

# Request for Qualifications (Facilities Assessment Services)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Ohio Facilities Construction Commission

Project Name	<u>ODOT Facility Assessments 2019</u>	Response Deadline	<u>02/08/2019</u>	<u>4:00 pm</u>	local time
Project Location	<u>Various (see Project Description)</u>	Project Number	<u>SFC-19P114</u>		
City / County	<u>varies / varies</u>	Project Manager	<u>Joseph Macneil</u>		
Owner	<u>Ohio Department of Transportation</u>	Contracting Authority	<u>OFCC</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 Jill Hoobler at [procurement@ofcc.ohio.gov](mailto:procurement@ofcc.ohio.gov). See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Jill Hoobler at [procurement@ofcc.ohio.gov](mailto:procurement@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.

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### Project Overview

#### A. Project Description

The Department of Transportation (ODOT) is planning to perform assessments of several of its district facilities, which consist of twelve district campuses with multiple buildings on each campus of varying size, use, age and condition. The selected consultant will perform facility condition assessments by appropriately licensed professionals for use in the capital planning of future projects. The project consists of the following:

- cursory review of available documents and staff interview;
- visual assessment of overall site including paving and walks;
- visual assessment of structural integrity and architectural components;
- notation of conspicuous code and ADA violations;
- visual assessment of MEP/FP systems and security systems;
- produce a facility condition assessment rating;
- conduct trial assessment at a facility, obtain joint OFCC and ODOT review and approval before proceeding with remaining facilities; and
- compile final report and present recommendations.

The Budget for the assessments which is targeted at \$ 0.11/SF which may include multiple teams performing the assessments of approximately 1,593,919 SF or \$175,331. The project locations are:

- District 1 - 1885 N. McCullough St, Lima / Allen, Ohio, 45801 - 93,740 SF - 3 Buildings
- District 3 - 906 N Clark Ave, Ashland / Ashland, Ohio, 44805 - 193,718 SF - 7 Buildings
- District 4 - 2088 S, Arlington Rd, Akron / Summit, Ohio, 44306 - 122,052 SF - 2 Buildings
- District 5 - 9600 Jacksontown Rd, Jacksontown / Licking, Ohio, 43076 - 212,956 SF - 3 Buildings
- District 6 - 400 E William St, Delaware / Delaware, Ohio, 43015 - 164,065 SF - 9 Buildings
- District 6 - 387 E. Wilson Bridge Rd, Worthington / Franklin, Ohio 43085 - 10,049 SF - 2 Buildings
- District 6 - 710 E. Union St, Mount Gilead / Morrow, Ohio 43338 - 27,000 SF - 2 Buildings
- District 7 - 149 Northview Drive, Bellefontaine / Logan, 43311 - 25,200 SF - 2 Buildings
- District 8 - 4557 Valley St, Dayton / Montgomery, Ohio, 45424 - 7,915 SF - 2 Buildings
- District 9 - 5591 Wakefield Mound Rd, Picketon / Pike, Ohio, 45661 - 30,504 SF - 2 Buildings
- District 10 - 4205 Monastery Rd, McConnelsville / Morgan, Ohio, 43756 - 29,680 SF - 2 Buildings
- District 11 - 7876 SR 164, Bergholz / Jefferson, Ohio, 43908 - 5,568 SF - 2 Buildings
- District 11 - 2201 Reiser Ave, New Philadelphia / Tuscarawas, Ohio, 44663 - 193,681 SF - 1 Building
- District 12 - 5500 Transportation Blvd, Cleveland / Cuyahoga Ohio, 44125 - 107,200 SF - 4 Buildings
- District 21 - 2829 W. Granville Rd, Columbus / Franklin, Ohio, 43235 - 58,071 SF - 2 Buildings
- Central Office - 1980 W. Broad Street, Columbus / Franklin, Ohio, 43223 - 312,510 SF - 1 Building

## Request for Qualifications (Facilities Assessment Services) continued

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### B. Scope of Services

The Consultant shall perform an initial interview with key staff to become familiar with the property, security requirements and recent or necessary improvements.

The expected useful life of buildings and components will be based on ASTM E2018-08 and standards published by BOMA.

Digital photographs shall be taken by each discipline involved in the site assessments.

Photographs shall include, at a minimum, building elevations, overviews of major building systems, and specific deficiencies observed during site assessments. Copies of the digital photographs shall be provided to ODOT upon completion of this study in JPEG format, organized in an agreed upon naming convention. Provide a photographic log in final report.

The types and quality of data, required components, systems, useful life, code requirements and other items are to be collected in sufficient detail to generate meaningful reports.

Utilize the web based modified OFCC Assessment tool, including the suitability matrix, providing customized input where necessary to make appropriate for Agency.

Estimates of probable repair/replacement costs will be built into the tool, though if not should be provided by the Consultant.

Produce Microsoft Excel (2010 edition or newer) report, each building identified on a separate tab and format acceptable to ODOT; and

Generally, describe the required components, systems, useful life, code requirements and other items in sufficient detail to generate meaningful reports including:

- Documenting deficiencies including causes and group deficiencies by type of item or system;
- Prioritize corrective actions following an established five-point scoring system ( provided)
- Calculate Facility Condition Index (FCI) and recommend FCI rating.

Recommend whether buildings should be renovated or replaced with new buildings.

Assess first facility and generate one complete report /mock up for ODOT and OFCC review. Obtain Owner approval before proceeding with remainder of contract.

#### Assessments:

Inspect and document the condition of the subject facilities including buildings, building components, building systems, system components, and exterior site components.

A building includes the original structure and any addition attached to it. Building components and/or assemblies are those individual parts that when put together, make up a building system. Included on the exterior are roof systems, gutters, windows, doors, envelope and foundations and structural members. Interior items are ceilings, walls, floors, doors, structural members and appearance items. Systems are those items that provide utilities and services to the building and its occupants. Included are HVAC mechanical system, electrical, plumbing, fire protection and alarms, vertical transportation and specialty items such as ADA and codes. System components and / or parts, are those individual items that make up a system such as boilers, chillers, generators, escalators, electrical distribution panels, fire pumps, etc. Exterior site components include roads, walks and railings, paved areas, site lighting, landscaped areas, drainage systems (visible only), and fencing.

Use Construction Cost Estimate Classifications as required by ODOT.

Compile final report and recommendations.

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

#### Important Dates:

- Issue Request for Qualifications – 12/28/2018
- Deadline for questions – 2/1/2018
- Responses due on - 2/8/2019
- Score submittals - 2/15/2019
- **Interviews - 2/28/2019**
- Contract signed – 5/9/2019
- Notice to Commence – 5/9//2019
- Obtain OFCC and ODOT final acceptance of first facility assessment not later than – 6/6/2019
- Obtain OFCC and ODOT final acceptance of assessments at Districts 1, 3, 5, 7, 8, 11 & 12 not later than 10/31/2019
- Obtain OFCC and ODOT final acceptance of all remaining assessments by 12/15/2019
- Contract completion – 12/15/2019

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### C. Funding / Estimated Budget

Total Project Cost	<u>\$175,331</u>	State Funding	<u>\$175,331</u>
		Other Funding	<u>\$0</u>

### D. Services Required (see note below)

Primary	<u>Facility Condition Assessment</u>
Secondary	<u>Structural Engineering</u>
	<u>HVAC Engineering</u>
	<u>Plumbing Engineering</u>
	<u>Electrical Engineering</u>
Others	<u></u>

### E. Anticipated Schedule

Planning Services Start	<u>05 / 2019</u>
Planning Services Completed	<u>12 / 2019</u>

### F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL Planning Fee	<u>0.0%</u>
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### G. Evaluation Criteria for Selection

- Demonstrated ability to meet Owner's 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.
- Proximity of prospective firms to the project site.
- Proposer's apparent resources and capacity to meet the needs of this project.
- The selected firm and all its consultants must have the capability to use the Internet within their normal business location(s) during normal business hours.

### H. 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. Also, please insert the project number and firm name followed by "SOQ" in the email subject line.

**Statements of Qualifications must be submitted electronically by email. Submittals are limited to one email with a maximum file size of 25 MB.**

Firms are requested to identify professional registrations, memberships, 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.

# Facilities Assessment Services Selection Rating Form

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Project Name ODOT Facility Assessments 2019 Proposer Firm \_\_\_\_\_  
 Project Number Project Number City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Firm Location, Workload and Size (Maximum 15 points)</b>			
a. Location of assessment firm and EDGE-certified status	Out of State firm	0	
	Ohio firm	5	
	EDGE certified firm	10	
b. Number of relevant professionals within primary firm available to perform the services	Less than 5 planning professionals	5	Max = 5
	5 to 10 planning professionals	3	
	More than 10 planning professionals	0	
<b>2. Primary Qualifications (Maximum 55 points)</b>			
a. Lead Assessment Manager qualifications	Experience / ability of Lead Assessment Manager to manage facilities assessment and facilities planning activities	0 - 25	
b. Facilities Assessment Staff qualifications	Experience / ability of assessment staff to coordinate critical assessment activities	0 - 25	
c. Team Organization (formal relationships between OFCC, Owner, Consultant, and sub-consultants if any)	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
<b>3. Team Experience (Maximum 30 points)</b>			
a. Knowledge of the planning principles contained in the <i>Ohio Facilities Construction Manual</i> and the Assessment Cost Guidelines contained in the <i>Ohio School Design Manual</i>	Depth of knowledge demonstrated by past planning project samples and description of the project approach	0 - 10	
b. Past performance	Level of performance as indicated by past evaluations / letters of reference	0 - 10	
c. Experience with OFCC Facilities Assessment process	Level of experience demonstrated by past planning project samples	0 - 10	
		<b>Subtotal</b>	

Notes:

Evaluator:

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_