

# 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>NOBH Addition</u>	Response Deadline	<u>May 30, 2025</u>	<u>2:00 pm</u> local time
Project Location	<u>Toledo Ohio</u>	Project Number	<u>DMH-250013</u>	
City / County	<u>Toledo / Lucas</u>	Project Manager	<u>Susan Milligan</u>	
Owner	<u>Ohio Department of Mental Health and Addiction 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>Zero</u>	No. of electronic copies requested (PDF)	<u>One</u>	

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

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

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### Project Overview

#### A. Project Description

The Ohio Department of Mental Health and Addiction Services (OhioMHAS) operates (6) six regional psychiatric hospitals across the state serving Ohioans (24) twenty-four hours per day, (365) three hundred sixty-five days per year. Our specialized facilities provide short-term, intensive treatment for those individuals that require in-patient care or community supported environments. We also deliver comprehensive care to those patients committed by criminal courts. As the needs of Ohioans continues to grow, so too must OhioMHAS.

The Northwest Ohio Behavioral Health (NOBH) facility has (4) four existing patient units in the newer Annex Building, and (1) one patient unit in the older Main Building. Due to existing conditions on the 2<sup>nd</sup> and 3<sup>rd</sup> floors of the Main Building, the decision has been made to expand the facility to include a secure environment for a new (26) twenty-six-bed Patient Unit, a new Gymnasium that provides indoor and outdoor recreation, a new Dietary Kitchen, and a new Police Station, nearer the Annex building.

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This new Addition will be a part of a new future Full Building replacement, and will be designed and built as funding becomes available. As a result, the selected design team will need to provide the design of the Addition to integrate with the future full building design. The AE will provide a full building Concept design, to a Schematic Design level, and a complete design of the Addition only, through Construction Documentation and Construction Administration.

The first phase of the project will involve the design and construction of a new 40 ft x 60 ft Maintenance Building; upon completion, this space will intermediately serve as a workspace during the construction of the Addition.

Professional services are requested for programming and related consulting services for this new facility. The construction will consist of building materials and fixtures suitable for use by the intended occupant. A preliminary Owners Project Requirements will be developed and will be available to the selected professional design firm.

#### B. Scope of Services

Provide professional programming and predesign services. This will include the development of an updated and detailed Program of Requirements.

Involvement in existing utilities verification. This will include review of the initial Utility Survey, provided by the owner, to determine suitability to accommodate the addition as well as the future replacement of the existing facility. The selected

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professional design firm will also need to perform and review a secondary sub-surface geotechnical investigation in specific areas required for construction.

The Owner's requirements include compliance with Joint Commission on the Accreditation of Healthcare Organizations (JCAHO) and the National Fire Protection Association (NFPA) regulations. The Associate must have full knowledge of these requirements as they pertain to psychiatric hospital design and construction.

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 8 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. The AE shall submit a written plan for owner review on how construction administration expertise will be represented on site commensurate to the different phases of construction, i.e. civil engineering during site preparation, structural engineers during foundation install, envelope specialist during dry-in, etc).

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 (CM at Risk)
2. State of Ohio OFCC (standard documents/OAKS CI)
3. New Residential Behavioral Healthcare Hospitals
4. Programming of Projects with a Large, Diverse Group of Stakeholders
5. High Security Residential Environments
6. Related Health Care Design
7. Joint Commission Environment of Care and Life Safety Requirements
8. [FGI Behavioral Health Environment Guidelines](#)
9. [The New York Behavioral Healthcare Guide](#)
10. Experience with detailed on-site management and reporting during construction

### C. Estimated Budget / Funding

State Funding:	<u>\$35,000,000</u>
Other Funding:	<u>\$0</u>
Construction Cost:	<u>\$29,857,865.63</u>
Total Project Cost:	<u>\$35,000,000</u>

### D. Anticipated Schedule

Professional Services Start:	<u>09 / 25</u>
Construction Notice to Proceed:	<u>07 / 26</u>
Substantial Completion of all Work:	<u>02 / 28</u>
Professional Services Completed:	<u>03 / 28</u>

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

5% to 6%

### F. EDGE Participation Goal

Percent of initial Total A/E Fee: 10.0%

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: Architecture  
Secondary: \_\_\_\_\_

### H. Additional Service Providers Required

Survey  
Geotechnical

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Disciplines:	<u>Mechanical-Electrical-Plumbing Eng.</u>	<u>Move Coordination</u>
	<u>Structural Engineering</u>	<u>Kitchen/Nutritional Services</u>
	<u>Civil Engineering</u>	<u>POR</u>
	<u>Landscape Architecture</u>	<u>Signage/Wayfinding</u>
	<u>Fire Protection Engineering</u>	<u>Standard FFE</u>
	<u></u>	<u>Medical FFE</u>
	<u></u>	<u>Technology/Communications/Security</u>
	<u></u>	<u>Acoustic 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

- Previous experience compatible with the proposed project (e.g., type, size).
- Relevant past work of prospective firm's proposed consultants.
- Past performance of prospective firm and its proposed consultants.
- Qualifications and experience of individuals directly involved with the project.
- Proposer's previous experience (numbers of projects, sizes of projects) when working with its proposed consultants.
- Specification writing credentials and experience.
- Experience and capabilities of creating or using Critical Path Method (CPM) schedules and of using CPM schedules as a project management resource.
- Approach to and success of using partnering and Alternative Dispute Resolution.
- Proximity of prospective firms to the project site.
- Proposer's apparent resources and capacity to meet the needs of this project.
- The selected A/E and all its consultants must have the capability to use the Internet within their normal business location(s) during normal business hours.

Interested 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 NOBH Addition Proposer Firm \_\_\_\_\_  
 Project Number DMH 250013 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary Firm Location, Workload and Size (Maximum 10 points)</b>			
a. Proximity of firm to project site	Less than 100 miles	5	
	100 miles to 150 miles	2	
	More than 150 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$100,000	2	
	\$100,000 to \$500,000	1	
	More than \$500,000	0	
c. Number of licensed professionals	Less than 10 professionals	1	Max = 3
	10 to 20 professionals	3	
	More than 20 professionals	2	
<b>2. Primary Firm Qualifications (Maximum 30 points)</b>			
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	
<b>3. Key Consultant Qualifications (Maximum 20 points)</b>			
a. Key discipline leads	Experience / ability of key consultants to perform effectively and collaboratively	0 - 15	
b. Proposed EDGE-certified Consultant participation*	One point for every 2 percent increase in professional services over the EDGE participation goal	0 - 5	
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
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	
<b>5. Overall Team Experience (Maximum 30 points)</b>			
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 2 projects	0 - 3	
	2 to 4 projects	4 - 6	
	More than 4 projects	7 - 10	
c. Budget and schedule management	Performance in completing projects within original construction budget and schedule	0 - 5	
d. Knowledge of Ohio Capital Improvements process	Less than 3 projects	0 - 1	
	3 to 6 projects	2 - 3	
	More than 6 projects	4 - 5	
* Must be comprised of 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> ** Leadership in Energy & Environmental Design administered by Green Business Certification Inc.		<b>Subtotal</b>	

Notes:

Evaluator:

Name \_\_\_\_\_

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