

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	TL- SX-VT Roof Replacements	Response Deadline	8-17-26	12:00PM local time
Project Location	290 Cleveland Ave.	Project Number	CTI-260062	
City / County	Columbus / Franklin	Project Manager	Eric McMillon-Senior Project Manager-	
Owner	Columbus State Community College	Contracting Authority	614-374-6690	
Delivery Method	General Contracting	Prevailing Wages	Local Higher Education	
No. of paper copies requested (stapled, not bound)	0	No. of electronic copies requested (PDF)	State	
				ONE

Submit the requested number of *Statements of Qualifications* (Form F110-330) directly to Eric McMillon at emcmillo@csc.edu. See Section J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Eric McMillon at emcmillo@csc.edu 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

Columbus State Community College and the Planning Design and Construction Department is seeking Design Professionals to assist with the documentation, design and bidding of Reroofing three Academic Buildings. The three buildings are as follows:

The Center of Technology and Learning-(TL)- 290 Cleveland Ave.- 20684 sf.

SX Building (SX)-370 N. Sixth Street- 12194 sf.

Veterinary Technologies (VT)- 384 N. Sixth Street- 10890 sf.

The Center for Technology and Learning TL, was commissioned in July of 2002 and houses many of the college's science labs, computer commons, general classrooms and a Music Lab. The building has a Modified Bitumen Asphalt mopped down roof system that is near the end of roof warranty.

The SX Building houses Art Studio's, the campus Machining Technologies Lab and misc. classrooms and staff offices. The SX Building was renovated in 2002 and the existing roof system is a Modified Bitumen installed over Techum decking.

The Veterinary Technology Building VT- has a built up roof system that is at the end of its life and is in need or replacement.

The College plans to fund the project with OBM State of Ohio Controlling Board Funding for both the Construction and the Design Services. The overall conceptual schedule proposed would be for Design to start in the Fall of this year and bidding to take place early next Spring for a Phased Roofing Construction of the three buildings to attempt to deal with seasonal installations starting in 2027 and extending into 2028.

The project is being set up and planned for a General Contracting delivery method and will be Locally Administered.

Request for Qualifications (Architect / Engineer) continued

B. Scope of Services

The scope of services for the design professional will include the preparation of existing Roof Documentation, Core testing, Pull testing. The AE will be required to develop drawings and specifications suitable for bidding the projects under General Contracting guidelines established by OFCC, the College and basis of design manufacturing standards.

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.

As required by the Agreement, and as properly authorized, provide the following categories of services: Existing Roof Documentation, Schematic Design, Design Development, Construction Document Preparation, Bid and Award Support Conformed Documents, Construction Administration, Post-Construction and Closeout Documents..

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 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 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 scope of services shall include detailed exterior envelope restoration design. Special Flashing conditions and masonry repairs. Water infiltration investigation and documentation for renovation.

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. Higher Education Envelope Restoration and Reroofing Projects
2. Higher Education and Local College Classroom Buildings
3. Higher Education Site Development Projects for laydown, site staging and campus access.
4. State of Ohio and Higher Education Projects

C. Estimated Budget / Funding

State Funding:	<u>\$2,900,000.00</u>
Other Funding:	<u>\$</u>
Construction Cost:	<u>\$2,410,000.00</u>
Total Project Cost:	<u>\$2,900,000.00</u>

D. Anticipated Schedule

Professional Services Start:	<u>10 / 26</u>
Construction Notice to Proceed:	<u>02 / 26</u>
Substantial Completion of all Work:	<u>08 / 28</u>
Professional Services Completed:	<u>10 / 28</u>

E. Estimated Basic Fee Range (see note below)

7% to 8.0%

F. EDGE Participation Goal

Percent of initial Total A/E Fee: 5. %

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>Mechanical-Electrical-Plumbing Eng.</u>
	<u></u>
	<u></u>
	<u></u>
	<u>Select Secondary Discipline</u>

H. Additional Service Providers Required

<u>Hazardous Material Testing</u>
<u>Structural Engineering</u>
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Request for Qualifications (Architect / Engineer) continued

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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.

- Commitment to equity, diversity and inclusion.
- 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.
- Proximity of prospective firms to the project site.
- Proposer's apparent resources and capacity to meet the needs of this project.

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.

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 label the CD or DVD and the sleeve with the project number and firm name if applicable.

Paper copies of the *Statement of Qualifications*, if requested, should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary.

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

Architect / Engineer Selection Rating Form

State of Ohio Standard Forms and Documents

Project Name TL SX VT Roof Replacements Proposer Firm _____
 Project Number CTI- 260062 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 \$100,000	2	
	\$100,000 to \$200,000	1	
	More than \$200,000	0	
c. Number of licensed professionals	Less than 2 professionals	1	Max = 3
	2 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 4 sample projects	2	
	More than 4 sample projects	3	
b. LEED** Registered / Certified project experience	Registered LEED v4 or v4.1 projects	1	Max = 2
	Certified LEED v4 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 2 projects	0 - 3	
	2 to 8 projects	4 - 6	
	More than 8 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 4 projects	2 - 3	
	More than 4 projects	4 - 5	
* Must be comprised of professional design services consulting firm(s) and NOT the lead firm ** Leadership in Energy & Environmental Design administered by Green Business Certification Inc.		Subtotal	

Notes:

Evaluator:

Name _____

Signature _____

Date _____