

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>Building Clean an Seal Masonry</u>	Response Deadline	<u>4/12/21</u> <u>2:00 PM</u> local time
Project Location	<u>Sinclair Community College</u>	Project Number	<u>FAC 21-30X (Revised)</u>
City / County	<u>Dayton / Montgomery</u>	Project Manager	<u>Jim Fauzey</u>
Owner	<u>Sinclair Community College</u>	Contracting Authority	<u>Local Higher Education</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 RFP@sinclair.edu See Section J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to RFP@sinclair.edu with the project number included in the subject line (no phone calls please). **Questions are due on April 5th by 2:00 p.m. EST.** They will be answered via an addendum and posted online <https://vrapp.vendorregistry.com/Bids/View/BidsList?BuyerId=eb52b504-f45c-4f3c-a1ba-2437a689c62a>

Project Overview

A. Project Description

The project involves various buildings campus wide on Sinclair Community College main campus in Dayton. This project will consist of cleaning, repairing, and sealing the masonry and concrete surfaces of the buildings. All buildings involved are multi story structures no more than four stories not including the penthouses which are also to be included in the project scope. In addition there are several plaza perimeter concrete planter structures which will also be included in the project scope, primarily the Bldg. 12 plaza areas. This project is not a complete tuck point or masonry units, but some masonry joint repairs is expected to be involved. The concrete planter areas will require injection sealing and crack repairs in addition to general cleaning and sealing. All building expansion and control joint seals are to be included in the project scope. Some building faces are only accessible by allowing vehicle traffic on the plaza area roof structures so vehicle weights are limited to a gross weight of 10,000 lbs. The plaza weight limit will need to be addressed in the overall design to protect structures from damage.

The selected design team will have experience in the design & construction administration of similar projects. Important elements in the selection process will be experience in ensuring protection of building exteriors and surrounding campus property. The firms must have experience in the complete design and monitoring of the work to be performed, to ensure work meets all codes and requirements, and to ensure subsequent warranties.

B. Scope of Services

The selected Architect/Engineer (A/E), as a portion of its required Scope of Services and prior to submitting its proposals, will discuss and clarify with the Owner the cost breakdown of the Architect/Engineer Agreement detailed cost components to address the Owner's project requirements.

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 Phase, Post Construction Phase, and Extra Services and Additional Services of all types. Refer to SAO Manual for additional information about the type and extent of services required for each.

During the construction period, provide not less than 4 hours (excluding travel time) on-site construction administration services each week, including (1) attend/conduct progress meetings and provide meeting minutes, (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. Design of system requirements.

Request for Qualifications (Architect / Engineer) continued

2. Bidding and award support.
3. Project oversight during construction.
4. Construction and closeout support.

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 <https://ofcc.ohio.gov>.

C. Estimated Budget / Funding

State Funding:	<u>\$1,800,000</u>
Other Funding:	<u>\$0</u>
Construction Cost:	<u>\$1,800,000</u>
Total Project Cost:	<u>\$1,800,000</u>

D. Anticipated Schedule

Professional Services Start:	<u>06 / 21</u>
Construction Notice to Proceed:	<u>09 / 21</u>
Substantial Completion of all Work:	<u>08 / 22</u>
Professional Services Completed:	<u>09 / 22</u>

E. Estimated Basic Fee Range (see note below)

5% to 9%

F. EDGE Participation Goal

Percent of initial Total A/E Fee: 0.0%

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:	<u>Architecture</u>
Secondary	<u>Structural Engineering</u>
Disciplines:	<u></u>
	<u></u>
	<u></u>
	<u></u>
	<u></u>
	<u></u>
	<u></u>
	<u></u>
	<u></u>
	<u></u>

H. Additional Service Providers Required

<u>Additional Service Discipline</u>
<u>Additional Service Discipline</u>
<u>Additional Service Discipline</u>
<u>Additional Service Discipline</u>
<u>Additional Service Discipline</u>
<u>Additional Service Discipline</u>
<u>Additional Service Discipline</u>
<u>Additional Service Discipline</u>
<u>Additional Service Discipline</u>
<u>Additional Service Discipline</u>
<u>Additional Service Discipline</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.

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>, **by April 12, 2021 at 2:00 p.m. EST**. Submittals should be combined into one PDF file named with the project number listed on the RFQ and your firm's name.

Statements of Qualifications must be submitted electronically to RFP@sinclair.edu and 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 Building Clean and Seal Masonry Proposer Firm _____
 Project Number FAC 21-30X 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 \$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	1	
	More than 10 professionals	1	
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 - 5	
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 - 10	
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 LEED v4.0 or v4.1 projects	1	Max = 2
	Certified LEED v4.0 or v4.1 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 3 projects	0 - 1	
	3 to 6 projects	2 - 3	
	More than 6 projects	4 - 5	
* Must be comprised of professional design services consulting firms and NOT the lead firm - For more information on scoring this and other criteria refer to Document F199-01 - PS Selection Rating Rubric . ** Leadership in Energy & Environmental Design administered by Green Business Certification Inc.		Subtotal	

Notes:

Evaluator:

Name _____

Signature _____

Date _____