

# Request for Qualifications (Architect / Engineer)

## State of Ohio Standard Forms and Documents

---

**Administration of Project:** Local Higher Education

|  |   |  |                                 |                |            |
|--|---|--|---------------------------------|----------------|------------|
| Project Name                                       | <u>Energy Efficiency/Boiler Conversion</u>    | Response Deadline                        | <u>3/27/2018</u>                | <u>2:00 pm</u> | local time |
| Project Location                                   | <u>Cincinnati State - Clifton Main Campus</u> | Project Number                           | <u>CTC-17002A</u>               |                |            |
| City / County                                      | <u>Cincinnati / Ohio</u>                      | Project Manager                          | <b><u>Steven Wheelright</u></b> |                |            |
| Owner  | <u>Cincinnati State</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>4</u>                                      | No. of electronic copies requested (PDF) | <u>1</u>                        |                |            |

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Christine Barrow at [christine.barrow@cincinnati-state.edu](mailto:christine.barrow@cincinnati-state.edu) and send paper copies to 3520 Central Parkway Cincinnati, Ohio 45223. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Christine Barrow at [christine.barrow@cincinnati-state.edu](mailto:christine.barrow@cincinnati-state.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

Cincinnati State plans to upgrade their current hot water system at its Clifton Main Campus Building, located, at 3520 Central Parkway, Cincinnati, OH. The Main Campus is comprised of the Advanced Technology and Learning Center (ATLC), the Health Professionals Building (HPB), and the Main Building. These facilities were constructed between 1952 through 2004, and house approximately 1 million square feet of learning space. Within these buildings, Cincinnati State offers degree programs in the academic areas of, business, computer science, culinary arts, education, engineering, environmental sciences, health sciences, multi-media, public safety, transportation, and workforce development.

The selected Engineer will provide engineering services required to produce Schematic Design, Design Development, and Construction Documents for the design of a new hot water boiler system to replace the College's existing steam system installed prior to 1975. The existing steam system support the College's Main and HPB building only. Engineer will provide bid support and construction administration to the extent that the installation achieves the design intent as defined by the contract documents. The work includes the following:

- An assessment of how to best convert the steam/condensate distribution system over to heating hot water shall be performed.
- Remove all steam related equipment and replace with new hot water service.
- Modify primary and secondary piping, pumps and devices throughout.
- Phasing to minimize disruption of campus life.

#### B. Scope of Services

The selected Engineer, as a portion of its required Scope of Services and prior to submitting its proposals, will discuss and clarify with the Owner, the cost breakdown of the 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.

The College has engaged the services of a Third-Party Project Management firm and this consultant shall collaborate and cooperate with them fully.

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>.



## Request for Qualifications (Architect / Engineer) continued

---

- Experience Third-Party Project Managers.
- Proximity of prospective firms to the project site.
- Specification writing credentials and experience.
- 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.

Interested Engineering 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 Engineer'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.

Two days after Engineer has been notified of selection, a representative (fully authorized to negotiate on behalf of the Engineer) shall meet on campus with the College to review a complete initial draft of the technical proposal including all submittal documents. All sub-consultants shall be listed with potential fees under Additional Services. For reference: the technical proposal information can be found at. No waivers to the EDGE requirements will be granted.

**Interview Date: Interviews are scheduled for Monday, April 2, 2018.**

### 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: 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

## State of Ohio Standard Forms and Documents

Project Name Energy Efficiency - Boiler Conversion Proposer Firm \_\_\_\_\_  
 Project Number CTC-17002A 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 \$100,000  | 2               |          |
|  | \$100,000 to \$500,000   | 1               |          |
|  | More than \$500,000  | 0               |          |
| c. Number of licensed professionals                                      | Less than 3 professionals  | 1               | Max = 3  |
|  | 3 to 8 professionals   | 2               |          |
|  | More than 8 professionals  | 3               |          |
| <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 - 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           |          |
| <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  |
|  | 3 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 4 projects   | 0 - 3           |          |
|  | 4 to 8 projects  | 4 - 6           |          |
|  | More than 8 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           |          |
|  |  | <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 \_\_\_\_\_