

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Ohio Facilities Construction Commission

Project Name	<u>Pataskala Campus Renovation</u>	Response Deadline	<u>Jan. 25, 2019</u>	<u>2:00 pm</u>	local time
Project Location	<u>8660 East Broad Street</u>	Project Number	<u>COT-190001</u>		
City / County	<u>Reynoldsburg / Licking</u>	Project Manager	<u>Thomas Baker</u>		
Owner	<u>Central Ohio Technical College</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 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 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

This project will completely renovate approximately 17,500 SF of the COTC Pataskala Campus, located at the corner of Broad Street and Taylor Road in Reynoldsburg. The original building was constructed in 1992 with an addition completed in 2001. The renovated facility will include classrooms, chemistry and nursing labs, offices and student support space. The existing MEP and fire alarm systems will be updated and/or replaced as required to accommodate the final design.

At the discretion of the owner, and contingent on funding above the identified Est. Construction Costs in this RFQ, a small addition and/or alterations to the exterior façade may be added to the renovation project.

Site improvements are anticipated to be minimal, however the project may include preliminary exploration of possible relocation of existing underground storm/sanitary piping. The selected Architect/Engineer (A/E) will work closely with the owner to prepare the Program of Requirements (POR).

Pursuant to Central Ohio Technical College's guidance, LEED Certification will be used as a design guideline for energy and environmental aspects. As such, those LEED strategies will be incorporated into the design of the project.
Note – LEED Certification will not be pursued/submitted to USGBC.

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.

The selected A/E be expected to have strong leadership and experience in the successful delivery of higher education renovation projects. The team will be expected to interface with college leadership and governing Boards for Central Ohio Technical College.

The development of the Program will be a collaborative process and will be guided by the COTC's Strategic Plan. This document is available at <http://coursecast.cotc.edu/websitemediafiles/StrategicPlan/index.html#1>. The A/E will coordinate with the College's efforts to address and prioritize space needs that will:

1. Optimize shared interdepartmental space and adjacencies including collaborative teaching opportunities.
2. Maximize sustainable practices.
3. Create a flexible design.
4. Provide efficient space utilization.

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As required by the Agreement, and as properly authorized, provide the following categories of services: Develop a Program of Requirements, Conceptual Development, 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 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 12 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. Note: hours stated above are considered part of the A/E's Basic Services.

Please list all major scope services needed to complete the selection process for successful project delivery. The specific scope of services must state particular building types, functional design or specialized professional services required to evaluate the level of experience of each applicant firm (e.g. parking garage, kitchen design, correctional facility, medical facility). The scope of services should also define the types of basic and additional professional design and administration services necessary for the project (e.g. LEED credentials and experience, previous experience with local jurisdiction or similar sites, previous experience working with the State of Ohio, Building Information Modeling ("BIM") experience and training, specific BIM and Owner-defined requirements, level of development to be achieved within BIM models, BIM deliverables, and Owner's intended use of BIM models after construction). This information will be used by each applicant to populate the Relevant Project Experience Matrix in Section F of Form F110-330.

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. State of Ohio OFCC (Standard Documents / OAKS CI) experience
4. Higher Education Academic/Lab facilities
5. HVAC, Electrical, Plumbing & Fire Protection renovations in +30,000 SF facilities
6. Programming and design of projects with large, diverse group of stake-holders
7. Renovations in occupied public facilities
8. Space utilization and design efficiencies
9. Probable Project Cost Estimating
10. Probable Project Activity Scheduling

C. Estimated Budget / Funding

State Funding: \$3,240,770.00
 Other Funding: \$0
 Est. Construction Cost: \$2,746,370.00
 Total Project Cost: \$3,240,770.00

D. Anticipated Schedule

Professional Services Start: 05 / 19
 Construction Notice to Proceed: 05 / 20
 Substantial Completion of all Work: 03 / 21
 Professional Services Completed: 05 / 21

E. Estimated Basic Fee Range (see note below)

8.75% to 9.00%

F. EDGE Participation Goal

Percent of initial Total A/E Fee: 0.0%

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.**

G. Basic Service Providers Required (see note below)

Lead A/E Discipline: Architecture
 Secondary Civil Engineering
 Disciplines: Structural Engineering
Mechanical-Electrical-Plumbing Eng.
Fire Protection Engineering

H. Additional Service Providers Required

Surveying
Geotechnical Testing & Analysis
Special Inspections (OBC)
Quality Assurance Testing

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Technology / Communications / Security

Interior / Loose Furnishings Design

Signage / Graphic Design

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.

Interested A/E firms are required to address how they will implement Building Information Modeling ("BIM") on the project, 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>.

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 Pataskala Campus Renovation Proposer Firm _____
 Project Number COT-190001 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 \$500,000	2	
	\$500,000 to \$1,000,000	1	
	More than \$1,000,000	0	
c. Number of licensed professionals	Less than 5 professionals	1	Max = 3
	5 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	0
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 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	
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 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	
		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 _____