

Request for Qualifications (Criteria Architect/Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Ohio Facilities Construction Commission

Project Name	<u>STW Network Upgrade</u>	Response Deadline	<u>May 1, 2023</u>	<u>2:00pm</u>	local time
Project Location	<u>Statewide</u>	Project Number	<u>DRC-23F109</u>		
City / County	<u>Variou Cities / Various Counties</u>	Project Manager	<u>Michael Covault</u>		
Owner	<u>Dept.of Corrections & Rehabililitation</u>	Contracting Authority	<u>OFCC</u>		
Delivery Method	<u>Design-Build</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 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 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 Department of Rehabilitation and Corrections (DRC) has gone from an organization that has used technology to being a technology-driven agency. 100% project completion will optimize DRC's ability to meet its current technology requirement needs and support substantial future growth for technology expansion. This project's scope includes the upgrade of all DRC facilities `network infrastructure, including Wifi. DRC has established a prioritization list of facilities and DRC reserves the right to add, edit, or remove DRC facilities from this list. See attached "Statement of Work-Statewide Network Up-grade for list of facilities and related additional information. Note that projects sites will start with Marion Correctional, than Mansfield Correctional, and followed by Richland Correctional. Additional sites will be included as budget allows. Criteria Architect (C-A/E) services are hereby being requested.

Involvement of the Criteria Architect will begin with concept development. The Criteria Architect shall work with DRC in developing a program of requirements (POR) and produce a Design Criteria Document that establishes the performance of technology upgrades and system descriptions to be applied in serving facility needs. Input of the Criteria Architect will continue with assistance/advisement in Best-value selection of the Design Builder (DB). Upon selecting a DB, the Criteria Architect shall work with both the DB and Owner in the preconstruction/design phase to ensure that the intent of the program is being met. The Criteria Architect will further provide general oversight services during the construction phase to verify that the new IT installations perform and functionally operate in support DRC's programmed use. Services will extent through close-out.

B. Scope of Services

Pursuant to ORC 153.694, professional design firms selected to provide C-A/E services shall not provide any A/E of Record services for the project for which the professional design firm was selected as the C-A/E.

The selected Criteria Architect/Engineer ("C-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 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: Concept and Design Criteria, Best Value Selection, Preconstruction, Construction and Closeout, and Additional Services of 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 <http://ofcc.ohio.gov>.

During the construction period, provide not less than 4 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

Request for Qualifications (Criteria Architect/Engineer) continued

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 C-AE will obtain and review DRC design guidelines for communication systems and ensure that the work products through all phases of the agreement are consistent with the intent expressed within.

Please list all major scope services needed to complete the selection process for successful project delivery. The specific scope of services must state particular IT systems/communication types, functional design or specialized professional services required to evaluate the level of experience of each applicant firm (e.g. parking garage, kitchen design, correctional facility, medical facility, educational facility). The scope of services should also define the types of basic and additional professional design and administration services necessary for the project (e.g. previous experience with local jurisdiction or similar sites, previous experience working with the State of Ohio, and specific Owner-defined requirements). This information will be used by each applicant to populate the Relevant Project Experience Matrix in Section F of Form F110-330.

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. IT Communications experience
2. Experience in developing criteria documents for similar scope application
3. Experience with working in occupied secure facilities
4. GMP negotiation experience
5. Experience with cost estimating
6. Experience with phased/multi-site projects
7. Experience with Construction Administration
8. Risk mitigation experience on DB projects
9. Experience with DRC projects
10. Experience with State of Ohio capital processes, including using Oaks CI

C. Estimated Budget / Funding

State Funding: \$3,200,000.00
 Other Funding: \$0
 Construction Cost: \$2,700,000.00
 Total Project Cost: \$3,200,000.00

D. Anticipated Schedule

Professional Services Start: 09 / 23
 Construction Notice to Proceed: 04 / 24
 Substantial Completion of all Work: 10 / 25
 Professional Services Completed: 02 / 26

E. Estimated Basic Fee Range (see note below)

1% to 2%

F. EDGE Participation Goal

Percent of initial Total A/E Fee: 0.0%

NOTE: **Basic Services** include: (1) Concept and Design Criteria, (2) Best Value Selection, (3) Preconstruction, and (4) Construction and 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 C-A/E
 Discipline: Engineering
 Secondary
 Disciplines: Electrical Engineering

H. Additional Service Providers Required

NOTE: The lead C-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.

G. 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; use Marion, Ohio as basis point for location.
- Proposer's apparent resources and capacity to meet the needs of this project.
- The selected C-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 C-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 C-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 C-A/E's Technical Proposal. Both forms can be accessed via the OFCC website at <http://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.

Interested C-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.

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 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.

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: CCCA, CCM, CCS, CDT, CPE, DBIA, LEED AP, 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.

Criteria Architect/Engineer Selection Rating Form

State of Ohio Standard Forms and Documents

Project Name STW Network Up-grades Proposer Firm _____
 Project Number DRC-23F109 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 150 miles	5	
	150 miles to 200 miles	2	
	More than 200 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$200,000	2	
	\$200,000 to \$500,000	1	
	More than \$500,000	0	
c. Number of licensed professionals	Less than 4 professionals	3	Max = 3
	4 to 20 professionals	2	
	More than 20 professionals	1	
2. Primary Qualifications (Maximum 30 points)			
a. Project management lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	
b. Project criteria design lead	Experience / creativity of criteria designer to document owner's vision and requirements	0 - 10	
c. Technical staff	Experience / ability of technical staff to create accurate and complete design criteria	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	0	
	3 to 6 sample projects	2	
	More than 6 sample projects	5	
b. Team organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
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 3 projects	0 - 1	
	3 to 9 projects	2 - 3	
	More than 9 projects	4 - 5	
* Must be comprised of professional design services consulting firm(s) and NOT the lead firm - For more information on scoring this and other criteria refer to Document F199-01 - PS Selection Rating Rubric .		Subtotal	

Notes:

Evaluator:

Name _____

Signature _____ Date _____

Ohio Department of Rehabilitation and Correction

Bureau of Information Technology Services

Statement of Work – Statewide Network Upgrade

Tuesday, September 30, 2022

Introduction

This statement of work (SOW) is to complete a full IT network infrastructure upgrade at all Ohio Department of Rehabilitation and Correction (DRC) locations. The DRC is responsible for approximately 12,000 employees, agents, and incarcerated individuals. As such, IT network infrastructure is a critical component to life safety issues. DRC identifies the following rationale for the project:

- DRC's mission has expanded, including staff reliance on technology and the technology-driven incarcerated rehabilitative and pro-social programs.
- The current IT network infrastructure is critically outdated.
- Current DRC assets cannot sustain future growth.
- Current DRC assets are at or nearing end of vendor support.
- Current DRC assets are at or nearing the end-of-life cycle.

DRC went from an organization that used technology to being a technology-driven agency. Like many other entities, DRC has found itself underprepared to move forward on initiatives requiring higher caliber resources. 100% project completion will optimize DRC's ability to meet its technology requirements now and substantial future growth.

Scope of Work and Approach

This project's scope includes the upgrade of all DRC IT network infrastructure. The project will allow DRC to leverage new technology to meet its current needs and the ability to expand accordingly in the future. DRC has established a prioritization list of facilities and DRC reserves the right to add, edit, or remove DRC facilities from this list (Attachment A).

Approach: As-Built per Documents 00 72 53 – General Conditions (Design-Build Project), State of Ohio Standard Requirements for Public Facility Construction.

Technical Requirements (criteria) and Quality Assurance

The following requirements shall be met or exceeded:

- Rack elevation to be completed at the conclusion of the main and intermediate distribution frames remediations
- Baseline documentation or revised documentation of the as-is environment.

- Rack mounted uninterrupted power supplies with network capability for monitoring
- Configuration and installation of network equipment
- Work shall be done per the DRC Network Management Standard V3.0 (2018) or current version, e.g., testing, labeling, host name.

DRC will inspect and test the installation of IT network equipment as identified in the requirements. DRC will work in collaboration with the vendor with failed inspection and test cases, investigating the root cause of failures and assisting with resolutions.

DRC reserves the right to modify the requirements per information gained as the project progresses and the physical structure where the network is installed.

Project Management

The vendor will be responsible for managing the level of effort associated with this SOW. The vendor will develop the project plan that describes the tasks, activities, milestones, and timelines associated with this engagement. The vendor will maintain a risks/issues log and record project progress in weekly status reports.

DRC will designate a project manager to oversee its interests. The DRC project manager is responsible for the requirements and quality acceptance testing. The DRC project manager has the authority to approve project-related services and may designate other individuals to act as subject-matter experts or advisors during the engagement.

Funding

The funding for the IT Network Upgrade project is provided through capital funds. Additional funds are anticipated to be requested until the project is 100% completed.

Knowledge Transfer

Vendors will supply all documents created including

- All knowledge gained throughout equipment installation including project documents and artifacts
- All knowledge gained throughout operationalization of equipment
- Blueprints
- Settings
- Features
- Job guides
- Training

Procurement

All equipment and resources identified in the technical requirements section of this document, but not limited to, shall be acquired by the DRC through Ohio Buys.

Assumptions

Assumptions are factors used for planning purposes that are considered true, real, or certain. Assumptions help define the scope and determine the level of effort and timeframes.

- DRC will purchase all required equipment except where otherwise identified as not feasible.
- The STW IT Network Upgrade project is anticipated to extend to all DRC owned facilities.
- All State and local building codes will be followed
- The DRC will be responsible for any acceptance testing against its business requirements.

Administrative Support

The vendor will provide support to DRC to the point of successful installation and operationalizing of the functional changes as agreed in the SOW.

References

Ohio Department of Rehabilitation and Correction. (2018). *DRC network management standard version 3*. Bureau of Information Technology Services. Columbus, OH.

Ohio Facilities Construction Commission. (2022). *Documents 00 72 53 – General Conditions (Design-Build Project)*.
[https://ofcc.ohio.gov/Portals/0/Documents/AgrmntsStdRqrmnts/DesignBuild/M180-00_72_53-General_Conditions_DB%20\(2022-FEB\).pdf?ver=pAOYqYuRQmsNRXc56IjktQ%3d%3d](https://ofcc.ohio.gov/Portals/0/Documents/AgrmntsStdRqrmnts/DesignBuild/M180-00_72_53-General_Conditions_DB%20(2022-FEB).pdf?ver=pAOYqYuRQmsNRXc56IjktQ%3d%3d)

Appendix A: ODRC locations

<u>Allen/Oakwood Correctional Institution (AOCI)</u>	P. O. Box 4501 2338 North West Street Lima, OH 45802 419-224-8000
<u>Belmont Correctional Institution (BeCI)</u>	P. O. Box 540 68518 Bannock Road, S.R. 331 St. Clairsville, OH 43950 740-695-5169
<u>Chillicothe Correctional Institution (CCI)</u>	P. O. Box 5500 15802 State Route 104 North Chillicothe, OH 45601 740-774-7080
<u>Correctional Reception Center (CRC)</u>	11271 State Route 762 Orient, OH 43146 614-877-2441
<u>Dayton Correctional Institution (DCI)</u>	P. O. Box 17249 4104 Germantown Street Dayton, OH 45417 937-263-0060
<u>Franklin Medical Center (FMC) Zone A</u>	1990 Harmon Avenue Columbus, OH 43223 614-445-5960
<u>Grafton Correctional Institution (GCI)</u>	2500 South Avon Beldon Road Grafton, OH 44044 440-748-1161
<u>Lebanon Correctional Institution (LeCI)</u>	P. O. Box 56 State Route 63 Lebanon, OH 45036 513-932-1211
<u>London Correctional Institution (LoCI)</u>	P. O. Box 69 1580 State Route 56 London, OH 43140 740-852-2454
<u>Lorain Correctional Institution (LorCI)</u>	2075 South Avon Beldon Road Grafton, OH 44044 440-748-1049
	P. O. Box 740 1851 State Route 56

<u>Madison Correctional Institution</u> (MaCI)	London, OH 43140-0740 740-852-9777
<u>Mansfield Correctional Institution</u> (ManCI)	P. O. Box 788 1150 North Main Street Mansfield, OH 44901 419-525-4455
<u>Marion Correctional Institution</u> (MCI)	P. O. Box 57 940 Marion-Williamsport Road Marion, OH 43302 740-382-5781
<u>Noble Correctional Institution</u> (NCI)	15708 McConnelsville Road Caldwell, OH 43724 740-732-5188
<u>Northeast Reintegration Center</u> (NERC)	2675 East 30th Street Cleveland, OH 44115 216-771-6460
<u>Ohio Reformatory for Women</u> (ORW)	1479 Collins Avenue Marysville, OH 43040 937-642-1065
<u>Ohio State Penitentiary</u> (OSP)	878 Coitsville-Hubbard Road Youngstown, OH 44505 330-743-0700
<u>Pickaway Correctional Institution</u> (PCI)	P. O. Box 209 11781 State Route 762 Orient, OH 43146 614-877-4362
<u>Richland Correctional Institution</u> (RiCI)	1001 Olivesburg Road P. O. Box 8107 Mansfield, OH 44901 419-526-2100
<u>Ross Correctional Institution</u> (RCI)	P. O. Box 7010 16149 State Route 104 Chillicothe, OH 45601 740-774-7050
<u>Southeastern Correctional Institution</u> (SCI)	5900 B.I.S. Road Lancaster, OH 43130 740-653-4324
<u>Southern Ohio Correctional Facility</u> (SOCF)	P. O. Box 45699 Lucasville-Minford Road

	Lucasville, OH 45699 740-259-5544
<u>Toledo Correctional Institution</u> (ToCI)	2001 East Central Avenue Toledo, OH 43608 419-726-7977
<u>Trumbull Correctional Institution</u> (TCI)	P. O. Box 901 5701 Burnett Road Leavittsburg, OH 44430 330-898-0820
<u>Warren Correctional Institution</u> (WCI)	P. O. Box 120 State Route 63 Lebanon, OH 45036 513-932-3388
Cleveland APA Office	Frank J. Lausche State Office Building 615 West Superior Ave., 9th floor Cleveland, Ohio 44113
Lorain APA Office	9894 Murray Ridge Road, Elyria, Ohio 44035
Adult Parole Authority, Cleveland Region	615 W Superior Ave., 9th Fl Cleveland, OH 44113
Dayton Office	1901 S. Gettysburg Ave. Dayton
Lebanon Office	320 E. Silver St. Lebanon
Butler Office	415 S. Monument Ave Hamilton, Oh
Logan office	111 S. Madriver St. Bellefontaine
Champaign Office	200 N. Main St Urbana
Springfield Office	1101 E. High St. Springfield
Akron Regional Office	Ocasek Govt Bldg 161 S High St Suite 503 Akron, Ohio 44308
Canton	122 Cleveland Ave. NW Canton, OH 44702-1426
New Philadelphia	821B Anola Avenue Dover, Ohio 44622
Painesville	84 N State St, Painesville, Ohio 44077
Jefferson Office APA (Ashtabula County)	69 N Chestnut St. Jefferson, OH 44047
Trumbull	432 Arnold, Warren, Ohio 44483

Youngstown	242 W Federal St, Suite 402 Youngstown, Ohio 44503
Cincinnati APA Reporting Center:	7710 Reading Road, 1 st floor Cincinnati OH 45237
Cincinnati Regional Office	7162 Reading Road, 10th Floor Cincinnati, OH 45237
Cincinnati District Offices:	16643 St Rt. 104 Chillicothe, OH 45601
Cincinnati District Offices:	100 S. High Street, 1st Floor Hillsboro, OH 45133
Cincinnati District Offices:	602 Seventh Street, Room 5E Portsmouth, OH 45662
Cincinnati	251 E. Main Street Batavia, OH 45103
Cincinnati	226 E. Main Street, Suite 6 Jackson, OH 45640
Cincinnati	18 Locust Street (Basement) Gallipolis, OH 45631
Cincinnati	1500 Robinson Rd Southeast Washington Courthouse, OH 43160
Lima	112 E. Mansfield Street, 3rd Floor Bucyrus, Ohio 44820
Lima	324 Perry Street, Suite B Defiance, Ohio 43512
Lima	137 W. North Street Lima, Ohio 45801
Lima	38 S. Park Street Mansfield, Ohio 44902
Lima	111 N. Washington Street Tiffin, Ohio 44883
Lima	1 Government Center, Room 1013 Toledo, Ohio 43604
Lima	201 Willipie Street, Room 015 Wapakoneta, Ohio 45895
Lima	Henry County Courthouse 660 N. Perry Street, Suite 100
Lima	332 Marion Williamsport Road Marion, Ohio 43302

Lima	315 Madison Street Port Clinton, Ohio 43452
Lima	303 W. Harrison Street Paulding, Ohio 45879
Lima	245 E. Main Street, 1st Floor Ottawa, Ohio 45875
Lima	2511 Countryside Drive Fremont, Ohio 43420
Lima	121 E. Main Street, 1st Floor Van Wert, Ohio 45891
Lima	1399 E. High Street Bryan, Ohio 43506