

Request for Qualifications (Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Ohio Facilities Construction Commission

Project Name	OFCC Engineer, Surveying, and Energy Services Consultant List – FY20-21	Response Deadline	3/22/2019	4:00 p.m. local time
Project Location	Various	Project Number	SFC-19E999	
City / County	Various / Various	Project Manager	Various	
Owner	Various	Contracting Authority	Various	
Delivery Method	Various	Prevailing Wages	Various	
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 engineers@ofcc.ohio.gov. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to engineers@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.

Project Overview

A. Project Description

The Ohio Facilities Construction Commission (OFCC) intends to pre-qualify firms to provide engineering, surveying, and energy services for small projects. This selection is used to determine a list of pre-qualified firms that will be eligible for award of contracts for the period beginning July 1, 2019 and ending June 30, 2021. In order for any firm on the FY18-19 list to be considered in the pre-qualification process for future projects, they must reapply for this FY20-21 Consultant List. The current OFCC Consultant List expires on June 30, 2019.

Services are in support of OFCC administered projects, as well as to support state agency and higher education local administered projects. Consultants are generally utilized for small projects or specialized tasks.

Upon completion of the selection process, OFCC will seek Controlling Board approval for establishment of the Consultant List for use on projects administered by OFCC, state agencies and institutions of higher education. Each Contracting Authority will seek separate Controlling Board approval for release of funds. Total contract awards by all Contracting Authorities to each pre-qualified firm is limited to the amount of \$250,000 for the biennium.

The short-listing, solicitation, selection, negotiation, contracting, administration, management and payment of services of Consultants will be the responsibility of each Contracting Authority, while the centralized development and maintenance of the Consultant List remains the responsibility of OFCC. Consultant selections will be in accordance with Section 153:1-1-02 of the Ohio Administrative Code. Selection of consultants under \$50,000 may be in accordance with either Section 153:1-1-02 of the Ohio Administrative Code or Section 153.71(A) of the Ohio Revised Code.

While pre-qualified status means that a firm is eligible for award of contracts, OFCC does not guarantee that a firm will be awarded any work or make a representation of the amount of work a firm may receive within the two-year period.

All projects utilizing the OFCC Consultant List services must be administered through the state's web-based project management system (OAKS CI).

B. Scope of Services

Work assignments may include: engineering (any engineering discipline) and surveying, and related specialty consulting services including but not limited to facility evaluation and master planning services; review or creation of a Program of Requirements; various studies; prototype building design; preparation of bidding and construction documents; pre-design investigations; quality assurance testing during construction; validation of existing site conditions; preparation of cost estimates; extensive pre-design investigations; code-required special inspection and testing; quality assurance testing during construction, soil testing and engineering, energy auditing services, energy conservation design, lighting consulting, maintenance planning, manual and document preparation, assist with performance contract RFP development and assist with utility bill data entry, analysis, management, auditing and reporting services.

Request for Qualifications (Engineer) continued

Services will be provided in accordance with OFCC standard form of Consultant Agreement. As a project is identified for engineering, surveyor, energy services, the Contracting Authority will notify a pre-qualified firm or firms of the project and provide a scope of work. Only the firm selected for an assignment will be requested to provide a fee proposal. The scope of work and schedule for a specific project will be described in an exhibit document attached to the agreement.

The Contracting Authority responsible for the specific project will initiate contract negotiations directed toward:

- (1) Ensuring that the firm and the agency have a mutual understanding of the essential requirements involved in providing the required services;
- (2) Determining that the firm will make available the necessary personnel, equipment, and facilities to perform the services within the required time; and
- (3) Agreeing upon fair and reasonable compensation, taking into account the estimated value, scope, complexity, and nature of the services.

Upon failure to negotiate a contract with an identified pre-qualified firm, the Contracting Authority will inform the firm in writing of the termination of negotiations and may enter into negotiations with another firm on the pre-qualified list.

C. Funding / Estimated Budget

Total Project Cost	<u>\$ Varies</u>	State Funding	<u>\$ Varies</u>
Construction Cost	<u>\$ Varies</u>	Other Funding	<u>\$ Varies</u>
Estimated A/E Fee	<u>Varies % to Varies %</u>		

NOTE: The A/E fee percentage for this project includes all professional design services, and consultant services necessary for proper completion of the Basic Services for the successful completion of the project, including but not limited to: review and verification of the Program of Requirements provided by the Owner, validation of existing site conditions (but not subsurface or hidden conditions), preparation of cost estimates and design schedules for the project. Fees may be negotiated and allocated for Additional Services (e.g., extensive evaluation or validation of site conditions, extensive pre-design investigations, code-required special inspection and testing, Quality Assurance testing during the construction period, and testing due to unforeseen conditions).

D. Services Required (see note below)

Primary	<u>Engineering (all disciplines),</u>
	<u>Land Surveying</u>
	<u>Hazardous Materials Design</u>
	<u>LEED Documentation</u>
	<u>Code Analysis</u>
	<u>Studies</u>
	<u>Energy Conservation Design</u>
	<u>Energy Auditing, Lighting Design,</u>
	<u>Maintenance Planning, Utility Bill Analysis</u>

E. Anticipated Schedule

Professional Services Start	<u>Varies</u>
Construction Notice to Proceed	<u>Varies</u>
Substantial Completion of all Work	<u>Varies</u>
Professional Services Completed	<u>Varies</u>

F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL A/E Fee	<u>0%</u>
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NOTE: The primary A/E shall be (1) a registered architect holding a license and certificate of authorization issued by the Ohio Architects Board pursuant to ORC Chapter 4703, (2) a landscape architect holding a license and certificate of authorization issued by the Ohio Landscape Architects Board pursuant to ORC Chapter 4703, or (3) a professional engineer or professional surveyor holding a license and certificate of authorization issued by the Ohio Engineers and Surveyors Board pursuant to ORC Chapter 4733.

G. Evaluation Criteria for Selection

The following criteria for selection will be used for prospective firm evaluation:

- Demonstration on past projects of an ability to meet Owner's programmed project vision, scope, budget.
- Relevant past performance.
- Qualifications and experience of firm's staff
- Specification writing and experience
- Resources and capacity to meet the needs of a typical project
- Access and capability to use internet from normal business location(s) during normal business hours

H. Submittal Instructions

Firms are required to submit a current F110-330 Statement of Qualifications (blank forms are available as a free download from the OFCC website, <http://ofcc.ohio.gov/Documents.aspx>, under Procurement tab).

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.

Facsimile or mailed copies of the Statement of Qualifications will not be accepted.

The following special instructions apply to completing the F110-330 form for this selection:

- Firms are requested to list the Project No. (indicated on Page 1 of this RFQ) on the first page of Part I and on Part II of the F110-330.
- Firms are requested to indicate their EDGE-certified business status as either "Certified" or Non-certified" on Part I Section C (Proposed Team).
- Firms performing current Consultant List projects should identify those projects on Page 1 of Section F (Example Projects Which Best Illustrate Proposed Firm's Qualifications for this Contract).
- Do not submit Page 2 of Section F (Relevant Projects Experience Matrix).
- Do not submit Page 3 of Section H (Commitment to Participate in the EDGE Business Assistance Program) and Page 4 (Statement of Intent).

Firms may submit Part II using 2 pages in length in order to list all relevant Experience Codes.

- Maximum Overall Submission not to exceed 40 pages in length
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- Firms with historical preservation experience should specifically identify it within Part II, Block 10. Use Code #63.
- Firms are requested to identify professional registrations, memberships and credentials including but not limited to: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, 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.

Consultant Selection Rating

State of Ohio Standard Forms and Documents

Project Name OFCC Engineer, Surveying, and Energy Services
Consultant List

Project Location Various

Project Number SFC-19E999

Proposer Firm _____

City, State, Zip _____

Selection Criteria		Value	Score
1. Firm Location and EDGE Status (Maximum 25 points)			
Location of firm and EDGE-certified status	Out of State	0	
	Ohio Firm	10	
	EDGE Certified	25	
2. Firm Size (Maximum 15 points)			
Number of relevant licensed professionals within primary firm available to perform the work.	Small = Less than 3 licensed professionals	15	
	Medium = 3 to 5 licensed professionals	5	
	Large = More than 5 licensed professionals	0	
3. Current Workload (Maximum 25 points)			
Amount of fees awarded by the Contracting Authority to the primary firm in the previous 24 months (exclude projects on hold)	Less than \$100,000	25	
	\$100,000 to \$250,000	15	
	More than \$250,000	5	
4. Overall Project Team Experience (Maximum 35 points)			
a. Experience with OFCC Consultant List Projects in the previous 24 months	Less than 2 projects (Low)	10	
	2 to 3 projects (Average)	5	
	More than 3 projects (High)	0	
b. Past Performance	Level of performance as indicated by past evaluations / letters of reference	0 - 15	
c. Knowledge of State of Ohio Capital Project Administration Process	Less than 2 projects (Low)	10	
	2 to 3 projects (Average)	5	
	More than 3 projects (High)	0	
* LEED = Leadership in Energy & Environmental Design developed by the U.S. Green Building Council ** See list of LEED credentials in Section H of the RFQ		Subtotal	

Notes:

OFCC Evaluation:

Name _____

Signature _____ Date _____