

# 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>CHJCF HVAC Replacement</u>	Response Deadline	<u>07/24/2020</u>	<u>10:00 AM</u> local time
Project Location	<u>Cuyahoga Hulls Juvenile Correctional Facility</u>	Project Number	<u>DYS-200190</u>	
City / County	<u>Highland Hills / Cuyahoga</u>	Project Manager	<u>Wade Simpson</u>	
Owner	<u>Department of Youth Services</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 OFCC 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 OFCC Procurement 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

Cuyahoga Hills Juvenile Correctional Facility (CHJCF) is a secure detention facility operated by the Department of Youth Services (DYS) comprised of a 41,000 square foot main two-story building, two 11,000 square foot two-story dormitories with connection corridors, and a new 22,000 square foot single-story addition. DHS is considering replacement of the A

The existing HVAC systems are exceeding 15 years and are in various end of life stages. The facility's core electrical system is 50 years old and will need to be assessed to ensure proper selection of replacement units. The facility backup generator is over 20 years old.

The project scope consists of the following:

- Removal and replacement of 15-20 existing air conditioning units with high efficiency HVAC systems with new thermostats, digital controls;
- Ductwork modifications/improvements as recommended for increased efficiency;
- Electric infrastructure improvements as recommended;
- Existing facility backup generator load capacity analysis.

The areas within CHJCF to be considered are, but not limited to:

- Living units;
- School classrooms & corridors;
- Food service and dining rooms;
- Laundry;
- Storerooms;
- Medical;
- Operations Office;
- Administrative Areas;
- Computer / IT rooms;
- Central Controls;
- Front Entrance;
- Restrooms and connecting hallways/stairwells.

The development of a complete Program of Requirements (POR) will also be included as part of the Professional Design as an Additional Service. The development of the POR will include a comprehensive survey/field investigation of the existing HVAC systems, ductworks, digital controls, and electrical supply in the affected buildings. The project scope will be evaluated, prioritized by Owner needs, and defined to align with the project budget. Evaluation of the project construction schedule will also be a part of the POR stage.

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The programming stage will identify the need for tamper resistant, correctional grade equipment, hardware, and connection. In addition, the American Correctional Association for Juveniles mandates circulation is at least 15CF of outside or recirculated filtered air per minute, per occupant for rooms, housing areas, staff stations and dining areas.

The total project cost is anticipated to be \$2,400,000. Construction costs are anticipated to be approximately \$2,000,000.

### 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 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
2. Role on project (AE, C-AE, AOR, CMA/OA, CMR, DB, GC, Trade)
3. Correctional facility work for state and/or federal prison / juvenile facilities
4. Experience with phased projects on utility infrastructure
5. Construction administration at corrections facilities
6. Experience with ODYS
7. Experience with OFCC and/or State of Ohio Capital Improvement Projects
8. Experience with OAKS-CI
9. Experience with HVAC renovation work in existing facilities

### C. Estimated Budget / Funding

State Funding:	<u>\$2,400,000.00</u>
Other Funding:	<u>\$0</u>
Construction Cost:	<u>\$2,000,000</u>
Total Project Cost:	<u>\$2,400,000.00</u>

### D. Anticipated Schedule

Professional Services Start:	<u>12 / 20</u>
Construction Notice to Proceed:	<u>09 / 21</u>
Substantial Completion of all Work:	<u>01 / 22</u>
Professional Services Completed:	<u>03 / 22</u>

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

8.90% to 9.00%

### 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: Engineering  
 Secondary Architecture

### H. Additional Service Providers Required

Additional Service Discipline  
Additional Service Discipline

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Disciplines:	<u>HVAC Engineering</u>	<u>Additional Service Discipline</u>
	<u>Mechanical-Electrical-Plumbing Eng.</u>	<u>Additional Service Discipline</u>
	<u> </u>	<u> </u>

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.
- 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 CHJCF HVAC Replacement Proposer Firm \_\_\_\_\_  
 Project Number DYS-200190 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 \$200,000	2	
	\$200,000 to \$500,000	1	
	More than \$500,000	0	
c. Number of licensed professionals	Less than 5 professionals	1	Max = 3
	5 to 10 professionals	3	
	More than 10 professionals	2	
<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 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 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 \_\_\_\_\_