

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	Strategic Initiatives Centerville (add Biology and Chemistry Labs)	Response Deadline	8/20/21	2:00 PM	local time
Project Location	Sinclair Community College	Project Number	SCC-210011 (FAC 22-03)		
City / County	Centerville / Montgomery	Project Manager	Jim Fauzey		
Owner	Sinclair Community College	Contracting Authority	Local Higher Education		
Delivery Method	General Contracting	Prevailing Wages	State		
No. of paper copies requested (stapled, not bound)	0	No. of electronic copies requested (PDF)	1		

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 August 13th 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

Project involves converting existing spaces located on the second floor of the Centerville Campus into two biology labs and a single chemistry lab. The project will consist of new casework designed in accordance with Sinclair's Campus Standards. Design of the new spaces shall be similar to the existing biology and chemistry labs located at the main Dayton campus. Casework will be a combination of custom and off the shelf units to meet laboratory needs. Additional requirements may include specialized fume exhaust systems, acid/chemical resistant plumbing and counter tops. All exhaust ducting if required will need to run through the roof. Utility support for new laboratory equipment will be part of the design efforts for this project. Laboratory equipment requirements will be dictated by the Biology and Chemistry Department needs for each laboratory. Multi-media will be required in the new spaces meeting current campus standards. Mechanical, plumbing and electrical requirements to support reconfigurations and equipment needs shall be part of this project. The electrical components of this project may or may not require the need for new electrical circuits/service, new lighting, and emergency shut offs. Outside of typical laboratory plumbing requirements, emergency wash/rinse stations need to be incorporated into these spaces. The new laboratory spaces will be located above existing spaces and consideration for those spaces in regard to the running of lab support utilities needs to be included in the scope of this work. It should be noted that the scope of work associated with the new labs should be flexible, as a result of, the input received from stakeholders during the program verification phase. Plan to meet with the end users to assist in developing the lab requirements.

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,

Request for Qualifications (Architect / Engineer) continued

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

D. Anticipated Schedule

Professional Services Start:	<u>08 / 21</u>
Construction Notice to Proceed:	<u>12 / 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>Mechanical-Electrical-Plumbing Eng.</u>
Disciplines:	<u>Structural Engineering</u>
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H. Additional Service Providers Required

<u>Audio Visual</u>
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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 August 20, 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 Strategic Initiatives Centerville (add Biology and Chemistry Labs) Proposer Firm _____
 Project Number FAC 22-03 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 _____