

# Request for Qualifications (Architect / Engineer)

## State of Ohio Standard Forms and Documents

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

Project Name	<u>Cedarville and Clifton Historic Restorations</u>	Response Deadline	<u>8/26/2024</u>	<u>2:00pm</u>	local time
Project Location	<u>Multiple</u>	Project Number	<u>SFC-250445</u>		
City / County	<u>Cedarville and Clifton / Greene</u>	Project Manager	<u>Brad Curtis</u>		
Owner	<u>Cedarville Township and Village of Clifton</u>	Contracting Authority	<u>OFCC</u>		
Delivery Method	<u>CM at Risk</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 the OhioBuys electronic procurement system at [ohiobuys.ohio.gov](http://ohiobuys.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

The Village of Cedarville, OH seeks to renovate and restore its existing 12,600 SF Opera House built in 1888. The building is listed on the National Register of Historic Places. The goal is to restore the Opera House to its original character while adding contemporary but compatible amenities such as code compliant items, ADA compliance, elevator, freight elevator, restroom upgrades, warm-safe-dry provisions, MEP system upgrades, sanitary line repairs, sprinklers, fire alarm, sound+lighting controls, video equipment, projection screens, high speed internet, dressing rooms, green room, interior plaster/paint/woodwork restorations, seating and rake repairs, exterior masonry tuckpointing, fire escape repairs, minor foundation repairs, exterior window and trim refurbishment. The tenant spaces on the street level to be brought up to a "vanilla box" shell space condition, for future undetermined tenants. Overall, the building is in average to above-average condition, is occupiable from a code-compliance standpoint, sits vacant the majority of the year, yet has several scheduled events each year.

The Village of Clifton, OH seeks to renovate and restore its existing 5,544 SF Opera House, built in 1893 plus its existing Clifton Union School Building, 7,748 SF, built in 1910. The Opera House goal is to provide warm-safe-dry amenities, code compliance items, ADA compliance, elevator, restroom upgrades, MEP systems upgrades, sprinklers, fire alarm, sound+lighting controls, video equipment, projection screens, high speed internet, masonry tuckpointing, minor foundation stabilization, exterior window and trim refurbishment. Overall, the building is in average to above-average condition, is occupiable from a code-compliance standpoint, and has a wide range of events booked throughout the year. The objective at Clifton School is to provide warm-safe-dry provisions to the entire building, restore only a handful of rooms TBD to their original character, and cordon off and mothball the rest of the building. Overall, the building is in average to above-average condition, is occupiable from a code-compliance standpoint, has two tenants occupying several rooms yearly, plus houses several shoebox theater performances per year. The school was closed in 1962 due to district consolidation.

The Village of Cedarville owns the Cedarville Opera House. The Village of Clifton owns the Clifton Opera House and Union School. There are separate project budgets for each. All three buildings will be designed and constructed simultaneously with a single A/E and CMR.

There will be no LEED Certification goals or requirements for this Project.

It is a requirement that the A/E (lead Architect) be currently listed on the pre-approved Historic Preservation Consultant List with the Ohio History Connection.

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## B. Scope of Services

The development of a Program of Requirements (POR) will be included as part of the Professional Design as a Basic Service. The development of the POR will include coordination with OFCC on proposed items as related to the proposed budget and project schedule, a comprehensive survey/field investigation of the existing facility to provide recommendations for renovations. The project scope will be continuously evaluated, prioritized, and defined to align with the project budget and project schedule. Evaluation of the project construction schedule will also be a part of the POR stage. Each of these efforts by the A/E must work in conjunction with the CMR who will be procured by OFCC separately, but at the same time as the A/E.

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, CMR GMP Bid 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 12 hours (combined, all three projects, 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.

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. Project Delivery Method (CMR)
2. Role on Project (AOR, Consultant)
3. Historic Preservation Experience with Opera Houses, Theaters, Similar Historic Structures
4. Old Building Renovation Experience
5. OFCC Project Experience
6. Experience working with Public Entities (cities, counties, state) with Public Funding
7. Experience working in unison with CMR
8. Ohio Historic Preservation Office experience (submissions/approval processes) (Cedarville Only)
9. Listing on OHPO's pre-qualified Consultant List

## C. Estimated Budget / Funding

State Funding:	<u>\$17,800,000</u>
Other Funding:	<u>\$ 0</u>
Construction Cost:	<u>\$13,485,000</u>
Total Project Cost:	<u>\$17,800,000</u>

## D. Anticipated Schedule

Professional Services Start:	<u>08 / 24</u>
Construction Notice to Proceed:	<u>09 / 24</u>
Substantial Completion of all Work:	<u>12 / 26</u>
Professional Services Completed:	<u>01 / 27</u>

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

3% to 4%

## 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.**



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

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**The Firm will need to include the following commodity codes in their Supplier profile to ensure they are automatically notified when the solicitation posts on OhioBuys: A/E – 81101533 Restoration architecture services.**

Firms are requested to identify professional registrations, memberships and credentials including: the State Historic Preservation Office (SHPO) historic preservation consultant list, 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.

# Architect / Engineer Selection Rating Form

## State of Ohio Standard Forms and Documents

Project Name Cedarville and Clifton Historic Restorations Proposer Firm \_\_\_\_\_  
 Project Number SFC-250445 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary Firm Qualifications</b> (Maximum 23 points)			
a. Project management lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	Max = 13
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 - 3	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 5	
<b>2. Key Consultant Qualifications</b> (Maximum 10 points)			
a. Key discipline leads	Experience / ability of key consultants to perform effectively and collaboratively	0 - 10	
<b>3. Overall Team Qualifications and Experience</b> (Maximum 67 points)			
a. Team organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
b. Previous team collaboration	0 to 2 sample projects	1	Max = 3
	3 to 4 sample projects	2	
	More than 4 sample projects	3	
c. Previous team performance	Past performance as indicated by evaluations and letters of reference	0 - 15	
d. Experience with similar historical projects	Quality and relevance of experience	0 - 40	
e. Budget and schedule management	Performance in completing projects within original construction budget and schedule	0 - 5	
f. Knowledge of Ohio Capital Improvements process	One point per OAKS -CI project up to two projects	0 - 2	
* 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 <a href="#">Document F199-01 - PS Selection Rating Rubric</a> as a general guideline.			<b>Subtotal</b>

**Notes:**

**Evaluator:**

Name \_\_\_\_\_

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