

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Agency

Project Name	<u>Phase 1 - PK-5 School Building</u>	Response Deadline	<u>Jan.17, 2019</u>	<u>Noon</u>	local time
Project Location	<u>281 North Pleasant Street</u>	Project Number	<u>OBE - P1</u>		
City / County	<u>Oberlin / Lorain</u>	Project Manager	<u>Daniel DeNicola, Operations Manager</u>		
Owner	<u>Oberlin City School District</u>	Contracting Authority	<u>Local Agency</u>		
Delivery Method	<u>CM at Risk</u>	Prevailing Wages	<u>None</u>		
No. of paper copies requested (stapled, not bound)	<u>15</u>	No. of electronic copies requested (PDF)	<u>1</u>		

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Daniel DeNicola 153 North Main Street, Oberlin, OH 44074. See Section J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Daniel DeNicola at ddenicola@oberlinschools.net with a reference to the RFQ included in the subject line (no phone calls please). Questions may be answered and posted on the District website. The name of the party submitting a question will not be included on the Q&A document.

Project Overview

A. Project Description

The District has developed a Master Facilities Plan consisting of a new PK-12 school building and the abatement and demolition of four school buildings. The Master Facilities Plan has been accepted and approved by the Ohio Facilities Construction Commission under the Expedited Local Partnership Program (ELPP). The Project has been divided into two phases. **Phase 1 consists of constructing the PK-5 portion of the new PK-12 school building.** Phase 2 (to be completed at a future date) consists of construction the 6-12 portion of the new PK-12 school building and the abatement and demolition of four school buildings.

The District has passed a bond issue and will proceed with Phase I of the Master Plan.

Phase 1 - Build one (1) New PK-5 portion of a PK-12 school building to house 436 PK-5 students

The building is to be approximately 65,329 square feet and is to be a high performance building. To be built in accordance with the Ohio School Design Manual.

The new PK-5 portion is to be built on the existing Oberlin High School site.

The existing Oberlin High School is to continue in operation during and after completion of the new PK-5 portion.

The Owner may choose to add one or more building abatements and demolitions to this project.

There may be LFI components to this project that could include additional recreation space, additional classrooms and any other items as determined by the Owner.

B. Scope of Services

The initial engagement will be determining the Program of Requirements, Locally Funded Initiatives (LFI's) and various site studies. This will include the creation of conceptual site plans. Construction will occur while the existing high school is operational.

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 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.

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Refer to the *Ohio School Design 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 16 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. OFCC/OSFC Projects
3. PK-12 Facility (Elementary, Middle, High)
4. Facility Design and Construction in Phases
5. New Construction on Existing Site
6. Construction on Occupied Site
7. LEED Certification (Reg., Cert., Silver, Gold., Plat.) and High Performance Design
8. Student Centered Learning Environments

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:

C. Estimated Budget / Funding

State Funding: \$0
 Other Funding: \$15,923,044
 Construction Cost: \$14,019,895
 Total Project Cost: \$15,923,044

D. Anticipated Schedule

Professional Services Start: mm / yy
 Construction Notice to Proceed: mm / yy
 Substantial Completion of all Work: mm / yy
 Professional Services Completed: mm / yy

E. Estimated Basic Fee Range (see note below)

5.5% to 6.5%

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 Disciplines: Landscape Architecture
 Mechanical-Electrical-Plumbing Eng.
 Civil Engineering
 Structural Engineering
 Technology / Communications / Security
 Interior / Loose Furnishings Design
 Kitchen / Food Service Design

H. Additional Service Providers Required

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

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- 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 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.

Paper copies of the Statement of Qualifications 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.

Architect / Engineer Selection Rating Form

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Project Name Phase 1 - PK-5 School Building Proposer Firm _____
 Project Number OBE - P1 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 \$500,000	2	
	\$500,000 to \$2,000,000	1	
	More than \$2,000,000	0	
c. Number of licensed professionals	Less than 3 professionals	0	Max = 3
	3 to 10 professionals	2	
	More than 10 professionals	3	
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 2 sample projects	1	Max = 3
	2 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 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 7 projects	2 - 3	
	More than 7 projects	4 - 5	
* 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		Subtotal	

Notes:

Evaluator:

Name _____

Signature _____ Date _____