

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: School District Board + OFCC

Project Name	<u>Tipp City School District</u>	Response Deadline	<u>09/04/24</u>	<u>4:00pm</u>	local time
Project Location	<u>90 S Tippecanoe Dr. Tipp City, OH 45371</u>	Project Number	<u>SFC-250512</u>		
City / County	<u>Tipp City / Miami</u>	Project Manager	<u>Anita Charlassier</u>		
Owner	<u>Tipp City School District Exempted Village</u>	Contracting Authority	<u>School District Board + OFCC</u>		
Delivery Method	<u>CM at Risk</u>	Prevailing Wages	<u>None</u>		
No. of paper copies requested (stapled, not bound)	<u>0</u>	No. of electronic copies requested (PDF)	<u>1</u>		

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

Submit all questions regarding this RFQ in writing to **Jill Hoobler** 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

Build one (1) new 218,944 square foot PK-8 Elementary / Middle School to house 1,987 students. The building is to be constructed on a site situated between the existing Tippecanoe Middle School and L.T.Ball Intermediate School, on N. Hyatt St., Tipp City, OH. This will include the abatement and demolition of Nevin Coppock Elementary School, roughly 40,632 SF, prior to construction. The existing Middle School and L.T. Ball Intermediate School buildings will remain operational during construction. The project delivery method for this new school building will be Construction Manager at Risk. The building is required to achieve LEED Silver certification at a minimum and the school district has elected NOT to incorporate a storm shelter into the new building design.

An early site package is anticipated for the PK-8 building and should be included as part of the AE basic services. Construction activities for the early site package are anticipated to start in April 2025. The main building GMP and Notice to Proceed is anticipated to be executed in October 2025 with a Substantial Completion date in October 2027.

Total New Elementary / Middle School Building Budget Cost: \$79,678,986.15 (\$67,567,513.93 Co-funded + \$12,111,472.22 Project Agreement LFI).

Project scope also includes work to renovate the existing 185,892 square foot Tippecanoe High School facility that currently houses 751 students utilizing the Construction Manager at Risk Delivery Method. Work is planned to be accomplished utilizing a multi-phased renovation operation to allow the facility to always remain in operation. Phasing and renovation plans have not been determined and will require extensive coordination and planning with the CMR firm. Work is anticipated to start in Summer 2026 with all phases of work being completed and full Substantial Completion reached by Summer 2027. Work is expected to be phased with most of the work done during summers of 2026 and 2027, with extremely limited swing space.

Total Building Budget Cost: \$13,939,887.72 (\$10,608,289.26 Co-funded + \$3,331,598.46 Project Agreement LFI)

Overall Construction Manager at Risk Delivery Method project scope also includes work to abate and demolish the following existing school buildings **after** occupancy is achieved and after the district has relocated their operations into the new PK-8 school building facility on these sites as referenced above have been completed. Finalization of the remaining new sitework scope will be required once abate/demo scope related to these facilities is completed:

- Tippecanoe Middle School Roughly 100,139 SF Total Project Cost: \$1,484,971.33

Overall project scope also includes work to Abate ONLY (NO demolition and NO new work) the following existing school buildings utilizing the Construction Manager at Risk Delivery Method **after** occupancy is achieved and the schools have relocated their operations into the new combination PK-8 school building facility referenced above:

- L.T. Ball Intermediate School Roughly 67,767 SF Total Project Cost: \$796,739.24

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A Project Agreement LFI of \$15,443,071 is incorporated into the overall project budget and represents the differential cost between Base Plan and Preferred Plan to satisfy the 100% Cap. The School District will be including locally funded initiative (LFI) for the following items to be included as part of the new PK-8 facilities and High School Renovation:

- Cost to cover delta of Preferred Plan from Master Plan
- Cost to renovate excess building square footage of Tippecanoe High School
- Cost to renovate auditorium of Tippecanoe High School
- Cost to renovate media center of Tippecanoe High School

An additional LFI budget may also be held by the District as Project Budget / Market Condition Protection and is not included as part of the Construction Cost or Total Project Cost identified below and will not be included in the AE Fee calculations.

Overall project scope also includes work to abate and demolish the following existing school buildings utilizing the General Contracting Delivery Method **after** occupancy of the PK-8 is achieved and the schools have relocated their operations into the new combination PK-8 school building facility referenced above:

- | | | |
|------------------------------|-------------------|------------------------------------|
| • Broadway Elementary School | Roughly 72,039 SF | Total Project Cost: \$1,184,258.42 |
| • Tipp Central School | Roughly 29,288 SF | Total Project Cost: \$757,347.09 |

Anticipated Notice to Proceed for all Abatement and/or Demolition projects listed above is late February 2028.

The School District may elect at any time in the future NOT to proceed with abatement and/or demolish activities at any of the above-listed facilities. The final determination will be made by the school district prior to the start of commencing with any required A/E Abatement consulting and / or design services for each facility and the A/E contract will be amended accordingly to remove that portion of the scope of services at that time.

B. Scope of Services

Provide A/E services for the buildings referenced above that are to be delivered via the Construction Manager at Risk and General Contracting delivery methods. Refer to the standard A/E Scope of Services for K-12 School Construction Manager at Risk (form M110-23.K12) and the standard A/E Scope of Services for K-12 General Contracting (form M110-13.K12) on the OFCC website.

Upon award of the Agreement, the Architect will 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 School Design 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 24 hours**, on-site construction administration services each week (excluding travel time), including (1) attendance at progress meetings, (2) a written field report of each site visit, (3) on-site representation by the A/E, not including any required time needed by the A/E consultant's 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 (MP, GC, CMR, DB)
2. Role on Project (AE-Lead, AE-Sub, CAE-Lead, CAE-Sub)
3. New K-12 Facility (ES, MS, HS, CT, Combination) with Student Centered Learning Environments / ELA's.
4. New Construction, Renovation, or Demolition (N, R, or D)
5. LEED Certification (Reg., Cert., Silver, Gold, Platinum). Specific LEED V4 knowledge / projects.
6. Detailed Estimating and CMR reconciliation process.
7. Analysis and Review of Construction Schedules and Updates
8. Ohio Capital Improvements Process (**Specifically worked on projects that are in OAKS CI**)

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- 9. Overall Budget Management, Cost Tracking and Change Order Review
- 10. Project Close-out and Final Cost Reconciliation

C. Estimated Budget / Funding

State Funding:	<u>\$34,957,219 (State Share)</u>
Other Funding:	<u>\$63,717,325 (Local Share+PALFI)</u>
Construction Cost:	<u>\$84,940,274.78</u>
Total Project Cost:	<u>\$98,674,544.18</u>

D. Anticipated Schedule

Professional Services Start:	<u>10 / 24</u>
Construction Notice to Proceed:	<u>04 / 25</u>
Substantial Completion of all Work:	<u>10 / 27</u>
Professional Services Completed:	<u>10 / 28</u>

E. Estimated Basic Fee Range (see note below)

6% to 6.5%

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:	<u>Architecture</u>
Secondary Disciplines:	<u>Mechanical-Electrical-Plumbing Eng.</u>
	<u>Fire Protection Engineering</u>
	<u>Civil Engineering</u>
	<u>Structural Engineering</u>
	<u>Landscape Architecture</u>
	<u>Kitchen/Food Service Design (K-12)</u>
	<u>Technology/Communic./Security (K-12)</u>
	<u>Interiors/Loose Furnishings Design (K-12)</u>
	<u>Acoustic Design (K-12)</u>
	<u>Signage/Graphic Design (K-12)</u>

H. Additional Service Providers Required

<u>Geotechnical Testing and Analysis</u>
<u>Quality Assurance Construction Testing</u>
<u>Special Inspections (OBC)</u>
<u>Environmental Consulting</u>
<u>Abatement Consulting</u>
<u>Surveying</u>
<u>Traffic Impact Study</u>
<u>Demolition Design</u>
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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 project vision, scope, budget, and schedule on previous projects.
- Previous experience compatible with the proposed project (e.g., type, size, *designs on occupied sites*).
- 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 (number and size 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.
- Past and Current OAKS-CI Experience
- Evaluation of construction schedules and progress of work
- Budget Management, Overall Budget Cost Tracking, and Estimating / reconciling with CMR firms.
- Ability to design at or below budget at all stages of design and experience in meeting current market conditions.
- Overall Project Close-out Procedures and Documentation

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Interested A/E firms are required to address how they will implement Building Information Modeling (“BIM”) on the project, experience and level of training of staff related to BIM, incorporation of team partners that have previous BIM experience, and an understanding of collaborative BIM processes, including but not limited to the *State of Ohio BIM Protocol* available at the OFCC website at <https://ofcc.ohio.gov>.

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.

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.

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.

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, Section E of the F110-330 form.

Architect / Engineer Selection Rating Form

State of Ohio Standard Forms and Documents

Project Name Tipp City School District Exempted Village Proposer Firm _____
 Project Number SFC-250512 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 \$1,000,000	2	
	\$1,000,000 to \$5,000,000	1	
	More than \$5,000,000	0	
c. Number of licensed professionals	Less than 4 professionals	1	Max = 3
	4 to 8 professionals	2	
	More than 8 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 3 sample projects	1	Max = 3
	3 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 4 projects	0 - 3	
	4 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 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.		Subtotal	
** Leadership in Energy & Environmental Design administered by Green Business Certification Inc.			

Notes:

Evaluator:

Name _____

Signature _____ Date _____