

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Ohio Facilities Construction Commission

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|--|--|--|----------------------|---------------------------|
| Project Name | <u>Governor's Residence Upgrades</u> | Response Deadline | <u>May 9, 2025</u> | <u>2:00 pm</u> local time |
| Project Location | <u>The Governor's Residence</u> | Project Number | <u>DAS-250003</u> | |
| City / County | <u>Bexley / Franklin</u> | Project Manager | <u>Phillip Haley</u> | |
| Owner | <u>Dept of Administrative Services</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 OFCC Procurement at procurement@ofcc.ohio.gov. See Section J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to OFCC Procurement at Procurement@ofcc.ohio.gov with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the Opportunities page on the OFCC website at <http://ofcc.ohio.gov> on a regular basis until one week before the response deadline. The name of the party submitting a question will not be included on the Q&A document.

Project Overview

A. Project Description

The Ohio Department of Administrative Services (ODAS), Office of Properties and Facilities (OPF) seeks to engage an A/E firm to provide Survey/Assessment, Design, CMR Bidding & Procurement Assistance, and Construction Administrative services for various repair and preventive maintenance needs at the Governor's Residence facility. The services are expected to be contracted for two biennium funding cycles, namely FY 25/26 & FY 27/28. The general scope for the FY 25/26 work is known and consists of the following scopes of work:

1. Roofing Repairs, Including Lightening Protection
2. Upgrade HVAC Systems/Provide new fresh air vents
3. Provide New Standby Generator
4. Elevator Control Modernization
5. Replace Heating Water Piping
6. Security Upgrades
7. Combustion Air Installation
8. Lighting Controls
9. Structural Assessment and Repair

During the design process for the FY 25/26 phase work, the A/E will perform a comprehensive facility condition assessment of the property, building envelope, physical plant and assessment of the current operation / maintenance programs of the main residence structure, ancillary buildings and the site's grounds. Based on the findings of that Assessment, the A/E will work with the owner to prioritize the work and develop the scope of work for the FY 27/28 biennium. Once funding is procured, the A/E will provide the design & construction administration services for the FY 27/28 phase of work with the CMR firm.

B. Scope of Services

Upon commencement of the design phases, provide the following categories of services: Field study needed to develop the design documents, Program of Requirements, Schematic Design/Design Development, Construction Document Preparation, Permitting, Bid and Award Support, Conformed Documents, Construction Administration, Post-Construction, Selected Additional Services and a comprehensive Facility Condition Assessment. The facility condition assessment is expected to be performed as part of the FY 25/26 scope of services, in tandem with the design & construction administration of the first biennium scope of work.

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 Contracting Authority, the cost breakdown of the Architect/Engineer Agreement detailed cost components to address the Owner's project requirements. This project will require participation in the Encouraging Growth, Diversity & Equity (EDGE) Program as required by statute and the Agreement.

Request for Qualifications (Architect / Engineer) continued

The Facilities Condition Assessment scope of work will include the minimum following summary scope of work:

1. Conduct engineering and architectural analysis of the property, physical plant and assessment of the current operation / maintenance programs. The analysis should be assumed to include everything located within the property boundary including but not limited to building envelope(s) building interior systems, structural systems, signage, sidewalks, HVAC systems, Electrical systems, Security Systems, Lighting & Lighting controls, Life safety systems, Plumbing systems, Utility service connections, Operation and maintenance programs to include maintenance and service contracts, Elevators, Restrooms, landscaping, etc. The selected AE should access as many areas as is feasible to provide an adequate amount of data to make an accurate determination of the condition of the systems as a whole. The A/E shall document existing conditions with photos of all building systems, components, and deficiencies. The A/E shall interview key staff, as needed, (including facility managers and maintenance personnel) regarding their maintenance experiences with each building's respective systems and components. The A/E shall review existing building documentation including previous surveys, construction & repair drawings, previous evaluations, ongoing maintenance/repair projects, ongoing renovation projects, preventive maintenance evaluations and recent condition reports.
2. Review and update existing owner building system and component inventories. ODAS / OPF maintains an electronic inventory of building systems and components complete with locations, manufacturer, model, serial number, and similar identifying information. The A/E will verify and update the existing inventory and provide an estimate of where the equipment/components/systems are in their lifecycle.
3. Review and assess the existing maintenance, repair, and preventive maintenance programs for the property. ODAS / OPF maintains written operations and maintenance programs for all building systems and components at each facility.
4. Develop a comprehensive list of recommended projects for improvements, repairs, renovations, and capital improvements based on the data collected from phase 1. Project recommendations shall include an estimated cost Project recommendations shall be categorized by priority.
5. Design and develop a written report that provides readers with an accurate view of current conditions, deficiencies, recommended projects, priority level of projects, timeline of when the projects should be scheduled over a specified period of years, and the cost involved for each action.
6. Design and develop a companion spreadsheet to the written report of recommended projects for improvements, repairs, renovations, and capital improvements that provides readers with an accurate view of projects required to address deficiencies, recommendations identified in this assessment, associated estimated construction costs, and other details that will be defined in more detail upon award.

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>.

The delivery method will be construction manager at risk (CMR). The A/E will assist in the procurement of the CMR including advisory level review of CMR proposal and attendance of CMR interviews to aid the owner in CMR selection. The CMR onboarding will align near the beginning of the Design Development phase. The A/E will work closely with the selected CMR firm for constructability and budgeting/schedule review throughout the design process.

During the construction period, the A/E will need to provide the required support depending on the amount of work in construction at the given time. Assume an average of 8 hours (excluding travel time) throughout the duration of the construction phases (the actual hourly commitment will ebb and flow depending on the amount of construction occurring at any given time; the A/E is expected to provide the weekly support necessary to maintain an adequate standard of care throughout the project). On-site construction administration services include (1) leading weekly construction progress meetings, (2) written meeting minutes, (3) a written field report of each site inspection/visit, (4) 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. Note: hours stated above are considered part of the A/E's Basic Services.

For purposes of completing the Relevant Project Experience Matrix in Section F of the Statement of Qualifications (Form F110-330), below is a list of relevant scope of work requirements for this RFQ:

1. Identify Relevant Project's Delivery Method (MP, GC, CMR, DB)
2. Identify Firm's Role on the Relevant Project (AOR, CMA, OA, CMR, DB, GC, Trade)
3. State of Ohio OFCC (Standard Documents / OAKS CI) experience
4. Facility/Property Condition Assessments.
5. Maintenance of historic properties.
6. Maintenance of Residential Estates & Gardens
7. Secure Government Facilities

Request for Qualifications (Architect / Engineer) continued

Professional services are expected to commence after Controlling Board approval of the A/E contract. Assume that design of the various scope components will be phased with design of certain higher priority components being completed and implemented by the selected CMR, while design continues for other scope components. The budget below is for FY 25/26 phase only and includes facility condition assessment. The FY 27/28 budget is not known at this time and will depending on the findings from the feasibility study and the amount of funding approved in the FY 27/28 capital budget; an A/E amendment will be issued at that time to retain the A/E firm for the FY 27/28 upgrades phase. The substantial completion and professional services completion dates are estimated based on two 12-month construction durations (one year for each biennium cycle); however the actual duration will not be known until work is designed and bid by the CMR.

C. Estimated Budget / Funding

| | |
|---------------------|-----------------------|
| State Funding: | <u>\$3,399,114.00</u> |
| Other Funding: | <u>\$0</u> |
| Construction Cost: | <u>\$2,810,568.00</u> |
| Total Project Cost: | <u>\$3,399,114.00</u> |

D. Anticipated Schedule

| | |
|-------------------------------------|----------------|
| Professional Services Start: | <u>10 / 25</u> |
| Construction Notice to Proceed: | <u>08 / 26</u> |
| Substantial Completion of all Work: | <u>05 / 28</u> |
| Professional Services Completed: | <u>07 / 28</u> |

E. Estimated Basic Fee Range (see note below)

7.50% to 7.75%

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>Structural Engineering</u> |
| | <u>Mechanical-Electrical-Plumbing Eng.</u> |
| | <u>Elevator Engineering</u> |
| | <u>Technology/Communications/Security</u> |
| | _____ |
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H. Additional Service Providers Required

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| <u>Surveys / Facility Condition Assessment</u> |
| <u>Special Inspections (OBC)</u> |
| <u>Quality Assurance Testing</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 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.
- 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 hours.

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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.

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. **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 as part of their *Statement of Qualifications*. A separate *Intent to Contract* form shall be provided for each EDGE vendor being proposed, and the form shall indicate the total percentage of the contract the respective EDGE vendor will be providing and be signed by both parties in order to be considered for EDGE points.**

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 Governor's Residence Upgrades Proposer Firm _____
 Project Number DAS-250003 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 \$2,000,000 | 2 | |
| | \$2,000,000 to \$5,000,000 | 1 | |
| | More than \$5,000,000 | 0 | |
| c. Number of licensed professionals | Less than 3 professionals | 0 | Max = 3 |
| | 3 to 4 professionals | 1 | |
| | More than 4 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 6 sample projects | 1 | Max = 3 |
| | 6 to 7 sample projects | 2 | |
| | More than 7 sample projects | 3 | |
| b. LEED** Registered / Certified project experience | Registered LEED v4.0 or v4.1 projects | 1 | Max = 2 |
| | Certified LEED v4.0 or v4.1 projects | 2 | |
| c. BIM project experience | Training and knowledge | 1 | Max = 3 |
| | Direct project experience | 3 | |
| d. Team organization | Clarity of responsibility / communication demonstrated by table of organization | 0 - 2 | |
| 5. Overall Team Experience (Maximum 30 points) | | | |
| a. Previous team performance | Past performance as indicated by evaluations and letters of reference | 0 - 10 | |
| b. Experience with similar projects / delivery methods | Less than 6 projects | 0 - 3 | |
| | 6 to 9 projects | 4 - 6 | |
| | More than 9 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 4 projects | 0 - 1 | |
| | 4 to 6 projects | 2 - 3 | |
| | More than 7 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 _____