

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>OXD Runway End Identifier Lights</u>	Response Deadline	<u>11/21/24</u>	<u>2:00 pm</u> local time
Project Location	<u>27101 Fairfield Rd</u>	Project Number	<u>MUN-100114</u>	
City / County	<u>Oxford / Butler</u>	Project Manager	<u>John Porchowsky</u>	
Owner	<u>Miami Univeristy</u>	Contracting Authority	<u>Local Higher Education</u>	
Delivery Method	<u>General Contracting</u>	Prevailing Wages	<u>Federal</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 John Porchowsky at jp@miamioh.edu and Laura Baessler at baessler@miamioh.edu. See Section J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to John Porchowsky at jp@miamioh.edu and Laura Baessler at baessler@miamioh.edu 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

Miami University owns the Miami University Airport (“OXD”) located in Oxford, Ohio. OXD services the general aviation needs of the tri-state region. The total annual operations at OXD are approximately 17,316. There are 18 aircraft currently based at OXD. OXD is leased and operated by the CVG Airport Authority (CVGAA).

Miami University is seeking qualified design consultants to develop comprehensive design plans for the replacement of the Miami University Airport (OXD) Runway End Identifier Lights (REILs) at each runway ends. The selected consultant will be responsible for creating detailed design documents in compliance with the requirements of Federal Aviation Administration (“FAA”) Standards, Miami University, CVGAA, and Ohio Department of Transportation (“ODOT”) Aviation Program Standards.

The primary objectives of this design-only phase are as follows:

Develop detailed design plans for the replacement of Runway End Identifier Lights (REILs) at both runway 5 and 23 ends.
Ensure compliance with all relevant FAA regulations, standards, and guidelines.
Provide comprehensive design documentation to facilitate the subsequent construction phase.

The Proposed project will be funded with FAA Airport Improvement Program (AIP) Grants. The selected consultant must be familiar with all FAA Advisory Circulars and procedures.

B. Scope of Services

Upon award of the Agreement, commence by developing the Program of Requirements.

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 Diversity, Growth& Equity (EDGE) Program as required by statute and the Agreement.

As required by the Agreement, and as properly authorized, provide the following categories of services: Program Verification, Schematic Design, Design Development, Construction Document Preparation, Bid and Award Support, Conformed Documents, Construction Administration, Post-Construction, and Additional Services of all types.

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 2 hours (excluding travel time) on-site construction administration services each week, 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.

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This project may be financed with grant assistance from the Federal Aviation Administration and is subject to Davis-Bacon Act and Related Provisions. The total amount of the federal grant is to be determined. The definitions and Contract Provisions contained within 29 CFR Part 5 are terms of the contract and will be set forth fully therein. The Davis-Bacon Act and Related Provisions can be accessed electronically at:

<http://www.ecfr.gov/cgi-bin/text-idx?SID=c961274a08c1423164e297c9d95b4e02&node=pt29.1.5&rgn=div5>

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. Engineering Services
2. Electrical Contractors and Other Wiring Installation Contractors
3. Site Preparation Contractors
4. Construction Administration

Scope of Work:

1. Site Assessment:

1. Conduct a thorough assessment of the designated installation areas for the REILs.
2. Evaluate site conditions, including existing infrastructure, electrical systems, and any potential obstructions.

2. Design Development:

1. Develop detailed design plans for the installation of new REILs, including precise positioning, azimuth, and elevation angles.
2. Specify all necessary electrical connections, power requirements, and control mechanisms.

3. Compliance and Regulation:

1. Ensure that the design plans meet or exceed all relevant FAA regulations, standards, and guidelines, including FAA AC 150-5340-30J.

4. Cost Estimation:

1. Provide a detailed cost estimate for the implementation of the design plans, including materials, labor, and any additional expenses.

5. Documentation:

1. Create comprehensive design documents, including drawings, specifications, and any necessary calculations.
2. Prepare a detailed bill of materials (BOM) for the REIL replacement project.

6. Coordination and Communication:

1. Collaborate with the airport authorities and other stakeholders to incorporate any specific requirements or considerations into the design.

7. Submission of Design Plans:

1. Provide the finalized design plans, documentation, and cost estimates to Miami University within the specified timeline.

8. Construction Administration

1. Provide oversight and execution of a construction contract during the preconstruction and construction phases of a project.

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. Electrical engineering services
2. Previous airport work including scope similar to that explained in this solicitation

C. Estimated Budget / Funding

State Funding:	<u>\$0</u>
Other Funding:	<u>\$125,000</u>
Construction Cost:	<u>\$90,000</u>
Total Project Cost:	<u>\$125,000</u>

D. Anticipated Schedule

Professional Services Start:	<u>11 / 24</u>
Construction Notice to Proceed:	<u>04 / 25</u>
Substantial Completion of all Work:	<u>06 / 25</u>
Professional Services Completed:	<u>07 / 25</u>

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E. Estimated Basic Fee Range (see note below)

12% to 18%

F. EDGE Participation Goal

Percent of initial Total A/E Fee:

0.0%

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: Engineering

Secondary

Disciplines: Electrical Engineering

Civil Engineering

Surveying

H. Additional Service Providers Required

Construction Administration

Materials Testing

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).
- 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.
- Ability to furnish qualified construction inspectors
- 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 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.

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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 label the CD or DVD and the sleeve with the project number and firm name if applicable.

Paper copies of the *Statement of Qualifications*, if requested, should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary.

Facsimile copies of the *Statement of Qualifications* will not be accepted.

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, Section E of the F110-330 form.

K. Government Clauses

Miami University, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Bidders must comply with Executive Order 11246-Affirmative Action and Equal Employment Opportunities; and must adhere to the provisions of: 49 CFR Part 30 – Foreign Trade Restrictions; 49 USC 50101 - Buy American Preference; the Davis-Bacon Requirements; 49 CFR Part 29 – Certification Regarding Debarment and Suspension; 41 CFR § 60-1.8 – Nonsegregated Facilities Requirement; 31 USC § 1352 – Byrd Anti-Lobbying Amendment; drug-free workplace requirements, and all other federal grant requirements included within the Bidding and Contract Documents.

In accordance with Miami University policies bidders must comply with the following:

Non-Discrimination Policy which covers both federal and State of Ohio requirements- <https://www.miamioh.edu/policy-library/employees/general-employment/non-discrimination/title-ix-protocol.html>

Policy Prohibiting Harassment and Discrimination- <https://miamioh.edu/policy-library/employees/general-employment/non-discrimination/prohibiting-harassment-and-discrimination.html>

Sexual Misconduct Policy – required by Title IX and implementing Federal Regulations- <https://www.miamioh.edu/policy-library/employees/general-employment/non-discrimination/title-ix-protocol.html>

Smoke and Tobacco Free- <https://miamioh.edu/policy-library/administration-operations/university-property/smoke-tobacco-free-environment.html>

Use of University Property- <https://www.miamioh.edu/policy-library/administration-operations/university-property/law-and-order.html>

Reporting and Addressing Illegal Activity- <https://miamioh.edu/policy-library/employees/general-employment/ethics-and-external-services/reporting-and-addressing-illegal-activity-and-misconduct.html>

Weapons- <https://www.miamioh.edu/policy-library/administration-operations/university-property/weapons.html>

Illegal or Unauthorized Use of University Computing Resources- <https://www.miamioh.edu/policy-library/administration-operations/it-services/illegal-unauthorized-use-university-computing-resources.html>

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Responsible Use of Computing Resources- <https://miamioh.edu/policy-library/administration-operations/it-services/responsible-use-university-computing-resources.html>

Drones- <https://www.miamioh.edu/policy-library/administration-operations/university-property/unmanned-aircraft-system.html>

Drug Free Work Place- <https://www.miamioh.edu/policy-library/employees/general-employment/drug-free/drug-free-workplace.html>

The Cleary Act Emergency Notification and Response Policy –
<https://www.miamioh.edu/policy-library/students/undergraduate/health-safety/emergency-notification-and-response.html>

The following Government Clauses will be incorporated into the final agreement without exception.

- A. Access to Records And Reports. The Consultant must maintain an acceptable cost accounting system. The Consultant agrees to provide the Owner, the Federal Aviation Administration and the Comptroller General of the United States or any of their duly authorized representatives access to any books, documents, papers and records of the Consultant which are directly pertinent to the specific contract for the purpose of making audit, examination, excerpts and transcriptions. The Consultant agrees to maintain all books, records and reports required under this contract for a period of not less than three years after final payment is made and all pending matters are closed.
- B. Breach of Contract Terms. Any violation or breach of terms of this Contract on the part of the Consultant or their subcontractors may result in the suspension or termination of this Contract or such other action that may be necessary to enforce the rights of the parties of this Contract. The duties and obligations imposed by the Contract and the rights and remedies available thereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law.

Miami University will provide Consultant written notice that describes the nature of the breach and corrective actions the Consultant must undertake in order to avoid termination of the contract. Miami University reserves the right to withhold payments to Consultant until such time the Consultant corrects the breach or Miami University elects to terminate the contract.

Miami University's notice will identify a specific date by which the Consultant must correct the breach. Miami University may proceed with termination of the contract if the Consultant fails to correct the breach by the deadline indicated in the Miami University's notice.

The duties and obligations imposed by the Contract Documents and the rights and remedies available thereunder are in addition to, and not a limitation of, any duties, obligations, rights and remedies otherwise imposed or available by law.

- C. General Civil Rights Provision. In all its activities within the scope of its airport program, the Consultant agrees to comply with pertinent statutes, Executive Orders, and such rules as identified in Title VI List of Pertinent Nondiscrimination Acts and Authorities to ensure that no person shall, on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability be excluded from participating in any activity conducted with or benefiting from Federal assistance. This provision binds the Consultant and subcontractors from the bid solicitation period through the completion of the contract.
- D. Civil Rights Act of 1964, Title VI-49 CFR Part 21.
During the performance of this Contract, Consultant for itself, its assignees and successors in interest agree as follows:
1. Compliance with regulations. Consultant shall comply with the Title VI List of Pertinent Nondiscrimination Acts and Authorities, as they may be amended from time to time, which are herein incorporated by reference and made a part of this Contract.
 2. Non-discrimination. Consultant, with regard to the work performed by it during the Contract, shall not discriminate on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age or disability in the selection and retention of subcontractors, including procurements of materials and leases of equipment. Consultant shall not participate either directly or indirectly in the discrimination prohibited by the Nondiscrimination Acts and Authorities, including employment practices when the Contract covers the program set forth in Appendix B of the 49 CFR part 21.

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3. Solicitations for subcontractors, including procurements of materials and equipment. In all solicitations either by competitive bidding or negotiation made by a consultant for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by consultant of contractor's obligations under this Contract and the Nondiscrimination Acts and Authorities, relative to non-discrimination on the grounds of race, color, or national origin.
4. Information and reports. Consultant shall provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by MIAMI UNIVERSITY or the FAA to be pertinent to ascertain compliance with such Nondiscrimination Acts and Authorities and instructions. Where any information required of consultant is in the exclusive possession of another who fails or refuses to furnish this information, Consultant shall so certify to MIAMI UNIVERSITY or the FAA, as appropriate, and shall set forth what efforts it has made to obtain the information.
5. Sanctions for Noncompliance. In the event of Consultant's non-compliance with the non-discrimination provisions of this Contract, MIAMI UNIVERSITY shall impose such contract sanctions as it or the FAA may determine to be appropriate, including, but not limited to:
 - a. withholding of payments to Consultant under the Contract until Consultant complies, and/or
 - b. cancellation, termination or suspension a contract, in whole or in part.
6. Incorporation of provisions. Consultant shall include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempted by the Acts, the Regulations, and directives issued pursuant thereto. Consultant shall take such action with respect to any subcontract or procurement as Miami University or the FAA may direct as a means of enforcing such provisions including sanctions for non-compliance. Provided, however, that in the event Consultant becomes involved in or is threatened with, litigation with a subcontractor or a supplier as a result of such direction, Consultant may request Miami University to enter into such litigation to protect the interest of Miami University and, in addition, Consultant may request the United States to enter into such litigation to protect the interest of the United States.

Title VI List of Pertinent Nondiscrimination Authorities

During the performance of this contract, the Consultant, for itself, its assignees, and successors in interest (hereinafter referred to as the "Consultant") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 CFR part 21 (Non-discrimination in Federally-Assisted Programs of The Department of Transportation—Effectuation of Title VI of The Civil Rights Act of 1964);
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR part 27 (Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance);
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act of 1990 (42 USC § 12101, *et seq.*) (prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities) as implemented by Department of Transportation regulations at 49 CFR parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations (ensures nondiscrimination against minority populations by discouraging programs, policies, and

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activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations);

- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 (2005));
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

- E. Clean Air and Water Pollution Control. Consultant agrees to comply with all applicable standards, orders, and regulations issued pursuant to the Clean Air Act (42 U.S.C. § 740-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. § 1251-1387). The Consultant agrees to report any violation to MIAMI UNIVERSITY immediately upon discovery. MIAMI UNIVERSITY assumes responsibility for notifying the Environmental Protection Agency (EPA) and the Federal Aviation Administration. Consultant must include this requirement in all subcontracts that exceed \$150,000.
- F. Certification regarding debarment, suspension, ineligibility, and voluntary exclusion - 49 CFR Part 29. Consultant certifies, by submission of this proposal or acceptance of this Contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. Consultant further agrees that it will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where Consultant or any lower tier participant is unable to certify to this statement, it shall attach an explanation to its solicitation/proposal.
- G. DBE Obligation. The Consultant and its subconsultants, successors and assigns agree to ensure that DBEs, as defined in 49 CFR Part 26, have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds. In this regard, the Consultant and its subconsultants, successors and assigns must take all necessary and reasonable steps in accordance with 49 CFR Part 26 to ensure that DBEs have the maximum opportunity to compete for and perform contracts. The Consultant, its subconsultants, successors and assigns, must not discriminate on the basis of race, color, national origin, gender, physical disability, or veteran's status in the award and performance of DOT assisted contracts.

Per 49 CFR Part 26, the Owner has adopted a DBE Program, incorporated by reference, including overall goals applicable to this Contract. Consultant must comply with the requirements of 49 CFR Part 26, regulations of the U.S. Department of Transportation, and the Owner's most current DBE Program, including any updates or revisions during the term of the Contract. The DBE Program Goals and Policies can be found in their entirety here: <https://www.cvgairport.com/general-aviation/oxd-airport/about/>. These regulations impose goals for DBE/SBE participation in applicable projects at the Airport. The Owner encourages Consultant to voluntarily include significant involvement with socially and economically disadvantaged business enterprises and small business enterprises in operations under its agreements with the Owner.

1. Contract Assurance (§ 26.13). The Consultant or subconsultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Consultant shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT assisted contracts. Failure by the Consultant to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as the recipient deems appropriate, which may include, but is not limited to:
 - a. Withholding monthly progress payments;
 - b. Assessing sanctions;
 - c. Liquidated damages; and/or
 - d. Disqualifying the Consultant from future bidding as non-responsible.

This Contract Assurance shall be placed in every DOT-assisted contract and subcontract.

2. Prompt Payment (§ 26.29). Consultant agrees to pay each subconsultant under this Agreement or any supplement hereto for satisfactory performance of its contract no later than thirty (30) days from the receipt of each payment the Consultant receives from the Owner. The Consultant agrees further to return retainage payments to each subconsultant within thirty (30) business days after the subconsultant's work is satisfactorily completed. A subconsultant's work is satisfactorily completed when all the tasks called for in the subcontract have been accomplished and documented as required by the Owner. When the Owner has made an incremental acceptance of a portion of a prime contract, the work of a subconsultant covered by that acceptance is deemed to be satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of the Owner. This clause applies to both DBE and non-DBE subconsultants. A violation of the prompt payment provisions contained within a consultant contract will be grounds for the Board to terminate such Consultant's contract. In addition, the Board may impose such other penalties as are in accord with the provisions of 49 CFR 26.29(b)(1)(2) and (3).

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3. Termination and Substitution of DBE/SBE Subcontracts (49 CFR § 26.53(f)). The Consultant must utilize the specific DBEs/SBEs listed in the Consultant's solicitation response, if any, to perform the work and supply the materials for which each is listed unless the Consultant obtains prior written consent of Owner's DBE Liaison Officer as provided in 49 CFR Part 26, §26.53(f). Unless this consent is provided, the Consultant is not entitled to any payment for work or material unless it is performed or supplied by the listed DBE/SBE. This includes, but is not limited to, instances in which the prime Consultant seeks to perform work originally designated for a DBE subconsultant with its own forces or those of an affiliate, a non-DBE firm, or with another DBE firm.

Owner may provide such written consent only if Owner agrees, for reasons stated in the concurrence document, that the prime Consultant has good cause to terminate the DBE firm. For purposes of this paragraph, good cause includes the circumstances listed in 49 CFR §26.53. Before transmitting to Owner its request to terminate and/or substitute a DBE subconsultant, the prime Consultant must give notice in writing to the DBE/SBE subconsultant, with a copy to Miami University, of its intent to request to terminate and/or substitute, and the reason for the request. The prime Consultant must give the DBE five days to respond to the prime Consultant's notice and advise Owner and the Consultant of the reasons, if any, why it objects to the proposed termination of its subcontract and why Owner should not approve the prime Consultant's action. If required in a particular case as a matter of public necessity (e.g., safety), Owner may provide a response period shorter than five days.

In addition to post-award terminations, the provisions of this section apply to pre-award deletions of or substitutions for DBE firms put forward by offerors in negotiated procurements.

The Consultant must comply with 49 CFR §26.53 and Miami University's DBE Program on Good Faith Efforts procedural requirements prior to terminating or substituting a DBE/SBE. If Owner's DBE Liaison Officer approves the termination, the Consultant shall make good faith efforts to replace a DBE or SBE that is terminated with another certified DBE or SBE respectively, to the extent needed to meet the contract goal. The Consultant shall obtain Owner's prior approval of the substitute DBE/SBE and provide copies of new or amended subcontracts, or documentation of good faith efforts.

4. Bidder's List. At the time of submission of its bid and upon any hiring of new subconsultants the Consultant shall submit the below information in a format prescribed by the Owner for all firms bidding or quoting subcontracts on DOT-assisted projects as required by 49 CFR Part 26 This shall be completed by the Prime Consultant for every proposed Subconsultant for this project regardless of their DBE status.
 - a. Firm name
 - b. Firm Address including Zip code
 - c. Firm's status as a DBE or non-DBE
 - d. Race and gender information for the firm's majority owner
 - e. NAICS code applicable to each scope of work the firm sought to perform in its bid
 - f. Age of the firm
 - g. Annual gross receipts of the firm. The gross receipts will be obtained by asking each firm to indicate into what gross receipts bracket they fit (e.g. less than \$1 million; \$1-3 million; \$3-6 million; \$6-10 million, etc.) rather than requesting an exact figure from the firm.

Consultant must provide a copy of all subcontracts to Owner. The Consultant shall ensure that all subcontracts or agreements to supply labor or materials include all required contract provisions and mandate that the subconsultant and all lower tier subconsultants perform in accordance with the provisions of Part 26.

- H. Distracted Driving. In accordance with Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving", (10/1/2009) and DOT Order 3902.10, "Text Messaging While Driving", (12/30/2009), the Federal Aviation Administration encourages recipients of Federal grant funds to adopt and enforce safety policies that decrease crashes by distracted drivers, including policies to ban text messaging while driving when performing work related to a grant or subgrant. In support of this initiative, the Owner encourages the Consultant to promote policies and initiatives for its employees and other work personnel that decrease crashes by distracted drivers, including policies that ban text messaging while driving motor vehicles while performing work activities associated with the project. The Consultant must include the substance of this clause in all sub-tier contracts exceeding \$10,000 that involve driving a motor vehicle in performance of work activities associated with the project.
- I. Domestic Preferences For Procurements. The Bidder or Offeror certifies by signing and submitting this bid or proposal that, to the greatest extent practicable, the Bidder or Offeror has provided a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including, but not limited to, iron, aluminum, steel, cement, and other manufactured products) in compliance with 2 CFR § 200.322.
- J. Equal Employment Opportunity. During the performance of this Contract, the Consultant agrees as follows:

Request for Qualifications (Architect / Engineer) continued

1. The Consultant will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The Consultant will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff, or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
 2. The Consultant will, in all solicitations or advertisements for employees placed by or on behalf of the Consultant, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
 3. The Consultant will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the Consultant's legal duty to furnish information.
 4. The Consultant will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of the Consultant's commitments under this section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
 5. The Consultant will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
 6. The Consultant will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
 7. In the event of the Consultant's noncompliance with the nondiscrimination clauses of this contract or with any such rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Consultant may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
 8. The Consultant will include the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Consultant will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions, including sanctions for noncompliance: *Provided*, however, that in the event the Consultant becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the Consultant may request the United States to enter into such litigation to protect the interests of the United States.
- K. Federal Fair Labor Standards Act (Federal Minimum Wage). This Contract incorporates by reference the provisions of 29 CFR part 201, the Federal Fair Labor Standards Act (FLSA), with the same force and effect as if given in full text. The FLSA sets minimum wage, overtime pay, recordkeeping, and child labor standards for full and part time workers. The Consultant has full responsibility to monitor compliance to the referenced statute or regulation. The Consultant must address any claims or disputes that arise from this requirement directly with the U.S. Department of Labor – Wage and Hour Division.
- L. Foreign Trade Restriction Certification. By submission of an offer or executing this contract, the Consultant certifies that with respect to this solicitation and any resultant contract, the Consultant:
1. is not owned or controlled by one or more citizens of a foreign country included in the list of countries that discriminate against U.S. firms as published by the Office of the United States Trade Representative (USTR);

Request for Qualifications (Architect / Engineer) continued

2. has not knowingly entered into any contract or subcontract for this project with a person that is a citizen or national of a foreign country included on the list of countries that discriminate against U.S. firms as published by the USTR; and
3. has not entered into any subcontract for any product to be used on the Federal project that is produced in a foreign country included on the list of countries that discriminate against U.S. firms published by the USTR.

This certification concerns a matter within the jurisdiction of an agency of the United States of America and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18 USC § 1001.

The Offeror/Consultant must provide immediate written notice to the Owner if the Offeror/Consultant learns that its certification or that of a subcontractor was erroneous when submitted or has become erroneous by reason of changed circumstances. The Consultant must require subcontractors provide immediate written notice to the Consultant if at any time it learns that its certification was erroneous by reason of changed circumstances.

Unless the restrictions of this clause are waived by the Secretary of Transportation in accordance with 49 CFR § 30.17, no contract shall be awarded to an Offeror or subcontractor:

1. who is owned or controlled by one or more citizens or nationals of a foreign country included on the list of countries that discriminate against U.S. firms published by the USTR; or
2. whose subcontractors are owned or controlled by one or more citizens or nationals of a foreign country on such USTR list; or
3. who incorporates in the public works project any product of a foreign country on such USTR list.

Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by this provision. The knowledge and information of a contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

The Consultant agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification without modification in all lower tier subcontracts. The Consultant may rely on the certification of a prospective subcontractor that it is not a firm from a foreign country included on the list of countries that discriminate against U.S. firms as published by USTR, unless the Offeror has knowledge that the certification is erroneous.

This certification is a material representation of fact upon which reliance was placed when making an award. If it is later determined that the Consultant or subcontractor knowingly rendered an erroneous certification, the Federal Aviation Administration (FAA) may direct through the Owner cancellation of the contract or subcontract for default at no cost to the Owner or the FAA.

M. Lobbying and Influencing Federal Employees 49 CFR Part 20.

1. No Federal appropriated funds shall be paid, by or on behalf of the Consultant, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant and the amendment or modification of any Federal grant.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any Federal grant, the Consultant shall complete and submit Standard Form-LLL, "Disclosure of Lobby Activities," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Request for Qualifications (Architect / Engineer) continued

- N. Occupational Safety and Health Act of 1970. This Contract incorporates by reference the requirements of 29 CFR Part 1910 with the same force and effect as if given in full text. Consultant must provide a work environment that is free from recognized hazards that may cause death or serious physical harm to the employee. The Consultant retains full responsibility to monitor its compliance and their subcontractor's compliance with the applicable requirements of the Occupational Safety and Health Act of 1970 (20 CFR Part 1910). Consultant must address any claims or disputes that pertain to a referenced requirement directly with the U.S. Department of Labor – Occupational Safety and Health Administration.
- O. Prohibition On Certain Telecommunications And Video Surveillance Services Or Equipment. Consultant and Subcontractor agree to comply with mandatory standards and policies relating to use and procurement of certain telecommunications and video surveillance services or equipment in compliance with the National Defense Authorization Act [Public Law 115-232 § 889(f)(1)].
- P. Seismic Safety. In the performance of design services, the Consultant agrees to furnish a building design and associated construction specification that conform to a building code standard that provides a level of seismic safety substantially equivalent to standards as established by the National Earthquake Hazards Reduction Program (NEHRP). Local building codes that model their building code after the current version of the International Building Code (IBC) meet the NEHRP equivalency level for seismic safety. At the conclusion of the design services, the Consultant agrees to furnish the Owner a "certification of compliance" that attests conformance of the building design and the construction specifications with the seismic standards of NEHRP or an equivalent building code.
- Q. Veteran's Preference. In the employment of labor (excluding executive, administrative, and supervisory positions), the Consultant and all sub-tier contractors must give preference to covered veterans as defined within Title 49 United States Code Section 47112. Covered veterans include Vietnam-era veterans, Persian Gulf veterans, Afghanistan-Iraq war veterans, disabled veterans, and small business concerns (as defined by 15 USC § 632) owned and controlled by disabled veterans. This preference only applies when there are covered veterans readily available and qualified to perform the work to which the employment relates.

All bidders must complete and include the following forms (attached) with the Statement of Qualifications:

- a. **EEO Certification**
- b. **DBE Letter of Intent**
- c. **Non Debarment or Suspension Certification**
- d. **Disclosure of Lobbying Activities Certification**
- e. **Tax Delinquency and Felony Convictions Certification**
- f. **Foreign Trade Restrictions Certification**

EEO CERTIFICATION

The Bidder certifies and agrees that all persons employed by such firm, its affiliates, subsidiaries, or holding companies are and will be treated equally by the firm without regard to or because of race, religion, ancestry, national origin, age, handicap, or sex, and in compliance with all anti-discrimination laws of the United States of America and the State of Ohio.

BIDDER'S CERTIFICATION

1. The Bidder has a written policy statement prohibiting discrimination in all phases of employment.

Answer "YES" or "NO" _____

2. The Bidder periodically conducts a self analysis or utilization analysis of its work force.

Answer "YES" or "NO" _____

3. The Bidder has a system for determination if its employment practices are discriminatory against protected groups.

Answer "YES" or "NO" _____

4. Where problem areas are identified in employment practices, the Bidder has a system for taking reasonable corrective action to include establishment of goals and timetables.

Answer "YES" or "NO" _____

Bidder Name: _____

By: _____
(SIGNATURE)

Date: _____

Name and Title _____
(PRINT OR TYPE)

Business Address _____

IRS Employer ID# _____

DISADVANTAGED BUSINESS ENTERPRISE (DBE) LETTER OF INTENT

Name of bidder's firm: _____

Bidder's address: _____

City: _____ State: _____ Zip: _____

Name of DBE firm: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

DBE Certified NAICS Codes (applicable to this project): _____

Description of Work to be performed by DBE firm: Description of Work and if Manufacturer/Regular Dealer/Distributor/Broker (if applicable)

The bidder intends to utilize the above-named DBE firm for the work described above. The estimated amount of work is valued at

\$ _____.

Affirmation

The above-named DBE firm affirms that it will perform the portion of the contract for the estimated dollar value as stated above.

By _____

(Signature)

(Title)

(Company)

If the above-named bidder is not determined to be the successful bidder, this Letter of Intent and Affirmation is null and void. The undersigned bidder/offeror is committed to utilizing the above-named DBE firm for the work described above.

The above-named Bidder affirms that it will utilize the listed DBE firm for the portion of the contract for the estimated dollar value as stated above.

By _____

(Signature)

(Title)

(Company)

The bidder/offeror understands that if it is awarded the contract/agreement resulting from this procurement, it must enter into a subcontract with the DBE firm identified above that is representative of the type and amount of work listed. Bidder/offeror understands that upon submitting this form with its bid/offer, it may not substitute or terminate the DBE listed above without following the procedures of 49 CFR Part 26, §26.53.

(Submit this page for each DBE subcontractor.)

NON-DEBARMENT OR SUSPENSION CERTIFICATION

In accordance with the CODE OF FEDERAL REGULATIONS, Part 49, CFR Section 29.510, the Bidder, being duly sworn (or under penalty of perjury under the laws of the United States), certifies to best of his/her knowledge and belief, that its principals:

1. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;

2. have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of record, making false statements, or receiving stolen property;

3. are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in the above paragraph of this certification; and

4. have not within a three-year period preceding this proposal had one or more public transactions (federal, state, or local) terminated for cause or default.

Where the Bidder is unable to certify to any of the statements in this certification, such Bidder shall list exceptions below. Exceptions will not necessarily result in denial of award, but will be considered in determining contractor responsibility. For any exception noted, indicate below to whom it applies, the initiating agency, and the dates of the action. Providing false information may result in criminal prosecution or administrative sanction. If an exception is noted, the Bidder must contact the Sponsor to discuss the exception prior to award of the Contract.

The Bidder certifies under penalty of perjury under the laws of the State of Ohio that the foregoing is correct and true.

Name: Bidding contractor _____

By _____
(Signature)

Name and Title _____ Date: _____
(PRINT OR TYPE)

DISCLOSURE OF LOBBYING ACTIVITIES CERTIFICATION

Certification for Federal-Aid Construction Services. In accordance with Public Law 101-1210, Section 319, by signing and submitting this bid, the Bidder certifies to the best of Bidder's knowledge and belief:

1. that no federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement; and

2. that if any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence and officer or employee of any federal agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form -LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

This certification is a material representation of fact upon which reliance will be placed when a transaction is made or entered into. Submission of this Certification is a prerequisite for making or entering into a transaction imposed by Section 1352, Title 31, United States Code. Any person who fails to file the required Certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Bidder also agrees by submitting its bid that Bidder shall require the language of this Certification be included in all lower tier subcontracts, which exceed \$100,000 and all subrecipients shall certify and disclose accordingly.

The Bidder certifies under penalty of perjury under the laws of the State of Ohio that the foregoing is correct and true.

Name: Bidding contractor _____

By _____ Date: _____
(Signature)

Name and Title _____
(Print or Type)

CERTIFICATION OF OFFERER/BIDDER REGARDING TAX DELINQUENCY AND FELONY CONVICTIONS

The applicant must complete the following two certification statements. The applicant must indicate its current status as it relates to tax delinquency and felony conviction by inserting a checkmark (ü) in the space following the applicable response. The applicant agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification in all lower tier subcontracts.

Certifications

1. 1) The applicant represents that it is (_____) is not (_____) a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.
2. 2) The applicant represents that it is (_____) is not (_____) a corporation that was convicted of a criminal violation under any Federal law within the preceding 24 months.

Note

If an applicant responds in the affirmative to either of the above representations, the applicant is ineligible to receive an award unless the sponsor has received notification from the agency suspension and debarment official (SDO) that the SDO has considered suspension or debarment and determined that further action is not required to protect the Government's interests. The applicant therefore must provide information to the Owner about its tax liability or conviction, who will then notify the FAA Airports District Office, which will then notify the agency's SDO to facilitate completion of the required considerations before award decisions are made.

Term Definitions

Felony conviction: Felony conviction means a conviction within the preceding twenty-four (24) months of a felony criminal violation under any Federal law and includes conviction of an offense defined in a section of the U.S. code that specifically classifies the offense as a felony and conviction of an offense that is classified as a felony under 18 U.S.C. § 3559.

Tax Delinquency: A tax delinquency is any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted, or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

TRADE RESTRICTION CERTIFICATION

Respondent certifies that with respect to this solicitation and any resultant contract, the Respondent -

1. is not owned or controlled by one or more citizens of a foreign country included in the list of countries that discriminate against U.S. firms as published by the Office of the United States Trade Representative (U.S.T.R.);
2. has not knowingly entered into any contract or subcontract for this project with a person that is a citizen or national of a foreign country included on the list of countries that discriminate against U.S. firms as published by the U.S.T.R.; and
3. has not entered into any subcontract for any product to be used on the Federal on the project that is produced in a foreign country included on the list of countries that discriminate against U.S. firms published by the U.S.T.R.

This certification concerns a matter within the jurisdiction of an agency of the United States of America and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001.

Unless the restrictions of this clause are waived by the Secretary of Transportation in accordance with 49 CFR 30.17, no contract may be awarded to Respondent or subcontractor:

1. (1) who is owned or controlled by one or more citizens or nationals of a foreign country included on the list of countries that discriminate against U.S. firms published by the U.S.T.R. or
2. (2) whose subcontractors are owned or controlled by one or more citizens or nationals of a foreign country on such U.S.T.R. list or
3. (3) who incorporates in the public works project any product of a foreign country on such U.S.T.R. list;

Nothing contained in the foregoing is construed to require establishment of a system of records in order to render, in good faith, the certification required by this provision. The knowledge and information of a respondent is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

Respondent agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification without modification in all lower tier subcontracts. Respondent may rely on the certification of a prospective subcontractor that it is not a firm from a foreign country included on the list of countries that discriminate against U.S. firms as published by U.S.T.R, unless Respondent has knowledge that the certification is erroneous.

This certification is a material representation of fact upon which reliance was placed when making an award. If it is later determined that Respondent or subcontractor knowingly rendered an erroneous certification, the Federal Aviation Administration (FAA) may direct through KCAB cancellation of the contract or subcontract for default at no cost to KCAB or the FAA.

CERTIFICATION

The information above is true and complete to the best of my knowledge and belief. (Note: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001).

Respondent Name: _____

By: _____ Date: _____
(Signature)

Name and Title: _____

Business Address: _____

Architect / Engineer Selection Rating Form

State of Ohio Standard Forms and Documents

Project Name OXD Runway End Identifier Lights Proposer Firm _____
 Project Number MUN-100114 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 75 miles	5	
	75 miles to 100 miles	2	
	More than 100 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$200,000	2	
	\$200,000 to \$1,000,000	1	
	More than \$1,000,000	0	
c. Number of licensed professionals	Less than 3 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 2 sample projects	1	Max = 3
	2 to 6 sample projects	2	
	More than 6 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 3 projects	0 - 3	
	3 to 6 projects	4 - 6	
	More than 6 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 2 projects	0 - 1	
	2 to 8 projects	2 - 3	
	More than 8 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 _____