# Request for Qualifications (Architect / Engineer) State of Ohio Standard Forms and Documents

Administration of Pro	ect: OSFC + Scl	hool District Board
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Project Name	Wellington Exempted Village School	Response Deadline	12/27/2012	4:00 p.m. le	ocal time
Project Location	Wellington, OH	Project Number	SFC-130326		
City / County	Wellington / Lorain	Project Manager	Jennifer Stokes	(PA)	
Owner	School District Board	Contracting Authority	OSFC + School	District Board	
No. of paper copi	es requested (stapled, not bound)0	No. of electronic cop	oies requested on	CD (PDF)	2
	sted number of Statements of Qualifications				

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Ohio Facilities Construction Commission (Attn: Jill Hoobler) at 30 W. Spring Street, 4<sup>th</sup> Floor, Columbus, OH 43215. See Section H of this RFQ for additional submittal instructions.

#### **Project Overview**

#### A. Project Description

The Project is part of a co-funded Exceptional Needs Program project. The total co-funded ENP project includes 1 new Elementary/Middle School. The co-owners have elected to use the Construction Manager-at-Risk project delivery model for the Wellington Exempted Village Schools project.

- Build one (1) new Elementary/Middle School to house 447 students in grades 4-8.
  - o The building is to be 62,967 sf. and built in accordance with the Ohio School Design Manual.
  - The Construction Budget for the New Elementary/Middle building is \$15,109,700 for the co-funded portion of scope.
- Abate and demolish McCormick Elementary Middle School building.
- An allowance has been included in the project budget for the purpose of achieving LEED for Schools Silver (with a preference for attaining points in the Energy and Atmosphere category).
- An allowance of \$300,000 has been included to be used for Site Access Safety Improvements at the new Elementary/Middle School building.
- The School District Board passed a bond issue in November 2012 to fund its share of the OSFC ENP funding.
- A Project Agreement between the District and OSFC is anticipated to be signed no later than February/March 2013.

The Program of Requirements (POR) will be developed as a part of this project by the Architect/Engineer (A/E).

The anticipated project delivery method for this project is Construction Manager at Risk.

Prevailing Wage requirements do not apply to this project.

#### B. Scope of Services

The Basis of Design and construction includes conformance with the Ohio School Design Manual (unless otherwise waived by Commission approved variance) and the United States Green Building Council's Leadership in Energy and Environmental Design (LEED) – for Schools Silver Certification with a preferred investment in attaining points in the Energy and Atmosphere category. Basic Services to be provided by the Architect shall consist of six (6) phases, Program of Requirements, Schematic Design, Design Development, Construction Documents, Bidding/Negotiation, Construction Phases and Project Closeout, and include without limitation normal architectural, civil, structural, mechanical, electrical, technology, landscape design, engineering and closeout service for the Project, and any necessary design and engineering services related to signage and graphics, acoustics, security systems, computers, communications (telephone and data), fixtures, furnishings, interior design and equipment.

The selected Architect/Engineer (A/E), as a portion of its required Scope of Services and prior to submitting its proposals, will discuss and clarify with the Ohio Facilities Construction Commission (OFCC) and the School District, the cost breakdown of the Architect/Engineer 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.

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

## Request for Qualifications (Architect / Engineer) continued

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 <a href="http://ofcc.ohio.gov">http://ofcc.ohio.gov</a>.

During the construction period, provide not less than <u>16</u> 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. New OSFC K-12 combo school building experience
- 2. New K-12 combo school building experience
- 3. OSFC new school experience
- 4. OSFC experience
- 5. Experience with CMR delivery method
- 6. LEED experience
- 7. Experience with OAKS CI reporting system on non-OSFC projects

#### C. Funding / Estimated Budget

Total Project Cost	\$16,780,101	State Funding	\$6.208,637
Construction Cost	\$15,109,699 - includes SSAA	Other Funding	\$10.571,464
Estimated A/E Fee	6% to 6.5%		

NOTE: The A/E fee percentage for this project includes all professional design services, and consultant services necessary for proper completion of the Basic Services for the successful completion of the project, including but not limited to: review and verification of the Program of Requirements provided by the Owner, validation of existing site conditions (but not subsurface or hidden conditions), preparation of cost estimates and design schedules for the project. Fees may be negotiated and allocated for Additional Services (e.g., creation of a Program of Requirements, extensive evaluation or validation of site conditions, extensive pre-design investigations, code-required special inspection and testing, Quality Assurance testing during the construction period, and testing due to unforeseen conditions).

#### D. Services Required (see note below)

Architectural

#### E. Anticipated Schedule

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Filliary	Architectural	Professional Services Start (IIIII/yy)	01/13
Secondary	Electrical	Construction Contracts Start (mm/yy)	02 / 14
	Mechanical	Construction Contracts Completed (mm/yy)	08 / 16
	Plumbing	Professional Services Completed (mm/yy)	10 / 16
	Civil Engineering Services		
	Commercial Food Services	F. EDGE Participation Goal	
	Technology/AV Design		
Others	Interior Design and FF&E Selection	Percent of initial TOTAL A/E Fee	5%
			<u></u>

NOTE: The primary A/E shall be (1) a registered architect holding a license and certificate of authorization issued by the Ohio Architects Board pursuant to ORC Chapter 4703, (2) a landscape architect holding a license and certificate of authorization issued by the Ohio Landscape Architects Board pursuant to ORC Chapter 4703, or (3) a professional engineer or professional surveyor holding a license and certificate of authorization issued by the Ohio Engineers and Surveyors Board pursuant to ORC Chapter 4733.

#### G. Evaluation Criteria for Selection

- Demonstrated ability to meet Co-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.

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01/12

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- 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 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 <a href="http://ofcc.ohio.gov">http://ofcc.ohio.gov</a>. 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.

#### H. Submittal Instructions

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

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.

Electronic submittals should be combined into <u>one</u> PDF file named with the project name and number listed on the RFQ and your firm's name. Use the "print" feature of Adobe Acrobat Professional or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Adobe Acrobat Professional, go to Advanced, then PDF Optimizer. Also, please label the CD and the CD cover with the project name and firm name.

Submit all questions regarding this RFQ in writing to Jill Hoobler at <a href="mailto:jill.hoobler@ofcc.ohio.gov">jill.hoobler@ofcc.ohio.gov</a> with the project name included in the subject line (no phone calls please). The name of the party submitting a question will not be included on the Q&A document.

Firms are requested to identify professional registrations, memberships and credentials including but not limited to: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, 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.

LEED Credentials: Leadership in Energy & Environmental Design (Green Building Certification Institute)

GA: Green Associate AP: LEED AP (Legacy LEED Accredited Professional without specialty) AP +: (see below):

LEED AP BD+C (Building Design and Construction specialty)

LEED AP ID+C (Interior Design and Construction specialty)

LEED AP O+M (Operations and Maintenance specialty)

LEED AP ND (Neighborhood Development specialty) LEED AP Homes (Specialty for residential LEED construction)

Other Industry Credentials

CCCA: Certified Construction Contract Administrator (CSI)

CCM: Certified Construction Manager (CMAA) CCS: Certified Construction Specifier (CSI) CDT: Construction Document Technologist (CSI)

DBIA: Design-Build Institute of America

# Architect/Engineer Selection Rating Form State of Ohio Standard Forms and Documents

Project Name	Wellington Exempted Village School District	Proposer Firm
Project Number	New 4-8 Elementary/Middle School Building	City, State, Zip

ele	ectic	on Criteria			Value	Sco
	Prin	nary A/E Firm Location, Size, and Workload (	Maximum 10 points)			
	a.	Proximity of primary A/E firm's office where the	Less than 50 miles from project site		4 - 5	
		majority of work will be performed to the principal	50 miles to 100 miles from project site		2 - 3	
		project site, and knowledge of local conditions	More than 100 miles from project site		0 - 1	
	b.	Number of relevant licensed professionals within	Less than 3 licensed professionals		0-3 Max	
		primary A/E firm available to perform the work	3 to 10 licensed professionals		0-3 Max = 3	
		(based on Part II of F110-330)	More than 10 licensed professionals		0-3	
	C.	Amount of fees awarded by the Contracting	Less than \$250k in previous 24 months	;	2	
		Authority to the primary A/E firm in the previous	\$250k to \$1M in previous 24 months		1	
		24 months (exclude projects on hold)	More than \$1M in previous 24 months		0	
	Prin	nary A/E Qualifications (Maximum 30 points)				
	a.	Project Manager (e.g., education, experience,	Experience / ability of A/E project mana	ger to	0 - 10	
		credentials, effective communication skills)	manage scope / budget / schedule / qu	ality	0 - 10	
	b.	Project Designer (e.g., design awards,	Experience / creativity of project design	er to	0 - 5	
		publications, appropriateness, innovation)	achieve owner's vision and requiremen		0-5	
	C.	Technical Staff (e.g., BIM/CAD operator / specifier	Experience / ability of technical staff to	create	0 - 5	
		education, experience, CDT or CCS* credentials)	fully coordinated construction documen		0-3	
	d.	Construction Administration Staff (e.g., education,	Experience / ability of field representati		0 - 10	
		experience, CDT or CCCA* credentials)	identify and solve issues during constru	ıction	0 - 10	
	Key	Consultant Qualifications (Maximum 20 point				
	a.	Key Consultants (e.g., civil, mechanical, or	Experience / ability of key consultants t	0	1 - 15	
		electrical engineering, specialty consultants)	perform effectively and collaboratively		1 - 13	
	b.	Proposed EDGE-certified Consultant	One additional point for every 2 percent increase in professional services over the			
		Participation** (fully executed Statements of Intent			0 - 5	
		to Contract and Perform with relevant EDGE firms)	advertised EDGE participation goal			
(	Ove	rall Team Qualifications (Maximum 10 points)				
	a.	Previous Collaboration of the Project Team	Less than 3 sample projects 1 3 to 10 sample projects 2		1	
		(sample projects on which a significant number of			2	
		individual team members have worked together)	More than 10 sample projects		3	
	b.	LEED*** Training / Professional Accreditation	LEED*** Credentials*	GA	1	
		(demonstrated either by the primary A/E firm or	(Maximum 3 points)	AP	2	
		relevant consultant)	(Maximum 3 points)	AP+	3	
	C.	LEED*** Registered / Certified Project Experience	LEED*** Registered Projects (RP) or	RP	1	
		(demonstrated either by the primary A/E firm or	LEED*** Certified Projects (CP)			
		relevant consultant)	(Maximum 2 points)	CP	2	
	d.	Team Organization (showed formal relationships	Clarity of responsibility / communication	า	0 - 2	
		between owner, contracting authority, consultants)	demonstrated by table of organization		0 - 2	
-	Ove	rall Team Experience (Maximum 30 points)				
	a.	Past Performance of the Project Team (provided	Past performance as indicated by A/E		0 - 10	-
		reference letters from sample project contacts)	evaluations and letters of reference			
	b.	Experience with similar projects and anticipated	Less than 3 projects		0 - 3	
		project delivery method (e.g., Multiple-Prime,	3 to 10 projects		4 - 6	
		General Contracting, CM at Risk, Design-Build)	More than 10 projects		7 - 10	
	C.	Budget and Schedule Management (included data	get and Schedule Management (included data			
		on estimate versus bid and original contract sum &	original construction budget and sched		0 - 5	
		time versus change orders for sample projects)	3	u.c		
	d.	Knowledge of Ohio Capital Improvements Process	Less than 3 projects		0 - 1	
		(e.g., experience following The OFC Manual, the	3 to 10 projects		2 - 3	
		Standard Requirements, and ORC Chapter 153)	More than 10 projects		4 - 5	
* [	2 of or	r to list of applicable credentials in Section H of the RF	· · · · · · · · · · · · · · · · · · ·			
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Notes:	Evaluator:	
	Name Name	
		Date
	Signature	Date