

# Request for Qualifications (Criteria Architect/Engineer\*)

## State of Ohio Standard Forms and Documents

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### Administration of Project: Ohio Facilities Construction Commission

Project Name	CJCF Boilers and Hot Water Tanks	Response Deadline	Dec 13 <sup>th</sup> 2024	2pm	local time
Project Location	Circleville Juvenile Correctional Facility	Project Number	DYS-250216		
City / County	Circleville / Pickaway	Project Manager	Matt Van Buren		
Owner	Ohio Department of Youth Services	Contracting Authority	OFCC		
Delivery Method	Design-Build	Prevailing Wages	State		
No. of paper copies requested (stapled, not bound)	NA	No. of electronic copies requested (PDF)			1

\* Criteria Architect/Engineer includes "any architect holding a certificate issued under section 4703.10 of the Revised Code, any landscape architect holding a certificate issued under section 4703.36 of the Revised Code, or any engineer holding a certificate issued under section 4733.14 of the Revised Code." (Ohio Building Code section 4101:1-2-01 Definitions)

Submit the requested number of *Statements of Qualifications* (Form F110-330) directly to Procurement at [procurement@ofcc.ohio.gov](mailto:procurement@ofcc.ohio.gov). See Section J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Procurement 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

Circleville Juvenile Correctional Facility which began operation October 18, 1993, and sits on 42 acres within Pickaway county at 640 Island road, Circleville, Ohio 43113. The Administration building is 12,318 square feet, food service building is 8,365 square feet, education/recreation building is 39,801 square feet and the salt shack building is 332 square feet.

6 heating boilers need updated in the administration, old house 1, old house 2, education and food service buildings. Additionally, 2 commercial hot water tanks need updated in administration and education buildings. Fire suppression system to be upgraded/expanded into the food service building dining area. Fire suppression system to be upgraded/expanded into education building classroom areas.

Outside of perimeter fence, decommission of Synthetic natural gas standby system, removal of fencing, equipment, propane tanks, concrete pad in area. Salt shack renovation which includes new metal roof, siding, man door, overhead door any structural issues. Inside building will need the water pressure booster system upgraded.

The Program of Requirements ("POR") will be developed as a part of this project by the Criteria Architect/Engineer ("Criteria A/E").

All aspects of the project and related issues will be implemented and operated consistent with the Contracting Authority and/or Owner's policies and procedures.

#### B. Scope of Services

**Pursuant to ORC 153.694, professional design firms selected to provide C-A/E services shall not provide any A/E of Record services for the project for which the professional design firm was selected as the C-A/E.**

For projects advertised with an appropriately developed Program of Requirements ("POR"), upon award of the Agreement, commence with Design. For projects without such a POR, upon award of the Agreement, commence by developing the Program of Requirements.

The selected Criteria Architect/Engineer ("C-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 A/E Agreement detailed cost components to address the Owner's project requirements. Participate in the Encouraging Diversity, Growth & Equity (EDGE) Program as required by statute and the Agreement.

## Request for Qualifications (Criteria Architect/Engineer) continued

As required by the Agreement, and as properly authorized, provide the following categories of services: Concept and Design Criteria, Best Value Selection, Preconstruction, Construction and Closeout, and Additional Services of all types including Schematic Design and Design Development if a Design-Builder is not engaged to perform these services.

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, including (1) attend, lead, and provide progress meetings and 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.

Please list all major scope services needed to complete the selection process for successful project delivery. The specific scope of services must state particular building types, functional design or specialized professional services required to evaluate the level of experience of each applicant firm (e.g. parking garage, kitchen design, correctional facility, medical facility, educational facility). The scope of services should also define the types of basic and additional professional design and administration services necessary for the project (e.g. previous experience with local jurisdiction or similar sites, previous experience working with the State of Ohio, . This information will be used by each applicant to populate the Relevant Project Experience Matrix in Section F of Form F110-330.

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. Experience with occupied building renovations.
2. Experience with whole building Boiler systems and controls.
3. Experience with decommission of propane systems and general demolition.
4. Experience working in a State youth and/or correctional institution.
5. Experience with project estimation in detention industry.
6. Experience with hot water system upgrades and booster systems.
7. Experience with State of Ohio and other public-sector construction delivery methods.
8. Experience with OAKS CI.

### C. Estimated Budget / Funding

State Funding:	<u>\$2,500,000.00</u>
Other Funding:	<u>\$NA</u>
Construction Cost:	<u>\$2,000,000.00</u>
Total Project Cost:	<u>\$2,500,000.00</u>

### D. Anticipated Schedule

Professional Services Start:	<u>04 / 25</u>
Construction Notice to Proceed:	<u>09 / 25</u>
Substantial Completion of all Work:	<u>09 / 26</u>
Professional Services Completed:	<u>11 / 26</u>

### E. Estimated Basic Fee Range (see note below)

2.0% to 3.0%

### F. EDGE Participation Goal

Percent of initial Total A/E Fee: 5.0%

NOTE: **Basic Services** include: (1) Concept and Design Criteria, (2) Best Value Selection, (3) Preconstruction, and (4) Construction and Closeout services. The **Basic Fee** includes all registered design professional 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 Criteria A/E

Discipline: Engineering

Secondary

Disciplines: Mechanical-Electrical-Plumbing Eng.

Architecture

Fire Protection Engineering

### H. Additional Service Providers Required

Commissioning

NOTE: The lead Criteria A/E shall be (1) any architect holding a certificate issued under section 4703.10 of the Revised Code, (2) any landscape architect holding a certificate issued under section 4703.36 of the Revised Code, or (3) any engineer holding a certificate issued under section 4733.14 of the Revised Code.

**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.

Interested Criteria 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 Criteria 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 Criteria 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.

**If the Criteria 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.

Interested Criteria A/E firms must indicate on their *Statement of Qualifications*, the locations where their services will be performed in the spaces provided or by attachment in accordance with the requirements of Executive Order 2019-12D related to providing services only within the United States and the requirements of Executive Order 2022-02D prohibiting purchases from or investment in any Russian institution or company. Failure to do so may cause their *Statement of Qualifications* to be rejected.

**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+, CCA, 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.

# Criteria Architect/Engineer Selection Rating Form

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Project Name CJCF Boilers and Hot Water Tanks Proposer Firm \_\_\_\_\_  
 Project Number DYS-250216 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary Firm Location, Workload and Size</b> (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 \$100,000	2	
	\$100,000 to \$500,000	1	
	More than \$500,000	0	
c. Number of licensed professionals	Less than 2 professionals	1	Max = 3
	2 to 4 professionals	3	
	More than 4 professionals	2	
<b>2. Primary Firm Qualifications</b> (Maximum 30 points)			
a. Project management lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	
b. Project criteria design lead	Experience / creativity of project designer to achieve owner's vision and requirements	0 - 10	
c. Technical staff	Experience / ability of technical staff to create accurate and complete design criteria	0 - 10	
<b>3. Key Consultant Qualifications</b> (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	
<b>4. Overall Team Qualifications</b> (Maximum 10 points)			
a. Previous team collaboration	Less than 2 sample projects	0	
	2 to 4 sample projects	2	
	More than 4 sample projects	5	
b. Team organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
<b>5. Overall Team Experience</b> (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 method	Less than 3 projects	0 - 3	
	4 to 6 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 6 projects	2 - 3	
	More than 6 projects	4 - 5	
* Must be comprised of registered professional design consulting firms and NOT the lead firm - For more information on scoring this and other criteria refer to <a href="#">Document F199-01 - PS Selection Rating Rubric</a> .		<b>Subtotal</b>	

Notes:

Evaluator:

Name \_\_\_\_\_

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