

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Agency

Project Name	<u>Deployment Processing & Fitness Center</u>	Response Deadline	<u>May 23, 2018</u>	<u>2:00pm</u>	local time
Project Location	<u>180 FW, Toledo Express Airport</u>	Project Number	<u>ADJ-180008</u>		
City / County	<u>Swanton / Ohio</u>	Project Manager	<u>Maj Jeremy Ferguson</u>		
Owner	<u>Ohio Air National Guard</u>	Contracting Authority	<u>Local Agency</u>		
Delivery Method	<u>General Contracting</u>	Prevailing Wages	<u>State</u>		
No. of paper copies requested (stapled, not bound)	<u>0</u>	No. of electronic copies requested (PDF)	<u>1 emailed pdf</u>		

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Amber Haskins at amber.m.haskins2.nfg@mail.mil and 2825 W Dublin Granville Rd. Columbus, OH 43235. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Amber Haskins at amber.m.haskins2.nfg@mail.mil with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the Opportunities page on the OFCC website at <http://ofcc.ohio.gov> on a regular basis until one week before the response deadline. The name of the party submitting a question will not be included on the Q&A document.

Project Overview

A. Project Description

Design a new 10,900 sq. ft. Deployment Processing Center and Fitness Center. The deployment processing center provides space for receiving and processing personnel and baggage; baggage pallet buildup; counseling; passenger (PAX) processing, briefing, and holding; miscellaneous space such as rest rooms; and a vending area. Space is also required for both a Cargo Deployment Function (CDF) and a Personnel Deployment Function (PDF), to include a Deployment Control Center (DCC), Transportation Control Unit (TCU), and a Deployment Processing Unit (DPU). Fitness areas facilitate the readiness, fitness, and morale of ANG members in support of standards set forth in AFI 36-2905, *Fitness Program*. This section outlines Functional Standards to provide physical fitness areas to allow ANG members to participate in a year-round physical conditioning program, emphasizing total fitness in support of the Air Force and ANG mission. Design utilities and site improvements. Design and construction shall meet the requirements of the Department of Defense and the National Guard. Project shall be LEED Silver certified.

Deployment Processing Center and Fitness Center. Facilities will be designed as permanent construction IAW DoD Unified Facilities Criteria (UFC) and General Building Requirements. The facility should be compatible with applicable DoD, State, and base design standards. In addition, local materials and construction techniques shall be used where cost effective. This project will comply with DoD force protection requirements per applicable UFCs. Design will be for a complete facility with open floor plan, environmentally controlled deployment processing area and fitness center with gymnasium.

The total scope for the facility is 10,900 square feet. The scope for the deployment processing center area is 7,900 square feet and the scope for the fitness center and gymnasium is 3,000 square feet. The total scope for the entire facility and the individual areas cannot exceed the authorized square footage.

B. Scope of Services

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

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

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

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

During the construction period, provide not less than 4 hours (excluding travel time) on-site construction administration services each week, including (1) attendance at progress meetings, (2) a written field report of each site visit, (3) on-site representation comprised of the A/E and its consultant staff involved in the primary design of the project, all having relevant and appropriate types of construction administration experience.

The major scope services needed to complete the selection process for successful project delivery are: site investigation concept plans, site selection, design, submittal review, construction inspection, and final project completion. The specific scope of services include experience with Pre-Engineered Building (PEB) construction and compliance/experience with state and DOD construction standards. No specialized professional services required for this project. The scope of services should also include basic and additional professional design and administration services such as LEED credentials and experience, previous experience with local jurisdiction or similar sites, previous experience working with the State of Ohio and DOD.

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

1. Pre-Engineered Building (PEB) as a Multi-Purpose Facility
2. LEED
3. DoD & Military Construction
4. Physical Fitness & Gymnasium Facility Design
5. Anti-Terrorism/Force Protection Requirements
6. Government/State Facility Requirements

C. Funding / Estimated Budget

Total Project Cost	<u>\$3,747,000</u>	State Funding	<u>\$0</u>
Construction Cost	<u>\$3,450,000</u>	Other Funding	<u>\$</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).

D. Services Required (see note below)

Primary	<u>Architect</u>
Secondary	<u>Mechanical</u>
	<u>Civil</u>
	<u>Structural</u>
	<u>Utility</u>
	<u>Fire Protection</u>
	<u>Electrical</u>
Others	<u>Environmental</u>

E. Anticipated Schedule

Professional Services Start	<u>08 / 18</u>
Construction Notice to Proceed	<u>03 / 19</u>
Substantial Completion of all Work	<u>10 / 19</u>
Professional Services Completed	<u>11 / 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

- Proximity of prospective firms to the project site.
- Primary Firm Qualifications
 - Demonstrated ability to meet Owner's programmed project vision, scope, budget, and schedule on previous projects.

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- Qualifications and experience of individuals directly involved with the project.
 - Proposer's apparent resources and capacity to meet the needs of this project.
 - Proposer's previous experience with similar projects
- Key Consultant Qualifications
 - Relevant past work of prospective firm's proposed consultants.
 - Past performance of prospective firm and its proposed consultants.
- Overall Team Qualifications
 - Specification writing and experience for similar projects
- Overall Team Experience
 - Previous experience compatible with the proposed project (e.g., type, size).

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: PE, 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

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Project Name Construct Deployment Processing Center Proposer Firm _____
 Project Number ADJ-180008 City, State, Zip _____

Selection Criteria		Value	Score
1. Primary Firm Location, Workload and Size (Maximum 10 points)			
a. Proximity of firm to project site	Less than 50 miles	5	
	50 miles to 150 miles	2	
	More than 150 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$5,000,000	2	
	\$5,000,000 to \$20,000,000	1	
	More than \$20,000,000	0	
c. Number of licensed professionals	Less than 3 professionals	0	Max = 3
	3 to 10 professionals	1	
	More than 10 professionals	2	
2. Primary Firm Qualifications (Maximum 30 points)			
a. Project management lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	Max = 20
b. Project design lead	Experience / creativity of project designer to achieve owner's vision and requirements	0 - 5	
c. Technical staff	Experience / ability of technical staff to create fully coordinated construction documents	0 - 10	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 5	
3. Key Consultant Qualifications (Maximum 20 points)			
a. Key discipline leads	Experience / ability of key consultants to perform effectively and collaboratively	0 - 15	
b. Proposed EDGE-certified Consultant participation*	One point for every 2 percent increase in professional services over the EDGE participation goal	0 - 5	
4. Overall Team Qualifications (Maximum 10 points)			
a. Previous team collaboration	Less than 2 sample projects	1	Max = 3
	2 to 4 sample projects	2	
	More than 4 sample projects	3	
b. LEED** Registered / Certified project experience	Registered projects	1	Max = 2
	Certified projects	2	
c. BIM project experience	Training and knowledge	1	Max = 3
	Direct project experience	3	
d. Team organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
5. Overall Team Experience (Maximum 30 points)			
a. Previous team performance	Past performance as indicated by evaluations and letters of reference	0 - 10	
b. Experience with similar projects / delivery methods	Less than 2 projects	0 - 3	
	2 to 6 projects	4 - 6	
	More than 6 projects	7 - 10	
c. Budget and schedule management	Performance in completing projects within original construction budget and schedule	0 - 5	
d. Knowledge of Ohio Capital Improvements process	Less than 2 projects	0 - 1	
	2 to 4 projects	2 - 3	
	More than 4 projects	4 - 5	
		Subtotal	

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

Notes:

Evaluator:

Name _____

Signature _____

Date _____