

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Agency

Project Name	Indefinite Delivery Indefinite Quantity Contract	Response Deadline	8/26/2021	2:00 PM	local time
Project Location	Ohio Statehouse	Project Number	2021-102		
City / County	Columbus / Franklin	Project Manager	Phil Miller		
Owner	Capitol Square Review and Advisory Board	Contracting Authority	Local Agency		
Delivery Method	N/A	Prevailing Wages	State		
No. of paper copies requested (stapled, not bound)	0	No. of electronic copies requested (PDF)	1		

Submit the requested number of Statements of Qualifications (Form F110-330) directly to submittals@ohiostatehouse.org. See Section J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Phil Miller at phil.miller@ohiostatehouse.org with the project number included in the subject line (no phone calls please). Answers to questions will be distributed 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

The Capitol Square Review and Advisory Board (CSRAB) is requesting Statements of Qualifications (SOQ) from Architectural/Engineering (A/E) firms interested in performing indefinite delivery indefinite quantity (IDIQ) professional design services on an on-call, multi-project basis at the Ohio Statehouse, Capitol Square Complex. The IDIQ agreement will last through June 30, 2023 and is not to exceed \$500,000. ****Please note that in addition to the IDIQ agreement, submitted Statements of Qualifications will be maintained and considered by the CSRAB for Ohio Revised Code (O.R.C.) section 153.71 direct assignment agreements involving professional service fees under \$50,000.***

Requested services will be in support of CSRAB-administered projects, which may involve any or all parts of Capitol Square buildings and grounds, including: the Statehouse, Senate Building, Atrium, underground parking garage, or Capitol Square grounds. Projects may range from small-scale consulting services to small-scale projects for new construction, renovations, repairs, or rehabilitation. As a designated national historic landmark, all Capitol Square projects will require A/E firms familiar and experienced with historic restoration and preservation. Firms must be able to safeguard the historical character and aesthetic of Capitol Square as a component of all projects.

Projects will be initiated and administered by the CSRAB on an as-needed basis. A/E firm selections will be undertaken in accordance with O.R.C. Section 153.013, and the CSRAB will determine the qualifications of firms pursuant to Ohio Revised Code Section 153.69. Though an A/E firm may submit an SOQ, the CSRAB does not guarantee that a firm will be awarded any work. The CSRAB makes no representation regarding the amount of work a firm will receive.

Anticipated services for projects may include:

- On-site evaluation and meetings with CSRAB staff to assess the scope of work for individual projects;
- Conducting of preliminary investigations, facility and existing conditions assessments, providing master planning services, and providing comprehensive reports that include design alternatives analyses, proposed scope recommendations, and cost estimates;
- Full design services for selected rehabilitation or improvement projects;
- Application for and securing applicable permits;
- Coordination with third-parties on project-related issues;
- Management of public bidding for General Contracting delivery method;
- Construction administration services including construction testing services;
- Close-out services, including warranty and guarantee period services;

B. Scope of Services

While specific projects and scopes of work have not been identified at this time, the selected A/E firm will be retained through a specific time period (through June 30, 2023); projects and deliverables will be determined on an as needed basis from deficiencies noted by facility managers during maintenance or from prior inspections. Fees for each assigned task will be based on an hourly fee schedule to be negotiated as part of the contract.

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Projects may require a lead firm specializing in architectural, landscape architectural, engineering, and related specialty consulting services such as facility and site condition assessments, master planning services, review or creation of a Program of Requirements (POR), prototype building design, and full design services (Program Verification, Schematic Design, Design Development, Construction Document Preparation, Bid and Award Support or GMP Proposal and Amendment, Conformed Documents, Construction Administration, Post-Construction, and Additional Services of all types).

As a project is identified for A/E services, the CSRAB will notify the firm holding the IDIQ agreement of the project and will provide a scope of work. The A/E firm, as a portion of its required Scope of Services and prior to submitting its proposals, will discuss and clarify with the CSRAB the cost breakdown of the Architect/Engineer Agreement detailed cost components to address the CSRAB's project requirements. The firm will participate in the Encouraging Growth, Diversity & Equity (EDGE) Program as required by statute and the Agreement.

Services will be provided in accordance with either the OFCC standard form Consultant Agreement or Architect/Engineer Agreement, depending on the level of services required. No modifications to the requirements in the agreement will be accepted. The CSRAB and the selected firm shall then carry out contract negotiations directed toward:

- (1) Ensuring that the firm and the agency have a mutual understanding of the essential requirements involved in providing the required services;
- (2) Determining that the firm will make available the necessary personnel, equipment, and facilities to perform the services within the required time; and
- (3) Agreeing upon fair and reasonable compensation, taking into account the estimated value, scope, complexity, and nature of the services.

In the event that the CSRAB and the selected A/E firm fail to negotiate a contract, the CSRAB will inform the firm in writing of the termination of negotiations and may enter into negotiations with another firm whose current SOQ the CSRAB has on file.

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>.

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. Column 1 of the Relevant Project Experience Matrix in Section F should be used by the submitting firm to identify the firm's lead discipline and/or specialty area(s) (i.e. architectural, landscape architectural, civil engineering, MEP engineering, etc.). Projects included in Section F should demonstrate the firm's experience in the identified area(s).
2. Experience in conducting preliminary investigations, facility and existing conditions assessments, and master planning services and providing comprehensive reports that include design alternatives analyses, proposed scope recommendations and cost estimates
3. Experience in providing full design services for rehabilitation or improvement projects
4. Experience in providing architectural services for historic restorations, repairs, or rehabilitations
5. Experience with specialized permitting such as EPA, Ohio Department of Health, Environmental, etc.
6. Experience with museum and educational display services.
7. Experience with elevator repairs, modernizations, and/or upgrades, especially in historic buildings.
8. Experience providing construction administration services including construction testing services
9. Experience working for the State of Ohio or other public entity construction-related contracts and capital project administration processes

C. Estimated Budget / Funding

State Funding:	<u>\$500,000</u>
Other Funding:	<u>\$0</u>
Construction Cost:	<u>\$varies</u>
Total Project Cost:	<u>\$varies</u>

D. Anticipated Schedule

Professional Services Start:	<u>09 / 21</u>
Construction Notice to Proceed:	<u>mm / yy</u>
Substantial Completion of all Work:	<u>mm / yy</u>
Professional Services Completed:	<u>06 / 23</u>

E. Estimated Basic Fee Range (see note below)

5.0% to 15.0%

F. EDGE Participation Goal

Percent of initial Total A/E Fee:	<u>5.0%</u>
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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

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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 **Estimated Basic Fee Range** is calculated as a percentage of the **Estimated Budget for Construction Cost** above, including the Owner's contingency. **The Basic Fee excludes any Additional Services required for the project.**

G. Basic Service Providers Required (see note below)

Lead A/E Discipline:	<u>Architecture or Engineering</u>
Secondary	<u>Landscape Architecture</u>
Disciplines:	<u>Civil Engineering</u>
	<u>Structural Engineering</u>
	<u>Mechanical Engineering</u>
	<u>Technology / Communications / Security</u>
	<u>Electrical Engineering</u>
	<u>Surveying</u>
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H. Additional Service Providers Required

<u>Master Planning Services</u>
<u>Historical Preservation</u>
<u>Interior and Loose Furnishings Design</u>
<u>Specialized Permitting Services (EPA, Ohio Department of Health)</u>
<u>Elevator Consultant</u>
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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).
- Previous experience with historic building restoration, preservation, and repairs.
- 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.

Interested A/E firms are required to address generally how they implement Building Information Modeling ("BIM") on projects, experience and level of training of staff related to BIM, incorporation of team partners that have previous BIM experience, and an understanding of collaborative BIM processes, including but not limited to the *State of Ohio BIM Protocol* available at the OFCC website at <http://ofcc.ohio.gov>.

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.

J. Submittal Instructions

Firms are required to submit the current version of Statement of Qualifications (Form F110-330) available on the OFCC website at <http://ofcc.ohio.gov>. **Firms should be advised that the CSRAB administers its own projects. While state forms located on the OFCC website will be used for all projects, documents should not be registered or submitted on the OFCC website.**

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 must be submitted electronically by e-mail. Submittals are limited to one e-mail with a maximum file size of 25 MB.

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 Indefinite Delivery Indefinite Quantity Contract Proposer Firm _____
 Project Number 2021-102 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 25 miles	5	
	25 miles to 50 miles	2	
	More than 50 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 2 professionals	0	Max = 3
	2 to 6 professionals	2	
	More than 6 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 create fully 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 4 sample projects	1	Max = 3
	4 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 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 4 projects	0 - 1	
	4 to 8 projects	2 - 3	
	More than 8 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 _____