

# Request for Qualifications (Architect / Engineer)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Local Agency

Project Name	<u>2019 Assessment of DAS/OPF Buildings</u>	Response Deadline	<u>August 17, 2018 4:30 PM</u> local time
Project Location	<u>Various Locations - 10 Facilities</u>	Project Number	<u>DAS-190001</u>
City / County	<u>Columbus; Cleveland; Akron; Toledo / Franklin; Cuyahoga; Summit; Lucas</u>	Project Manager	<u>Ryan J. Dalton</u>
Owner	<u>Ohio Department of Administrative Services</u>	Contracting Authority	<u>Local Agency</u>
Delivery Method	<u>N/A</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 the Office of Properties and Facilities at [DAS.OPFprojects@das.ohio.gov](mailto:DAS.OPFprojects@das.ohio.gov). See Section J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to the Office of Properties and Facilities at [DAS.OPFprojects@das.ohio.gov](mailto:DAS.OPFprojects@das.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 intent of this project is to provide the Ohio Department of Administrative Services (ODAS), Office of Properties and Facilities (OPF) with a Facilities Condition Assessment on their owned and managed facilities. The scope of this project includes extensive engineering and architectural analysis of the property, physical plant and assessment of the current operation / maintenance programs of the followings buildings:

1. James A. Rhodes State Office Tower, 30 East Broad Street, Columbus, Ohio 43215 (1,219,881 sq.ft)
2. Vern Riffe Center for Government and the Arts, 77 South High Street, Columbus, Ohio 43215 (1,135,215 sq.ft)
3. Frank J. Lausche State Office Building, 615 West Superior Avenue, Cleveland, Ohio 44113 (441,883 sq.ft)
4. Michael V. DiSalle Government Center, 525 North Huron Street, Toledo, Ohio 43604 (511,255 sq.ft)
5. Oliver R. Ocasek Building, 161 South High Street, Akron, Ohio 44308 (235,050 sq.ft)
6. State of Ohio Computer Center, 1320 Arthur E. Adams Drive, Columbus, Ohio 43221 (378,919 sq.ft)
7. Ohio Governor's Residence and Heritage Garden, 358 North Parkview, Bexley, Ohio 43209
8. North High Complex, 35 East Chestnut Street & 246 North High Street, Columbus, Ohio 43215 (705,413 sq.ft)
9. 25 South Front Street, Columbus, Ohio 43215 (234,592 sq.ft)
10. 4200 Surface Road, Columbus, Ohio 43228 (203,519 sq.ft)

To preserve the integrity of the assessment, this project shall be accomplished in 4 distinct phases. Phases 1 through 3 will be completed at each building consecutively and prior to beginning phases 1 through 3 at another facility. The Owner may consider, on a case-by-case basis, deviations from this methodology if such deviations add substantial value to the project. Once phases 1-3 are complete at all buildings, phase 4 will begin. Phases are defined as follows:

Phase 1: Accomplishment of the Facility Condition Assessment fieldwork and data collection.

Phase 2: Development of project recommendations for improvements, repairs, renovations and capital improvements based on the data collected in Phase 1. Each project recommendation must provide an estimated construction cost. Projects shall be phased over a minimum of 6 years beginning in calendar year 2020 and sequenced through 2026 according to their identified priority (see Scope of Services; Phase 2, Section 7 for project prioritization instructions).

Phase 3: Design, develop, and present final written reports and spreadsheets.

Phase 4: Once phases 1-3 are completed at all buildings, phase 4 will consist of the development and presentation of a single portfolio project plan that aggregates all recommended projects for the ODAS portfolio of buildings by priority order and sequenced over 6 years beginning in 2020. This deliverable will be used to develop biennial operating budgets, biennial capital budgets, and major renovation projects.

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### B. Scope of Services

The Facilities Condition Assessment scope of work should at a minimum include:

#### Phase 1

1. Conduct extensive engineering and architectural analysis of the property, physical plant and assessment of the current operation / maintenance programs to include:
  - 1.1. Building exterior systems (roofs, envelope, façade, window systems, exterior doors, signage, plaza entrances, sidewalks, loading docks)
  - 1.2. Building interior systems and finishes (walls, doors, floors, ceilings)
  - 1.3. Building structural systems (including foundations, walls, columns, supports, beams, pilings, superstructure / structural frames, stairwells, girders, and joists)
  - 1.4. HVAC systems
  - 1.5. Electrical systems
  - 1.6. Life safety systems (fire protection systems, security protection systems, emergency communication, cameras, alarms, access controls)
  - 1.7. Plumbing systems (including domestic booster pumps, sewage ejector systems, main shutoffs, and water heaters)
  - 1.8. Emergency power systems (generators, fuel storage, paralleling controls, and transfer switches)
  - 1.9. Chemical water treatment systems and programs
  - 1.10. Utility service connections (electric, gas, water)
  - 1.11. Operation and maintenance programs to include maintenance and service contracts
  - 1.12. Sliding and revolving doors
  - 1.13. Elevators, escalators, lifts and dumbwaiters
2. Verify and update existing comprehensive inventories of building systems and components. ODAS / OPF maintains an electronic inventory of building systems and components complete with locations, manufacturer, model, serial number, and similar identifying information. Comprehensive inventory lists will be provided after contract award.
  - 2.1. Verify and update the existing inventory.
  - 2.2. Provide an estimate of where the equipment/components/systems are in their lifecycle.
3. Interview key staff, as needed, (including facility managers and maintenance personnel) regarding their maintenance experiences with each building's respective systems and components.
4. Document existing conditions with photos. Photos shall be taken of all building systems, components, and deficiencies. These photos shall be included in the final report.
5. Review existing building documentation to include surveys, drawings, previous evaluations, ongoing maintenance/repair projects, ongoing renovation projects, preventive maintenance evaluations and recent condition reports. ODAS / OPF's most recent comprehensive architectural, and engineering analysis survey was completed in 2013 by KZF Design Inc. In 2015, Primary Integration completed a data-center reliability assessment of the State of Ohio Computer Center. These prior assessments will be provided after contract award.
6. Review and assess the existing maintenance, repair, and preventive maintenance programs for each building. ODAS / OPF maintains written operations and maintenance programs for all building systems and components at each facility.
  - 6.1. It is not in the scope of this project to develop or create written operation and maintenance manuals.
  - 6.2. As a part of this project, the current operations and maintenance programs shall be assessed. This shall include an extensive assessment of maintenance procedures and existing service contracts. The service contracts, operation and maintenance programs shall be assessed in the same manner as the building systems and components.

#### Phase 2

7. Develop a comprehensive list of recommended projects for improvements, repairs, renovations, and capital improvements based on the data collected from phase 1 for each building.
  - 7.1. Project recommendation shall include an estimated cost (cost should not include architectural, engineering costs, permits or inspection fees)
  - 7.2. ODAS / OPF maintains and operates from an existing Facilities Project Plan. This project list was developed from the 2013 KZF assessment and is used as a living document. Review and comment as appropriate on the work identified and our program of requirements for each project. The current project plan will be provided after contract award.
  - 7.3. Projects shall address all deficiencies identified in phase 1.

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- 7.4. Projects shall be categorized by priority levels 1 – 5.
  - 7.4.1. Priority 1: Critical (Immediate) Conditions that require immediate action to:
    - 7.4.1.1. correct a cited life safety hazard
    - 7.4.1.2. stop accelerated deterioration
    - 7.4.1.3. return a system to proper operation
  - 7.4.2. Priority 2: Potentially Critical Conditions that inhibit the operation of the building. Conditions in this priority include:
    - 7.4.2.1. improper or intermittent operations
    - 7.4.2.2. rapid deterioration
    - 7.4.2.3. potential life safety hazard
  - 7.4.3. Priority 3: Deteriorating Conditions that require scheduled attention to mitigate deterioration to prevent future potentially critical conditions. This includes conditions that further delay may cause additional damage, higher repair costs, and/or higher operating costs. Energy conservation requirements not included in priorities 1 or 2 shall be included in this priority.
  - 7.4.4. Priority 4: Recommended Projects that represent a functional improvement to the existing conditions or that improve the aesthetics. These improvements are not generally required for the most basic functionality of the facility. However, these recommended actions may improve the overall facility function and/or reduce long-term maintenance costs. This priority includes building components that have exceeded their useful life, but still operating with no or little deterioration.
  - 7.4.5. Priority 5: Current Code/Standards Conditions include items that do not conform to existing codes, but are “grandfathered” in their condition. No action is required at this time, but should substantial work be undertaken, requirements listed in this priority should be addressed. This priority would include ADA barrier free accessibility concerns.

8. Identify and report significant opportunities for increased energy efficiency
9. Identify any code violations

### Phase 3

10. Using data collected from phases 1 and 2, design and develop a written report for each building that provides readers with accurate view of current facility conditions, deficiencies, recommended projects, priority level of projects, timeline of when the projects should be scheduled over a specified period of years, and the cost involved for each action. At a minimum, the report shall contain:
  - 10.1. Table of contents
  - 10.2. Introduction
  - 10.3. Facility description
  - 10.4. Project scope
  - 10.5. Methodology of how the facility condition assessment was completed
  - 10.6. Description of current conditions
  - 10.7. Assessment of current conditions
  - 10.8. Recommendations to address deficiencies categorized by priority levels.
  - 10.9. Description of each identified project that provides a summarized narrative of the intent of the project
  - 10.10. Updated inventory of building systems and components
  - 10.11. Photos of building systems, components, and all deficiencies
  - 10.12. Site plans
  - 10.13. Reference keys to identify where systems and components are located
11. Using data collected from phases 1 and 2, design and develop a companion spreadsheet to the written report of recommended projects for improvements, repairs, renovations, and capital improvements that provides readers with an accurate view of projects required to address deficiencies and recommendations identified in this assessment. At a minimum, the project spreadsheet shall contain:
  - 11.1. Building name
  - 11.2. Projects for FY 2020 – 2026 (fiscal year begins July 1<sup>st</sup>)
  - 11.3. Estimated costs (cost should not include architectural, engineering costs, permits or inspection fees)
  - 11.4. Priority level
  - 11.5. In addition to the priority level designation, each project should be force ranked in order of recommended importance in sequential order. Only 1 project per number. (Not all projects can be #1 or #2)
  - 11.6. Unique project identifying number. The owner will provide the numbering scheme.
  - 11.7. Type of work (i.e., site, garage, HVAC, electric, interior, life safety, etc.)
  - 11.8. Fiscal year work is recommended
  - 11.9. If project requires further A/E services to complete
12. All building reports shall be designed and formatted in the same manner.

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13. Initial reports and spreadsheets submitted to the owner shall be considered a draft and subject to owner review/approval.
14. Final documents shall be published to OAKS CI electronically and a minimum of 3 hard copies printed in color and bound in a professional manner for the owner. In addition, all spreadsheets and photos are to be provided in electronic format in their native format on a USB drive and published in OAKS CI.

### Phase 4

15. Once phases 1-3 are completed at each building, phase 4 will consist of the development and presentation of a single portfolio project plan that aggregates all recommended projects of the ODAS portfolio of buildings. This deliverable will be used to develop biennial operating budgets, biennial capital budgets, and major renovation projects on an enterprise level.
  - 15.1. Aggregate all projects from all buildings identified in Section 11 of phase 3 into one spreadsheet. This spreadsheet shall be the same formatting as the companion spreadsheet described in Phase 3 section 11.
  - 15.2. In addition to the priority level designation, all aggregated projects in this phase shall be force ranked together in order of recommended importance in sequential order as one portfolio project list. Only 1 project per number (not all projects can be #1 or #2). Unlike the objective of Phase 3 which was to force rank project within each building individually, Phase 4 is to force rank all projects into one DAS / OPF project plan.

For projects advertised with an appropriately developed Program of Requirements (POR), upon award of the Agreement, commence with Design. For projects without such a POR, upon award of the Agreement, commence by developing the Program of Requirements.

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.

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. Experience in Facilities Condition Assessment of similar buildings.
2. Experience in the assessments of operation and maintenance programs of high rise buildings.
3. Experience preparing engineering assessment reports and findings.
4. Defining priorities of major renovation projects between multiple buildings.
5. Developing 5+ year master plans for major renovation projects.
6. Experience in performing engineering analysis on high rise building mechanical, electrical and plumbing systems.
7. Experience working for State of Ohio Agencies and OAKS CI.
8. Experience in performing engineering analysis on roofing systems and related components.

### C. Estimated Budget / Funding

State Funding:	<u>\$800,000</u>
Other Funding:	<u>\$0</u>
Construction Cost:	<u>N/A</u>
Total Project Cost:	<u>\$800,000</u>

### D. Anticipated Schedule

Professional Services Start:	<u>11 / 18</u>
Construction Notice to Proceed:	<u>mm / yy</u>
Substantial Completion of all Work:	<u>mm / yy</u>
Professional Services Completed:	<u>04 / 20</u>

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

80% to 90% excluding contingency %

### 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 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: Engineering

Secondary Mechanical-Electrical-Plumbing Eng.

Disciplines: Structural Engineering

Fire Protection Engineering

Architecture

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## H. Additional Service Providers Required

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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.

## 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.

**Statements of Qualifications are to be submitted electronically by e-mail. Submittals are to be limited to a maximum of one e-mail with the total file size of 25 MB.**

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.

# Architect / Engineer Selection Rating Form

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Project Name 2019 Assessment of DAS/OPF Buildings Proposer Firm \_\_\_\_\_  
 Project Number DAS-190001 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	3	Max = 3
	5 to 20 professionals	2	
	More than 20 professionals	1	
<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 - 0	
c. Technical staff	Experience / ability of technical staff to create fully coordinated construction documents	0 - 10	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 10	
<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 7 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 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 \_\_\_\_\_