

RFQ Question and Answer List

State of Ohio Standard Forms and Documents

Project Name OFCC Consultant List - Engineer Project Number SFC-19E999
Project Location Varies

Date posted: March 4, 2019

Below are the questions that have been received to date for the RFQ of the above-referenced project:

1. If a firm provides architectural services and engineering services in-house, should they submit separate SOQ's in response to both RFQs that are currently posted?
 - A. Yes, firms that provide multi-discipline services in-house, and want to be considered for both architectural/landscape architecture and engineering/surveying/energy services should submit a separate SOQ in response to each RFQ. Please note that an individual firm's limit to receive work through the Architect/Landscape Architect Consultant List and Engineering/Surveying/Energy Consultant List is a total of \$250,000 during the upcoming biennium. Submitting for both Consultant Lists does not increase the maximum award amount per firm for being prequalified on both lists.
2. Should we base our Section H responses to the new Consultant Selection Rating Document we are now using or the one that is attached to this submittal?
 - A. They should be based on the Rating Form (score sheet) that is attached to the RFQ.
3. Are both Parts I & II of the F110-330 form required to be completed for the RFQ or just Part II and the items listed in the special instructions list on page 3 of the RFQ?
 - A. Firms should include Parts I & II, except any specific section requested to be excluded in the RFQ.
4. Since this request is not for a specific project, but for a Statement of Qualifications, is only Part II of the F110-330 form required? If not, and Part I is also required - are there any guidelines on completing it since there is not a specific project. The extent of any teaming arrangements, relevant project experience, and personnel used for a particular project will depend on the type of project, which could be quite varied.
 - A. See response to Question #4 above. In addition, companies should include a representative sample of 10 "small" projects that demonstrate the firms experience and capabilities.
5. If a firm are not on the current FY18-19 Consultant List, are we still able to submit on projects? Or can the firm only be able to win work if we are on a vendor list?
 - A. Only firms that are currently on the existing FY18-19 Consultant List are eligible to receive projects for services contracted through that FY18-19 Consultant List, which the award eligibility period ends June 30, 2019. ALL interested firms may submit an SOQ in response to any project-specific RFQ. Firms are not required to be prequalified in any manner in order to be selected from any project-specific RFQ.
6. Please clarify the desired 'Knowledge of State of Ohio Capital Project Administration Process' you are seeking from a firm for them to pre-qualify to provide engineering, surveying and energy services for small projects?
 - A. Experience working with the State of Ohio standard Agreements, Contracts and General Conditions. Experience working with the state's electronic project management system (OAKS CI). Experience with the state's standard processes, procedures and forms.

7. Can SOQ responses to be submitted by email with an original delivered in person to the OFCC?
 - A. Please only submit your proposal via email per the RFQ. We will not need a hard copy of your proposal; please do not deliver it to OFCC.
8. Can RFQ to responses be submitted prior to the 3/22/19 deadline?
 - A. Yes.
9. Is there any information available as to what type of civil/surveying projects that are planned to be undertaken?
 - A. There are a variety of different projects related to civil and surveying services; it depends on the Agency and their needs for each project.
10. It appears from the scoring system that small firms with less experience get more consideration (i.e. higher scores) for this list than larger firms with more experience. Can you explain the rationale behind this selection criteria?
 - A. OFCC has always encouraged small firms, or firms with no prior experience with the state, to gain experience through one of our Consultant Lists which focus on small projects. While firms of all-sizes and experience are welcome to submit their qualifications, the scoring sheet indicates our commitment to also work with small and new firms as well.
11. If a firm has the ability to provide several engineering disciplines and primary services in house, do you prefer one 330 package that includes all disciplines and services or do you prefer one 330 package per discipline or service? For example, can an MEP engineering firm which also provides Lighting Design include the disciplines of mechanical, electrical, plumbing engineering and Lighting Design in one 330 package or is one 330 package for each discipline and service required?
 - A. Firms should submit an SOQ for all the services they can provide in-house for each RFQ.
12. Please clarify, if your firm is not currently on the FY18-19 Consultant List, but would like to be for FY20-21, can the firm submit an SOQ for the OFCC Engineer, Surveying, Energy and Services Consultant List – FY20-21?
 - A. Yes
13. Our firm is headquartered out of state, however we have 3 office locations in Ohio and are submitting all Ohio staff in our response to this RFQ. In reviewing the selection criteria, we would like to know if our firm will be evaluated as an Ohio Firm? Or if we will be evaluated as an Out of State Firm?
 - A. Firms with established offices in Ohio, with staff that would perform all services, will be considered an in-state firm for the purposes of this selection.
14. Are we required to submit for every position on the SF330 or can we choose which disciplines we want to submit for?
 - A. Firms should submit qualifications for any and all services the firm wants to be considered for in the future. OFCC filters the Consultant List data based on the services and experience indicated in the SOQ when identifying firms for consideration on specific projects. If a firm opts to not include a discipline within their SOQ, that is fine, but firms should realize that if OFCC is looking for that discipline in the future, our query of the Consultant List data will omit firms that do not have that discipline included in their SOQ.

15. Do you prefer that Section H information be limited to specifically addressing only “Selection Criteria Items” 1-4 on the Consultant Selection Rating sheet? Will the rating form be the only evaluation and scoring tool used to shortlist firms for invitation to present their qualifications to OFCC staff members? Will including additional information (besides items 1-4 above) in Section H provide any benefit in the evaluation process?
- A. A. Within Section H of the F110-330 Form, firms may provide additional information to supplement Part II, Sections 9 and 10 (Function Codes/Disciplines and Profile Codes/Experience).
16. My firm just started this year; my business partners and I have a lot of experience with our prior firms. My question is for section F, how would we fill out the project plates, since our new firm doesn't have any projects currently, but we want to show our prior work and experience.
- A. The resume' pages within the F110-330 Form can include past experience with the current firm as well as previous firms the individual has worked by checking or not checking the box. The ten sample projects can also include prior experience with the appropriate firm name listed at the bottom of each sheet.
17. Where do I find the Statement of Qualifications form on the OFCC website to fill out for the Engineer Consultant List?
- A. Please go to: <https://ofcc.ohio.gov/Documents/Forms> , go to the procurement tab, and locate the form “Statement of Qualifications F110-330.”
18. Does a current list of qualified consultants and engineers exist currently on the OFCC website?
- A. Yes, please go to <https://ofcc.ohio.gov/Opportunities2> and click on the Consultant Lists tab. Then, scroll down until you see SFC-17E999 and click on “Selection List.”
19. If we are to submit 10 representative ‘small’ projects, how do you define ‘small’ in terms of square footage and/or dollars.
- A. Since a Consultant cannot be awarded fees greater than \$250,000 for the 2-year period of eligibility, the projects that utilize this procurement method typically have total budgets less than \$1,000,000. There are no limits to the value of a project, only the maximum amount of fees that can be awarded to a firm during the fiscal biennium.
20. Where do we attach the Consultant Selection Rating form to the F110-330?
- A. There is no need to attach the Consultant List Rating Form that will be used by OFCC to evaluate each submission.
21. Regarding RFQ SFC-19E999 – OFCC Engineer Consultant List – FY20-21, on the Selection Criteria, Item No 3 “Current Workload”, please verify the OFCC definition of “Contracting Authority” for this RFQ.
- A. The Ohio Facilities Construction Commission is the Contracting Authority for the sole purpose of this RFQ to establish the centralized Consultant List. Once the FY20-21 Consultant List becomes effective on July 1, 2019, each specific project utilizing these services will have a different Contracting Authority. The Contracting Authority for the project will be responsible for selecting the firm(s), awarding Consultant Agreements and paying vendors for services rendered. The Contracting Authorities capable of utilizing OFCC’s Consultant List are: OFCC, state agencies and higher education institutions.