

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Agency

Project Name	Master Planning & Implementation: Phase 2 - Campus Grades 6-12	Response Deadline	October 19	Noon	local time
Project Location	Various	Project Number	n/a		
City / County	Painesville / Lake	Project Manager	James Kalis, Superintendent		
Owner	Riverside LSD	Contracting Authority	Local Agency		
Delivery Method	CM at Risk	Prevailing Wages	None		
No. of paper copies requested (stapled, not bound)	4	No. of electronic copies requested (PDF)	1		

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Gary Platko at 585 Riverside Drive, Painesville, OH 44077 See Section J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Gary Platko at gary.platko@riversideschools.net with a reference to the RFQ included in the subject line (no phone calls please). Questions may be answered and sent to all who requested an RFQ. The name of the party submitting a question will not be included on the Q&A document.

Project Overview

A. Project Description

The District is currently working on the first phase of its Master Facilities Plan consisting of the construction of two new elementary schools under the ELP Program of the OFCC. The second phase of the Master Facilities Plan will also be under the ELP Program. It will consist of a new Upper School (grades 6-12) building on the site of the existing high school campus and may include the relocation of some athletic fields (football stadium, turf, and field house will be maintained and not relocated or demolished). Provision will need to be made for transportation facilities and possibly a maintenance facility. The District is preparing for a bond issue for the second phase as early as November 2019. The third phase will be to repurpose LaMuth Middle School into an elementary school once the District qualifies for funding through the OFCC's Classroom Facilities Assistance Program.

B. Scope of Services

The initial engagement will be determining the Program of Requirements, Locally Funded Initiatives (LFIs) and various site studies so that the Board of Education can pick an option to present to the electorate with a bond issue. This will include feasibility studies of the current high school site and the creation of conceptual site plans. Construction will occur while the existing facilities are operational.

If the bond issue is successful, 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 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 16 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. As required to complete a school

SEE A/E AGREEMENT EXHIBIT B FOR A DESCRIPTION OF ADDITIONAL SERVICES

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.

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 Project Name Proposer Firm _____
 Project Number Project Number 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 25miles	5	
	25 miles to 50miles	2	
	More than 50 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$cc	2	
	\$50,000to \$1,000,000	1	
	More than \$1,000,000	0	
c. Number of licensed professionals	Less than 2professionals	0	Max = 3
	3 to 10 professionals	1	
	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 - 5	
c. Technical staff	Experience / ability of technical staff to createfully coordinated construction documents	0 - 5	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 10	
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 2sample projects	1	Max = 3
	2to6 sample projects	2	
	More than 6sample 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 3projects	0 - 3	
	3to6 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 4projects	0 - 1	
	4to8 projects	2 - 3	
	More than 9 projects	4 - 5	
* Must be comprised of professional design services consulting firm(s) and NOT the leadfirm		Subtotal	
** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute			

Notes:

Evaluator:

Name _____

Signature _____ Date _____