

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Ohio Facilities Construction Commission

Project Name	<u>ODH TI Training Rm 246 N High</u>	Response Deadline	<u>Nov 1, 2024</u>	<u>2:00 PM</u> local time
Project Location	<u>North High Complex</u>	Project Number	<u>DAS-250006</u>	
City / County	<u>Columbus / Franklin</u>	Project Manager	<u>Phillip Haley</u>	
Owner	<u>Department of Administrative Services</u>	Contracting Authority	<u>OFCC</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 OFCC Procurement at procurement@ofcc.ohio.gov. See Section J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to OFCC Procurement at 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.

Project Overview

A. Project Description

The Ohio Department of Health supported by the Department of Real Estate and Planning desires to renovate roughly 5,000 SF of the southwest corner of the first floor of the 246 North High building, located in Downtown Columbus, into a new 200-person training center/large conference center space. The conference room will be outfitted with a modern technology package including various monitors, speakers, microphones and a MS Teams integration package. There will be a welcome center area and innovation rooms within the renovation area as part of the project. The current occupancy for the location is first floor office, the A/E will need to determine the impact of changing to the assembly type space and then verify the structural capacity of the structural systems affected. A new family restroom with adult changing table will be part of the project (to be provided elsewhere on the first floor). Based on the increased occupancy load and considering the new family restroom, determine if additional restroom capacity is needed and, if so, design of additional restrooms will be included. All other work needed to create a code compliant, innovative and functional renovation of the space will be required, including but not limited to: ADA review and required upgrades, MEP modifications, egress modifications, interior design, etc.

The Real Estate and Planning division of the Department of Administrative Services will be the owner of the project and will provide design intent plans for the use of the A/E which will have an initial POR, demolition, and new layout plans; however, it will be the AOR's responsibility to further develop the conceptual plans and transform them into a biddable, permissible and constructible construction documents. Furniture and furniture layouts will be provided by the owner, however the AE will be required to design the power and data connections for the furniture (Cubicles, etc.). The building as a whole has undergone significant restoration over the past 20 years including hazardous material abatement.

B. Scope of Services

The A/E services will be performed in two phases. Commencement of Phase 2 will be determined by the deliverables from Phase 1. The scopes of the phases are as follows:

Phase 1: Upon award of the Agreement, the initial study phase will commence with the Architect/Engineer ("A/E") reviewing DAS Real Estate & Planning's design intent plans for the new build out, performing the building and site analysis (including but not limited to restroom capacity concerns, possible HVAC/MEP modifications, possible occupancy changes and associated structural modifications, ADA upgrades, egress analysis and possible upgrades), and providing conceptual design alternatives with renderings. Based on the results of the building analysis and final conceptual design/POR, develop an accurate construction cost estimate and project schedule duration. The overall intent of Phase 1 is to determine feasibility of the project. If the project is determined to be feasible, Phase 2 services will be authorized.

Phase 2: The selected A/E will be engaged as the A/E of record for the project. Work will include Schematic Design, Design Development, Construction Documents, Permitting, Bid and Award Support, Conformed Documents, Construction Administration, Close-out Support, and Additional Services as defined below and as negotiated at the time of engagement of the Phase 2 services.

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

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>.

During the construction period, provide not less than 4 hours (excluding travel time) on-site construction administration services each week per site, including (1) attendance at progress meetings, (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. Construction Administration Staff shall be a licensed Architect/Engineer with minimum of 5 years' experience as lead construction administrator. Note: hours stated above are considered part of the A/E's Basic Services.

The selected A/E, as a portion of its required Scope of Services and prior to submitting its proposals, will discuss and clarify with the Owner and/or the Contracting Authority, the cost breakdown of the Architect/Engineer Agreement detailed cost components to address the Owner's project requirements. Participate in the Encouraging Growth, Diversity & Equity (EDGE) Program as required by statute and the Agreement.

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. Identify Project Delivery Method (MP, GC, CMR, DB)
2. Identify Role on Project (AOR, CMA, OA, CMR, DB, GC, Trade)
3. State of Ohio OFCC (Standard Documents / OAKS CI) experience
4. Office Building/Conference Center/Auditorium Renovations
5. Multimedia/AV Design
6. Renovation Work in an Occupied Office Building
7. Restroom Design
8. Occupancy Change
9. ADA Review and Design
10. Egress Review and Modifications

C. Estimated Budget / Funding

State Funding: \$4,000,000.00
 Other Funding: \$0
 Construction Cost: \$3,573,400.00
 Total Project Cost: \$4,000,000.00

D. Anticipated Schedule

Professional Services Start: 04 / 25
 Construction Notice to Proceed: 02 / 26
 Substantial Completion of all Work: 08 / 26
 Professional Services Completed: 10 / 26

E. Estimated Basic Fee Range (see note below)

7.00% to 7.25%

F. EDGE Participation Goal

Percent of initial Total A/E Fee: 5.0%

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: Architecture
 Secondary _____
 Disciplines: Structural Engineering
Mechanical-Electrical-Plumbing Eng.
Fire Protection Engineering
Technology/Communications

H. Additional Service Providers Required

Quality Assurance Testing
Air Testing & Balancing

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, vehicle circulation/storage).
- Demonstrated understanding of office building & assembly space renovations
- 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.
- 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.
- **LEED and BIM criteria will not be evaluated for this selection.** A score of zero has been prefilled on the score sheet.

Interested A/E firms are required to submit the *Commitment to Participate in the EDGE Business Assistance Program* form in its Statement of Qualifications (Form F110-330) submitted in response to the RFQ, to indicate its intent to contract with and use EDGE-certified Business Enterprise(s), as a part of the A/E's team. The *Intent to Contract and to Perform* and / or waiver request letter and *Demonstration of Good Faith Effort* form(s) with complete documentation must be attached to the A/E's Technical Proposal. Both forms can be accessed via the OFCC website at <https://ofcc.ohio.gov>. The *Intent to Contract and to Perform* form is again required at the Fee Proposal stage. The form must be signed to be considered responsive.

If the A/E firm intends to receive points for exceeding the EDGE Participation Goal, it must provide BOTH a completed *Commitment to Participate* form AND a completed *Statement of Intent to Contract and to Perform* forms signed by both parties with its *Statement of Qualifications*.

For all *Statements of Qualifications*, please identify the EDGE-certified Business Enterprises, by name, which will participate in the delivery of the proposed professional services solicited in the RFQ.

J. Submittal Instructions

Firms are required to submit the current version of *Statement of Qualifications* (Form F110-330) available via the OFCC website at <https://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 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, of-330 form.

Architect / Engineer Selection Rating Form

State of Ohio Standard Forms and Documents

Project Name ODH TI Training Rm 246 N High Proposer Firm _____
 Project Number DAS-250006 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 25 miles	5	
	25 miles to 50 miles	2	
	More than 50 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 4 professionals	1	Max = 3
	3 to 10 professionals	2	
	More than 10 professionals	3	
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 5 sample projects	1	Max = 3
	5 to 7 sample projects	2	
	More than 7 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 5 projects	0 - 3	
	5 to 7 projects	4 - 6	
	More than 7 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 4 projects	2 - 3	
	More than 4 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 _____