

# 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	Ashtabula Rest Area Renovation Portage EB & WB Rest Areas Renovations	Response Deadline	12/10/2018 4:00 pm local time
Project Location	Ashtabula:I-90 @ mile marker 242 Portage: I-76 @ mile marker 45	Project Number	Ashtabula: DOT-190001 Portage: DOT-190002
City / County	Conneaut / Ashtabula Edinburg / Portage	Project Manager	Mike Wahl
Owner	ODOT	Contracting Authority	OFCC
Delivery Method	General Contracting	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 Procurement 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 [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 2 days 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

This Request for Qualifications is for a single professional services agreement. The services to be provided will be for two concurrent projects. The service building at each of 3 sites (1 at DOT-190001; 2 at DOT-190002) will be identical except for consideration of applicable code and occupant requirements, and availability of utilities. Site development will respond to existing improvements and conditions, and Owner goals at each of the three sites. Each project will be bid for construction services and administered separately.

##### DOT-190001: ASHTABULA

The project consists of the demolition of the existing buildings, picnic facilities, walks, curbs, and some clearing of trees; a rest area service building constructed with associated picnic areas; and site improvements including sidewalks, curbs, etc. The work includes site improvements to the storm sewer system, underdrains, utilities to serve the buildings, upgrades to the site/security lighting, and landscaping. To the fullest extent possible, existing approaches, drives, tractor-trailer parking, and vehicular parking are to remain. The Architect/Engineer (A/E) will prepare the POR as an Additional Service. All aspects of the project and related issues will be implemented and operated consistent with the Contracting Authority's policies and procedures.

##### DOT-190002: PORTAGE

The project consists of the demolition of existing buildings; picnic facilities, walks and curbs; and some clearing of trees; new rest area service buildings constructed with associated picnic areas; and site improvements including sidewalks, curbs, etc. The work includes site improvements to the storm sewer system, underdrains, utilities to serve the buildings, upgrades to the site/security lighting, and landscaping. The work will also include providing compliant potable water and sewage treatments by restoration, remodeling, or replacement of the existing facilities based on investigation, testing and analysis of the current systems by the AE. To the fullest extent possible, existing approaches, drives, tractor-trailer parking, and vehicular parking are to remain. The Architect/Engineer (A/E) will prepare the POR as an Additional Service. All aspects of the project and related issues will be implemented and operated consistent with the Contracting Authority's policies and procedures.

#### B. Scope of Services

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

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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.

**ARTICLE 3 – SCHEMATIC DESIGN of the Exhibit B – A/E Scope of Services** calls for “practical alternative design concepts for the purpose of minimizing future energy consumption.” This agreement will be supplemented to expand the Life Cycle Cost Analysis to include minimizing future maintenance costs. Each alternate design concept will also address the cost of construction with respect to the construction duration and associated weather cycles.

Design concepts will include the ODOT prototype rest area service building design and at a minimum 2 other concepts of alternate building envelope construction, i.e. “stick framing with masonry veneer, composite siding, etc. Each concept will utilize the ODOT prototype rest area service building floor plan, and building elevations as modified to comply with applicable code and occupant requirements, and availability of utilities.

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, 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.

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 (CMA, OA, CMR, DB, GC, Trade)
3. Free Standing Public Restroom Facilities
4. Prototype design adaptation
5. Commercial and private vehicles circulation design requirements
6. Vertical improvements associated with limited access, high speed, divided highways
7. Compliance with Federal Endangered Species Act (ESA)
8. Compliance with State of Ohio Highway Patrol and ODOT security requirements
9. Understanding of OFCC AE Agreements and Contracts for General Contracting
10. Understanding of OFCC project management tools and processes

### C. Estimated Budget / Funding

State Funding:	<u>\$9,655,500</u>
Other Funding:	<u>\$0.00</u>
Construction Cost:	<u>\$8,268,000</u>
Total Project Cost:	<u>\$9,655,500</u>

### D. Anticipated Schedule

Professional Services Start:	<u>12 / 18</u>
Construction Notice to Proceed:	<u>05 / 19</u>
Substantial Completion of all Work:	<u>11 / 19</u>
Professional Services Completed:	<u>03 / 20</u>

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

6.0% to 6.3%

### 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, 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: Architecture

Secondary \_\_\_\_\_

Disciplines: Civil Engineering

Mechanical-Electrical-Plumbing Eng.

### H. Additional Service Providers Required

Surveying

Geotechnical Analysis

Quality Assurance Testing

Environmental Testing and Analysis

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Structural Engineering

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Photo Documentation Discipline

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Landscape Architecture

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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.
- 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 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 Ashabula Rest Area Renovaion Proposer Firm \_\_\_\_\_  
Portage EB & WB Rest Areas Renovations  
 Ashtabula: DOT-190001  
 Project Number Portage: DOT-190002 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 75 miles	5	
	75 miles to 150 miles	2	
	More than 150 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 2 professionals	2	Max = 3
	2 to 8 professionals	3	
	More than 8 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 - 5	
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 - 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 7 sample projects	2	
	More than 7 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 2 projects	0 - 3	
	2 to 4 projects	4 - 6	
	More than 4 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 \_\_\_\_\_