



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 273**

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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

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

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

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

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

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

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

### Reminders

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

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

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

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

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

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

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

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

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

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

### Ohio Ethics Law Provision

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

## Qualifications-based Selection (QBS) Requests for Qualifications

"Qualifications-based Selection" (QBS) refers to a procurement process used by state agencies, institutions of higher education and school districts for the selection of Architect/Engineer (A/E) and A/E services for public construction projects. It is a competitive contract procurement process whereby professional design firms submit qualifications to the public owner who evaluates and selects the most qualified firm, and then negotiates the project scope of work, schedule, budget and fees.

*For the...Architect/Engineer (A/E); Construction Manager Agent (CMA); Owner Agent (OA); Criteria A/E (C-A/E); Commissioning Services (Cx) provider; and Specialty Consultant/Planning (SC) provider.*

Publish Date	Due Date	Project Number	Owner	Project Name	Primary Service	Estimated Project Cost	Q&A	Short List (Selection Starred)	Notes
5/26/2016	6/17/2016	UTO-170166	University of Toledo	Building Envelope/Weatherproofing	A/E	\$1,750,000	QA	TBD	
5/20/2016	6/10/2016	UTO-171845	University of Toledo	Research Laboratory Renovations Phase I	A/E	\$2,000,000	N/A	TBD	
5/20/2016	6/10/2016	UTO-170964	University of Toledo	Campus Infrastructure Improvements	A/E	\$2,750,000	N/A	TBD	
5/27/2016	6/10/2016	CSU-2016-0005	Central State University	Capital Projects Program Manager Services	PMS		N/A		Project costs will vary
5/10/2016	6/3/2016	DNR-160085	Ohio Department of Natural Resources	Neutral Facilitation Services - FY17-18	SC		N/A	TBD	Update to Section A. Project Description Project costs vary
5/12/2016	6/3/2016	SFC-150990	Various	Pre-qualified Project Management Services List	PMS		Q&A	TBD	Project costs vary
5/11/2016	6/1/2016	SFC-150888	Various	Neutral Facilitation Consultant List	SC		N/A	TBD	Costs vary by project

		Neutral Facilitation									
5/13/2016	5/31/2016	OHU-160010	Ohio University	Ellis Hall Renovation - 2016	A/E	\$12,000,000	Q&A	TBD			
5/13/2016	5/31/2016	OHU-160011 MEP	Ohio University	Ellis Hall Renovation - 2016 - MEP	A/E	\$12,000,000	Q&A	TBD			
5/16/2016	5/31/2016	JSC-140002	The Supreme Court of Ohio	Moyer Judicial Center, Chiller-Boiler Replacement	AE	\$3,447,028	Q&A	TBD			
4/26/2016	5/19/2016	DRC-16F110	Ohio Department of Rehabilitation & Correction	ORW Lincoln Replacement Housing	A/E	\$13,800,000	Q&A	K2M Design Schorr Architects DLZ Architects, Inc.			
4/27/2016	5/19/2016	UCN-16126A	University of Cincinnati	Nippert Stadium - Lower Bowl Reconfiguration	A/E	\$3,200,000	N/A	TBD			
4/27/2016	5/18/2016	OHU-2016-001	Ohio University	Consultant List for Estimating Services	SC		N/A	TBD			Mailing address added and email address corrected - 5/18/16 Project costs will vary
4/22/2016	5/9/2016	OSU-150787	The Ohio State University	Airport Master Plan Update	SC	\$675,000	Q&A	TBD			Project cost will range between \$638,000

									and \$675,000
4/8/2016	5/6/2016	SFC-150888	Various	Project Auditing Services	SC		Q&A	TBD	Hourly rates approved by OFCC
4/18/2016	5/4/2016	DNR-160076	Ohio Department of Natural Resources	Statewide Technical Services FY 17-18 / Watercraft Projects	A/E		N/A	TBD	Project costs vary
4/6/2016	4/29/2016	UCN-16091A	University of Cincinnati	DAAP Woodshop Improvements	A/E	\$2,100,000	N/A	McGill Smith Punshon SMP Design SHP Leading Design	
3/28/2016	4/22/2016	YSU-PREQUAL	Youngstown State University	General Qualifications for Prequalification List of Professional Services - 330	A/E		Q&A	TBD	Project costs will vary
3/30/2016	4/22/2016	SFC-TBD2	Clear Fork Valley Local Schools	CFVLSD New Elementary Schools	A/E	\$25,599,229	N/A	Garmann/Miller GPD Group BSHM Architects	Cost does not include LFIs
4/6/2016	4/22/2016	MUN-100065	Miami University	Western Campus Bridge Reconstruction	A/E	\$1,500,000	Q&A	TBD	

## Best Value Selection (BVS) Requests for Qualifications

"Best Value Selection" (BVS) is a selection process in which proposals contain both pricing and performance components, and award is based upon a combination of pricing and performance considerations to determine the offer deemed most advantageous and of the greatest value to the public authority.

*For the...Construction Manager at Risk provider (CM); Design Builder (DB) and Energy Performance Contracting provider.*

Publish Date	Due Date	Project Number	Owner	Project Name	Primary Service	Estimated Project Cost	Q&A Misc	Short List (Selection Starred)	Notes
5/9/2016	6/7/2016	OSU-160625	The Ohio State University	Medical Center Parking Garage	DB	\$50,627,460	Q&A	TBD	
5/16/2016	5/27/2016	DNR-160084	Ohio Department of Natural Resources	Water Treatment Plant Improvements - Hocking Hills SP	DB	\$1,100,000	N/A	TBD	
4/26/2016	5/26/2016	DRC-16F110	Ohio Department of Rehabilitation and Correction	ORW Lincoln Replacement Housing	CMR	\$13,800,000	Q&A	TBD	
4/18/2016	5/20/2016	SFC-TBD2	Clear Fork Valley Local Schools	CFVLSD New Elementary Schools	CMR	\$25,599,229	N/A	TBD	Cost does not include LFIs
4/12/2016	5/16/2016	OSU-160637	The Ohio State University	Ohio Stadium Upgrades	CMR	\$41,600,000	N/A	TBD	
3/31/2016	5/10/2016	DRC-16F077	Ohio Department of Rehabilitation and Correction	Population Management Fence Project	DB	\$13,700,000	Q&A	GPD Services Company Thomas & Marker Construction Touchstone CPM	See highlighted sections of

									RFQ for updates.
3/10/2016	4/11/2016	SFC-160392	Reading Community City School District	Reading Community CSD	CMR	\$50,972,401	N/A	AECOM Technical Services *Shook Touchstone Turner Construction Co.	Selection: Shook Touchstone
2/26/2016	4/7/2016	UCN-15038A	University of Cincinnati	UCBA - Muntz Rehabilitation, Phases 1-4	CMR	\$59,600,000	N/A	TBD	
2/19/2016	3/21/2016	SFC-160391	Chillicothe City School District	Chillicothe City School District - CFAP	CMR	\$46,705,261	N/A	Summit Construction Smoot Construction Robertson Construction	
2/8/2016	3/14/2016	SFC-160396	Harrison Hills City Schools	Harrison Hills New PK-12 Project	CMR	\$44,947,580	·Q&A ·Geo Report	*Hammond Construction Skanska USA Robertson Construction	Selection: Hammond Construction
12/23/2015	3/11/2016	DRC-15N001	Ohio Department of Rehabilitation and Correction	Energy Conservation Project - Chillicothe Correctional Institution	Energy		·Meeting Minutes ·Addendum ·Q&A ·Additional Docs	Ameresco Brewer-Garrett Constellation	Cost TBD
2/17/2016	3/4/2016	OSU-160235	The Ohio State University	Doan - Precert Office Renovation	DB	\$490,000	N/A	N/A	

1/19/2016	2/19/2016	SFC-160393	Chippewa Local School District	Chippewa New 7-12 MS/HS	CMR	\$28,050,778	N/A	*CT Taylor Co. Ruhlin Co. Hammond Construction	Selection: CT Taylor
1/12/2016	2/12/2016	DYS-160143	Ohio Department of Youth Services	CJCF Housing Building Replacement	CMR	\$23,969,412	N/A	Regency/Shook Robertson Construction Services  *Smoot Construction	Selection: Smoot Construction
1/12/2016	2/12/2016	SFC-160394	Champion Local School District	Champion LSD PK-8	CMR	\$31,344,142	N/A	*Hammond Construction ICON construction Solutions Skanska USA Building Inc.	Selection: Hammond Construction
1/11/2016	1/25/2016	OSU-160247	The Ohio State University	Dodd Hall Chiller Replacement	DB	\$599,350	N/A	TBD	
1/4/2016	1/18/2016	DOT-160001	Ohio Department of Transportation	ODOT Rest Areas - Wood Co.	DB		Q&A	*Lathrop Co. Spieker Co. Robertson Construction Services	Selection: Lathrop Co Project cost TBD
12/14/2015	1/18/2016	MUN-100062	Miami University	New Residence Halls 2018	CMR	\$84,000,000	N/A	TBD	
12/8/2015	1/8/2016	OSU-150447	The Ohio State University	Knowlton - Window Modifications	DB	\$270,000	N/A	TBD	

11/19/2015	12/23/2015	OSU-160195	The Ohio State University	Airport Enhancements	CMR	\$20,000,000	N/A	TBD	
11/23/2015	12/22/2015	MUN-100063	Miami University	Minnich and Scott Halls Renovations	DB	\$60,000,000	Q&A	TBD	Due date revised from 12/15/2015
11/16/2015	12/2/2015	OSU-150377	The Ohio State University	Newark-Founders Roof Replacement	DB	\$819,262	N/A	TBD	
10/1/2015	11/2/2015	SFC-160389	Miami Trace Local School District	Miami Trace New High School	CMR	\$41,014,315	N/A	*Ruscilli Construction Summit Construction R.W. Setterlin Building Co. Smoot Construction	Selection: Ruscilli Construction

# RFQ Question and Answer List

## State of Ohio Standard Forms and Documents

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Project Name Population Management Fence Project Project Number DRC-16F077

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Date posted: 4/21/16

Date revised: 5/3/16

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

1. A request was made to clarify the facilities included in the RFQ. Below is a chart of each facility and it's geographical location. Please note, Project Location refers to the Geographic Location of project site.

A.

<b>DRC Facility</b>	<b>Geographic Location</b>
Warren Correctional	Lebanon
Mansfield	Mansfield
Ohio Reformatory for Women	Marysville
Trumbull	City of Warren

2. Are there plans and specifications available for this project?

A. There are no plans and specifications available at this time because the Design Builder has not been determined at this time.

3. For this project, the Proposal/GMP is due on August 11, 2016. Is the GMP for the construction portion required at this date?

A. Yes, GMP for the construction portion will be needed at the time of submission of the proposal.



## RFQ Question and Answer List

Project Name Airport Master Plan Update Project Number OSU-150787  
Project Location OSU Don Scott Airport

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Date posted: May 5, 2016

Date revised: N/A

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

1. Will a boundary survey and/or deed research be required for the preparation of an Exhibit A?
  - A. No, a title search was recently completed by the university.
2. Is there a breakdown of the project cost between the master plan and outreach services?
  - A. The estimated fee range for the master planning consultant as advertised in the RFQ is \$638,000-\$675,000. The estimated fee range for the public involvement consultant is advertised at \$75,000-\$100,000. Both fees will be negotiated with the selected firms separately.
3. Will the DBE/EDGE participation goals be met collectively between the planning and outreach contracts or do both contracts need to meet the goals individually?
  - A. Both contracts are being advertised, selected and negotiated separately, therefore the DBE/EDGE participation goals should be met individually.
4. In the selection criteria [specifically #4(b)] it states "LEED Registered / Certified Consultant Participation" with points based on "registered", "certified", or "no projects". I am assuming you are looking for LEED projects and not staff? (i.e. one of the 10 projects should be a LEED certified building). Or are we evaluated on how many LEED professionals we proposed on the project?
  - A. This refers to the number of projects of the 10 submitted that are LEED registered or LEED certified. The goal is to encourage sustainability by all firms.
5. #5(c) – is there any particular format for the reference letters that are required?
  - A. There is no standard or preference for reference letters.

# RFQ Question and Answer List

## State of Ohio Standard Forms and Documents

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Project Name ORW Lincoln Replacement Housing Project Number DRC-16F110

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Date posted: 5/17/16  
Date revised: [If needed]

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

1. Please confirm, is the response deadline May 19, 2016 at 1:00 pm?
  - A. Yes, that is the correct response deadline.

# RFQ Question and Answer List

## State of Ohio Standard Forms and Documents

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Project Name ORW Lincoln Replacement Housing Project Number DRC-16F110

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Date posted: 5/19/2016

Date revised: [If needed]

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

1. In the evaluation of the proposed team for CMR, would experience and qualification of Consultants be considered for all selection criteria or solely for section 3?
  - A. The experience and qualifications of the Consultants will be considered for all applicable Selection Criteria. This includes, but is not limited to, Section 3.

# Request for Qualifications (Design-Build Contract)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Local Higher Education

Project Name	<u>Medical Center Parking Garage</u>	Response Deadline	<u>June 7, 2016</u>	<u>2:00 p.m.</u>	local time
Project Location	<u>OSU/Main Campus</u>	Project Number	<u>OSU-160625</u>		
City / County	<u>Columbus / Franklin</u>	Project Manager	<u>Aldino Stazzone</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>2</u>	No. of electronic copies requested (PDF)	<u>2</u>		

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Aldino Stazzone 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 Aldino Stazzone at [stazzone.1@osu.edu](mailto:stazzone.1@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.

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### 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 Ohio State University is seeking responses from qualified teams to construct one or more new parking garage(s) for the OSU Wexner Medical Center. The parking garage(s) will accommodate approximately 2000 staff and faculty parking spaces for the Wexner Medical Center. Location of garage(s) to be determined at a later date.

The project and construction budget as listed in this RFQ is estimated, and will be updated during the Request for Proposal (RFP) stage of this selection process.

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.

In the event there are multiple parking garages, the university reserves the right to award to each garage separately.

LEED is not applicable to this project.

This project is required to be constructed 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 Primary firm is responsible to support their subcontractors to meet this requirement. The Ohio State University BIM Project Delivery Standards can be accessed via the OSU FOD website: [ohio-state bim pds.pdf](#). Unless noted otherwise, the minimum required BIM Use Cases are outlined in Section 2.

#### 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

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

and manage the Design Development, Subcontractor Prequalification and Bidding process, Construction Documents, Construction and Closeout stages. Services shall also include, but are not limited to coordination and permitting with local, state and other governing agencies.

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, design, 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. Parking Garage Experience
3. Work in the OSU Wexner Medical Center area.

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>\$50,627,460</u>	State Funding	<u>\$0</u>
Construction Cost	<u>\$41,662,008</u>	Other Funding	<u>\$50,627,460</u>

### D. Anticipated Schedule

DB Preconstruction Services Start	<u>09 / 16</u>
Construction Stage Notice to Proceed	<u>09 / 16</u>
Substantial Completion of all Work	<u>04 / 18</u>
DB Services Completed	<u>04 / 18</u>

### E. EDGE Participation Goal

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

\*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

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

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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, 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	June 7, 2016
RFP issued to the Short-Listed Firms	July 28, 2016
Interviews	August 11, 2016
Selection of DB	August 11, 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 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 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.

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

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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.

# Design-Build Selection Rating Form

## State of Standard Forms and Documents

Project Name Medical Center Parking Garage Proposer Firm \_\_\_\_\_  
 Project Number OSU-160625 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary Firm Location and Workload (Maximum 10 points)</b>			
a. Proximity of firm to project site	Less than 50 miles	5	
	50 miles to 100 miles	2	
	More than 100 miles	0	
b. Amount of 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	
<b>2. Primary Qualifications (Maximum 35 points)</b>			
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 - 5	
c. Technical staff	Experience / ability of technical staff to coordinate construction documents and develop accurate estimates and schedules	0 - 10	
d. Construction administration staff	Experience / ability of field representatives to identify and solve issues during construction	0 - 10	
<b>3. Key Consultant Qualifications (Maximum 15 points)</b>			
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	
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
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	
<b>5. Overall Team Experience (Maximum 30 points)</b>			
a. Previous team performance	Past performance as indicated by evaluations and letters of reference	0 - 10	
b. Experience with similar projects / delivery methods	Less than 3 projects	0 - 3	
	3 to 6 projects	4 - 6	
	More than 6 projects	7 - 10	
c. Budget and schedule management	Performance in completing projects within original construction budget and schedule	0 - 5	
d. Knowledge of Ohio Capital Improvements process	Less than 3 projects	0 - 1	
	3 to 6 projects	2 - 3	
	More than 6 projects	4 - 5	

\* Must be comprised of 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

<b>Subtotal</b>	
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**Notes:**

**Evaluator:**

Name \_\_\_\_\_

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



## RFQ Question and Answer List

Project Name Medical Center Project Number OSU-160625  
Project Location OSU Wexner Medical Center

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Date posted: 05/25/2016  
Date revised: 05/31/2016

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

1. Question: Has a criteria architect been hired yet to develop the RFP? If so, please identify.  
A. Answer: University is in the process of contracting with Criteria Architect.
2. Question: If the answer is yes to the above, please advise on the current status of the criteria drawings.  
A. Answer: Criteria drawings have not yet been started.
3. Question: The RFQ specifies the same date for both start of precon services and construction NTB (9/16). Please clarify dates.  
A. Answer: Dates indicated in RFQ are estimated at this point.
4. Question: The RFQ under scope of services specifies a GMP as part of the Best Value Selection Process. Please confirm that a GMP/Lump Sum will be asked for with Design/Build proposal submission at the next step in your selection process.  
A. Answer: As indicated in the RFQ, this is Competitive GMP Design Build. Requirements of the DB General Conditions will be followed.
5. Question: There is no mention of testing and inspection services. We believe that these services can be competitively bid at a later date or included at a later date under the RFP. We just wanted to make sure that OSU did not expect to see these services under our design-build team? Could you please give direction on this issue?  
A. Answer: Testing and inspection services will be determined at a later date, and be included in services provided by the Criteria AE.
6. Question: The RFQ states that LEED is not applicable to this project. However the rating form includes LEED under scoring section 4. Please clarify ?  
A. Answer: LEED is not applicable on Parking Garage Projects. Disregard LEED on rating form as this is a standard form cannot be modified.
7. Question: Under the Part II General Qualifications, Profile of Firm's Experience, there is no Revenue Index Number for revenue over 50 million. Should we use #11 ? Please clarify ?  
A. Answer: invalid question. No response.
8. Question: Is the Design Builder required to carry the geotechnical testing services on our team or is the work being contracted directly with Ohio State?

# Question and Answer List

(continued)



Project Name \_\_\_\_\_ Project Number \_\_\_\_\_

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- A. Answer: Limited geotechnical testing services will be provided by the Criteria AE under Ohio State. Design Builder will need to provide full level geotechnical testing services as required to complete the proposal. Materials testing (QC) services will be carried by the Criteria AE.
9. Question: Would you accept a parking solution that includes fully automated parking, such as the Robotic Parking Systems, Inc. technology?
- A. Answer: Fully automated parking is not being considered at this time.
10. Question: If the answer to the previous question is yes, could this solution be for all 2,000 spaces required?
- A. Answer: Not applicable, as automated parking facility is not being considered..
11. Question: Could you provide a site map showing the proposed location for the garage(s)?
- A. Answer: Site location(s) for garage(s) not yet determined.
12. Question: If there were to be more than one garage on the site, do you have a preference for the location and sizes of the garages?
- A Answer: Location, size and design of garage(s) not yet determined.

# Request for Qualifications

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Ohio Department of Natural Resources, Division of Engineering

Project Name	<u>Neutral Facilitation Services – FY17-18</u>	Response Deadline	<u>June 3, 2016</u>	<u>4:00 p.m. local time</u>
Project Location	<u>Various</u>	Project Number	<u>DNR-160085</u>	
City / County	<u>Various / Various</u>	Project Manager	<u>Various</u>	
Owner	<u>Various</u>	Contracting Authority	<u>ODNR—Division of Engineering</u>	
No. of paper copies requested (stapled, not bound)	<u>2</u>	No. of electronic copies requested on CD (PDF)	<u>2</u>	

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Jason Kirby at 2045 Morse Rd., Building E-3, Columbus, Ohio 43229. See Section G of this RFQ for additional submittal instructions.

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

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### Project Overview

#### A. Project Description

The Ohio Department of Natural Resources (ODNR), Division of Engineering (DOE), invites interested parties to submit a statement of qualifications to provide neutral facilitation services for projects. These services are intended to provide facilitated partnering and/or mediated dispute resolution sessions for various sized groups in support of DOE project teams.

These sessions could occur at any stage along the project, i.e. planning, design, construction and close out. Session attendees could include, but are not limited to, ODNR/DOE staff, architects/engineers and other project consultants, contractors, community members and other users groups, and state, national and local regulatory agencies.

All firms submitting a statement of qualifications will be eligible for award of a contract for the period beginning August 1, 2016 and ending June 30, 2018. Fees for each type of requested services will be based on an hourly fee schedule to be negotiated as part of the contract. DOE does not guarantee that the selected firm will be awarded any work or make a representation of the amount of work a firm may receive within the two-year period.

#### B. Scope of Services

The following types of facilitation services are within the scope of work that a firm may be requested to support:

- a) Organizational Partnering
- b) Trade Contractor Partnering
- c) Dispute / Claims Resolution & Mediation
- d) GMP Negotiation
- e) Third-party Agreements and Strategic Planning

The services generally include the following: pre-workshop interviews of individual project team members in order to identify key issues and prepare an agenda that is specific to the needs of the project; and conduct the workshop to include discussion of the specific issues for the project team to plan activities or processes to address the specific issues.

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. Facilitation of Organizational Partnering sessions.
2. Facilitation of Trade Contractor partnering sessions.
3. Facilitation of dispute / claims resolution and mediations.
4. Facilitation of Guaranteed Maximum Price (GMP) negotiations.
5. Negotiation of third-party agreements between public and private entities.
6. Facilitation of Vision, Mission, and Strategic Planning exercises.
7. Experience with alternative construction delivery methods.
8. Experience with Ohio Capital Improvements processes.
9. Experience with Public Policy and Public Entities

## Request For Qualifications continued

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### C. Funding / Estimated Budget

Total Project Cost	<u>Varies with each project</u>	State Funding	<u>\$150,000</u>
Construction Cost	<u>Varies with each project</u>	Other Funding	<u>As applicable</u>
Estimated Fee	<u>TBD</u>		

### D. Anticipated Schedule

Response Deadline: June 3, 2016

Interviews tentative scheduled for week of June 27, 2016.

Eligibility will be effective for the period covering August 1, 2016 – June 30, 2018.

### E. EDGE Participation Goal

Percent of initial TOTAL Fee: 5%

### F. Evaluation Criteria for Selection

- Demonstrated ability to meet Owner's intent for the scope of services on previous projects and with previous clients.
- Relevant past work of prospective firm and its proposed consultants.
- Past performance of prospective firm and its proposed consultants.
- Qualifications and experience of individuals directly involved with providing requested services.
- Proposer and its proposed consultants previous experience (numbers of projects, scope of services).
- 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 firm and all its consultants must have the capability to use the Internet within their normal business location(s) during normal business hours.

Interested firms are required to submit the Commitment to Participate in the EDGE Business Assistance Program form in its Statement of Qualifications (Form F110-330) submitted in response to the RFQ, to indicate its intent to contract with and use EDGE-certified Business Enterprise(s), as a part of the 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 firm'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.

### 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.

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.

# Consultant Selection Rating

## State of Ohio Standard Forms and Documents

Project Name Neutral Facilitation Services Proposer Firm \_\_\_\_\_  
 Project Number DNR-160085 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Team Location, EDGE status and Workload (Maximum 15 points)</b>			
a. Location of firm	Out of State	0	
	Ohio Firm	5	
b. Proposed EDGE participation	One point for every 2 percent increase in professional services over the EDGE participation goal	0 - 5	
c. Amount of contracts in previous 24 months	Less than \$100,000	5	
	\$100,000 to \$200,000	3	
	More than \$200,000	0	
<b>2. Qualifications (Maximum 50 points)</b>			
a. Organizational Partnering	Ability to bring groups within organizations together to accomplish common goals.	0 - 5	
b. Trade Contractor Partnering	Ability to identify issues/solve construction-related issues and bring owners, contractors and other impacted parties to consensus.	0 - 5	
c. Dispute / Claims Resolution & Mediations	Ability to identify responsibilities and resolve issues relating to disputes and claims during construction.	0 - 15	
d. GMP Negotiations	Familiarity with construction estimates; ability to identify obstacles/resolve conflicts/facilitate agreement during GMP negotiations.	0 - 15	
e. Third-Party Agreement Negotiations	Ability to create agreements between governmental and non-governmental groups.	0 - 5	
f. Vision, Mission, and Strategic Planning	Ability to assist groups in developing short and long term plans.	0 - 5	
<b>3. Overall Team Experience (Maximum 35 points)</b>			
a. Experience with Ohio Capital Improvements Processes	Less than 3 projects	0 - 3	
	3 to 7 projects	4 - 6	
	More than 7 projects	7 - 10	
b. Experience with public policy and public entities	Less than 2 projects	5	
	2 to 3 projects	3	
	More than 3 projects	0	
c. Experience with alternative construction delivery methods	Association with each type of construction delivery methods: design-build, construction manager-at-risk, single prime, and multi-prime projects.	0 - 5	
d. Previous team performance - Evaluations / Letters of Reference	Past performance as indicated by evaluations and letters of reference	0 - 10	
		<b>Subtotal</b>	

Notes:

Evaluator:

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

# Request for Qualifications (Architect / Engineer)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Local Higher Education

Project Name	<u>Ellis Hall Renovation - 2016</u>	Response Deadline	<u>May 31, 2016</u>	<u>4:00 PM</u>	local time
Project Location	<u>Ohio University Main Campus</u>	Project Number	<u>OHU-160010</u>		
City / County	<u>Athens / Athens</u>	Project Manager	<u>Rick Swart</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 (PDF)	<u>1</u>		

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Rick Swart at Ohio University, Architecture Design & Construction; 160 West Union St, Suite 280; Athens, Ohio 45701. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Rick Swart at [swartr@ohio.edu](mailto:swartr@ohio.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.

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### Project Overview

#### A. Project Description

Ellis Hall is a 53,500 SF three story building, built in 1902. It is a general classroom and office building, used primarily by the College of Arts and Sciences. This project will provide a major upgrade to the building, including:

- Hazardous materials abatement;

- ADA upgrades, including the replacement of the existing elevator, upgrades to existing restrooms, installation of new single-user restrooms, and improvements to pathways within and accessing the primary building entries;

- Minor space reconfiguration in some areas of the building;

- Replacement of all exterior windows and doors; painting of exterior trim.

- Upgrades to the building mechanical system, including air handlers, air distribution systems and controls; A new building chiller and cooling tower have been recently installed;

- Upgrades to the building electrical system, including both interior and exterior lighting; the existing service entry and switch gear to remain; new/upgrade generator.

- Upgrades/replacement of all interior finishes, including doors and trim;

- Upgrades to the building plumbing system, including water distribution systems;

- Upgrade of the existing fire alarm and other life safety systems;

- Addition of a new building-wide fire suppression system

Project to be LEED silver

#### 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: Program Verification, Schematic Design; Design Development, Construction Document Preparation, Scheduling, Estimating, Bid and Award Support, Conformed Documents, Construction Administration, Post-Construction Project Close-out, and Additional Services of all types.

The University will contract with a separate Building Commissioning consultant.

The project services will commence with Program Verification, Schematic Design, and verification of anticipated construction costs. Upon completion of this phase, the University will authorize procedure into Design Development, Construction Documents, Bidding, Conformed Documents and Construction Phase services pending verification of adequate funding availability.

## Request for Qualifications (Architect / Engineer) continued

The University will select the (lead) Architectural firm, based on this RFQ, and contract with them. The University will also conduct a qualifications-based selection for MEP Engineering services under a separate RFQ, and develop a short list of acceptable firms. The selected Architectural consultant will participate with the University in the interviewing and selection of the MEP consultant, whose contract will be assigned to the Architectural consultant.

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. Architectural Design of Higher Education Facilities
2. LEED Certification
3. Renovation / retrofit of existing buildings
4. Projects on a constricted-site College Campus
5. Scheduling and Estimating

### C. Funding / Estimated Budget

Total Project Cost	<u>\$12,000,000</u>	State Funding	<u>\$6,652,950</u>
Construction Cost	<u>\$9,500,000</u>	Other Funding	<u>\$5,347,050</u>
Estimated A/E Fee	<u>8.0% to 9.0%</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>Civil/Structural Engineering</u>
	<u>Scheduling and Estimating</u>
	<u>Hazardous Materials Abatement</u>
	<u> </u>
	<u> </u>
	<u> </u>
Others	<u> </u>

### E. Anticipated Schedule

Professional Services Start	<u>08 / 16</u>
Construction Notice to Proceed	<u>10 / 17</u>
Substantial Completion of all Work	<u>09 / 18</u>
Professional Services Completed	<u>01 / 19</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.

## Request for Qualifications (Architect / Engineer) continued

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- Specification writing credentials and experience.
- Experience and capabilities of creating or using Critical Path Method (CPM) schedules and of using CPM schedules as a project management resource.
- Approach to and success of using partnering and Alternative Dispute Resolution.
- Proximity of prospective firms to the project site.
- Proposer's apparent resources and capacity to meet the needs of this project.
- The selected A/E and all its consultants must have the capability to use the Internet within their normal business location(s) during normal business hours.

Interested A/E firms are required to 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. 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 Ellis Hall Renovation - 2016 Proposer Firm \_\_\_\_\_  
 Project Number OHU-160010 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary Firm Location, Workload and Size (Maximum 10 points)</b>			
a. Proximity of firm to project site	Less than 50 miles	5	
	50 miles to 250 miles	2	
	More than 250 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$50,000	2	
	\$50,000 to \$500,000	1	
	More than \$500,000	0	
c. Number of licensed professionals	Less than 4 professionals	1	Max = 3
	4 to 10 professionals	2	
	More than 10 professionals	2	
<b>2. Primary Firm Qualifications (Maximum 30 points)</b>			
a. Project management lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	Max = 20
b. Project design lead	Experience / creativity of project designer to achieve owner's vision and requirements	0 - 10	
c. Technical staff	Experience / ability of technical staff to create fully coordinated construction documents	0 - 5	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 5	
<b>3. Key Consultant Qualifications (Maximum 20 points)</b>			
a. Key discipline leads	Experience / ability of key consultants to perform effectively and collaboratively	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	
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
a. Previous team collaboration	Less than 3 sample projects	1	Max = 3
	3 to 6 sample projects	2	
	More than 6 sample projects	3	
b. LEED** Registered / Certified project experience	Registered projects	1	Max = 2
	Certified projects	2	
c. BIM project experience	Training and knowledge	1	Max = 3
	Direct project experience	3	
d. Team organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
<b>5. Overall Team Experience (Maximum 30 points)</b>			
a. Previous team performance	Past performance as indicated by evaluations and letters of reference	0 - 10	
b. Experience with similar projects / delivery methods	Less than 4 projects	0 - 3	
	4 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 4 projects	0 - 1	
	4 to 8 projects	2 - 3	
	More than 8 projects	4 - 5	
		<b>Subtotal</b>	

\* 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

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**Administration of Project:** Local Higher Education

Project Name	<u>Ellis Hall Renovation - 2016 - MEP</u>	Response Deadline	<u>May 31, 2016</u>	<u>4:00 PM</u>	local time
Project Location	<u>Ohio University Main Campus</u>	Project Number	<u>OHU-160011</u>		
City / County	<u>Athens / Athens</u>	Project Manager	<u>Rick Swart</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 (PDF)	<u>3</u>		

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Rick Swart at Ohio University, Architecture Design & Construction; 160 West Union St, Suite 280; Athens, Ohio 45701. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Rick Swart at [swartr@ohio.edu](mailto:swartr@ohio.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.

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### Project Overview

#### A. Project Description

Ellis Hall is a 53,500 SF three story building, built in 1902. It is a general classroom and office building, used primarily by the College of Arts and Sciences. This project will provide a major upgrade to the building, including:

Hazardous materials abatement;

ADA upgrades, including the replacement of the existing elevator, upgrades to existing restrooms, installation of new single-user restrooms, and improvements to pathways within and accessing the primary building entries;

Minor space reconfiguration in some areas of the building;

Replacement of all exterior windows and doors; painting of exterior trim

Upgrades to the building mechanical system, including air handlers, air distribution systems and controls; A new building chiller and cooling tower have recently been installed;

Upgrades to the building electrical system, including both interior and exterior lighting; the existing service entry and switch gear to remain; new/upgraded generator

Upgrades/replacement of all interior finishes, including doors and trim;

Upgrades to the building plumbing system, including water distribution systems;

Upgrade of the existing fire alarm and other life safety systems;

Addition of a new building-wide fire suppression system

Project to be LEED silver

#### B. Scope of Services

This RFQ is for submission of qualifications for the project MEP Engineering services only. The University will select the (lead) Architectural firm, based on a separate RFQ, and contract with them. The selected Architectural consultant will participate with the University in the interviewing and selection of the MEP consultant, whose contract will be assigned to the Architectural consultant.

The selected MEP Consultant, as a portion of its required Scope of Services and prior to submitting its proposals, will discuss and clarify with the (lead) Architect (previously selected), the cost breakdown of the Engineering Agreement to address the Owner's project requirements. The MEP contract will be assigned to the selected Architect.

Participation in the Encouraging Growth, Diversity & Equity (EDGE) Program as required by statute will be the responsibility of the Architect, as leader of the design team.

As required by the Agreement, and as properly authorized, provide the following categories of services: Program Verification, Schematic Design; Design Development, Construction Document Preparation, Scheduling, Estimating, Bid



## Request for Qualifications (Architect / Engineer) continued

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- Previous experience compatible with the proposed project (e.g., type, size).
- Past performance of prospective firm.
- Qualifications and experience of individuals directly involved with the project.
- Specification writing credentials and experience.
- Experience and capabilities of creating or using Critical Path Method (CPM) schedules and of using CPM schedules as a project management resource.
- Approach to and success of using partnering and Alternative Dispute Resolution.
- Proximity of prospective firms to the project site.
- Proposer's apparent resources and capacity to meet the needs of this project.
- The selected A/E and all its consultants must have the capability to use the Internet within their normal business location(s) during normal business hours.

Interested A/E firms are required to 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. 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 Ellis Hall Renovation - 2016 - MEP Proposer Firm \_\_\_\_\_  
 Project Number OHU-160011 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary Firm Location, Workload and Size (Maximum 10 points)</b>			
a. Proximity of firm to project site	Less than 50 miles	5	
	50 miles to 250 miles	2	
	More than 250 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$50,000	2	
	\$50,000 to \$500,000	1	
	More than \$500,000	0	
c. Number of licensed professionals	Less than 4 professionals	1	Max = 3
	4 to 10 professionals	2	
	More than 10 professionals	2	
<b>2. Primary Firm Qualifications (Maximum 30 points)</b>			
a. Project management lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	Max = 20
b. Project design lead	Experience / creativity of project designer to achieve owner's vision and requirements	0 - 10	
c. Technical staff	Experience / ability of technical staff to create fully coordinated construction documents	0 - 5	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 5	
<b>3. Key Consultant Qualifications (Maximum 20 points)</b>			
a. Key discipline leads	Experience / ability of key consultants to perform effectively and collaboratively	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	
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
a. Previous team collaboration	Less than 3 sample projects	1	Max = 3
	3 to 6 sample projects	2	
	More than 6 sample projects	3	
b. LEED** Registered / Certified project experience	Registered projects	1	Max = 2
	Certified projects	2	
c. BIM project experience	Training and knowledge	1	Max = 3
	Direct project experience	3	
d. Team organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
<b>5. Overall Team Experience (Maximum 30 points)</b>			
a. Previous team performance	Past performance as indicated by evaluations and letters of reference	0 - 10	
b. Experience with similar projects / delivery methods	Less than 4 projects	0 - 3	
	4 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 4 projects	0 - 1	
	4 to 8 projects	2 - 3	
	More than 8 projects	4 - 5	
		<b>Subtotal</b>	

\* 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

## State of Ohio Standard Forms and Documents

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

Project Name	<u>Neutral Facilitation Consultant List</u>	Response Deadline	<u>06/01/2016</u>	<u>4:00 p.m. local time</u>
Project Location	<u>Various</u>	Project Number	<u>SFC-150888</u>	
City / County	<u>Various / Various</u>	Project Manager	<u>Various</u>	
Owner	<u>Various</u>	Contracting Authority	<u>Ohio Facilities Construction Commission</u>	
No. of paper copies requested (stapled, not bound)	<u>0</u>	No. of electronic copies requested (PDF)	<u>1</u>	

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Jill Hoobler at [Jill.Hoobler@ofcc.ohio.gov](mailto:Jill.Hoobler@ofcc.ohio.gov). See Section H of this RFQ for additional submittal instructions. Submit all questions regarding this RFQ in writing to **Jill Hoobler** with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the Opportunities page on the OFCC website at <http://ofcc.ohio.gov> on a regular basis until one week before the response deadline. The name of the party submitting a question will not be included on the Q&A document.

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### Project Overview

#### A. Project Description

The Ohio Facilities Construction Commission (OFCC) invites interested parties to submit a statement of qualifications to provide neutral facilitation services for projects. Services are to provide partnering facilitation services for OFCC project teams.

All firms submitting a statement of qualifications will be eligible for award of contracts for the period beginning July 1, 2016 and ending June 30, 2018. Fees are negotiated for each assignment. OFCC does not guarantee that a firm will be awarded any work or make a representation of the amount of work a firm may receive within the two-year period.

#### B. Scope of Services

The following types of facilitation services are within the scope of work that a firm may be requested to support:

- a) Organizational Partnering
- b) Trade Contractor Partnering
- c) Dispute / Claims Resolution & Mediation
- d) GMP Negotiation
- e) Third-party Agreements and Strategic Planning

The services generally include the following: pre-workshop interviews of individual project team members in order to identify key issues and prepare an agenda that is specific to the needs of the project; and conduct the workshop to include discussion of the specific issues for the project team to plan activities or processes to address the specific issues.

#### C. Funding / Estimated Budget

Total Project Cost	<u>Varies with each project</u>	State Funding	<u>As applicable Construction</u>
Cost Other Funding	<u>Varies with each project</u>	As applicable	<u></u>
Estimated Design Fee	<u>TBD</u>		

#### D. Anticipated Schedule

Eligibility will be effective for the period covering July 1, 2016 – June 30, 2018

#### E. EDGE Participation Goal

Percent of initial TOTAL Fee: 0%

## F. Evaluation Criteria for Selection

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

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

Anticipated Schedule:

Proposal Due Date: June 1, 2016

Announce Short List for Interviews: June 2016

Interviews in Columbus: June 2016

Pre-Qualification will be effective for the period covering July 1, 2016 – June 30, 2018

## 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.

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

Facsimile 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).
- Firms performing current Consultant List projects should identify those projects on Page 1 of Section F (Example Projects Which Best Illustrate Proposed Firm's Qualifications for this Contract).
- Do not submit Page 2 of Section F (Relevant Projects Experience Matrix).
- Do not submit Page 3 of Section H (Commitment to Participate in the EDGE Business Assistance Program).
- Firms are requested to identify professional registrations, memberships and credentials including but not limited to: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, DBIA, and any other appropriate design and construction industry credentials. Identify that information on the resume page for individual in Block 22, Section E of the F110-330 form.

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

GA: Green Associate

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

AP +: (see below):

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

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

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

LEED AP ND (Neighborhood Development specialty)

LEED AP Homes (Specialty for residential LEED construction)

#### Other Industry Credentials

CCCA: Certified Construction Contract Administrator (CSI)

CCM: Certified Construction Manager (CMAA)

CCS: Certified Construction Specifier (CSI)

CDT: Construction Document Technologist (CSI)

DBIA: Design-Build Institute of America

#### **H. Additional Information**

Following this submission, OFCC will evaluate the proposals submitted and identify a list of firms for pre-qualification interviews. These interviews are designed to familiarize OFCC staff with the qualifications of firms by further exploring their proposals and the scope and nature of the consulting services they provide. OFCC will seek Controlling Board approval of all submitting firms for contracting eligibility through June 30, 2018.

# Consultant Selection Rating

## State of Ohio Standard Forms and Documents

Project Name Neutral Facilitation Consultant List Proposer Firm \_\_\_\_\_  
 Project Number SFC-150888 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Team Location, EDGE status and Workload (Maximum 20 points)</b>			
a. Location of firm and EDGE status	Out of State	0	
	Ohio Firm	5	
	EDGE Certified	10	
b. Amount of contracts in previous 24 months	Less than \$100,000	10	
	\$100,000 to \$200,000	5	
	More than \$200,000	0	
<b>2. Qualifications (Maximum 60 points)</b>			
a. Organizational Partnering		0 - 15	
b. Trade Contractor Partnering		0 - 10	
c. Dispute / Claims Resolution & Mediation		0 - 10	
d. GMP Negotiation		0 - 15	
f. Third-party Agreements and Strategic Planning		0 - 10	
<b>3. Team Experience (Maximum 20 points)</b>			
a. Experience with OFCC (SAO or OSFC) Consultant List Projects in the previous 24 months	Less than 2 projects	10	
	2 to 3 projects	5	
	More than 3 projects	0	
b. Past performance - Evaluations / Letters of Reference		0 - 10	
		<b>Subtotal</b>	

**Notes:**

**Evaluator:**

Name \_\_\_\_\_

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

# Request for Qualifications

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Ohio Department of Natural Resources, Division of Engineering

Project Name	<u>Neutral Facilitation Services – FY17-18</u>	Response Deadline	<u>June 3, 2016</u>	<u>4:00 p.m. local time</u>
Project Location	<u>Various</u>	Project Number	<u>DNR-160085</u>	
City / County	<u>Various / Various</u>	Project Manager	<u>Various</u>	
Owner	<u>Various</u>	Contracting Authority	<u>ODNR—Division of Engineering</u>	
No. of paper copies requested (stapled, not bound)	<u>2</u>	No. of electronic copies requested on CD (PDF)	<u>2</u>	

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Jason Kirby at 2045 Morse Rd., Building E-3, Columbus, Ohio 43229. See Section G of this RFQ for additional submittal instructions.

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

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### Project Overview

#### A. Project Description

The Ohio Department of Natural Resources (ODNR), Division of Engineering (DOE), invites interested parties to submit a statement of qualifications to provide neutral facilitation services for projects. These services are intended to provide facilitated partnering and/or mediated dispute resolution sessions for various sized groups in support of DOE project teams.

These sessions could occur at any stage along the project, i.e. planning, design, construction and close out. Session attendees could include, but are not limited to, ODNR/DOE staff, architects/engineers and other project consultants, contractors, community members and other users groups, and state, national and local regulatory agencies.

The selected firm will be eligible for award of a contract for the period beginning August 1, 2016 and ending June 30, 2018. Fees for each type of requested services will be based on an hourly fee schedule to be negotiated as part of the contract. DOE does not guarantee that the selected firm will be awarded any work or make a representation of the amount of work a firm may receive within the two-year period.

#### B. Scope of Services

The following types of facilitation services are within the scope of work that a firm may be requested to support:

- a) Organizational Partnering
- b) Trade Contractor Partnering
- c) Dispute / Claims Resolution & Mediation
- d) GMP Negotiation
- e) Third-party Agreements and Strategic Planning

The services generally include the following: pre-workshop interviews of individual project team members in order to identify key issues and prepare an agenda that is specific to the needs of the project; and conduct the workshop to include discussion of the specific issues for the project team to plan activities or processes to address the specific issues.

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. Facilitation of Organizational Partnering sessions.
2. Facilitation of Trade Contractor partnering sessions.
3. Facilitation of dispute / claims resolution and mediations.
4. Facilitation of Guaranteed Maximum Price (GMP) negotiations.
5. Negotiation of third-party agreements between public and private entities.
6. Facilitation of Vision, Mission, and Strategic Planning exercises.
7. Experience with alternative construction delivery methods.
8. Experience with Ohio Capital Improvements processes.
9. Experience with Public Policy and Public Entities

## Request For Qualifications continued

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### C. Funding / Estimated Budget

Total Project Cost	<u>Varies with each project</u>	State Funding	<u>\$150,000</u>
Construction Cost	<u>Varies with each project</u>	Other Funding	<u>As applicable</u>
Estimated Fee	<u>TBD</u>		

### D. Anticipated Schedule

Response Deadline: June 3, 2016

Interviews tentative scheduled for week of June 27, 2016.

Eligibility will be effective for the period covering August 1, 2016 – June 30, 2018.

### E. EDGE Participation Goal

Percent of initial TOTAL Fee: 5%

### F. Evaluation Criteria for Selection

- Demonstrated ability to meet Owner's intent for the scope of services on previous projects and with previous clients.
- Relevant past work of prospective firm and its proposed consultants.
- Past performance of prospective firm and its proposed consultants.
- Qualifications and experience of individuals directly involved with providing requested services.
- Proposer and its proposed consultants previous experience (numbers of projects, scope of services).
- 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 firm and all its consultants must have the capability to use the Internet within their normal business location(s) during normal business hours.

Interested firms are required to submit the Commitment to Participate in the EDGE Business Assistance Program form in its Statement of Qualifications (Form F110-330) submitted in response to the RFQ, to indicate its intent to contract with and use EDGE-certified Business Enterprise(s), as a part of the 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 firm'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.

### 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.

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.

# Consultant Selection Rating

## State of Ohio Standard Forms and Documents

Project Name Neutral Facilitation Services Proposer Firm \_\_\_\_\_  
 Project Number DNR-160085 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Team Location, EDGE status and Workload (Maximum 15 points)</b>			
a. Location of firm	Out of State	0	
	Ohio Firm	5	
b. Proposed EDGE participation	One point for every 2 percent increase in professional services over the EDGE participation goal	0 - 5	
c. Amount of contracts in previous 24 months	Less than \$100,000	5	
	\$100,000 to \$200,000	3	
	More than \$200,000	0	
<b>2. Qualifications (Maximum 50 points)</b>			
a. Organizational Partnering	Ability to bring groups within organizations together to accomplish common goals.	0 - 5	
b. Trade Contractor Partnering	Ability to identify issues/solve construction-related issues and bring owners, contractors and other impacted parties to consensus.	0 - 5	
c. Dispute / Claims Resolution & Mediations	Ability to identify responsibilities and resolve issues relating to disputes and claims during construction.	0 - 15	
d. GMP Negotiations	Familiarity with construction estimates; ability to identify obstacles/resolve conflicts/facilitate agreement during GMP negotiations.	0 - 15	
e. Third-Party Agreement Negotiations	Ability to create agreements between governmental and non-governmental groups.	0 - 5	
f. Vision, Mission, and Strategic Planning	Ability to assist groups in developing short and long term plans.	0 - 5	
<b>3. Overall Team Experience (Maximum 35 points)</b>			
a. Experience with Ohio Capital Improvements Processes	Less than 3 projects	0 - 3	
	3 to 7 projects	4 - 6	
	More than 7 projects	7 - 10	
b. Experience with public policy and public entities	Less than 2 projects	5	
	2 to 3 projects	3	
	More than 3 projects	0	
c. Experience with alternative construction delivery methods	Association with each type of construction delivery methods: design-build, construction manager-at-risk, single prime, and multi-prime projects.	0 - 5	
d. Previous team performance - Evaluations / Letters of Reference	Past performance as indicated by evaluations and letters of reference	0 - 10	
		<b>Subtotal</b>	

Notes:

Evaluator:

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

# Request for Qualifications (Project Management Services)

## State of Ohio Standard Forms and Documents

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

Project Name	Pre-qualified Project Management Services List	Response Deadline	June 3, 2016	1:00 p.m.	local time
Project Location	Various	Project Number	SFC-150990		
City / County	Various/Various	Project Manager	Ned Thiell / Jeff Kring		
Owner	Various	Contracting Authority	OFCC		
Delivery Method	Various	Prevailing Wages	State		
No. of paper copies requested (stapled, not bound)	0	No. of electronic copies requested via email (PDF)	1		

Email the requested Statements of Qualifications (Form F110-330) directly to Sarah Haight at [sarah.haight@ofcc.ohio.gov](mailto:sarah.haight@ofcc.ohio.gov). See Section G of this RFQ for additional submittal instructions.

Please submit all questions regarding this RFQ via email to Sarah Haight 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.

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### Project Overview

#### A. Project Description

The Ohio Facilities Construction Commission (OFCC) intends to pre-qualify firms/individuals to provide Project Management Services (PMS) for projects that OFCC elects to outsource a portion of its Project Administration duties. While OFCC reserves the right to utilize these services on any project under our responsibility, most project assignments will be serving the following state agencies:

- Ohio Department of Transportation (ODOT)
- Ohio Department of Correction and Rehabilitation (ODRC)
- Ohio Department of Natural Resources (ODNR)

OFCC will be selecting one PMS firm/individual for either a specific project or a specific group of related projects. The PMS firm cannot be a member, affiliate or consultant of any other team fulfilling a role on the assigned project(s). It is intended that these services are performed by one PMS representative with limited support/assistance from the PMS firm.

Professional design services and construction contracts will be acquired by the Contracting Authority under separate agreements.

This selection is used to determine a list of pre-qualified firms that will be eligible for award of contracts for the period beginning July 1, 2016 and ending June 30, 2018. OFCC reserves the right to extend the pre-qualification eligibility contract award period for up to an additional 24 months.

The number of pre-qualified PMS firms/individuals selected through this process is within the discretion of OFCC. While the pre-qualified status means that a firm is eligible for award of contracts, OFCC does not guarantee that a firm will be awarded any work or make any representation of the amount of work a firm may receive within the eligibility period.

When making project assignments from the Pre-Qualified PMS List, OFCC will seek a project-specific technical proposal including the resume of a proposed PMS Representative outlining his/her experience related to the assigned project's scope of work and availability. Upon receipt of an assignment, the PMS firm may decline an assignment at the consultant's discretion. Travel will likely be regularly necessary to complete the services.

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

#### B. Scope of Services

Selected PMS representative will serve as a project manager on behalf of OFCC for the planning, design and construction of projects. Conduct meetings with owners, architects/engineers, consultants, construction managers, subcontractors, state and local officials to provide direction and OFCC policy interpretation for assigned projects. Monitor and manage contractual compliance and performance of professional and construction services (eg: architectural, engineering,

## Request for Qualifications (Project Management Services) continued

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estimating, scheduling, constructability/compliance review, construction management, commissioning, forensic analysis). Advise owners on project delivery requirements. Review and approve design phase submissions on behalf of OFCC for proper alignment of scope, quality, budget and schedule. Provide assistance in the identification of issues and resolution of disputes and claims. Apply judgment on all design and construction related problems and trouble shoot to expedite completion and closeout of projects.

Negotiate guaranteed maximum price (GMP) proposals on behalf of OFCC. Coordinate review of subcontractor prequalification criteria and prequalification list for OFCC and owner approval. Review subcontractor bid tabs for recommendation of award by DB. Monitor progress of work by C-AE, AOR and DB, for the purposes of reviewing and approving monthly payment applications or invoices. Coordinate review and accounting of contractor's stored materials and retainage. Review change order requests or amendments to determine if a change is warranted and verify the availability of funds, accuracy of the proposed costs and impacts to the budget and schedule.

During the construction period provide approximately 4 to 8 hours (depending on assignment) on average per project for on-site construction administration services each week. PMS firms will be required to document their on-site visits with Field Reports that are shared with the project teams. In addition to standard meetings (eg: on-site progress meetings, etc) the Owner and Contracting Authority will hold a minimum of bi-weekly meeting or conference call with the PMS firm to discuss current activities, progress and management issues for all projects within the assigned Group. The selected PMS firm as a portion of its required Scope of Services and prior to submitting its proposal, will discuss and clarify with the Contracting Authority the breakdown of the Agreement detailed cost components, to address the Owner's project requirements and refine the project schedule.

Refer to the *OFCC Manual* for additional information about the type and extent of services generally necessary by certain parties for completion of each design stage, bidding and construction. Copies of the standard Agreements can be obtained at the OFCC website at <http://ofcc.ohio.gov>.

### C. Funding / Estimated Budget

	<b>Total Budget</b>
Total Project Cost	TBD
Construction Cost	TBD

### D. Anticipated Schedule

Each assignment will have a specific schedule for each project.

### E. EDGE Participation Goal

Percent of Total Contract: 0.0%

### F. Evaluation Criteria for Selection

It is intended that the evaluation criteria will focus on the knowledge of OFCC contractual terms and conditions, budgeting, scheduling; and the experience of the PMS firm's representative(s) with respect to the delegation of the OFCC's PM responsibilities and authority, supported minimally from the PMS firm. No other resumes will be evaluated. A firm may submit more than one PMS representative for consideration.

For the purposes of evaluating "experience with similar projects / delivery methods", attention will be given to the assessment of past experience working with the 3 primary state agencies that will be served (ODOT, ODRC, ODNR).

### 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 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 insert the project number and firm name followed by "PMS- SOQ" in the e-mail submit line.

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.

## **Request for Qualifications (Project Management Services) continued**

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**Proposers may elect to include up to 10 projects per PMS Representative resume, which means that the maximum length of each resume can be no longer than 2 pages.**

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 (AE, OA, CMA, CMR, DB, GC, Trade)
3. Type of Construction (New, Reno, Add.)
4. Type of Site (Open, Occupied)
5. Simultaneous Construction of Multiple Buildings on Multiple Sites
6. Services included Pre-Construction Estimating & Budget Reconciliation for Owner
7. Analyzed and mitigated Schedule related issues for Owner
8. Analyzed Claims and provided Owner recommendations to mitigate
9. State of Ohio Capital Improvements Process (Standard Contracts / OAKS CI)

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.

# Project Management Services Selection Rating Form

## State of Ohio Standard Forms and Documents

Project Name Pre-Qualified Project Management Services List Proposer Firm \_\_\_\_\_  
 Project Number SFC-150990 Project Management Services City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score	
<b>1. Primary Firm Location and Workload (Maximum 15 points)</b>				
a. Amount of contracts awarded by Contracting Authority in previous 24 months	Less than \$ 500,000	5		
	\$ 500,000 to \$1,000,000	2		
	More than \$1,000,000	0		
b. Location of firm and EDGE-Certified status	Out of State	0		
	Ohio Firm	5		
	EDGE Certified	10		
<b>2. Primary Qualifications (Maximum 50 points)</b>				
a. Project management	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 15	Max = 35	
b. Project administration	Experience / ability to effectively administer project controls and processes	0 - 10		
c. Technical	Experience / ability to develop feasible schedules, and accurately manage schedules	0 - 10		
d. Construction administration	Experience / ability of field representative to identify and solve issues during construction	0 - 15		
<b>3. Key Consultant Qualifications (Maximum 0 points)</b>				
a. Key consultants	Experience / ability of key consultants to perform effectively and collaboratively	0 - 5	<b>0</b>	
<b>4. Overall Team Qualifications (Maximum 0 points)</b>				
a. Previous team collaboration	Less than 3 sample projects	1	Max = 3	<b>0</b>
	3 to 6 sample projects	2		
	More than 6 sample projects	3		
b. LEED** Registered / Certified project experience	Registered projects	1	Max = 2	<b>0</b>
	Certified projects	2		
c. BIM project experience	Training and knowledge	1	Max = 3	<b>0</b>
	Direct project experience	3		
d. Team organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5		<b>0</b>
<b>5. Overall Team Experience (Maximum 35 points)</b>				
a. Previous performance	Past performance as indicated by evaluations and letters of reference	0 - 5		
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 managing projects within original construction budget and schedule	0 - 10		
d. Knowledge of Ohio Capital Improvements process	Less than 3 projects	0 - 2		
	3 to 6 projects	3 - 6		
	More than 6 projects	6 - 10		
* Must be comprised of consulting firm(s) and NOT the primary firm ** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute			<b>Subtotal</b>	

**Notes:**

**Evaluator:**

Name \_\_\_\_\_

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

# RFQ Question and Answer List

## State of Ohio Standard Forms and Documents

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Project Name Pre-Qualified Project Management Services List Project Number SFC-150990

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Date posted: 5/25/2016

Date revised: 5/26/2016

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

1. Section 1a references the amount of contracts awarded by Contracting Authority in the previous 24 months. Do the dollar figures referenced in the value side represent contract value of similar assignments such as PMS or consulting assignments, or all contracts including CMR, and DB?
  - A. All contracts awarded by OFCC
  
2. The RFQ states that “these services are to be performed by one PMS representative with limited support/assistance from the PMS firm” are we to assume items 2a, 2b, 2c and 2d will be used to evaluate the acumen of each candidate? Likewise, regarding Section 5 Overall Team Experience (Max 35 points) 5a thru 5d.
  - A. Yes, both section 2 & 5 will evaluate the proposed PMS Representative(s).
  
3. A score of 0 is shown for categories 3 (Key Consultants Qualifications) and 4 (Overall Team Qualifications). Please confirm that these categories will not earn any scores.
  - A. Correct these sections of the criteria will not be scored.
  
4. When submitting qualifications should only the project managers resumes be included? Should team and the Point of Contact to have be included as well?
  - A. Include only the project managers resumes. Proposers may describe other support members in section H.

# Request for Qualifications (Architect / Engineer)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Local Higher Education

Project Name	<u>Ellis Hall Renovation - 2016 - MEP</u>	Response Deadline	<u>May 31, 2016</u>	<u>4:00 PM</u>	local time
Project Location	<u>Ohio University Main Campus</u>	Project Number	<u>OHU-160011</u>		
City / County	<u>Athens / Athens</u>	Project Manager	<u>Rick Swart</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 (PDF)	<u>3</u>		

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Rick Swart at Ohio University, Architecture Design & Construction; 160 West Union St, Suite 280; Athens, Ohio 45701. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Rick Swart at [swartr@ohio.edu](mailto:swartr@ohio.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.

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### Project Overview

#### A. Project Description

Ellis Hall is a 53,500 SF three story building, built in 1902. It is a general classroom and office building, used primarily by the College of Arts and Sciences. This project will provide a major upgrade to the building, including:

Hazardous materials abatement;

ADA upgrades, including the replacement of the existing elevator, upgrades to existing restrooms, installation of new single-user restrooms, and improvements to pathways within and accessing the primary building entries;

Minor space reconfiguration in some areas of the building;

Replacement of all exterior windows and doors; painting of exterior trim

Upgrades to the building mechanical system, including air handlers, air distribution systems and controls; A new building chiller and cooling tower have recently been installed;

Upgrades to the building electrical system, including both interior and exterior lighting; the existing service entry and switch gear to remain; new/upgraded generator

Upgrades/replacement of all interior finishes, including doors and trim;

Upgrades to the building plumbing system, including water distribution systems;

Upgrade of the existing fire alarm and other life safety systems;

Addition of a new building-wide fire suppression system

Project to be LEED silver

#### B. Scope of Services

This RFQ is for submission of qualifications for the project MEP Engineering services only. The University will select the (lead) Architectural firm, based on a separate RFQ, and contract with them. The selected Architectural consultant will participate with the University in the interviewing and selection of the MEP consultant, whose contract will be assigned to the Architectural consultant.

The selected MEP Consultant, as a portion of its required Scope of Services and prior to submitting its proposals, will discuss and clarify with the (lead) Architect (previously selected), the cost breakdown of the Engineering Agreement to address the Owner's project requirements. The MEP contract will be assigned to the selected Architect.

Participation in the Encouraging Growth, Diversity & Equity (EDGE) Program as required by statute will be the responsibility of the Architect, as leader of the design team.

As required by the Agreement, and as properly authorized, provide the following categories of services: Program Verification, Schematic Design; Design Development, Construction Document Preparation, Scheduling, Estimating, Bid



### 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).
- Past performance of prospective firm.
- Qualifications and experience of individuals directly involved with the project.
- Specification writing credentials and experience.
- Experience and capabilities of creating or using Critical Path Method (CPM) schedules and of using CPM schedules as a project management resource.
- Approach to and success of using partnering and Alternative Dispute Resolution.
- Proximity of prospective firms to the project site.
- Proposer's apparent resources and capacity to meet the needs of this project.
- The selected A/E and all its consultants must have the capability to use the Internet within their normal business location(s) during normal business hours.

Interested A/E firms are required to 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. 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 Ellis Hall Renovation - 2016 - MEP Proposer Firm \_\_\_\_\_  
 Project Number OHU-160011 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary Firm Location, Workload and Size (Maximum 10 points)</b>			
a. Proximity of firm to project site	Less than 50 miles	5	
	50 miles to 250 miles	2	
	More than 250 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$50,000	2	
	\$50,000 to \$500,000	1	
	More than \$500,000	0	
c. Number of licensed professionals	Less than 4 professionals	1	Max = 3
	4 to 10 professionals	2	
	More than 10 professionals	3	
<b>2. Primary Firm Qualifications (Maximum 30 points)</b>			
a. Project management lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	Max = 20
b. Project design lead	Experience / creativity of project designer to achieve owner's vision and requirements	0 - 10	
c. Technical staff	Experience / ability of technical staff to create fully coordinated construction documents	0 - 5	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 5	
<b>3. Key Consultant Qualifications (Maximum 20 points)</b>			
a. Key discipline leads	Experience / ability of key consultants to perform effectively and collaboratively	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	
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
a. Previous team collaboration	Less than 3 sample projects	1	Max = 3
	3 to 6 sample projects	2	
	More than 6 sample projects	3	
b. LEED** Registered / Certified project experience	Registered projects	1	Max = 2
	Certified projects	2	
c. BIM project experience	Training and knowledge	1	Max = 3
	Direct project experience	3	
d. Team organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
<b>5. Overall Team Experience (Maximum 30 points)</b>			
a. Previous team performance	Past performance as indicated by evaluations and letters of reference	0 - 10	
b. Experience with similar projects / delivery methods	Less than 4 projects	0 - 3	
	4 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 4 projects	0 - 1	
	4 to 8 projects	2 - 3	
	More than 8 projects	4 - 5	
		<b>Subtotal</b>	

\* 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

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**Administration of Project:** Local Higher Education

Project Name	<u>Ellis Hall Renovation - 2016 - MEP</u>	Response Deadline	<u>May 31, 2016</u>	<u>4:00 PM</u>	local time
Project Location	<u>Ohio University Main Campus</u>	Project Number	<u>OHU-160011</u>		
City / County	<u>Athens / Athens</u>	Project Manager	<u>Rick Swart</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 (PDF)	<u>3</u>		

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---

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Hazardous materials abatement;

ADA upgrades, including the replacement of the existing elevator, upgrades to existing restrooms, installation of new single-user restrooms, and improvements to pathways within and accessing the primary building entries;

Minor space reconfiguration in some areas of the building;

Replacement of all exterior windows and doors; painting of exterior trim

Upgrades to the building mechanical system, including air handlers, air distribution systems and controls; A new building chiller and cooling tower have recently been installed;

Upgrades to the building electrical system, including both interior and exterior lighting; the existing service entry and switch gear to remain; new/upgraded generator

Upgrades/replacement of all interior finishes, including doors and trim;

Upgrades to the building plumbing system, including water distribution systems;

Upgrade of the existing fire alarm and other life safety systems;

Addition of a new building-wide fire suppression system

Project to be LEED silver

#### B. Scope of Services

This RFQ is for submission of qualifications for the project MEP Engineering services only. The University will select the (lead) Architectural firm, based on a separate RFQ, and contract with them. The selected Architectural consultant will participate with the University in the interviewing and selection of the MEP consultant, whose contract will be assigned to the Architectural consultant.

The selected MEP Consultant, as a portion of its required Scope of Services and prior to submitting its proposals, will discuss and clarify with the (lead) Architect (previously selected), the cost breakdown of the Engineering Agreement to address the Owner's project requirements. The MEP contract will be assigned to the selected Architect.

Participation in the Encouraging Growth, Diversity & Equity (EDGE) Program as required by statute will be the responsibility of the Architect, as leader of the design team.

As required by the Agreement, and as properly authorized, provide the following categories of services: Program Verification, Schematic Design; Design Development, Construction Document Preparation, Scheduling, Estimating, Bid



# Request for Qualifications (Architect / Engineer)

## State of Ohio Standard Forms and Documents

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- .0 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).
- Past performance of prospective firm.
- Qualifications and experience of individuals directly involved with the project.
- Specification writing credentials and experience.
- Experience and capabilities of creating or using Critical Path Method (CPM) schedules and of using CPM schedules as a project management resource.
- Approach to and success of using partnering and Alternative Dispute Resolution.
- Proximity of prospective firms to the project site.
- Proposer's apparent resources and capacity to meet the needs of this project.
- The selected A/E and all its consultants must have the capability to use the Internet within their normal business location(s) during normal business hours.

Interested A/E firms are required to 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. 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 Ellis Hall Renovation - 2016 - MEP Proposer Firm \_\_\_\_\_  
 Project Number OHU-160011 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary Firm Location, Workload and Size (Maximum 10 points)</b>			
a. Proximity of firm to project site	Less than 50 miles	5	
	50 miles to 250 miles	2	
	More than 250 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$50,000	2	
	\$50,000 to \$500,000	1	
	More than \$500,000	0	
c. Number of licensed professionals	Less than 4 professionals	1	Max = 3
	4 to 10 professionals	2	
	More than 10 professionals	2	
<b>2. Primary Firm Qualifications (Maximum 30 points)</b>			
a. Project management lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	Max = 20
b. Project design lead	Experience / creativity of project designer to achieve owner's vision and requirements	0 - 10	
c. Technical staff	Experience / ability of technical staff to create fully coordinated construction documents	0 - 5	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 5	
<b>3. Key Consultant Qualifications (Maximum 20 points)</b>			
a. Key discipline leads	Experience / ability of key consultants to perform effectively and collaboratively	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	
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
a. Previous team collaboration	Less than 3 sample projects	1	Max = 3
	3 to 6 sample projects	2	
	More than 6 sample projects	3	
b. LEED** Registered / Certified project experience	Registered projects	1	Max = 2
	Certified projects	2	
c. BIM project experience	Training and knowledge	1	Max = 3
	Direct project experience	3	
d. Team organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
<b>5. Overall Team Experience (Maximum 30 points)</b>			
a. Previous team performance	Past performance as indicated by evaluations and letters of reference	0 - 10	
b. Experience with similar projects / delivery methods	Less than 4 projects	0 - 3	
	4 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 4 projects	0 - 1	
	4 to 8 projects	2 - 3	
	More than 8 projects	4 - 5	
		<b>Subtotal</b>	

\* 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 \_\_\_\_\_

# RFQ Question and Answer List

## State of Ohio Standard Forms and Documents

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Project Name Ellis Hall Renovation – 2016 - MEP Project Number OHU-160011  
Project Location Ohio University Main Campus

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Date posted: May 13, 2016

Date revised: May 20, 2016

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

1. Page 1, Part B of the RFQ states that participation in the EDGE program as required by statute will be the responsibility of the Architect, as leader of the design team.

However on the MEP RFQ, a 5% EDGE Participation Goal is listed on page 2 and the scorecard still reflects up to 5 points for including and EDGE firm. Should the MEP include an EDGE partner in the response?

- A. The EDGE Participation Goal applies to the entire AE contract, which will include MEP. 5% of total AE contract.
2. Reading thru both of the RFQ's for the OU Ellis Hall Renovation, is it true that the architect will need to fulfill the 5% edge component for the whole job? Not the MEP engineer.
    - A. The EDGE Participation Goal applies to the entire AE contract, which will include MEP. 5% of total AE contract.

# RFQ Question and Answer List

## State of Ohio Standard Forms and Documents

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Project Name Ellis Hall Renovation – 2016 - MEP Project Number OHU-160011  
Project Location Ohio University Main Campus

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Date posted: May 13, 2016  
Date revised: May 25, 2016

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

1. Page 1, Part B of the RFQ states that participation in the EDGE program as required by statute will be the responsibility of the Architect, as leader of the design team.

However on the MEP RFQ, a 5% EDGE Participation Goal is listed on page 2 and the scorecard still reflects up to 5 points for including and EDGE firm. Should the MEP include an EDGE partner in the response?

- A. The EDGE Participation Goal applies to the entire AE contract, which will include MEP. 5% of total AE contract.
2. Reading thru both of the RFQ's for the OU Ellis Hall Renovation, is it true that the architect will need to fulfill the 5% edge component for the whole job? Not the MEP engineer.
  - A. The EDGE Participation Goal applies to the entire AE contract, which will include MEP. 5% of total AE contract.
3. Would it be considered a conflict of interest for the selected Architecture & Engineering Firm to participate in the selection of their own MEP services, if both were part of a full-service firm offering all required services?
  - A. The selected Architecture firm will participate in the MEP interview process, but will not participate in the actual selection.
4. Is the total project cost \$12 million, or \$24 million?
  - A. The total project cost is \$12 Million
5. In the revised RFQ for OHU-160010, MEP Retrofit was added as a relevant scope of work requirement; Are we intended to include MEP qualifications in the A/E Statement of Qualifications?
  - A. No. A full service firm should submit (1) SOQ for AE and (1) SOQ for MEP.
6. Does the estimated A&E fee of 7.0% to 7.5% include Construction Administration Services?
  - A. Yes.

# Request for Qualifications (Architect / Engineer)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Local Higher Education

Project Name	<u>Ellis Hall Renovation - 2016</u>	Response Deadline	<u>May 31, 2016</u>	<u>4:00 PM</u>	local time
Project Location	<u>Ohio University Main Campus</u>	Project Number	<u>OHU-160010</u>		
City / County	<u>Athens / Athens</u>	Project Manager	<u>Rick Swart</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 (PDF)		<u>1</u>	

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Rick Swart at Ohio University, Architecture Design & Construction; 160 West Union St, Suite 280; Athens, Ohio 45701. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Rick Swart at swartr@ohio.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.

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### Project Overview

#### A. Project Description

Ellis Hall is a 53,500 SF three story building, built in 1902. It is a general classroom and office building, used primarily by the College of Arts and Sciences. This project will provide a major upgrade to the building, including:

Hazardous materials abatement;

ADA upgrades, including the replacement of the existing elevator, upgrades to existing restrooms, installation of new single-user restrooms, and improvements to pathways within and accessing the primary building entries;

Minor space reconfiguration in some areas of the building;

Replacement of all exterior windows and doors; painting of exterior trim.

Upgrades to the building mechanical system, including air handlers, air distribution systems and controls; A new building chiller and cooling tower have been recently installed;

Upgrades to the building electrical system, including both interior and exterior lighting; the existing service entry and switch gear to remain; new/upgrade generator.

Upgrades/replacement of all interior finishes, including doors and trim;

Upgrades to the building plumbing system, including water distribution systems;

Upgrade of the existing fire alarm and other life safety systems;

Addition of a new building-wide fire suppression system

Project to be LEED silver

#### B. Scope of Services

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 Verification, Schematic Design; Design Development, Construction Document Preparation, Scheduling, Estimating, Bid and Award Support, Conformed Documents, Construction Administration, Post-Construction Project Close-out, and Additional Services of all types.

The University will contract with a separate Building Commissioning consultant and Constructability Reviewer.

The project services will commence with Program Verification, Schematic Design, and verification of anticipated construction costs. Upon completion of this phase, the University will authorize procedure into Design Development, Construction Documents, Bidding, Conformed Documents and Construction Phase services pending verification of adequate funding availability.



## Request for Qualifications (Architect / Engineer) continued

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- Relevant past work of prospective firm's proposed consultants.
- Past performance of prospective firm and its proposed consultants.
- Qualifications and experience of individuals directly involved with the project.
- Proposer's previous experience (numbers of projects, sizes of projects) when working with its proposed consultants.
- Specification writing credentials and experience.
- Experience and capabilities of creating or using Critical Path Method (CPM) schedules and of using CPM schedules as a project management resource.
- Approach to and success of using partnering and Alternative Dispute Resolution.
- Proximity of prospective firms to the project site.
- Proposer's apparent resources and capacity to meet the needs of this project.
- The selected A/E and all its consultants must have the capability to use the Internet within their normal business location(s) during normal business hours.

Interested A/E firms are required to 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. 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 Ellis Hall Renovation - 2016 Proposer Firm \_\_\_\_\_  
 Project Number OHU-160010r City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary Firm Location, Workload and Size (Maximum 10 points)</b>			
a. Proximity of firm to project site	Less than 50 miles	5	
	50 miles to 250 miles	2	
	More than 250 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 4 professionals	1	Max = 3
	4 to 10 professionals	2	
	More than 10 professionals	3	
<b>2. Primary Firm Qualifications (Maximum 30 points)</b>			
a. Project management lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	Max = 20
b. Project design lead	Experience / creativity of project designer to achieve owner's vision and requirements	0 - 10	
c. Technical staff	Experience / ability of technical staff to create fully coordinated construction documents	0 - 5	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 5	
<b>3. Key Consultant Qualifications (Maximum 20 points)</b>			
a. Key discipline leads	Experience / ability of key consultants to perform effectively and collaboratively	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	
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
a. Previous team collaboration	Less than 3 sample projects	1	Max = 3
	3 to 6 sample projects	2	
	More than 6 sample projects	3	
b. LEED** Registered / Certified project experience	Registered projects	1	Max = 2
	Certified projects	2	
c. BIM project experience	Training and knowledge	1	Max = 3
	Direct project experience	3	
d. Team organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
<b>5. Overall Team Experience (Maximum 30 points)</b>			
a. Previous team performance	Past performance as indicated by evaluations and letters of reference	0 - 10	
b. Experience with similar projects / delivery methods	Less than 4 projects	0 - 3	
	4 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 4 projects	0 - 1	
	4 to 8 projects	2 - 3	
	More than 8 projects	4 - 5	
		<b>Subtotal</b>	

\* 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 \_\_\_\_\_

# RFQ Question and Answer List

## State of Ohio Standard Forms and Documents

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Project Name Ellis Hall Renovation - 2016 Project Number OHU-160010  
Project Location Ohio University Main Campus

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Date posted: May 13, 2016

Date revised: May 25, 2016

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

1. For the Ellis Hall Renovation, when the revised RFQ came out, one of the services required is QA Testing. Is this Special Inspections Testing?
  - A. QA Testing would include Special Inspections, as well as any additional testing for issues that may arise during construction, such as soil borings or unforeseen abatement to name a few.
2. In the revised RFQ, the Scheduling and Estimating consultant was removed. Does OU intend to hire this consultant directly or will the Architect still be responsible for this?
  - A. The Architect will still be responsible for cost estimates and design schedules, these services are to be included in the basic fee.
3. Can you give me some more details regarding the request for QA Testing as listed in the secondary Services?
  - A. QA Testing would include Special Inspections, as well as any additional testing for issues that may arise during construction, such as soil borings or unforeseen abatement to name a few.
4. Can you please clarify the scope of work for the civil/landscape services? We see that there will be some work having to do with ADA upgrades accessing the primary building entries and possibly some work relating to the MEP systems if they happen to need work on the outside of the structure; are these the only areas that we should be concerned with?
  - A. The civil/landscape scope should not go beyond the items listed in your question.
5. Could you please clarify what services are anticipated under the QA Testing category listed in Section D. of the RFO. Is this normal hazardous materials abatement clearance testing, construction materials testing, TAB, or is there a specific risk that the University is trying to mitigate?
  - A. QA Testing would include Special Inspections, as well as any additional testing for issues that may arise during construction, such as soil borings or unforeseen abatement to name a few.
6. Will you define, in a little more detail, the services you require for QA Testing? Are you referring to manufacturer material/ product testing, hazardous materials abatement testing, LEED IAQ testing or something else?
  - A. QA Testing would include Special Inspections, as well as any additional testing for issues that may arise during construction, such as soil borings or unforeseen abatement to name a few.
7. Would it be considered a conflict of interest for the selected Architecture & Engineering Firm to participate in the selection of their own MEP services, if both were part of a full-service firm offering all required services?

- A. The selected Architecture firm will participate in the MEP interview process, but will not participate in the actual selection.
8. Is the total project cost \$12 million, or \$24 million?
- A. The total project cost is \$12 Million
9. In the revised RFQ for OHU-160010, MEP Retrofit was added as a relevant scope of work requirement; Are we intended to include MEP qualifications in the A/E Statement of Qualifications?
- A. No. A full service firm should submit (1) SOQ for AE and (1) SOQ for MEP.
10. Does the estimated A&E fee of 7.0% to 7.5% include Construction Administration Services?
- A. Yes.

# RFQ Question and Answer List

## State of Ohio Standard Forms and Documents

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Project Name Ellis Hall Renovation - 2016 Project Number OHU-160010  
Project Location Ohio University Main Campus

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Date posted: May 13, 2016

Date revised: May 27, 2016

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

1. For the Ellis Hall Renovation, when the revised RFQ came out, one of the services required is QA Testing. Is this Special Inspections Testing?
  - A. QA Testing would include Special Inspections, as well as any additional testing for issues that may arise during construction, such as soil borings or unforeseen abatement to name a few.
2. In the revised RFQ, the Scheduling and Estimating consultant was removed. Does OU intend to hire this consultant directly or will the Architect still be responsible for this?
  - A. The Architect will still be responsible for cost estimates and design schedules, these services are to be included in the basic fee.
3. Can you give me some more details regarding the request for QA Testing as listed in the secondary Services?
  - A. QA Testing would include Special Inspections, as well as any additional testing for issues that may arise during construction, such as soil borings or unforeseen abatement to name a few.
4. Can you please clarify the scope of work for the civil/landscape services? We see that there will be some work having to do with ADA upgrades accessing the primary building entries and possibly some work relating to the MEP systems if they happen to need work on the outside of the structure; are these the only areas that we should be concerned with?
  - A. The civil/landscape scope should not go beyond the items listed in your question.
5. Could you please clarify what services are anticipated under the QA Testing category listed in Section D. of the RFO. Is this normal hazardous materials abatement clearance testing, construction materials testing, TAB, or is there a specific risk that the University is trying to mitigate?
  - A. QA Testing would include Special Inspections, as well as any additional testing for issues that may arise during construction, such as soil borings or unforeseen abatement to name a few.
6. Will you define, in a little more detail, the services you require for QA Testing? Are you referring to manufacturer material/ product testing, hazardous materials abatement testing, LEED IAQ testing or something else?
  - A. QA Testing would include Special Inspections, as well as any additional testing for issues that may arise during construction, such as soil borings or unforeseen abatement to name a few.
7. Would it be considered a conflict of interest for the selected Architecture & Engineering Firm to participate in the selection of their own MEP services, if both were part of a full-service firm offering all required services?

- A. The selected Architecture firm will participate in the MEP interview process, but will not participate in the actual selection.
8. Is the total project cost \$12 million, or \$24 million?
- A. The total project cost is \$12 Million
9. In the revised RFQ for OHU-160010, MEP Retrofit was added as a relevant scope of work requirement; Are we intended to include MEP qualifications in the A/E Statement of Qualifications?
- A. No. A full service firm should submit (1) SOQ for AE and (1) SOQ for MEP.
10. Does the estimated A&E fee of 7.0% to 7.5% include Construction Administration Services?
- A. Yes.
11. In the recent Q/A question #4 says civil/landscape, however in the services requested in the RFQ, landscape is not included. The discipline listed is actually 'civil/structural engineering'. Was this a mistake or do we need to add landscape as part of our team?
- A. Should we find that we need landscape, we will add it at that time.
12. Do you have any additional information of the types of programs (other than Arts and Sciences) or spaces (collaborative, classroom, labs etc.) which will be renovated in the college of the Arts and Sciences?
- A. Ellis Hall houses the departments of Classics and World Religions, English, and Philosophy, and also the Institute for Applied and Professional Ethics. It holds classrooms, faculty offices, seminar rooms, and laboratories.
13. What are the goals of the project in terms of design solutions?
- A. Make necessary accommodations for the accessible elevator and single-use restroom and the impact on the floor plan and bathroom count.

# Request for Qualifications (Architect / Engineer)

## State of Ohio Standard Forms and Documents

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

Project Name	<u>Moyer Judicial Center, Chiller-Boiler Replacement</u>	Response Deadline	<u>May 31, 2016</u>	<u>4:00 PM</u>	local time
Project Location	<u>65 S. Front Street</u>	Project Number	<u>JSC-140002</u>		
City / County	<u>Columbus / Franklin</u>	Project Manager	<u>Thomas Leibham</u>		
Owner	<u>The Supreme Court of Ohio</u>	Contracting Authority	<u>OFCC</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 via email (PDF)	<u>1</u>		

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Sarah Haight at [sarah.haight@ofcc.ohio.gov](mailto:sarah.haight@ofcc.ohio.gov). See Section H of this RFQ for additional submittal instructions.

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

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### Project Overview

#### A. Project Description

In February 2004 this building opened as the Ohio Judicial Center after an extensive remodeling and restoration effort. In December 2011 the building was dedicated as the Thomas J. Moyer Ohio Judicial Center. The renovation of the building consisted of restoring the building to its past splendor and modernizing it for modern office needs. The property is on the National Register of Historic Places.

The purpose of this project is to replace the existing Lithium Bromide HVAC Units (2 - Gas Fired Chiller/Heater Units) with Gas Boilers and Electric Chillers. The Architect/Engineer (A/E) is to determine the most cost effective solution with respect to the Owner's budget and long term maintenance requirements, and the condition of the existing hydronic piping. The A/E will evaluate the condition of the existing hydronic piping to serve the anticipated life of the units and to be compatible with the units' warranties.

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

#### B. Scope of Services

The selected firm will verify the existing condition of the HVAC system with respect to the Owner's goals and objectives of efficiency, operation and maintenance.

The following are part of Delivery of the Service:

Ensuring the effective and efficient service/comfort to building occupants, vendors, and visitors, compliance with all occupancy and safety requirements with respect to the HVAC system operation, coordination of maintaining existing HVAC system operations during replacement activities and monitoring of the HVAC system operations by the building management system(s) at any given time during the construction duration are part of these services' delivery.

Upon award of the Agreement, the selected A/E will commence by developing the Program of Requirements (POR) to replace the existing Lithium Bromide HVAC Units (2 - Gas-Fired Chiller/Heater Units), determine the most cost effective solution with respect to the Owner's budget and long term maintenance requirements, and the condition of the existing hydronic piping. The A/E will evaluate the condition of the existing hydronic piping to serve the anticipated life of the units and to be compatible with the units' warranties, at the Moyer Judicial Center.

Minimizing the cost of the project, HVAC system continued operation and coordination, and minimum impact on users/occupants, are prime Owner goals.

An HVAC System Analysis (March 19, 2012) prepared for the Supreme Court of Ohio is available for review by the selected A/E.



### G. Evaluation Criteria for Selection

- Demonstrated ability to meet Owner's programmed project vision, scope, budget, and schedule on previous projects.
- Previous experience compatible with the proposed project (e.g., type, size).
- Relevant past work of prospective firm's proposed consultants.
- Past performance of prospective firm and its proposed consultants.
- Qualifications and experience of individuals directly involved with the project.
- Proposer's previous experience (numbers of projects, sizes of projects) when working with its proposed consultants.
- Specification writing credentials and experience.
- Experience and capabilities of creating or using Critical Path Method (CPM) schedules and of using CPM schedules as a project design tool and management resource.
- Proposer's apparent resources and capacity to meet the needs of this project.
- The selected A/E and all its consultants must have the capability to use the Internet within their normal business location(s) during normal business hours.

### H. Submittal Instructions

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

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 insert the project number and firm name followed by "SOQ" in the e-mail subject line.

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.

Firms are requested to identify professional registrations, memberships and credentials including but not limited to: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, DBIA, CPE, 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 Moyer Judicial Center, Chiller-Boiler Replacement Proposer Firm \_\_\_\_\_  
 Project Number JSC-140002 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary Firm Location, Workload and Size (Maximum 10 points)</b>			
a. Proximity of firm to project site	Less than 50 miles	5	
	50 miles to 100 miles	2	
	More than 100 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$500,000	2	
	\$500,000 to \$5,000,000	1	
	More than \$5,000,000	0	
c. Number of licensed professionals	Less than 3 professionals	1	Max = 3
	3 to 10 professionals	3	
	More 10 than professionals	2	
<b>2. Primary Firm Qualifications (Maximum 30 points)</b>			
a. Project management lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	Max = 20
b. Project design lead	Experience / creativity of project designer to achieve owner's vision and requirements	0 - 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	
<b>3. Key Consultant Qualifications (Maximum 20 points)</b>			
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	
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
a. Previous team collaboration	Less than 4 sample projects	1	Max = 3
	4 to 6 sample projects	2	
	More than 6 sample projects	3	
b. LEED** Registered / Certified project experience	Registered projects	1	Max = 2
	Certified projects	2	
c. BIM project experience	Training and knowledge	1	Max = 3
	Direct project experience	3	
d. Team organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
<b>5. Overall Team Experience (Maximum 30 points)</b>			
a. Previous team performance	Past performance as indicated by evaluations and letters of reference	0 - 10	
b. Experience with similar projects / delivery methods	Less than 4 projects	0 - 3	
	4 to 8 projects	4 - 6	
	More than 8 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	
		<b>Subtotal</b>	

\* 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

Notes:

Evaluator:

Name \_\_\_\_\_

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

# RFQ Question and Answer List

## State of Ohio Standard Forms and Documents

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Project Name Moyer Judicial Center, Chiller-Boiler Replacement Project Number JSC-140002

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Date posted: 5/19/2016

Date revised: [If needed]

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

1. Please verify that the EDGE Participation for this RFQ is 0%.
  - A. Yes, 0% is the correct percentage.

# Request for Qualifications (Design-Build Contract)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Local Agency

Project Name	<u>Water Treatment Plant Improvements</u>	Response Deadline	<u>May 27, 2016</u>	<u>4:00 p.m.</u> local time
Project Location	<u>Hocking Hills State Park</u>	Project Number	<u>DNR-160084</u>	
City / County	<u>Logan / Hocking</u>	Project Manager	<u>Tara Lee</u>	
Owner	<u>Ohio Department of Natural Resources</u>	Contracting Authority	<u>Local Agency</u>	
Delivery Method	<u>Design-Build</u>	Prevailing Wages	<u>State</u>	
No. of paper copies requested (stapled, not bound)	<u>2</u>	No. of electronic copies requested (PDF)	<u>2</u>	

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Jason Kirby at 2045 Morse Rd., Building E-3, Columbus, Ohio 43229. See Section G of this RFQ for additional submittal instructions.

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

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### Project Overview

#### A. Project Description

The Ohio Department of Natural Resources (ODNR) through the Division of Parks and Recreation (P&R) is responsible for the operation of ninety-nine licensed water and wastewater treatment plants throughout the State of Ohio. The water treatment plant located at Hocking Hills State Park is categorized as a non-transient non-community water system that obtains its water supply from a surface water source (Rose Lake) and consists of slow sand filtration, LT2 cartridge filtration, disinfection and corrosion control treatment processes. The water treatment facility includes a 100,000 gallon clear well with high service pumps. The distribution system includes a 100,000 steel spheroid elevated water storage tank and booster station. The water demands fluctuate from an average of 20,000 gpd to a seasonal peak of 55,000 gpd. Due to regulatory requirements, ODNR has elected to change the source water supply to ground water. One well has been installed and has a pumping yield of 65 gpm.

The successful Design-Builder will be responsible for installing a ground water treatment system, which will include iron and manganese filtration, softening, disinfection, backwash pump station, brine tank and back-up power supply. The project will include installation of a second well to provide duplicity. The two wells will alternate in operation. The existing building and clear well are to be utilized in the new water treatment facility.

The park will remain open during the construction period; therefore, the Design-Builder will be responsible for maintaining water service, access for operations staff to the existing treatment equipment and provide appropriate site safety/security while work is underway. D-B will be required to obtain all permits including Ohio EPA Plan Approval.

ODNR has selected ADR & Associates as the Criteria Architect/Engineer for this project and will develop the criteria documents.

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

#### B. Scope of Services

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

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

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

Refer to the *Ohio Facilities Construction Manual* 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 Electrical trade will be awarded by the Design-Builder (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, the Criteria A/E and the DB. The Contracting Authority and/or Owner shall have access to all books, records, documents and other data in the DB's possession related to itself, its subcontractors and material suppliers pertaining to bidding, pricing or performance of the Agreement.

**Preconstruction Services:** The DB will work cooperatively with the Contracting Authority, Criteria A/E and Project Team, and will provide, among other services, schedule development, estimate development, program verification, schematic design, design development, Guaranteed Maximum Price (GMP) proposal, subcontractor prequalification and bidding, construction documents preparation, constructability review, permits, budgeting, value engineering, and preconstruction planning throughout the preconstruction stages. The Criteria A/E will provide the DB team with the criteria documents (the "Basis Documents"), which will be provided to the shortlisted DB teams prior to the pre-proposal meetings. Any questions or clarifications will be presented at that time.

**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. Design-Build delivery method experience
2. Experience with State of Ohio construction processes
3. Experience with civil and site related construction
4. Experience working with water/waste water systems
5. Experience working with public utilities
6. Experience with occupied renovations
7. Experience with expedited project schedule management

### C. Funding / Estimated Budget

Total Project Cost	<u>\$1,100,000</u>	State Funding	<u>\$1,100,000</u>
Construction Cost	<u>\$1,000,000</u>	Other Funding	<u>\$0</u>

### D. Anticipated Schedule

DB Preconstruction Services Start	<u>08 / 16</u>
Construction Stage Notice to Proceed	<u>12 / 16</u>
Substantial Completion of all Work	<u>04 / 17</u>
DB Services Completed	<u>05 / 17</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) a qualifications-based process during the Request for Qualifications (RFQ) stage to develop a short list and (ii) a best value process during the Request for Proposal (RFP) stage. The qualifications-based criteria for the RFQ is included in this announcement.

#### Short List:

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

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

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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) a form of the Agreement with the Contracting Authority containing the contract terms and conditions, (ii) a set of the most recent criteria documents and (iii) a proposed Project schedule.

### Pre-Proposal Meeting:

Prior to submitting a response to the RFP, the short-listed firms will be invited to meet individually with the Contracting Authority and the Owner. The purpose of the pre-proposal meeting is to permit the short-listed firms an opportunity to ask the Contracting Authority and the 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 representatives of the Owner. The purpose of the interview will be to meet the proposed Project team, become familiar with key personnel, and understand the project approach and ability to meet the stated objectives for the Project. Please be prepared to discuss with specificity the firm's capacity to conduct this work in compliance with the timetable, budget and EDGE expectations. The Contracting Authority will notify each short-listed firm to schedule individual times for the interviews.

### Selection Schedule:

Tentative schedule is subject to change.

Qualifications Due	May 27, 2016
RFP issued to the Short-Listed Firms	June 3, 2016
Interviews	July 6, 2016
Selection of DB	July 8, 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>.

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.

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

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Proposers are requested to submit the following information in response to this RFQ within Section H of Form F110-330.

1. Summary: Provide a summary, on one page or less, describing why your firm/team is the most qualified for the Project.
2. Bonding/Insurance: Provide evidence of capacity to provide bonding in the amount of the 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: AWWA, NSPE, ASCE 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.

AWWA: American Water Works Association  
NSPE: National Society of Professional Engineers  
ASCE: American Society of Civil Engineers

# Design-Build Selection Rating Form

## State of Standard Forms and Documents

Project Name Hocking Hills S.P. WTP Improvements Proposer Firm \_\_\_\_\_  
 Project Number DNR-160084 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary Firm Location and Workload (Maximum 10 points)</b>			
a. Proximity of firm to project site	Less than 50 miles	5	
	50 miles to 100 miles	2	
	More than 100 miles	0	
b. Amount of contracts awarded by Contracting Authority in previous 24 months	Less than \$2,000,000	5	
	\$2,000,000 to \$10,000,000	2	
	More than \$10,000,000	0	
<b>2. Primary Qualifications (Maximum 35 points)</b>			
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 - 10	
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 - 10	
<b>3. Key Consultant Qualifications (Maximum 15 points)</b>			
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	
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
a. Previous team collaboration	Less than 3 sample projects	0	Max = 3
	3 to 6 sample projects	2	
	More than 6 sample projects	3	
b. LEED*** Registered / Certified project experience	Registered projects	1	Max = 2
	Certified projects	2	
c. BIM project experience	Training and knowledge	1	Max = 3
	Direct project experience	3	
d. Team organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
<b>5. Overall Team Experience (Maximum 30 points)</b>			
a. Previous team performance	Past performance as indicated by evaluations and letters of reference	0 - 10	
b. Experience with similar projects / delivery methods	Less than 3 projects	0 - 3	
	3 to 8 projects	4 - 6	
	More than 8 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 4 projects	0 - 1	
	4 to 7 projects	2 - 3	
	More than 7 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

<b>Subtotal</b>	
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**Notes:**

**Evaluator:**

Name \_\_\_\_\_

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

# Request for Qualifications (Estimating Services)

## State of Ohio Standard Forms and Documents

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### Administration of Project: Ohio University

Project Name	<u>Consultant List for Estimating Services</u>	Response Deadline	<u>05/18/2016</u>	<u>5:00 p.m.</u>	local time
Project Location	<u>Various</u>	Project Number	<u>OHU-2016-001</u>		
City / County	<u>Various</u>	Project Manager	<u>Various</u>		
Owner	<u>Ohio University</u>	Contracting Authority	<u>Ohio University</u>		
No. of paper copies requested (stapled, not bound)	<u>3</u>	No. of electronic copies requested (PDF)	<u>1</u>		

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Teri Johnson at [johnsot7@ohio.edu](mailto:johnsot7@ohio.edu). See Section H of this RFQ for additional submittal instructions. **Ohio University, 160 West Union Street, Suite 280, Athens, Ohio 45701.**

Submit all questions regarding this RFQ in writing to **Candace Vlasak at [vlasak@ohio.edu](mailto:vlasak@ohio.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.

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### Project Overview

#### A. Project Description

Ohio University invites interested parties to submit a statement of qualifications to provide construction estimating services for projects on main campus as well as any branch, satellite, or extension campuses. Prospective applicants should have experience in a wide range of project types and understand regional impacts to pricing.

All firms submitting a statement of qualifications will be eligible for award of contracts for the period beginning June 1, 2016 and ending June 1, 2017. Fees shall be negotiated for each assignment. Ohio University 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 one year period.

#### B. Scope of Services

The majority of the anticipated services are for the development of conceptual estimating for construction. Expectation for estimating may include analysis of multiple scenarios for construction (phasing, weather, scheduling, location, etc.). Duties may also include review and evaluation of estimates by other consultants or contractors as well as development of detailed estimates as required.

The selected Consultant, as a portion of its required Scope of Services and prior to submitting its proposals, will discuss and clarify with the Owner and/or Contracting Authority, the cost breakdown of the 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.

As required by the Agreement, and as properly authorized, provide the following categories of services: conceptual estimating, phasing and budget impact analysis as well as any additional services agreed upon as provided by the consultant.

A copy of the standard Agreement can be obtained at the OFCC website at <http://ofcc.ohio.gov>.

Please list all major scope services needed to complete the selection process for successful project delivery. The specific scope of services must state particular building types, functional design or specialized professional services required to evaluate the level of experience of each applicant firm (e.g. parking garage, kitchen design, correctional facility, medical facility). The scope of services should also define the types of basic and additional professional services necessary for the project (e.g. previous experience with local jurisdiction or similar sites, previous experience working with the State of Ohio). This information will be used by each applicant to populate the Relevant Project Experience Matrix in Section F of Form F110-330.



# Estimating Services Selection Rating Form

## State of Ohio Standard Forms and Documents

Project Name Consultant List for Estimating Services Proposer Firm \_\_\_\_\_  
 Project Number OHU-2016-001 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Firm Location, Workload and Size (Maximum 15 points)</b>			
a. Proximity of firm to project site	Located in Ohio	5	
	Located outside Ohio	2	
b. Amount of fees awarded by Contracting Authority	Less than \$50,000	5	
	\$51,000 to \$200,000	2	
	More than \$201,000	0	
c. Number of relevant professionals	Less than 2 estimating professionals	3	Max = 5
	2 to 6 estimating professionals	5	
	More than 6 estimating professionals	5	
<b>2. Primary Qualifications (Maximum 40 points)</b>			
a. Project estimating lead	Experience / accurate estimating for multiple disciplines	0 - 10	
b. Estimating staff	Experience / ability of estimating staff to develop value added options	0 - 15	Max = 30
c. Technical staff	Experience / ability to accurately evaluate systems and components	0 - 15	
<b>3. Project Team Qualifications (Maximum 15 points)</b>			
a. Previous team collaboration	Less than 5 projects (Low)	0	Max = 5
	5 to 10 projects (Average)	2	
	More than 10 projects (High)	5	
b. LEED* Registered / Certified consultant participation	No projects	0	Max = 5
	Registered	2	
	Certified	5	
c. Team Organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
<b>4. Overall Project Team Experience (Maximum 30 points)</b>			
a. Criteria development and prioritization	Performance in establishing budgets based on capital improvement plans	0 - 10	
b. Experience with similar estimating projects	Less than 4 projects (Low)	0 - 3	
	4 to 6 projects (Average)	4 - 6	
	More than 7 projects (High)	7 - 10	
c. Past performance	Level of performance as indicated by past evaluations / letters of reference	0 - 10	
		<b>Subtotal</b>	

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

Notes:

Evaluator:

Name \_\_\_\_\_

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

# Request for Qualifications (Architect / Engineer)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Local Higher Education

Project Name	<u>Research Laboratory Renovations Phase I</u>	Response Deadline	<u>June 10, 2016</u>	<u>4:30 PM</u>	local time
Project Location	<u>3000/3100 Transverse Drive</u>	Project Number	<u>UTO-171845</u>		
City / County	<u>Toledo / Lucas</u>	Project Manager	<u>Todd Marti</u>		
Owner	<u>The University of Toledo</u>	Contracting Authority	<u>Local Higher Education</u>		
Delivery Method	<u>Multiple Prime Contracting</u>	Prevailing Wages	<u>State</u>		
No. of paper copies requested (stapled, not bound)	<u>6</u>	No. of electronic copies requested (PDF)	<u>0</u>		

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Joy Martin at 2165 East Scott Park Drive, MS 460, Toledo OH 43607. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Daniel Klett at [daniel.klett@utoledo.edu](mailto:daniel.klett@utoledo.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.

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### Project Overview

#### A. Project Description

The University of Toledo is soliciting qualifications for professional services for the renovation of research laboratories in the Health Science Building and the Health Education Building at UT's Health Science Campus. The Health Science Building (HSB) is a 169,000 GSF facility, originally constructed in 1970. It consists primarily of research laboratories and support spaces, core laboratories, instructional laboratories, and academic office space. The Health Education building (HEB) is a 259,000 GSF facility, originally constructed in 1973. It consists primarily of research laboratories and support spaces, instructional laboratories, classrooms, academic office space, and a laboratory animal research facility. Although both buildings have had additions in the last six years and some research laboratories in both buildings have been renovated recently, many of the "wet" research laboratories have not been updated since their construction in the 1970's. The research laboratories are part of the College of Medicine and Life Sciences.

This project is the first phase of what is expected to be a multi-year, multi-phase project to renovate research laboratories in HSB and HEB, including the laboratory animal research facility. Funding for Phase I is expected from the State Capital Bill for FY17-FY18. It is hoped that funding for future phases will be provided by future State Capital Bills. In addition to funding from State Capital Bills, other sources of funding for the multi-phase project might include "local" institutional funds and the ProMedica Health System, which recently entered into an affiliation agreement with UT's College of Medicine and Life Sciences.

The planning, design and construction of this multi-phase project must be done in a coordinated way. The intention is that this RFQ will enable the University to select a consultant to provide design services for Research Laboratory Renovation Phase I and to continue with the design services related to future phases of research laboratory renovation (including the laboratory animal research facility) at UT's Health Science Campus. Although the primary focus of the multi-phase project will be research facilities in HSB and HEB, there may be related renovations in other buildings at the Health Science Campus, which also are intended to be in the scope of services provided by the consultant selected through this RFQ. Likewise, there may be office space, support spaces, and service space – and renovations involved in domino moves involved in the multi-phase project – included in the scope of services.

#### 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.

This project does not have a POR. A preliminary list of areas to be renovated, with proposed year and conceptual cost estimate for each area, was developed in-house. This will be made available to the short-listed firms. CAD plans of HSB and HEB, and electronic copies of the construction documents of these buildings (original construction, renovations, and additions) will also be provided to the short-listed firms. There will be a mandatory pre-interview walk-through for the short-listed firms.

## Request for Qualifications (Architect / Engineer) continued

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

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

Selected A/E is to provide 3D computer modeling for design exploration and communication with user groups.

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 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.

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. Design of medical research laboratories.
2. Renovation of "wet" research laboratories.
3. Design of laboratory animal research facilities.
4. Renovation of laboratory animal research facilities.
5. Engineering for infrastructure/building system upgrades and modifications in renovations of research lab facilities.
6. Experience on renovations in research lab facilities that are in continuous on-going use.
7. Experience managing multi-phase projects with tight design and construction schedules.
8. Previous experience working with identified sub-consultants.
9. Previous experience working with UT.
10. Previous experience working with State of Ohio.

### C. Funding / Estimated Budget

Total Project Cost	<u>\$2,000,000</u>	State Funding	<u>\$2,000,000</u>
Construction Cost	<u>\$1,600,000</u>	Other Funding	<u>\$0</u>
Estimated A/E Fee	<u>8.5% to 9.0%</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>Architectural</u>
Secondary	<u>HVAC Engineering</u>
	<u>Electrical Engineering</u>
	<u>Plumbing Engineering</u>
	<u>Technology/AV/Data</u>
	<u>Fire Protection Design</u>
Others	<u></u>

### E. Anticipated Schedule

Professional Services Start	<u>08 / 16</u>
Construction Notice to Proceed	<u>05 / 17</u>
Substantial Completion of all Work	<u>03 / 18</u>
Professional Services Completed	<u>05 / 18</u>

### F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL A/E Fee	<u>15.0%</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

## Request for Qualifications (Architect / Engineer) continued

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Architects Board pursuant to ORC Chapter 4703, or (3) a professional engineer or professional surveyor holding a license and certificate of authorization issued by the Ohio Engineers and Surveyors Board pursuant to ORC Chapter 4733.

### G. Evaluation Criteria for Selection

- Demonstrated ability to meet Owner's programmed project vision, scope, budget, and schedule on previous projects.
- Previous experience compatible with the proposed project (e.g., type, size).
- Relevant past work of prospective firm's proposed consultants.
- Past performance of prospective firm and its proposed consultants.
- Qualifications and experience of individuals directly involved with the project.
- Proposer's previous experience (numbers of projects, sizes of projects) when working with its proposed consultants.
- Specification writing credentials and experience.
- Experience and capabilities of creating or using Critical Path Method (CPM) schedules and of using CPM schedules as a project management resource.
- Approach to and success of using partnering and Alternative Dispute Resolution.
- Proximity of prospective firms to the project site.
- Proposer's apparent resources and capacity to meet the needs of this project.
- The selected A/E and all its consultants must have the capability to use the Internet within their normal business location(s) during normal business hours.

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

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

The Contracting Authority reserves the right to reject any or all submissions and cancel at any time for any reason this solicitation, any portion of this solicitation, or any phase of the Project. If Contracting Authority and the apparent chosen A/E are unable to reach agreement on the terms and conditions of the A/E Agreement, Contracting Authority reserves the right to reject the firm and utilize the short list to select an A/E. The Contracting Authority shall have no liability to any firm arising out of such cancellation or rejection. The Contracting Authority reserves the right to waive minor variations in the selection process.

### H. Submittal Instructions

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

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

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

In Section H of Statement of Qualifications (Form F110-330), provide a summary of your firm's/team's qualifications in each of the selection criteria included on the Architect/Engineer Selection Rating score sheet included in the RFQ. Use the number system of the selection criteria on the score sheet to organize your response in Section H. Identify by name the individual(s) you are proposing to serve in the roles identified in selection criteria 2 and 3.

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 Research Laboratory Renovations Phase Proposer Firm \_\_\_\_\_  
 I Project Number UTO-171845 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary Firm Location, Workload and Size (Maximum 10 points)</b>			
a. Proximity of firm to project site	Less than 75 miles	5	
	75 miles to 150 miles	2	
	More than 150 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 licensed professionals	Less than 5 professionals	1	Max = 3
	5 to 10 professionals	2	
	More than 10 professionals	3	
<b>2. Primary Firm Qualifications (Maximum 30 points)</b>			
a. Project management lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	Max = 20
b. Project design lead	Experience / creativity of project designer to achieve owner's vision and requirements	0 - 10	
c. Technical staff	Experience / ability of technical staff to create fully coordinated construction documents	0 - 5	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 5	
<b>3. Key Consultant Qualifications (Maximum 20 points)</b>			
a. Key discipline leads	Experience / ability of key consultants to perform effectively and collaboratively	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	
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
a. Previous team collaboration	Less than 3 sample projects	1	Max = 3
	3 to 6 sample projects	2	
	More than 6 sample projects	3	
b. LEED** Registered / Certified project experience	Registered projects	1	Max = 2
	Certified projects	2	
c. BIM project experience	Training and knowledge	1	Max = 3
	Direct project experience	3	
d. Team organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
<b>5. Overall Team Experience (Maximum 30 points)</b>			
a. Previous team performance	Past performance as indicated by evaluations and letters of reference	0 - 10	
b. Experience with similar projects / delivery methods	Less than 4 projects	0 - 3	
	4 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	
		<b>Subtotal</b>	

\* 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

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**Administration of Project:** Local Higher Education

Project Name	<u>Campus Infrastructure Improvements</u>	Response Deadline	<u>June 10, 2016</u>	<u>4:30 PM</u>	local time
Project Location	<u>3045 Residence Drive</u>	Project Number	<u>UTO-170964</u>		
City / County	<u>Toledo / Lucas</u>	Project Manager	<u>Michael Green</u>		
Owner	<u>The University of Toledo</u>	Contracting Authority	<u>Local Higher Education</u>		
Delivery Method	<u>Multiple Prime Contracting</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 Joy Martin at 2165 East Scott Park Drive, MS 460, Toledo OH, 43607. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Michael Green at [michael.green@utoledo.edu](mailto:michael.green@utoledo.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.

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### Project Overview

#### A. Project Description

The University of Toledo is soliciting qualifications for professional services for the third phase of Campus Infrastructure Improvements at the University's Main Campus. This phase provides for the addition of three chillers (projected to be sized at 1200 tons each) to the Main Campus South Chilled Water Plant, with associated pumps, cooling towers, and other components to make it fully operational. When it is fully operational, the South Chilled Water Plant will reduce energy and maintenance costs across the entire Main Campus, provide redundancy currently missing from the North Chilled Water Plant, and support future campus expansion.

Previous phases of work have extended underground steam and chilled water piping to complete the "south loop" on the Main Campus. Phase 3 will make the South Chilled Water Plant operational and connect it to the "south loop".

#### 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.

This project does not have a POR. Analysis to determine required capacity and preliminary design studies of the Main Campus South Chilled Water Plant (including location/screening of cooling towers) have been done in-house and as part of a previous phase of the Campus Infrastructure Improvements project. This information will be made available to the short-listed firms. CAD drawings of the "south loop", other site information, and the Main Campus South Chilled Water Plant facility will be provided to the short-listed firms. There will be a mandatory pre-interview walk-through for the short-listed firms.

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

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

Selected consultant is to provide 3D computer modeling for design exploration and presentation purposes, (especially related to location and appearance/screening of cooling towers).



## Request for Qualifications (Architect / Engineer) continued

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- Experience and capabilities of creating or using Critical Path Method (CPM) schedules and of using CPM schedules as a project management resource.
- Approach to and success of using partnering and Alternative Dispute Resolution.
- Proximity of prospective firms to the project site.
- Proposer's apparent resources and capacity to meet the needs of this project.
- The selected A/E and all its consultants must have the capability to use the Internet within their normal business location(s) during normal business hours.

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

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

The Contracting Authority reserves the right to reject any or all submissions and cancel at any time for any reason this solicitation, any portion of this solicitation, or any phase of the Project. If Contracting Authority and the apparent chosen A/E are unable to reach agreement on the terms and conditions of the A/E Agreement, Contracting Authority reserves the right to reject the firm and utilize the short-list to select an A/E. The Contracting Authority shall have no liability to any firm arising out of such cancellation or rejection. The Contracting Authority reserves the right to waive minor variations in the selection process.

### H. Submittal Instructions

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

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

In Section H of Statement of Qualification (Form F110-330), provide a summary of your firm's/team's qualifications in each of the selection criteria included on the Architect/Engineer Selection Rating score sheet included in the RFQ. Use the number system of the selection criteria on the score sheet to organize your response in Section H. Identify by name the individuals(s) you are proposing to serve in the roles identified in selection criteria 2 and 3.

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 Campus Infrastructure Improvements Proposer Firm \_\_\_\_\_  
 Project Number UTO-170964 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary Firm Location, Workload and Size (Maximum 10 points)</b>			
a. Proximity of firm to project site	Less than 50 miles	5	
	50 miles to 150 miles	2	
	More than 150 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 licensed professionals	Less than 5 professionals	1	Max = 3
	5 to 10 professionals	2	
	More than 10 professionals	3	
<b>2. Primary Firm Qualifications (Maximum 30 points)</b>			
a. Project management lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	Max = 20
b. Project design lead	Experience / creativity of project designer to achieve owner's vision and requirements	0 - 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	
<b>3. Key Consultant Qualifications (Maximum 20 points)</b>			
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	
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
a. Previous team collaboration	Less than 3 sample projects	1	Max = 3
	3 to 6 sample projects	2	
	More than 6 sample projects	3	
b. LEED** Registered / Certified project experience	Registered projects	1	Max = 2
	Certified projects	2	
c. BIM project experience	Training and knowledge	1	Max = 3
	Direct project experience	3	
d. Team organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
<b>5. Overall Team Experience (Maximum 30 points)</b>			
a. Previous team performance	Past performance as indicated by evaluations and letters of reference	0 - 10	
b. Experience with similar projects / delivery methods	Less than 4 projects	0 - 3	
	4 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	
		<b>Subtotal</b>	

\* 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

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**Administration of Project:** Local Higher Education

Project Name	<u>Building Envelope/Weatherproofing</u>	Response Deadline	<u>June 17, 2016</u>	<u>4:30 pm</u>	local time
Project Location	<u>Multiple Campuses</u>	Project Number	<u>UTO-170166</u>		
City / County	<u>Toledo / Lucas</u>	Project Manager	<u>Chris Levicki</u>		
Owner	<u>The University of Toledo</u>	Contracting Authority	<u>Local Higher Education</u>		
Delivery Method	<u>Multiple Prime Contracting</u>	Prevailing Wages	<u>State</u>		
No. of paper copies requested (stapled, not bound)	<u>5</u>	No. of electronic copies requested (PDF)	<u>0</u>		

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Joy Martin at 2165 East Scott Park Drive, MS 460, Toledo, OH 43607. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Daniel Klett at [daniel.klett@utoledo.edu](mailto:daniel.klett@utoledo.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.

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### Project Overview

#### A. Project Description

The University of Toledo is soliciting qualifications for professional services for the repair and/or replacement of building envelope/weatherproofing components on multiple buildings on several campuses. The work is likely to include, but may not be limited to, roof repairs and/or replacement, cleaning and replacement of weatherproofing, repair/replacement of flashings, tuckpointing and masonry repairs, removal and replacement of caulking, repair/replacement of doors and windows/glazing, and repair/replacement of skylights.

Maintaining the integrity of the building envelope/weatherproofing is critical for keeping water from entering the building. Water penetration into the building damages structural components, insulation, building systems, and finish materials. It can also lead to mold growth and an unhealthy interior environment.

The University has a target list of building envelope/weatherproofing issues. Current thinking is that this project may include North Engineering, Snyder Memorial, Palmer Hall, MacKinnon Hall, Bowman-Oddy Laboratories, University Hall, Center for Performing Arts, Ritter Astrophysical Research Center, Law Center, Gillham Hall (all on UT's Main Campus), Health Science Building (at UT's Health Science Campus) and the Lake Erie Research Center (at UT's Lake Erie Campus) --although other buildings on these or other campuses may be added to the list.

This project is the next phase of what is expected to be a multi-year, multi-phase project and to repair and/or replace building envelope/weatherproofing components on multiple buildings on UT's several campuses. Funding for this phase is included in the State Capital Bill for FY17-FY18. It is hoped that funding for future phases will be provided by future State Capital Bills. In addition to funding from State Capital Bills, other sources of funding for the multi-phase project might include "local" institutional funds.. The intention of this RFQ is to allow the University to select a consultant for this phase, and continue to work with the same consultant on future phases.

#### 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.

This project does not have a POR. A prioritized list of roof repair/replacement projects has been compiled. A prioritized list of other building envelope/weatherproofing issues has been compiled. These lists will be made available to the short-listed firms. CAD drawings of the buildings most likely to be included in this phase, and electronic copies of the construction documents of these buildings (original construction, renovations, and additions) will also be provided to the short-listed firms.



### G. Evaluation Criteria for Selection

- Demonstrated ability to meet Owner's programmed project vision, scope, budget, and schedule on previous projects.
- Previous experience compatible with the proposed project (e.g., type, size).
- Relevant past work of prospective firm's proposed consultants.
- Past performance of prospective firm and its proposed consultants.
- Qualifications and experience of individuals directly involved with the project.
- Proposer's previous experience (numbers of projects, sizes of projects) when working with its proposed consultants.
- Specification writing credentials and experience.
- Experience and capabilities of creating or using Critical Path Method (CPM) schedules and of using CPM schedules as a project management resource.
- Approach to and success of using partnering and Alternative Dispute Resolution.
- Proximity of prospective firms to the project site.
- Proposer's apparent resources and capacity to meet the needs of this project.
- The selected A/E and all its consultants must have the capability to use the Internet within their normal business location(s) during normal business hours.

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

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

The Contracting Authority reserves the right to reject any or all submissions and cancel at any time for any reason this solicitation, any portion of this solicitation, or any phase of the Project. If Contracting Authority and the apparent chosen A/E are unable to reach agreement on the terms and conditions of the A/E Agreement, Contracting Authority reserves the right to reject the firm and utilize the short-list to select an A/E. The Contracting Authority shall have no liability to any firm arising out of such cancellation or rejection. The Contracting Authority reserves the right to waive minor variations in the selection process.

### H. Submittal Instructions

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

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

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

In Section H of Statement of Qualification (Form F110-330), provide a summary of your firm's/team's qualifications in each of the selection criteria included on the Architect/Engineer Selection Rating score sheet included in the RFQ. Use the number system of the selection criteria on the score sheet to organize your response in Section H. Identify by name the individual(s) you are proposing to serve in the roles identified in selection criteria 2 and 3.

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 Building Envelope/Weatherproofing Proposer Firm \_\_\_\_\_  
 Project Number UTO-170166 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary Firm Location, Workload and Size (Maximum 10 points)</b>			
a. Proximity of firm to project site	Less than 50 miles	5	
	50 miles to 150 miles	2	
	More than 150 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 licensed professionals	Less than 5 professionals	3	Max = 3
	5 to 10 professionals	2	
	More than 10 professionals	1	
<b>2. Primary Firm Qualifications (Maximum 30 points)</b>			
a. Project management lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	Max = 20
b. Project design lead	Experience / creativity of project designer to achieve owner's vision and requirements	0 - 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	
<b>3. Key Consultant Qualifications (Maximum 20 points)</b>			
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	
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
a. Previous team collaboration	Less than 3 sample projects	1	Max = 3
	3 to 6 sample projects	2	
	More than 6 sample projects	3	
b. LEED** Registered / Certified project experience	Registered projects	1	Max = 2
	Certified projects	2	
c. BIM project experience	Training and knowledge	1	Max = 3
	Direct project experience	3	
d. Team organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
<b>5. Overall Team Experience (Maximum 30 points)</b>			
a. Previous team performance	Past performance as indicated by evaluations and letters of reference	0 - 10	
b. Experience with similar projects / delivery methods	Less than 4 projects	0 - 3	
	4 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	
		<b>Subtotal</b>	

\* 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 for Capital Projects Program Manager Services at Central State University located in Wilberforce, Ohio CSU-2016-0005

Central State University is seeking statements of qualification (“SOQ”) from professional service firms to provide program management duties for future capital projects.

Administration of Project: Central State University, Office of the Chief Financial Officer

Request for: Owner Agent Services

Project Location: Wilberforce, Ohio

Release Date: May 27, 2016

**Qualifications Due: On or Before June 10, 2016, 4:00 p.m.,** Eastern Daylight Time (EDT) and submitted to: Central State University Office of Auxiliary Services 1400 Brush Row Road PO Box 1004 Wilberforce, Ohio 45384

*See Section D for additional submittal instructions.*

## **PROJECT OVERVIEW**

### **A. Project Description:**

Central State University (University) intends to select a firm to provide owner agent services to manage the University as it undertakes a multi-year capital improvements program. Projects will encompass all aspects of construction including building renovations and new construction with associated furnishings and equipment; site-related work and utility infrastructure upgrades. Projects will be located at various sites around the University’s campus. Projects may utilize a variety of construction delivery methods including multiple prime, general contracting (GC), construction manager at risk (CMR), and/or design-build (DB).

The University anticipates centralized services from the selected owner agent at the University located at 1400 Brush Row Road, Wilberforce, Ohio 45384; however, travel within the state will likely be necessary to complete the services.

### **B. Scope of Services:**

Primary assignment will be to provide overall **Capital Improvements Program Management** including involvement in strategic planning and in identifying construction best practices and processes. Upon award and negotiation of an agreement, work to commence and a Program of Requirements (POR) will be expected from the firm. Additional work assignments may include: program budget management/cost accounting for multiple projects; financial, contract compliance, and other data collection and reporting; review criteria and/or design documents for compliance and constructability; review AE, CMR or DB pre-construction cost estimates for accuracy; prepare independent cost estimates

of discrete portions of work to validate the AE, CMR or DB estimates; assist in reconciling cost estimates with the project budget and negotiation of a guaranteed maximum price; conduct progress meetings for project(s) as needed; review contractor's monthly pay applications during construction phase for owner's approval; assist in reviewing and resolving construction claims involving the owner or modifications to the negotiated guaranteed maximum price; supplement AE and commissioning agent's construction observation activities for QA/QC; assist in punch-list review for owner occupancy; and any other related assigned duties.

Services will be provided in accordance with a standard form of a consultant agreement. It's anticipated that selection of the most qualified firm and successful contract terms negotiation will result in a multi-year engagement between the program management firm and the University to ensure consistency in future capital project management, as determined by the University, and with final terms and conditions as agreed to by the University and the firm.

**Firms must identify in the SOQ, the qualifications of the firm, and experiences of individuals in the firm whom at minimum have the following professional experience:**

1. Preparing project statements, coordinating, and managing projects that required completion of Section 106 reviews according to the Secretary of Interiors Standards for Historic Preservation.
2. Coordination of projects with the Ohio Historic Preservation Office (SHPO), including writing and executing memorandums of understanding with SHPO and public entities for multiple projects executed by the public agency.
3. Qualifications of individuals that meet the "Historic Architect" definition in Secretary of Interior Standards for Historic Preservation.
4. Qualifications and experience in managing project approval on historic preservation projects with the Advisory Council on Historic Preservation.
5. Completion of projects funded by and requiring approvals of the United States Department of Agriculture.
6. Successful completion of design and construction management for projects that were funding by the United State Department of Architecture, including the payment of Davis Bacon Act wages.
7. Licensure as a registered architect or engineer in the State of Ohio.
8. Successful completion of new construction and renovation projects that have been publically bid, design, and constructed in Ohio according to the appropriate sections of the Ohio Revised Code, applicable to institutions of higher education in the State of Ohio, including the oversight of projects requiring the payment of Prevailing Wage rates per the ORC. Include the number of design and construction contracts written by the individual and firm.
9. Successful completion of other projects for public agencies and owners in Ohio, according to bidding requirements, construction project delivery methods, and contracts used among all parties allowed by the Ohio Revised code, that have been completed on time and on budget.
10. Experience with the Chancellor of Higher Education's office personnel, public policy, and funding of projects through the department.
11. Experience with agency requests, reviewing, and approvals of projects by the State of Ohio Controlling Board.

12. Experience with project approvals and permits issued by the State of Ohio Department of Industrial Compliance, the Greene County Building Department, and the Greene County Department of Health.
13. Experience with successful project approval by the Xenia Township Zoning Department.
14. Experience with the preparation of request for proposals and SOQ evaluation scoping processes.
15. Demonstrated expertise with the design and construction of security systems, information technology and HVAC systems. List any consulting engineers and individual expertise within the consulting firms that would be used to address these types of projects.
16. Comprehensive knowledge and understanding of the service provided to public agencies by the Ohio Facilities Construction Commission and the policies and procedures of that office.
17. Demonstrated knowledge and understanding of the policies, procedures, and personnel in the following agencies in the State of Ohio: Office of Budget and Management, Ohio Department of Natural Resources, Ohio Department of Transportation, Department of Administrative Services.
18. Demonstrated experience and knowledge of construction project delivery methods and construction project risk management techniques, policies, and processes that may be lawfully used per the ORC, by a public university in the State of Ohio.
19. Demonstrated experience of managing projects that included the writing of scopes of work, obtaining proposals from, recommending award of contracts to Owners, and managing the design and construction work by other firms and companies on successful projects.
20. Experience with the State of Ohio capital bill funding of projects, and main operating budget funding of capital projects.
21. Experience in leadership ability to assist CSU personnel in completing the program per ORC 123-24.
22. Experience with institutional audits per ORC 3345.51.
23. Experience with escrow accountants per ORC 153.13.
24. Experience with successfully managing contractor claims per ORC 153.01 to 153.11.
25. Experience in meeting the criteria listed in OAC 3333-1-28 3(b) and (c).
26. Experience with advertising for construction per ORC 153.06 and 153.07.

Firms are to submit qualifications in the exact order of the requested information in items 1-20 above, with all supplemental information to follow that requested information. Non-compliant submissions may be rejected by the University. Firms are to submit 5 hard copies of the requested information by the date and time listed below.

Firms are to list the person or persons proposed to meet the requirements of experience listed above, and provide a table of organization showing the persons proposed to be the University's main points of contact for program manager duties. Firms are to list any consulting engineers and individual expertise within the consulting firms that would be used to address these requirements and experience requested above.

Firms should list the professional liability insurance coverage limits available to the University for the Program Management services proposed.

### **C. Evaluation of SOQ Submissions**

Evaluation will be done following a qualification based selection process, with the following emphasis:

1. The maximum points will be awarded to firms that demonstrate in the SOQ that the experience listed above has been achieved by fewer than 2 individuals whom also would serve as the University lead program managers and lessor points will be awarded to firms that will require the use of more than 2 individuals' resumes, and experiences, and /or consulting firms / individuals to comply with the minimum professional experiences listed in 1-20 above.
2. The maximum points will be awarded to firms located within 30 miles and under to the University's main campus in Wilberforce, Ohio.
3. The maximum points will be awarded to firms that propose the use of no more than 2 individuals as program managers whose experience demonstrates a comprehensive list of more than 20 Ohio public owner funded and 20 federally funded design, bid, build projects with construction costs of \$1M or more (5 or more of which were funded by the USDA) that have been completed on time and on budget.

In addition to items 1-20 above, the SOQ response should also include: 1. Previous Experience compatible with the proposed projects (e.g., type, size) 2. Past performance of prospective firm and its proposed consultants. 3. Experience/familiarity with State funded/OAKS processes and documents. 4. Proposer's previous experience (number of projects, sizes of projects) when working with its proposed consultants. 5. Experience and capabilities of managing program budgets, including cost accounting, data collection, and financial reporting. 6. Experience and capabilities in providing constructability and compliance reviews, and quality assurance/quality control services during the design and construction stages of the project(s). 7. Experience and capabilities of developing cost estimates. 8. Proposer's commitment to the University. 9. Proximity of prospective firms to the project site. 10. The selected firm and all its consultants must have the capability to use the internet within their normal business location(s) during normal business hours.

### **D. Submittal Instructions:**

**Firms are required to submit Statements of Qualification by June 10, 2016 @ 4:00pm EDT.**

Paper copies of the SOQ should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary. Email an electronic submittal in addition to the required five (5) hard copies.

Electronic submittals should be combined into one PDF file named with the project number and with your firm's name, and emailed to [cmichael@centralstate.edu](mailto:cmichael@centralstate.edu) . 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. Faxed copies are not be accepted.

Send submittals in an envelope, sealed, addressed, and mailed or delivered to: Central State University, Attention: Ms. Cynthia Michael, Director of Auxiliary Services, 1400 Brush Row Road, PO Box 1004, Wilberforce, OH 45384. Label the outside of the envelope with the project number listed and your firm's name. Five (5) hard copies are required. The University requests each offeror not to make submittals elaborate with respect to binding or presentation. A simple, straightforward, economically produced document is strongly recommended. Our evaluation procedure places a higher premium on thoroughness of presentation and responsiveness, rather than on quantity of material included.

E. Additional Information: All respondents must register with the Central State University Purchasing Office to be notified of any addendum and to receive responses to any questions. In the registration email, please include company name, address and phone, primary email, and primary point of contact (there may be additional contacts listed). Register with the Purchasing Department and submit all questions regarding this SOQ in writing to **cmichael@centralstate.edu** with the project number included in the subject line (no phone calls please). Answers will be emailed to all offerors at the email addresses provided upon registration. Following this submission, it is anticipated that the University will evaluate the submittals and may at its discretion, identify a list of firms for interviews. These interviews are designed to familiarize University staff with the qualifications of firms by further exploring their proposals and the scope and nature of the consulting services they are able to provide. The University, however, reserves the right to award without holding interviews. It shall be expressly understood that this SOQ is not an offer to purchase on the part of Central State University and that Central State University reserves the right to cancel, to reject any and all responses submitted, and may require further negotiations to arrive at any final agreement that may be awarded as a result of this SOQ. It is also understood that in no event shall Central State University be responsible for any costs of preparing your submittal, nor shall Central State University incur any liability to you unless and until you are notified in writing that Central State University accepts your submittal and an appropriate agreement has been executed between Central State University and offeror.

Ohio Revised Code (O.R.C.) Section 9.24, prohibits the State from awarding an agreement to any offeror(s) against whom the Auditor of State has issued a finding for recovery, if the finding for recovery is "unresolved" at the time of award. By providing a Statement of Qualifications, offeror warrants that it is not now, and will not become subject to an "unresolved" finding for recovery under O.R.C. 9.24, prior to the award of an agreement arising out of this process, without notifying the University of such a finding. By responding, offeror hereby certifies that all applicable parties listed in Division (I)(3) of (J)(3) of O.R.C. Section 3517.13 are in full compliance with Divisions (I)(1) and (J)(1) of O.R.C. Section 3517.13. Pursuant to O.R.C. 125.111, offeror agrees not to discriminate in the employment of any person qualified and available to perform work under this agreement, nor intimidate or retaliate against any employee hired for the performance of work under this agreement on the basis of race, gender, color, religion, ancestry, national origin, age, disability as defined in O.R.C. section 4112.01, veteran status, or sexual orientation.