

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>2019 EGCC Security, Roof & Driveway</u>	Response Deadline	<u>10/30/2018</u>	<u>4:00 PM</u>	local time
Project Location	<u>Eastern Gateway Community College</u>	Project Number	<u>JTC 180004</u>		
City / County	<u>Steubenville / Jefferson</u>	Project Manager	<u>John O'Brien</u>		
Owner	<u>Eastern Gateway Community College</u>	Contracting Authority	<u>Local Higher Education</u>		
Delivery Method	<u>General Contracting</u>	Prevailing Wages	<u>State</u>		
No. of paper copies requested (stapled, not bound)	<u>0</u>	No. of electronic copies requested (PDF)	<u>1</u>		

Submit the requested number of Statements of Qualifications (Form F110-330) directly to John O'Brien at jobrien@egcc.edu. See Section J of this RFQ for additional submittal instructions.

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

Project Overview

A. Project Description

Eastern Gateway Community College has three capital agendas they seek to accomplish within their 2019 Capital Project. The three capital agendas include 1) Safety & Security Project, 2) Roofing Project and 3) Driveway Project.

The Safety and Security capital agenda seeks to upgrade the colleges safety and security program to address safety and security challenges of the modern higher education institution. This agenda items requires design expertise in modern higher education safety and security issues. The successful associate with have safety and security as a primary consulting service within the firms main menu of service offerings or will partner with a firm specializing in safety and security issues specific to the higher education environment. The safety of students, faculty and staff is paramount to the values of EGCC. Therefore, EGCC seeks to invest in a comprehensive safety and security system to achieve this very important agenda item. Elements to be included, but not limited to, include capability of

- 24-hour video monitoring and recording
- Easy to manage electronic biometric access control
- Intrusion detection solutions to protect building and facilities
- Solutions for problem areas where students are more likely to fight, smoke, vandalize property or sneak off campus
- Help ensure appropriate behavior at arrival / dismissal times, between classes and at lunch periods
- Work with existing fire safety solutions
- Web based instant alert notification for broadcasting via phone, fax and email
- Clear Warning alert system to provide emergency responders with fast, accurate information in an emergency

The Roofing capital agenda seeks to replace the remaining college roof systems on the Jefferson Campus that were not addressed in EGCC's 2013 Roof Replacement project. In 2013 EGCC replaced all of the roofs on the Jefferson campus with the exception of the Library (Approx. 6,700 sf) and the Health Wing (Approx. 11,000 sf). The roof design for these remaining areas should meet or exceed the 2013 Roof Replacement Project that includes replacement of saturated insulation to deck, new recovery board if required by manufacturer and twenty year single ply membrane or better.

The Driveway agenda for this project includes construction of a new driveway / drop off area for the college's new front door. The new front door was created as part of the colleges 2018 Student Success Center Renovation. The college was unable to pursue design of the driveway, as show in preliminary renderings, due to budget restraints. The access from driveway / drop off area must comply with ADA access requirements.

State Prevailing Wage requirements apply to this project

B. Scope of Services

This 2019 EGCC Security, Roof & Driveway projects include review of existing facilities, archived drawings, programming meetings with EGCC Chief Information Officer, Director of Security, Director of Facilities & Grounds, and other administrative team members critical to the successful planning, coordination and implementation of these projects.

Request for Qualifications (Architect / Engineer) continued

Design phase will include development of various design concepts for each of the three capital agendas. The deliverable for this effort will be a complete program, preliminary design concepts and project cost projections inclusive of construction and any other incidental costs. Engineering for the Safety & Security portion of this project is critical. A Safety & Security expert of the project team should lead this effort. Upon the College's acceptance of program, preliminary design concepts and project cost estimates, the Associate will proceed with Schematic Design, Design Development and Construction Documents.

EGCC acknowledges that each of the three capital agenda items combined into this singular project requires specific design and construction expertise per agenda. Due to the non-connectedness of each agenda, EGCC plans to issue three separate general trade bid events, one for each agenda item. This approach, with specific agenda titles (EGCC Safety and Security Package, EGCC Roof Replacement Package and EGCC Driveway Package) will accurately attract appropriate contractor interest and the greatest competition.

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.

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 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. Higher Educational Planning & Design
2. Design & Planning in a College Campus Context
3. Safety & Security Design Sub-Consultant or Proven In-House Expertise. Very Important
4. Re-Roof Design Sub-Consultant or Proven In-House Expertise
5. Civil Design Sub-Consultant or Proven In-House Expertise
6. State Of Ohio Capital Project Design & Bidding Experience
7. State Of Ohio Capital Project Construction Administration Experience

C. Estimated Budget / Funding

State Funding:	<u>\$1,500,000.00</u>
Other Funding:	<u>\$0</u>
Construction Cost:	<u>\$1,300,000.00</u>
Total Project Cost:	<u>\$1,500,000.00</u>

D. Anticipated Schedule

Professional Services Start:	<u>11 / 18</u>
Construction Notice to Proceed:	<u>05 / 19</u>
Substantial Completion of all Work:	<u>08 / 19</u>
Professional Services Completed:	<u>10 / 19</u>

E. Estimated Basic Fee Range (see note below)

N/A

F. EDGE Participation Goal

Percent of initial Total A/E Fee: 0.0%

NOTE: **Basic Services** include: (1) Program Verification, (2) Schematic Design, (3) Design Development, (4) Construction Documents, (5) Bidding and Award OR GMP Proposal and Amendment (as applicable), (6) Construction Administration, and (7) Closeout services. The **Basic Fee** includes all professional design services and consultant services necessary for proper completion of the Basic Services, including validation of existing conditions (but not subsurface or hidden conditions) and preparation of cost estimates and design schedules for the project. **The Basic Fee excludes any Additional Services required for the project.**

G. Basic Service Providers Required (see note below)

H. Additional Service Providers Required

Request for Qualifications (Architect / Engineer) continued

Lead A/E Discipline:	<u>Engineering</u>	_____
Secondary	<u>Technology, Communications Security</u>	_____
Disciplines:	<u>Electrical Engineering</u>	_____
	<u>Architecture</u>	_____
	<u>Civil Engineering</u>	_____
	_____	_____
	_____	_____

NOTE: The lead A/E shall be (1) an architect registered pursuant to ORC Chapter 4703, (2) a landscape architect registered pursuant to ORC Chapter 4703, or a (3) professional engineer or (4) professional surveyor licensed pursuant to ORC Chapter 4733.

I. 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.

J. 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.

Architect / Engineer Selection Rating Form

State of Ohio Standard Forms and Documents

Project Name 2019 EGCC Security, Roof & Driveway Proposer Firm _____
 Project Number JTC 18004 City, State, Zip _____

Selection Criteria		Value	Score
1. Primary Firm Location, Workload and Size (Maximum 10 points)			
a. Proximity of firm to project site	Less than 50 miles	5	
	50 miles to 100 miles	2	
	More than 100 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$200,000	2	
	\$200,000 to \$500,000	1	
	More than \$500,000	0	
c. Number of licensed professionals	Less than 5 professionals	0	Max = 3
	5 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 - 10	
c. Technical staff	Experience / ability of technical staff to create fully coordinated construction documents	0 - 5	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 5	
3. Key Consultant Qualifications (Maximum 20 points)			
a. Key discipline leads	Experience / ability of key consultants to perform effectively and collaboratively	0 - 15	
b. Proposed EDGE-certified Consultant participation*	One point for every 2 percent increase in professional services over the EDGE participation goal	0 - 5	
4. Overall Team Qualifications (Maximum 10 points)			
a. Previous team collaboration	Less than 2 sample projects	1	Max = 3
	2 to 6 sample projects	2	
	More than 6 sample projects	3	
b. LEED** Registered / Certified project experience	Registered projects	1	Max = 2
	Certified projects	2	
c. BIM project experience	Training and knowledge	1	Max = 3
	Direct project experience	3	
d. Team organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
5. Overall Team Experience (Maximum 30 points)			
a. Previous team performance	Past performance as indicated by evaluations and letters of reference	0 - 10	
b. Experience with similar projects / delivery methods	Less than 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 5 projects	0 - 1	
	5 to 9 projects	2 - 3	
	More than 9 projects	4 - 5	
* Must be comprised of professional design services consulting firm(s) and NOT the lead firm ** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute		Subtotal	

Notes:

Evaluator:

Name _____

Signature _____

Date _____