

Request for Qualifications (Commissioning Agent)

State of Ohio Standard Forms and Documents

Administration of Project: Ohio Facilities Construction Commission

Project Name	<u>ORW RTU/SMI Master Plan Phase 2</u>	Response Deadline	<u>May 20, 2020</u>	<u>1:00 pm</u>	local time
Project Location	<u>Ohio Reformatory for Women</u>	Project Number	<u>DRC-19F078</u>		
City / County	<u>Marysville / Union</u>	Project Manager	<u>Lane Beougher</u>		
Owner	<u>Ohio Department of Rehabilitation and Correction</u>	Contracting Authority	<u>OFCC</u>		
Delivery Method	<u>CM at Risk</u>	Prevailing Wages	<u>State</u>		
No. of paper copies requested (stapled, not bound)	<u>0</u>	No. of electronic copies requested on CD (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 H 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 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

The Ohio Reformatory for Women (ORW), located at 1479 Collins Avenue, Marysville, Ohio was originally opened in 1916. ORW is the State of Ohio's and its Department of Rehabilitation and Correction's (ODRC) largest all female facility. It is situated on approximately 260 acres, with 60 of these acres confined within the campus' secure perimeter. ORW houses approximately 2,500 women, with the majority Level 1 and Level 2 offenders.

This Request for Qualifications (RFQ) is being issued to obtain commissioning services (Cx) services to support the design of a new mental health facility at the Ohio Reformatory for Women. This new facility is intended to replace the current residential inpatient function located in the Arn Building, with a new combined Residential Treatment Unit (RTU) and Severely Mentally Ill (SMI) care facility. This new facility will better accommodate female offenders that require acute, intensive crisis care, and inpatient care, as well as outpatient services.

According to the ODRC/ORW Strategic Capital Master Plan (SCMP) The new building is currently anticipated to provide functional RTU/SMI outpatient space for approximately 100 new beds and support services, including but not limited to high and low security Residential Treatment Units, single cell crisis beds, a developmental disabilities unit, space for dementia care, space for outpatient services and a step-down unit. Additional, required support spaces may include dining facilities, a living skills area, program space, visitation space, as well as separate staff offices and restroom facilities. The base area for the building is 52,400 square feet with 5,200 square feet submitted for approval.

This project will utilize the Construction Manager-at-Risk (CMR) delivery model. A Guaranteed Maximum Price (GMP) is anticipated to be negotiated according to the General Conditions (CM at Risk Project).

This project will be registered under LEED v4 with the goal of Silver certification. The building will be commissioned to satisfy the requirements of Fundamental and Enhanced Commissioning (Option 1, Path 1 – Enhanced System Commissioning and Option 2 - envelope Commissioning). The goal is to achieve 5 points for Enhanced Commissioning and to submit all required documentation to GBCI. The project will also be registered under the WELL program and the commissioning agent will support efforts to achieve this certification.

All aspects of the project and related issues will be implemented and operated consistent with the Contracting Authority (OFCC) and Owner's (ODRC) policies and procedures.

B. Scope of Services

The objective of commissioning is to provide documented confirmation that a facility fulfills the functional and performance requirements of the building owner LEED Commissioning Requirements, occupants and operators. To reach this goal, it is necessary for the commissioning process to develop and document the owner's criteria for system function, performance, and maintainability, as well as, to verify document compliance with these criteria throughout design, construction, start-up, initial operation and seasonal operation. In addition, complete electronic operation and maintenance (O&M) manuals, as well as training on system operations should be provided to the building operators to ensure the building continues to

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operate as intended. The Owner's Project Requirements (OPR) will initially be created by the Commissioning Agent (CxA). The CxA will update the Owner's Project Requirements (OPR) as the project is developed.

The CxA will be involved from initial design phase through construction warranty phase, including 1-year post occupancy testing/verification. The CxA will be responsible for reviewing and thoroughly documenting the Owner's Requirements and Basis of Design through reviews and interaction with the A/E, CM, owner, and contracting authority. The primary role of the CxA during the overall design phase is to develop detailed commissioning specifications, and to review design to ensure it meets the Owner's objectives as well as LEED and WELL certification requirements. During construction, the CxA coordinates the execution of a testing plan, which includes observing and documenting all systems' performance to ensure that systems are functioning in accordance with the Owner's objectives and the contract documents. The CxA is not responsible for design or general construction scheduling, cost estimating, or construction management, but it may be necessary to assist with problem solving non-conformance issues and deficiencies. The CxA will be required to provide input on the overall master schedule where they are to perform tasks.

The selected Commissioning Agent ("CxA"), 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 Consultant 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.

As required by the Agreement, and as properly authorized, provide the following categories of services: Design Development, Construction Document Preparation, Construction Administration, Post-Construction, and Additional Services of all types. The project is currently in the Schematic Design Stage.

Refer to the *OFC 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. Acted as the principal CxA for three or more projects that achieved or are pursuing LEED certification.
2. Acted as the principal CxA for one or more projects that achieved or are pursuing WELL certification.
3. Extensive experience in the operation and troubleshooting of building controls systems and MEP systems.
4. Extensive field experience is required, with a minimum of five years in this type of work.
5. Knowledgeable in building O&M training.
6. Knowledgeable in testing and balance of air and water systems.
7. Experienced in writing commissioning specifications.
8. Direct experience in monitoring and analyzing system operation using the building control system trending and standalone data logging equipment including JadeTrack utility metering.
9. Excellent verbal and written communication skills. Highly organized and able to work with both the office and field personnel and the A/E, Consultant, and CM.

C. Funding / Estimated Budget

Total Project Cost	<u>\$32,124,080</u>	State Funding	<u>\$32,124,080</u>
Construction Cost	<u>\$25,567,200</u>	Other Funding	<u>\$0</u>
Estimated CxA Fee	<u>0.25% to 0.35%</u>		

NOTE: The CxA fee percentage for this project includes all professional design services, and consultant services necessary for proper completion of the commissioning services for the successful completion of the project.

D. Services Required (see note below)

Primary	<u>Building systems commissioning</u>
Secondary	<u>Building envelope commissioning</u>
	<u>Air and water testing and balancing</u>
	<u>Monitoring-based commissioning</u>
Others	<u>Monitoring-based commissioning</u>

E. Anticipated Schedule

Professional Services Start	<u>07 / 20</u>
Construction Notice to Proceed	<u>05 / 21</u>
Substantial Completion of all Work	<u>11 / 22</u>
Professional Services Completed	<u>11 / 23</u>

F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL CxA Fee	<u>0.0%</u>
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G. Evaluation Criteria for Selection

- Demonstrated ability to meet Owner's project requirements.
- 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 CxA and all its consultants must have the capability to use the Internet within their normal business location(s) during normal business hours.

Interested CxA 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 CxA'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 CxA'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.

H. 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 Professional or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Adobe Acrobat Professional, 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 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.

Commissioning Agent Selection Rating Form

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Project Name ORW RTU/SMI Master Plan Phase 2 Proposer Firm _____
 Project Number DRC-19F078 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 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 \$100,000	2	
	\$100,000 to \$500,000	1	
	More than \$500,000	0	
c. Number of relevant professionals	Less than 2 professionals	0	Max = 3
	2 to 6 professionals	1	
	More than 6 professionals	3	
2. Primary 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 administration lead	Experience / ability to effectively administer project controls and processes	0 - 5	
c. Technical staff	Experience / ability of technical staff to verify fully coordinated construction documents	0 - 10	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 5	
3. Key Consultant Qualifications (Maximum 15 points)			
a. Key discipline leads	Experience / ability of key consultants to perform effectively and collaboratively	0 - 15	
4. Overall Team Qualifications (Maximum 15 points)			
a. Previous team collaboration	Less than 4 sample projects	0	
	4 to 8 sample projects	2	
	More than 8 sample projects	5	
b. LEED** Registered / Certified project experience	Registered v4.0 or v4.1 projects	3	Max = 5
	Certified v3 or v4 projects	2	
c. Team organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
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 3 projects	0 - 3	
	3 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	
* Must be comprised of professional design services consulting firm(s) and NOT the primary firm ** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute		Subtotal	

Notes:

Evaluator:

Name _____

Signature _____ Date _____