

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: School District Board + OFCC

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|--|-----------------------------------|--|----------------------|----------------|------------|
| Project Name | <u>New Berkshire PK-12 School</u> | Response Deadline | <u>June 19, 2018</u> | <u>3:00 PM</u> | local time |
| Project Location | <u>14189 Claridon Troy Rd.</u> | Project Number | <u>SFC-180445</u> | | |
| City / County | <u>Burton / Geauga</u> | Project Manager | <u>Dennis Kaplan</u> | | |
| Owner | <u>Berkshire local Schools</u> | Contracting Authority | <u>OFCC</u> | | |
| Delivery Method | <u>CM at Risk</u> | Prevailing Wages | <u>None</u> | | |
| No. of paper copies requested (stapled, not bound) | <u>0</u> | No. of electronic copies requested (PDF) | | <u>1</u> | |

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

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

Project Overview

A. Project Description

- **Build one new Elem/Middle/High School for 1,208 students for grades PK-12 plus Career Tech.**
The co-funded building is to be approximately 167,582 sf with a total co-funded budget of approximately \$40.3M.
- Anticipated optional LFI's: Performing Arts Auditorium for approximately 650 seats (total budget of approximately \$3.7M); Additional classroom area including 3rd Gymnasium for approximately 8,300 sf (total budget of approximately \$2.0M); Career Tech space for Allied Health/Nursing and Truck Repair of approximately 17,000 sf (with a total budget of \$3.4M). Total budget for all LFIs is approximately \$9.1M.
- Project scope includes Abatement & Demolition of the existing Burton Elementary school (located at 13724 Carlton St, Burton) with a total co-funded budget of \$349K; Ledgemont Elementary school (located at 16200 Burrows Rd, Thompson) with a total co-funded budget of \$321K; and Berkshire High School (located at 14510 N Cheshire St, Burton) with a total co-funded budget of \$632K.
- The new school is to be built on the Kent State University Geauga Campus located in Burton. Therefore, the students will remain in their existing schools until the new school building is completed.
- It is anticipated that the new school will integrate Student Centered Learning (HPLE) design concepts.
- Project Delivery will be CMR. A separate early site package GMP is anticipated in the Spring of 2019.
- Formal Commission & Controlling Board approval is expected at the July/August 2018 meetings and the project agreement between OFCC and the Berkshire Local School District would follow accordingly.
- This project will follow LEED v4 criteria.
- The project will have a Storm Shelter per the latest OBBC requirements.

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.

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

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

During the construction period, provide not less than 20 hours (excluding travel time) on-site construction administration services each week, including (1) attendance at progress meetings, (2) a written field report of each site visit, (3) on-site representation comprised of the A/E and its consultant staff involved in the primary design of the project, all having relevant and appropriate types of construction administration experience.

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

1. Project Delivery Method (MP, GC, CMR, DB)
2. Role on Project (AE Lead, AE Sub, CAE lead, CAE Sub)
3. OFCC projects
4. K-12 School projects
5. OAKS-CI experience
6. LEED certification (Reg., Cert., Silver, Gold, Platinum)
7. Student Centered Learning Environments (SCLE)

C. Funding / Estimated Budget

| | | | |
|--------------------|-------------------------------------|---------------|---------------------|
| Total Project Cost | <u>\$50,691,295 (includes LFIs)</u> | State Funding | <u>\$22,864,938</u> |
| Construction Cost | <u>\$43,000,000</u> | Other Funding | <u>\$18,707,677</u> |
| Estimated A/E Fee | <u>6.5% to 7.5%</u> | | |

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

D. Services Required (see note below)

| | |
|-----------|--|
| Primary | <u>Architecture</u> |
| Secondary | <u>Civil Engineer</u> |
| | <u>Structural Engineer</u> |
| | <u>Mechanical/Electrical/Plumbing Engineer</u> |
| | <u>Technology & Security Design</u> |
| | <u>Interior and Loose Furniture Design</u> |
| | <u>Food Service Design</u> |
| Others | <u>Landscape Architecture</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>07 / 21</u> |
| Professional Services Completed | <u>07 / 22</u> |

F. EDGE Participation Goal

| | |
|---|-------------|
| Percent of <i>initial</i> TOTAL A/E Fee | <u>5.0%</u> |
|---|-------------|

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.

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- 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.
- OAKS-CI Experience
- See Rating Form on last page for other criteria

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

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

H. Submittal Instructions

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

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

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

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

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Project Name New Berkshire PK-12 School Proposer Firm _____
 Project Number TBD City, State, Zip _____

| Selection Criteria | | Value | Score |
|--|--|-----------------|----------|
| 1. Primary Firm Location, Workload and Size (Maximum 10 points) | | | |
| a. Proximity of firm to project site | Less than 50 miles | 5 | |
| | 50 miles to 100 miles | 2 | |
| | More than 100 miles | 0 | |
| b. Amount of fees awarded by Contracting Authority in previous 24 months | Less than \$1,000,000 | 2 | |
| | \$1,000,000 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 | 2 | |
| | More than 10 professionals | 3 | |
| 2. Primary Firm Qualifications (Maximum 30 points) | | | |
| a. Project management lead | Experience / ability of project manager to manage scope / budget / schedule / quality | 0 - 10 | Max = 20 |
| b. Project design lead | Experience / creativity of project designer to achieve owner's vision and requirements | 0 - 10 | |
| c. Technical staff | Experience / ability of technical staff to create fully coordinated construction documents | 0 - 5 | |
| d. Construction administration staff | Experience / ability of field representative to identify and solve issues during construction | 0 - 5 | |
| 3. Key Consultant Qualifications (Maximum 20 points) | | | |
| a. Key discipline leads | Experience / ability of key consultants to perform effectively and collaboratively | 0 - 15 | |
| b. Proposed EDGE-certified Consultant participation* | One point for every 2 percent increase in professional services over the EDGE participation goal | 0 - 5 | |
| 4. Overall Team Qualifications (Maximum 10 points) | | | |
| a. Previous team collaboration | Less than 2 sample projects | 1 | Max = 3 |
| | 2 to 4 sample projects | 2 | |
| | More than 4 sample projects | 3 | |
| b. LEED** Registered / Certified project experience | Registered projects | 1 | Max = 2 |
| | Certified projects | 2 | |
| c. BIM project experience | Training and knowledge | 1 | Max = 3 |
| | Direct project experience | 3 | |
| d. Team organization | Clarity of responsibility / communication demonstrated by table of organization | 0 - 2 | |
| 5. Overall Team Experience (Maximum 30 points) | | | |
| a. Previous team performance | Past performance as indicated by evaluations and letters of reference | 0 - 10 | |
| b. Experience with similar projects / delivery methods | Less than 3 projects | 0 - 3 | |
| | 3 to 9 projects | 4 - 6 | |
| | More than 9 projects | 7 - 10 | |
| c. Budget and schedule management | Performance in completing projects within original construction budget and schedule | 0 - 5 | |
| d. Knowledge of Ohio Capital Improvements process | Less than 3 projects | 0 - 1 | |
| | 3 to 9 projects | 2 - 3 | |
| | More than 9 projects | 4 - 5 | |
| | | Subtotal | |

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

Notes:

Evaluator:

Name _____

Signature _____

Date _____