

Request for Qualifications (Hazardous Materials Consultant)

State of Ohio Standard Forms and Documents

Administration of Project: Ohio Facilities Construction Commission

Project Name	<u>Hazardous Materials Consultant List</u>	Response Deadline	<u>August 27, 2025</u>	<u>4:00 pm</u>	<u>local time</u>
Project Location	<u>Various</u>	Project Number	<u>SFC-260888</u>		
City / County	<u>Various / Various</u>	Project Manager	<u>Various</u>		
Owner	<u>Various</u>	Contracting Authority	<u>OFCC</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 Procurement at procurement@ofcc.ohio.gov. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Procurement 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 Facilities Construction Commission (OFCC) intends to pre-qualify firms to provide hazardous material assessment for facilities projects. The services are to support the Commission's comprehensive hazardous material assessment process (also known as "enhanced environmental assessment") for renovated facilities.

In order for any firm to be considered in the pre-qualification process for future projects, they must reapply for the FY 26-27 Consultant List. This selection is used to determine a list of pre-qualified firms that will be eligible for award of contracts for the period beginning July 1, 2025 and ending June 30, 2027. The current OFCC Hazardous Materials Consultant List will expire June 30, 2025. OFCC reserves the right to extend the pre-qualification eligibility contract award period for up to an additional 24 months.

The number of pre-qualified Consultants selected through this process is within the discretion of OFCC. While the pre-qualified status means that a firm is eligible for award of contracts, OFCC does not guarantee that a firm will be awarded any work or make any representation of the amount of work a firm may receive within the eligibility period. Regular travel will likely be necessary to complete the services.

Upon completion of the selection process, OFCC will seek Controlling Board approval for a total contract awards to each pre-qualified firm of up to \$250,000 in potential contracts. In addition, pre-qualified firms may directly contract with K-12 and Career Tech School District without diminishing their ability for direct contracts with OFCC.

All aspects of the project and related issues will be implemented and operated consistent with the Contracting Authority and/or Owner's policies and procedures.

B. Scope of Services

The Hazardous Materials Consultants scope of services include but not limited to the following.

- Perform assessment services of identified and assumed asbestos containing materials in facilities;
- Perform assessment services of identified and assumed lead containing materials in facilities;
- Sample surface and miscellaneous suspect materials that occur in significant quantities;
- Perform bulk sampling and analysis in conformance with applicable laws;
- Interview building personnel concerning presence of underground storage tanks on building sites;
- Provide cost estimates for removal of all identified and assumed asbestos containing materials on a per building basis;
- Provide all information to the Commission through established web-based protocol.

The services will be compensated at three (3) cents per square foot of building area.

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The selected Consultant, as a portion of its required Scope of Services and prior to submitting its proposals, will discuss and clarify with the Owner and/or Contracting Authority, the cost breakdown of the Agreement detailed cost components to address the Owner's project requirements. Participate in the Encouraging Growth, Diversity & Equity ("EDGE") Program as required by statute and the Agreement.

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 <http://ofcc.ohio.gov>.

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. Type of Hazardous Material (Asbestos, Lead, UST, Other)
2. Estimating for removal of hazardous material

C. Funding / Estimated Budget

Total Project Cost	\$Varies _____	State Funding	\$Varies _____
		Other Funding	\$Varies _____

D. Services Required (see note below)

Primary	<u>Hazardous Material Assessment</u>
Secondary	<u>Varies depending on Project assignment</u>

Others	<u>N/A</u>

E. Anticipated Schedule

Planning Services Start	<u>10/ 20</u>
Planning Services Completed	<u>06 / 27</u>

F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL Planning Fee	<u>5.0%</u>
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G. Evaluation Criteria for Selection

- Demonstrated ability to meet Owner's 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 firm and all its consultants must have the capability to use the Internet within their normal business location(s) during normal business hours.

H. Submittal Instructions

Firms are required to submit the current version of Statement of Qualifications (Form F110-330) available via the OFCC website at <http://ofcc.ohio.gov>.

Electronic submittals should be combined into one PDF. The file name shall include the project number listed on the RFQ and the name of the firm submitting the RFQ. 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.

Statements of Qualifications are to be submitted electronically by email. Submittals are to be limited to a maximum of one email with the total file size of 25MB.

Facsimile copies of the Statement of Qualifications will not be accepted.

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Firms are requested to identify professional registrations, memberships, and any other appropriate design and construction industry credentials. Identify that information on the resume page for individuals in Block 22, Section E of the F110-330 form.

Hazardous Materials Consultant Selection Rating

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Project Name Hazardous Materials Consultant

Proposer Firm _____

Project Location Various

City, State, Zip _____

Project Number _____

Selection Criteria		Value	Score
1. Firm Location and EDGE Status (Maximum 20 points)			
a. Location of firm and EDGE-certified status	Out of State	0	
	Ohio Firm	5	
	EDGE Certified	10	
b. Number of relevant licensed professionals within primary firm available to perform the work.	Small = Less than 3 licensed professionals	5	
	Medium = 3 to 4 licensed professionals	2	
	Large = More than 4 licensed professionals	0	
c. Amount of fees awarded by the Contracting Authority to the primary firm in the previous 24 months (exclude projects on hold)	Less than \$100,000	5	
	\$100,000 to \$300,000	2	
	More than \$300,000	0	
2. Primary Firm Qualifications (Maximum 40 points)			
a. Project Management Lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	
b. Project Administration Lead	Experience / ability to effectively administer project controls and processes	0 - 10	
c. Technical Staff	Experience / ability of technical staff to verify fully coordinated construction documents	0 - 10	
d. Construction Administration	Experience / ability of field representative to identify / solve issues during construction	0 - 10	
3. Overall Team Qualifications (Maximum 10 points)			
a. Previous Team Collaboration (Internal) Number of projects that a majority of the team members have worked together	Less than 4 projects (Low)	0	
	4 to 7 projects (Average)	2	
	More than 7 projects (High)	5	
b. Team Organization	Clarity of responsibility/communication demonstrated by table of organization	0 - 5	
4. Overall Project Team Experience (Maximum 30 points)			
a. Budget & Schedule Management	Performance in completing projects within original budget and schedule limitations	0 - 5	
b. Experience with OFCC Consultant List Projects in the previous 24 months	Less than 2 projects (Low)	10	
	2 to 3 projects (Average)	5	
	More than 3 projects (High)	0	
c. Past Performance	Level of performance as indicated by past evaluations / letters of reference	0 - 5	
d. Knowledge of State of Ohio Capital Project Administration Process	Less than 2 projects (Low)	0	
	2 to 3 projects (Average)	5	
	More than 3 projects (High)	10	
		Subtotal	

Notes:

OFCC Evaluation:

Name _____

Signature _____ Date _____