

Request for Qualifications (Registered Design Professional*)

State of Ohio Standard Forms and Documents

Administration of Project: School District Board + OFCC

Project Name	<u>Norwalk City School District, New PK-8</u>	Response Deadline	<u>04/11/2025</u>	<u>3:00 PM</u> local time
Project Location	<u>Shady Lane Drive, Norwalk, OH 44857</u>	Project Number	<u>SFC-240510</u>	
City / County	<u>Norwalk / Huron</u>	Project Manager	<u>Helena Gonzalez</u>	
Owner	<u>Norwalk City School District</u>	Contracting Authority	<u>OFCC</u>	
Delivery Method	<u>CM at Risk</u>	Prevailing Wages	<u>None</u>	
No. of paper copies requested (stapled, not bound)	<u>Number</u>	No. of electronic copies requested (PDF)		<u>1</u>

* "Registered Design Professional includes any architect holding a certificate issued under section 4703.10 of the Revised Code, any landscape architect holding a certificate issued under section 4703.36 of the Revised Code, or any engineer holding a certificate issued under section 4733.14 of the Revised Code." (Ohio Building Code section 4101:1-2-01 Definitions)

Submit the requested number of *Statements of Qualifications* (Form F110-330) directly to **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 **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

- **Build one new Elementary/Middle School for 1,641 students in grades PK-8**
The building is to be approximately 183,820 SF with a total co-funded budget of \$70,545,260 (Master Plan) and \$2,459,776 PALFI (Project Agreement LFI, preferred plan integral LFI) for a total project budget of \$73,005,036. This project's master plan is based on a 2024 cost set.
- This project has the following allowances:
 - Site Safety Access Allowance for \$300,000 (which is included above).
 - Emergency Responder Radio Coverage System for 183,820 SF: \$238,966 (which is included above).
 - Enhanced ADA Playground Surface: \$356,236 (which is included above).
- There are five Demolition/Abatement projects to occur after the construction of the new school is completed.
 - League Elementary: estimate budget of \$760,659.12; approximately 28,935 existing square feet.
 - Maplehurst Elementary: estimate budget of \$819,370.64; approximately 40,002 existing square feet.
 - Pleasant Elementary: estimate budget of \$369,146.96; approximately 34,988 existing square feet.
 - Main Street Intermediate: estimate budget of \$506,967.37; approximately 63,324 existing square feet.
 - Norwalk Middle: estimate budget of \$707,673.10; approximately 66,826 existing square feet.
- Anticipated discrete LFIs, which are not included in the Master Plan Budget above are:
 - Additional integral square footage (classroom/common spaces) 41,681 SF: \$15,633,440.
 - Terrazzo flooring in main corridors and student dining, 15,408 SF: \$439,128.
 - Sloped metal roof, 141,000 SF: \$5,304,420.
 - Additional Site Costs: \$570,000.
 - New Administration Office, 5,000 SF: \$1,875,368.
- This project will follow LEED v4.0 criteria and be registered for LEED v4.0 Silver. Should the AE team not be experienced in LEED v4.0, the AE is expected to hire a consultant that is qualified.
- The project will be designed in accordance with the Ohio Schools Design Manual.
- The architect will not be responsible for managing the finances on this project.
- There is an opportunity for non-integral locally funded initiatives that will be outside the co-funded scope of the project but related to the project and will be the subject of a separate contract with the chosen vendor. This scope includes the following:

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- A Bus lane/walk-way from Middle School to New Campus: \$1,140,000.
 - A close up of Norwalk Middle School if it is partially demolished. School ("Button Up"): \$570,000
 - New Bus Garage, 4,800 SF: 1,800,353.
 - Other possible scopes that are not contemplated at this time.
- The project agreement is expected to be fully executed in March 2025.

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 A/E 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 16 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.

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. OFCC Projects
4. New Elementary/Middle School Projects
5. Ohio Capital Improvements Process, specifically OAKS- CI Experience
6. LEED Certification v4 (Reg., Cert., Silver, Gold, Platinum)
7. Student Centered Learning Environments (SCLE)
8. Building Information Modeling (BIM) experience and training
9. Detailed Estimating, Budget Management, and Value Engineering

C. Estimated Budget / Funding

State Funding:	<u>\$52,556,989</u>
Other Funding:	<u>\$20,448,047</u>
Construction Cost:	<u>\$62,054,290</u>
Total Project Cost:	<u>\$73,005,036</u>

D. Anticipated Schedule

Professional Services Start:	<u>06 / 25</u>
Construction Notice to Proceed:	<u>05 / 26</u>
Substantial Completion of all Work:	<u>07 / 28</u>
Professional Services Completed:	<u>12 / 29</u>

E. Estimated Basic Fee Range (see note below)

6.0% 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 registered design professional 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

Traffic Study
Land Surveying

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Disciplines:	<u>Structural Engineering</u>	<u>Abatement Design and oversight</u>
	<u>Civil Engineering</u>	<u>Construction Testing Services</u>
	<u>Mechanical-Electrical-Plumbing Eng.</u>	<u>Geotechnical Services</u>
	<u>Technology/Communic./Security (K-12)</u>	<u>Phase I ESA</u>
	<u>Interiors/Loose Finishings Design (K-12)</u>	<u>Estimating Consultant (if needed)</u>
	<u>Kitchen/Food Service Design (K-12)</u>	<u>LEED v.4 Consultant (if needed)</u>
		<u>Special Inspections (OBS)</u>
		<u>Soil Boring</u>

NOTE: The lead A/E shall be (1) any architect holding a certificate issued under section 4703.10 of the Revised Code, (2) any landscape architect holding a certificate issued under section 4703.36 of the Revised Code, or (3) any engineer holding a certificate issued under section 4733.14 of the Revised Code.

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.
- 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 ability to organize and conduct meetings virtually. (i.e. MS Teams or Zoom)

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.

Registered Design Professional Selection Rating Form

State of Ohio Standard Forms and Documents

Project Name Norwalk City School District New PK-8 Proposer Firm _____
 Project Number SFC-240510 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 100 miles	2	
	More than 100 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$1,000,000	2	
	\$1,000,000 to \$2,000,000	1	
	More than \$2,000,000	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 - 10	
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 - 5	
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 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 2 projects	0 - 1	
	2 to 9 projects	2 - 3	
	More than 9 projects	4 - 5	
* Must be comprised of registered professional design 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 _____