

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Ohio Facilities Construction Commission

Project Name	Lucas County Community Based Correctional Facility	Response Deadline	01/15/19	12:00pm	local time
Project Location	Lucas County Correctional Treatment Facility	Project Number	DRC-19CB26		
City / County	Toledo / Lucas	Project Manager	Steve Davis		
Owner	Ohio Department of Rehabilitation and Correction	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 **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 Request for Qualifications (RFQ) is to obtain Professional Architectural/Engineering (A/E) services for the design of a renovation and addition to the Community Based Correctional Facility (CBCF) in Lucas County (Toledo), Ohio. The current facility is housed in two separate locations – female housing is in downtown Toledo and male housing is at the Toledo Correctional Institution outside the main perimeter fence in a building that was previously the Camp. This project will bring the two facilities into one location by adding a new wing and renovating and improving the existing building. The location will be at the current male housing facility at the TOCI property.

The addition (new build) will provide female housing and will include approximately 60 beds. The preliminary desired area is approximately 15,000 SF and will be adjacent to the existing facility. Construction will be low security housing in a dormitory style, with bathroom facilities attached to the large sleeping areas. Program and educational space will be an important feature of the new building. Other space requirements include administrative, office, storage, intake/health care, lobby/visiting and maintenance areas. Food service and dining will be shared space with the adjacent male facility and will be part of the renovation portion of this project.

The renovation portion of the project will provide improvements and enhancements to the existing facility. This area was originally designed and built with approximately 150 bed capacity and includes approximately 30,000 SF. The current population of the facility is approximately 100 – 120 males, housed in two large sleeping/living areas. While space is plentiful in the current arrangement, it needs to be reprogrammed to make better use of the area. A primary focus of the renovation will be to add air conditioning to the building and enhance the HVAC system. Secondary requirements as funds allow will include reconfiguration of office space, program and educational space and renovated bathroom facilities. Finishes and aesthetic improvements will be a consideration, as will additional storage and maintenance space – all as funds allow. The existing dining and kitchen area will be reconfigured to serve the current male population and add the new female population to its schedule. Current visitation area may be reconfigured, as well as the current entry area and intake area.

Minor site work will be required for the project. Parking and entry areas will need some reconfiguration, as will the perimeter fence and the dividing fence/barrier for the male/female facilities. The development of the POR will include a comprehensive survey/field investigation of the existing space to evaluate the building condition in relation to the project scope described above, and in relation to the project budget. The project scope will then be evaluated, prioritized, and defined/redefined to align with available project funds. Evaluation of the project construction schedule will also be a part of the POR stage.

Geotechnical investigation and study will be required for the new building portion of the project, as the site was formerly at or near the location of a landfill.

All aspects of the project must comply with Department of Rehabilitation and Corrections policies and procedures.

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B. Scope of Services

The selected firm will develop a program of requirements, an estimate of probable cost of construction, and scheduling information to a basic schematic level, moving into design development, construction documents, bidding and construction stages immediately thereafter.

The selected A/E will discuss and clarify with OFCC, the cost breakdown of the Architect/Engineer Agreement detailed cost components to address the Owner's project requirements. Participation in the Encouraging Growth, Diversity & Equity (EDGE) Program is required by statute and the Agreement.

As required by the Agreement, and as properly authorized, provide the following categories of services: Program of Requirements, Schematic Design, Design Development, Construction Document Preparation, Bid and Award Support, Conformed Documents, Construction Administration, Post-Construction, and Additional Services as needed.

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 (AE, C-AE, AOR, CMA/OA, CMR, DB, GC, Trade).
3. Correctional facility project experience.
4. Community Based Correctional Facility (CBCF) experience.
5. Renovations in a secured/inmate occupied State Facility including phased construction.
6. Ohio Capital Improvements projects (State of Ohio Contracts and/or use of OAKS CI).
7. Experience with ODRC and OFCC
8. Experience with construction cost estimating and analysis
9. Experience with construction administration at corrections facilities.
10. Experience with commissioning and quality assurance testing.

C. Estimated Budget / Funding

State Funding:	<u>\$7,000,000.00</u>
Other Funding:	<u>\$0.00</u>
Construction Cost:	<u>\$5,600,000.00</u>
Total Project Cost:	<u>\$7,000,000.00</u>

D. Anticipated Schedule

Professional Services Start:	<u>05 / 19</u>
Construction Notice to Proceed:	<u>12 / 19</u>
Substantial Completion of all Work:	<u>12 / 20</u>
Professional Services Completed:	<u>12 / 21</u>

E. Estimated Basic Fee Range (see note below)

5% to 7%

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:	<u>Architecture</u>
Secondary	<u>Civil Engineering</u>
Disciplines:	<u>Structural Engineering</u>
	<u>Mechanical-Electrical-Plumbing Eng.</u>
	<u>Fire Protection Engineering</u>

H. Additional Service Providers Required

<u>A/V and IT Design</u>
<u>Quality Assurance Testing</u>
<u>Geotechnical Analysis</u>
<u>Site Survey</u>
<u>Environmental Analysis</u>

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_____	_____
_____	Kitchen and Food Service 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).
- 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 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 label the CD or DVD and the sleeve with the project number and firm name if applicable.

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.

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 Lucas County CBCF Proposer Firm _____
 Project Number DRC-19CB26 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 100 miles	5	
	100 miles to 200 miles	2	
	More than 200 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$1,000,000	2	
	\$1,000,000 to \$2,000,000	1	
	More than \$2,000,000	0	
c. Number of licensed professionals	Less than 3 professionals	1	Max = 3
	3 to 6 professionals	3	
	More than 6 professionals	2	
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 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 4 projects	0 - 3	
	4 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 _____