

# 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>FMC Zone A Renovation</u>	Response Deadline	<u>3/29/2019</u>	<u>12:00pm</u> local time
Project Location	<u>1990 Harmon Ave.</u>	Project Number	<u>DRC-19F054</u>	
City / County	<u>Columbus / Franklin</u>	Project Manager	<u>Michael Covault</u>	
Owner	<u>Ohio Department of Rehabilitation and Correction</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

Franklin Medical Center (FMC) is a correctional facility operated by the Ohio Department of Rehabilitation and Correction located at 1990 Harmon Ave. in Columbus, Ohio. The Facility has a Zone A and B. This project will occur in Zone A. Facilities in Zone A provide outpatient clinic services and inpatient medical services for in-mate patients. The existing primary Medical Building, built in 1991, houses the clinic, in-patient care center, and a "transient hub", waiting area where administrative transfers between correctional institutes within the state system occurs. A new "hub" is currently under construction and will be located in a separate Building. Design service qualifications are hereby being sought for the renovation in the existing "hub" area. The existing "hub" comprises 8,400 sf of the current Building clinic area. Renovated areas are to accommodate beds for patients with Serious Mental Illness (SMI), including related holding and support spaces. Note that this existing Building is on a site that was at one time a land fill. There is a below grade gas extraction system. It is anticipated that existing as-built drawing documentation can be made available at the appropriate time.

The development of a complete Program of Requirements (POR) will be part of the Professional Design as an Additional Service. The development of the POR will include a comprehensive survey/field investigation of the proposed work area and existing MEP systems. Potential improvements will be evaluated, prioritized, and defined to align with the project budget. Evaluation of the project schedule will also be a part of the POR stage. The scope of work will also include design and construction administration for the identified improvements. Anticipated work includes:

- Demolition within the renovation area, extent of which to be verified.
- New interior construction consistent with durable security grade walls and finishes, detention grade doors and hardware, interior windows/vision glazing, and related accessories.
- Modifications to MEP room components.
- Repairs as may be determined and needed for any damaged, below slab drain/sanitary lines to remain in use.
- Tie-in and accommodations for security systems and fire/safety components.

The overall facility will remain in operation during all improvements except for the identified area within which the renovation construction will need to be scheduled/coordinated to minimize disruption to the facility and its day-to-day operations.

State Prevailing Wage requirements apply to this project.

#### B. Scope of Services

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.

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. Experience developing a Project specific Program of Requirements
4. Experience with MEP Design, including fire suppression systems
5. Experience with occupied facility renovations
6. Experience working in a correctional facility; including incorporation of detention grade components and security systems
7. Experience with projects sites with poor soil conditions and gas extraction systems
8. Ability to manage design and construction projects
9. Experience keeping design work within a set budget and in accordance with OFCC contract documents
10. Experience with State of Ohio Capital Management System (OAKS CI)

### C. Estimated Budget / Funding

State Funding: \$5,250,000  
 Other Funding: \$0  
 Construction Cost: \$4,690,000  
 Total Project Cost: \$5,250,000

### D. Anticipated Schedule

Professional Services Start: 07 / 19  
 Construction Notice to Proceed: 04 / 20  
 Substantial Completion of all Work: 10 / 20  
 Professional Services Completed: 12 / 20

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

7.0% to 7.5%

### 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 Electrical Engineering  
 Disciplines: Mechanical Engineering  
Plumbing Engineering  
Structural Engineering

### H. Additional Service Providers Required

Program of Requirements  
Quality Assurance Testing  
Special Inspections  
\_\_\_\_\_  
\_\_\_\_\_

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.

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- 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 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 FMC Zone A Renovation Proposer Firm \_\_\_\_\_  
 Project Number DRC-19F054 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 \$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	
<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 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 4 projects	0 - 1	
	4 to 8 projects	2 - 3	
	More than 8 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 \_\_\_\_\_