

# Request for Qualifications (Architect / Engineer)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Ohio Facilities Construction Commission

Project Name	<u>AGO Architect/Engineer</u>	Response Deadline	<u>May 17, 2019</u>	<u>2:00 pm</u> local time
Project Location	<u>Various</u>	Project Number	<u>AGO-Various</u>	
City / County	<u>Various / Various</u>	Project Manager	<u>Thomas Baker</u>	
Owner	<u>Ohio Attorney General</u>	Contracting Authority	<u>OFCC</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 **Jill Hoobler** at [Procurement@ofcc.ohio.gov](mailto:Procurement@ofcc.ohio.gov) See Section J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to **Jill Hoobler** at [Procurement@ofcc.ohio.gov](mailto:Procurement@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.

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### Project Overview

#### A. Project Description

The purpose of this Request for Qualifications (RFQ) is to obtain Professional, Architectural/Engineering (A/E) services for the design of renovations for two separate Bureau of Criminal Investigation (BCI) facilities. These two facilities are located in London (1560 State Route 56 SW, London, OH) and Richfield (4055 Highlander Parkway, Richfield, OH). The scope of work for this project includes renovation and upgrades of each facilities HVAC Systems & Controls, addressing proper environmental control for testing in laboratories and improving energy efficiency in the buildings.

#### AGO-190002: BCI & OPOTA Richfield HVAC Upgrades

It has been determined that the existing Richfield facility, opened in 2001, is deficient in make-up air. To remedy the resulting problems created by this deficiency, a make-up air system, including controls and the likelihood of new heating and cooling systems may be required. The A/E for the project shall evaluate the existing HVAC systems; provide testing of existing air flows in the building; test and evaluate the controls for the building; and provide a design solution for the proposed system. The proposed design would require increasing make-up air directly to the areas where it is required, and improved control of the make-up air, return air, exhaust air and supply air. To accomplish the increased make-up air requirement, additional heating and cooling capacity will be needed, and air measuring equipment will be required for the individual laboratories and other spaces.

#### AGO-190003: BCI London HVAC System & Controls Replacement Phase 3

The Bureau of Criminal Investigations (BCI) facility in London is the headquarters for the AGO's criminal investigations in the state. Built in 1999, the facility's functions have evolved and expanded as technology has improved, and expectations have increased. Due to the age of existing HVAC controls and components, and a need for improved compatibility between newer chillers and existing controls, this HVAC upgrade is necessary. The intent is to complete the replacement of air valves and associated controls compatible with the existing Johnson Controls Metasys System. This final Phase will be the completion of a multi-year project to upgrade BCI HVAC systems.

The selected A/E will be responsible for the design of each (London and Richfield) BCI facility, including construction administration. It is anticipated that two separate contract document packages will be prepared and issued for separate bidding and construction phases.

All aspects of the project and related issues will be implemented and operated consistently with Attorney General's Office and Bureau of Criminal Investigations policies and procedures.

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**B. Scope of Services**

Upon award of the Agreement, the selected Architect/Engineer (A/E) will commence by developing the Program of Requirements (POR) with the owner.

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 for each location: Develop a 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. Note: A separate Agreement will be issued for each project (AGO-190002 and AGO-190003).

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 (for each location), 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. Note: hours stated above are considered part of the A/E's Basic Services.

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, OA, CMA, CMR, DB, GC, Trade)
3. Experience with Certified Lab exhaust hoods (vortex systems)
4. Secure Forensic Lab facilities
5. HVAC, Electrical, Plumbing & Fire Protection renovations in +30,000 SF facilities
6. Renovations in occupied public facilities
7. Probable Project Cost Estimating
8. Probable Project Activity Scheduling

**C. Estimated Budget / Funding**

State Funding:	\$3,613,752.00
Other Funding:	\$0
Construction Cost:	\$3,081,672.00
Total Project Cost:	\$3,613,752.00

**D. Anticipated Schedule**

Professional Services Start:	10 / 19
Construction Notice to Proceed:	09 / 20
Substantial Completion of all Work:	
AGO-190003 London	02 / 21
AGO-190002 Richfield	04 / 21
Professional Services Completed:	
AGO-190003 London	04 / 21
AGO-190002 Richfield	06 / 21

**E. Estimated Basic Fee Range** (see note below)

9.00% to 9.25%

**F. EDGE Participation Goal**

Percent of initial Total A/E Fee: 5.0%

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

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## G. Basic Service Providers Required (see note below)

Lead A/E Discipline: Architecture

Secondary Mechanical-Electrical-Plumbing Eng.

Disciplines: Fire Protection Engineering

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## H. Additional Service Providers Required

Quality Assurance Testing

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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).
- 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.
- **Selection Criteria – 1.a. Proximity of firm to project site**
  - Longest travel distance from either site will be used for calculating distance
  - For example: Firm location: 30 W Spring St, Columbus, OH
  - London location: 30 miles
  - Richfield location: 123 miles

Scoring Criteria: the Richfield location will be used for calculating distance

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 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 insert the project number and firm name followed by "SOQ" in the email subject line.

**Statements of Qualifications must be submitted electronically by email. Submittals are limited to one email with a maximum 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 AGO Architect/Engineer Proposer Firm \_\_\_\_\_  
 Project Number AGO-Various 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 \$200,000	2	
	\$200,000 to \$500,000	1	
	More than \$500,000	0	
c. Number of licensed professionals	Less than 5 professionals	1	Max = 3
	5 to 10 professionals	2	
	More than 10 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 3 projects	0 - 3	
	3 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 3 projects	0 - 1	
	3 to 6 projects	2 - 3	
	More than 6 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 \_\_\_\_\_