

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Ohio Facilities Construction Commission

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|--|---|--|-------------------|---------------------------|
| Project Name | <u>MCI Powerhouse Electrical PH2</u> | Response Deadline | <u>1/18/2019</u> | <u>12:00pm</u> local time |
| Project Location | <u>Marion Correctional Institution</u> | Project Number | <u>DRC-19F058</u> | |
| City / County | <u>Marion / Marion</u> | Project Manager | <u>Jean Hale</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.

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

Marion Correctional Institution (MCI) is a correctional facility operated by the Ohio Department of Rehabilitation and Correction located at 940 Marion-Williamsport Rd E, Marion, OH 43302. The MCI Powerhouse Electrical PH2 project is to correct issues with the current electrical systems that are creating life safety and reliability concerns and to increase electrical capacity for the institution to accommodate increasing load demands. The existing electrical equipment dates from the 1950's. Parts are no longer readily available, and the equipment has reached the end of its useful life. This is the second of a two-phase project; Phase I is currently under construction.

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 existing electrical system. 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:

- Construction of a new powerhouse (outside the fence).
- Installation of new generator(s), power transfer switchgears, and controls that provide emergency power for the entire facility.
- Increase in electrical capacity from 2.5KV to 5KV.
- Removal of equipment from the existing powerhouse and renovation as needed to create additional storage space for the institution.
- Replacement of the power feed to the camp area of the facility.
- Replacement of power poles for overhead lines OR relocation of overhead lines to underground.

The facility will remain in operation during all improvements (occupied 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 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 of

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 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

State of Ohio Standard Forms and Documents

Project Name MCI Powerhouse Electrical PH2 Proposer Firm _____
 Project Number DRC-19F058 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 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 \$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 | 3 | |
| | More than 10 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 - 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 | |
| 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 _____