project Location	<u>Bowling Green State University</u>	Project Number	<u>BGU-166184</u>	
City / County	<u>Bowling Green / Wood</u>	Project Manager	<u>Brian Swope</u>	
Owner	<u>Bowling Green State University</u>	Contracting Authority	<u>Local Higher Education</u>	
Delivery Method	<u>General Contracting</u>	Prevailing Wages	<u>State</u>	
No. of paper copies requested (stapled, not bound)	<u>0</u>	No. of electronic copies requested (PDF)		<u>1 flash drive</u>

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Beth Nagel at bnagel@bgsu.edu. See Section H of this RFQ for additional submittal instructions.

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

Project Overview

A. Project Description

Bowling Green State University (BGSU) Offices of Design and Construction intends to pre-qualify architectural services providers located within a certain proximity to main campus for projects that are smaller in scale.

This pre-qualification process will determine the list of firms that will be eligible for award of contracts for the period beginning April 15, 2016 and ending April 15, 2018.

Consultant services will be utilized for small projects or specialized tasks. Upon completion of the selection process, BGSU will be able to issue contract awards to pre-qualified firms up to the amount of \$250,000 for the two-year period. Each individual assignment may range in the amount of \$1,000-\$75,000 per project. However, there are exceptions where fees for an individual assignment might exceed \$75,000.

The number of pre-qualified architectural services providers selected through this process is within the discretion of BGSU. 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.

Pre-qualified architectural services providers must have primary offices located within these Ohio counties: Williams, Defiance, Paulding, Van Wert, Fulton, Henry, Putnam, Allen, Lucas, Wood, Hancock, Hardin, Ottawa, Sandusky, Seneca, Wyandot, Erie, Huron and Crawford.

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 Program of Requirements, various studies, preparation of cost estimates, prototype building design, quality assurance testing during construction, preparation of bidding and construction documents and pre-design investigations. Work assignments might include providing plumbing, mechanical, electrical and technology engineering services as part of the overall project. It is not a requirement to identify engineering firms for this RFQ. As projects are assigned BGSU and the architectural services provider will collaborate in selecting engineering services most appropriate for the project scope of work.

Services will be provided in accordance with a standard form of consultant agreement. As a project is identified for services, BGSU will notify a pre-qualified firm or firms of the project and 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.

Request for Qualifications (Architect / Engineer) continued

- b. Amount of fees awarded by Contracting Authority in previous 24 months:
 - i. This is a measured quantity and is scored accordingly.
- c. Number of licensed professionals
 - i. This is a measured quantity and is scored accordingly. Ensure number of licensed professionals is clearly delineated.
- 2. PRIMARY FIRM QUALIFICATIONS
 - a. Project Management Lead:
 - i. If project management lead is not specifically identified by title – 0 points.
 - ii. If project management lead is specifically identified – 2 points
 - iii. Higher Education Experience (per project cost) > \$500,000.00 – 1 point per project (3 maximum)
 - iv. BGSU Experience (per project cost) > \$500,000.00 – 1 point per project (3 maximum)
 - v. Positive Previous BGSU experience – 1-2 points
 - b. Project Design Lead:
 - i. Not scored
 - c. Technical Staff:
 - i. If technical staff is not specifically identified by title – 0 points.
 - ii. If technical staff is specifically identified – 2 point
 - iii. Higher Education Experience (per project cost) > \$500,000.00 – 1 point per project (5 maximum)
 - iv. BGSU Experience (per project cost) > \$500,000.00 – 1 point per project (5 maximum)
 - v. Positive Previous BGSU experience – 1-2 points
 - vi. Previous working experience with PM lead – ¼ point per project (1 maximum)
 - d. Construction Administration Staff:
 - i. If CA staff lead is not specifically identified by title – 0 points.
 - ii. If CA staff lead is specifically identified – 1 point
 - iii. Higher Education Experience (per project cost) > \$500,000.00 – 1 point
 - iv. BGSU Experience (per project cost) > \$500,000.00 – 1 point
 - v. Positive Previous BGSU experience – 1 point
 - vi. Previous working experience with PM lead – ¼ point per project (1 maximum)
- 3. KEY CONSULTANT QUALIFICATIONS
 - a. Key discipline leads:
 - i. This category is not scored. Pre-qualified architectural service providers can choose consultant best suited for projects that are assigned.
 - b. EDGE consultant:
 - i. EDGE participation < 5% - 0 point
 - ii. EDGE participation = 5% - 1 point
 - iii. EDGE participation > 5% - ½ point per additional percent (4 maximum)
- 4. OVERALL TEAM QUALIFICATIONS
 - a. Previous team collaboration (Reference Section G):
 - i. This category is scored based on projects where the Project Management Lead, Project Design Lead, Technical Staff and Construction Administration staff all worked together. The number of sample projects is determined by calculating the percentage of time the project team worked together on the sample projects identified.
 - ii. Results of calculation will determine points awarded.
 - b. LEED Registered/Certified Project Experience:
 - i. Registered projects – 0 point
 - ii. Certified projects > 3 projects – 2 points
 - c. BIM Project Experience:
 - i. Project Experience < 3 projects – 0 point
 - ii. Project Experience > 3 projects – 3 points
 - d. Team Organization:
 - i. Primary point of contact clearly identified – 1 point
 - ii. BGSU team included on organization chart – 1 point
- 5. OVERALL TEAM EXPERIENCE
 - a. Previous team performance:
 - i. Letters of reference < 2 letters – 0 point
 - ii. Letter of reference > 2 letters – 3 points
 - iii. Letter of reference within past three years – 1 point per project (3 maximum)
 - iv. Letter of reference from higher education clients – 1 point per project (2 maximum)
 - v. Letter of reference that are project specific – 1 point per project (2 maximum)
 - b. Experience with similar project delivery methods:
 - i. Criteria for qualifying project is higher education project delivered with single/multiple-prime delivery model.
 - c. Budget and Schedule Management:
 - i. Chart included listing budget and schedule status of any number of projects – 1 point

Request for Qualifications (Architect / Engineer) continued

- ii. Higher education projects listed – 2 point
- iii. Renovation projects listed – 2 points
- d. Knowledge of Ohio Capital Improvement Process:
 - i. This is a measured quantity and is scored accordingly.

Interested A/E firms are required to address how they will implement Building Information Modeling (“BIM”) on the project, experience and level of training of staff related to BIM, incorporation of team partners that have previous BIM experience, and an understanding of collaborative BIM processes, including but not limited to the *State of Ohio BIM Protocol* available at the OFCC website at <http://ofcc.ohio.gov>.

Interested A/E firms are required to submit the Commitment to Participate in the EDGE Business Assistance Program form in its Statement of Qualifications (Form F110-330) submitted in response to the RFQ, to indicate its intent to contract with and use EDGE-certified Business Enterprise(s), as a part of the A/E’s team. The Intent to Contract and to Perform and / or waiver request letter and Demonstration of Good Faith Effort form(s) with complete documentation must be attached to the A/E’s Technical Proposal. Both forms can be accessed via the OFCC website at <http://ofcc.ohio.gov>. The Intent to Contract and to Perform form is again required at the Fee Proposal stage.

For all Statements of Qualifications, please identify the EDGE-certified Business Enterprises, by name, which will participate in the delivery of the proposed professional services solicited in the RFQ.

H. Submittal Instructions

Firms are required to submit the current version of Statement of Qualifications (Form F110-330) available via the OFCC website at <http://ofcc.ohio.gov>.

Electronic submittals should be combined into one PDF file named with the project number listed on the RFQ and your firm’s name. Use the “print” feature of Adobe Acrobat or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Acrobat, go to Advanced, then PDF Optimizer. PDF must be saved to a flash drive and delivered to Beth Nagel with BGSU Purchasing.

Paper copies are not required.

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

Firms are requested to identify professional registrations, memberships and credentials including: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, CPE, DBIA, and any other appropriate design and construction industry credentials. Identify that information on the resume page for individual in Block 22, Section E of the F110-330 form.

Architect / Engineer Selection Rating Form

State of Ohio Standard Forms and Documents

Project Name Regional Architectural Services Provider Proposer Firm _____
 Project Number BGU-166184 City, State, Zip _____

Selection Criteria		Value	Score
1. Primary Firm Location, Workload and Size (Maximum 10 points)			
a. Proximity of firm to project site	Less than 25 miles	5	
	25 miles to 50 miles	2	
	More than 50 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$500,000	2	
	\$500,000 to \$1,000,000	1	
	More than \$1,000,000	0	
c. Number of licensed professionals	Less than 2 professionals	1	Max = 3
	2 to 6 professionals	2	
	More than 6 professionals	3	
2. Primary Firm Qualifications (Maximum 30 points)			
a. Project management lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	Max = 20
b. Project design lead	Experience / creativity of project designer to achieve owner's vision and requirements	0 - 0	
c. Technical staff	Experience / ability of technical staff to create fully coordinated construction documents	0 - 15	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 5	
3. Key Consultant Qualifications (Maximum 20 points)			
a. Key discipline leads	Experience / ability of key consultants to perform effectively and collaboratively	0 - 15	
b. Proposed EDGE-certified Consultant participation*	One point for every 2 percent increase in professional services over the EDGE participation goal	0 - 5	
4. Overall Team Qualifications (Maximum 10 points)			
a. Previous team collaboration	Less than 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	
5. Overall Team Experience (Maximum 30 points)			
a. Previous team performance	Past performance as indicated by evaluations and letters of reference	0 - 10	
b. Experience with similar projects / delivery methods	Less than 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 4 projects	2 - 3	
	More than 4 projects	4 - 5	
		Subtotal	

* Must be comprised of professional design services consulting firm(s) and NOT the lead firm
 ** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute

Notes:

Evaluator:

Name _____

Signature _____

Date _____