

# 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>Roof Replacement &amp; Interior Renovations</u>	Response Deadline	<u>March 13, 2018</u>	<u>1:00 PM</u> local time
Project Location	<u>Ohio Veterans Home</u>	Project Number	<u>DVS-170003</u>	
City / County	<u>Georgetown / Brown</u>	Project Manager	<u>Milton Lewis</u>	
Owner	<u>Ohio Department of Veterans Services</u>	Contracting Authority	<u>OFCC</u>	
Delivery Method	<u>General Contracting</u>	Prevailing Wages	<u>Federal</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 at [Sarah.Haight@ofcc.ohio.gov](mailto:Sarah.Haight@ofcc.ohio.gov) with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the Opportunities page on the OFCC website at <http://ofcc.ohio.gov> on a regular basis until one week before the response deadline. The name of the party submitting a question will not be included on the Q&A document.

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### Project Overview

#### A. Project Description

The Ohio Veterans Home, 2003 Veterans Blvd., Georgetown, OH 45121, is operated by the Department of Veterans Services (DVS.) Originally constructed in 2003, this 168-bed nursing home facility offers standard care for veterans in need of any intermediate level of care, and special care for veterans with Alzheimer's disease and other types of dementia. In accordance with its mission, the facility strives to offer a quality of life which emphasizes privacy, encourages independence, provides comfort and security, and meets the social needs of its residents.

OVH proposes to replace the roof and make various upgrades to building interior systems at their Georgetown facility. The scope of the project includes but, is not limited to the following:

#### **Roof Replacement**

The current roof is approximately 15 years old and includes both sloped (approximately 42,000 SF) and flat roof (approximately 43,000 SF) areas. Over the years, the roofing system has developed numerous leaks and suffered wind and ice damage. The selected A/E will review the condition of the existing roof, roof penetrations, and flashing and design a replacement system to provide a complete and watertight assembly.

#### **Floor Replacement**

Existing flooring is worn and is starting to tear from the seams and walls in some areas. The selected A/E will develop a plan to replace approximately 92,479 square feet of the original flooring. The new flooring should be designed to give a more home-like appearance and be less institutional.

#### **Electrical Upgrade & Additional Outlets**

The current electrical outlets are located seven and a half feet AFF. The selected A/E will develop a plan to move the 168 current outlets to a standard height and add an additional convenience outlet. If required, the electrical distribution panels feeding these outlets will also be upgraded to handle the additional load and meet current code.

#### **Kitchenette Renovation**

There is currently one serving kitchen per unit in each of the four units. The selected A/E will work with the OVH staff to develop a plan to reconfigure the current serving kitchens so that OVH can provide residents access to available food whenever they want. The new kitchenettes must continue to serve hot meals during specific mealtimes. However, additional equipment will be added to allow OVH to provide optional menu items whenever the veteran desires. At a minimum, the project will include the installation of the following kitchen equipment in each serving kitchen:

- Dishwasher, single tank, quick recovery with one min wash and sanitize cycle (minimum 60 dish racks/hour capacity).
- Hot water heater/booster for the dish washer sanitizer cycle (180 degrees min.)
- Stainless steel counter top on dirty and clean side of dishwasher
- Commercial grade garbage disposal built into dishwasher counter top

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- High pressure water spray nozzle for cleaning off dishes prior to placing in dishwasher
- Stainless steel on all walls in dishwasher area (min 3' from counter top)
- Two door glass front stand-up cooler (54" wide with 41 cu. ft. interior)
- Four well steam table with fluid heated lower warming/cooking unit

The project will also include the installation of commercial hood ventilation systems, fire suppression systems (if needed), and other MEP upgrades as required to meet the demands of the new equipment and current code.

This project is eligible for a Department of Veterans Affairs (VA) Federal Grant. The VA will provide sixty-five percent (65%) of the funding for this project while the State of Ohio will provide the remaining thirty-five percent (35%). As part of the grant award process, construction documents are required to be submitted to the Veterans administration for final approval before bidding and construction of the project can proceed.

### B. Scope of Services

The project delivery method for this project will be General Contracting. It is the intent of the Owner to hire one Architect/Engineer ("A/E") firm to develop and administer two separate bid packages (roughly divided into roof replacement and miscellaneous interior renovations.) Both projects will run concurrent with different construction documents, bid packages, awards, submittals, progress meetings, construction schedules, and construction administration requirements. However, all VA required submissions will be made as one single request.

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. In addition, the selected A/E shall participate in the Encouraging Growth, Diversity & Equity (EDGE) Program as required by statute and the Agreement.

Upon award of the Agreement, the selected A/E will begin by meeting with the Owner and Contracting Authority to verify the scope of the project. In addition, the A/E shall provide as Basic Services the following categories of services: Program Verification, Schematic Design, Design Development, Construction Document Preparation, Bid and Award Support, Conformed Documents, Construction Administration, Post-Construction, and Additional Services of all types.

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

During the construction period, provide not less than 8 hours (excluding travel time) on-site construction administration services each week, including (1) attendance at progress meetings, (2) a written field report of each site visit, (3) on-site representation comprised of the A/E and its consultant staff involved in the primary design of the project, all having relevant and appropriate types of construction administration experience.

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

1. Roof replacement on an active facility
2. Design of nursing home food service facilities
3. Phased construction in a fully occupied and limited access building
4. Administration of a project with Federal funding requirements
5. Administration of a project using OFCC Standard Documents
6. Administration of a project using OAKS

### C. Funding / Estimated Budget

Total Project Cost	<u>\$2,965,000</u>	State Funding	<u>\$1,037,750</u>
Construction Cost	<u>\$2,625,000 (Total Construction Budget)</u>	Other Funding	<u>\$1,927,250</u>
Estimated A/E Fee	<u>6.0% to 8.0%</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).



# Architect / Engineer Selection Rating Form

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Project Name Roof Replacement & Interior Renovations Proposer Firm \_\_\_\_\_  
 Project Number DVS-170003 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 \$200,000	2	
	\$200,000 to \$500,000	1	
	More than \$500,000	0	
c. Number of licensed professionals	Less than 4 professionals	1	Max = 3
	5 to 10 professionals	3	
	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 - 0	
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 - 15	
<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
	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 3 projects	0 - 3	
	4 to 7 projects	4 - 6	
	More than 7 projects	7 - 10	
c. Budget and schedule management	Performance in completing projects within original construction budget and schedule	0 - 5	
d. Knowledge of Ohio Capital Improvements process	Less than 4 projects	0 - 1	
	5 to 7 projects	2 - 3	
	More than 7 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 \_\_\_\_\_