

# Request for Qualifications

Department of Administrative Services  
General Services Division ▪ State Architect's Office  
4200 Surface Road ▪ Columbus, Ohio 43228



<http://ci.oaks.ohio.gov>

v: 614.466.4761 ▪ f: 614.644.7982

Project Name	<u>Constructability Review Consultant List</u>	Response Deadline	<u>03/10/2011</u>	<u>5:00 p.m.</u> local time
Project Location	<u>Various</u>	Project Number	<u>DAS-11C888</u>	
City / County	<u>Various / Various</u>	SAO Project Manager	<u>Various</u>	
Agency/Institution	<u>Various</u>	Contracting Authority	<u>State Architect's Office</u>	
No. of Paper Copies (stapled, not bound)	<u>0</u>	No. of Electronic Copies on CD (PDF)	<u>1</u>	

Mail or deliver the requested number of Statements of Qualifications (SAO Form F110-330) directly to the State Architect's Office (Attention: Program Services) at the address above. Submit all questions regarding this RFQ in writing to [StateArchOff@das.state.oh.us](mailto:StateArchOff@das.state.oh.us) with the project number included in the subject line. See Section G for additional submittal instructions.

## Project Overview

### A. Project Description

The State Architect's Office (SAO) intends to pre-qualify firms to provide constructability review services for projects. Services are in support of the SAO design and management of projects, as well as to support state agency administration of projects.

This pre-qualification process will determine the list of firms that will be eligible for award of contracts for the period beginning July 1, 2011 and ending June 30, 2013. The current Consultant List for constructability review services expires on June 30, 2011.

Upon completion of the selection process, SAO will seek Controlling Board approval for total contract awards to each pre-qualified firm up to the amount of \$150,000 for the two-year period. Fees are negotiated for each assignment.

The number of pre-qualified constructability review consultants selected through this process is within the discretion of SAO. While pre-qualified status means that a firm is eligible for award of contracts, SAO does not guarantee that a firm will be awarded any work or make a representation of the amount of work a firm may receive within the two-year period.

### B. Scope of Services

Meet with owner and design consultants to review the project objectives regarding the program, current plans and specifications and cost estimates to get an overview of the project. Evaluate the plans and specifications with regard to the feasibility of construction considering such factors as project schedule, project interfaces, utility relocations or shutdowns, etc. Analyze any construction constraints imposed by design requirements, sequence of construction or construction materials.

Verify the logic and clarity of the breakdown of the work to be performed by the proposed prime construction contracts and verify that the documents contain the information necessary to define which of the several prime contractors will perform the work needed to bridge between two or more prime contractor areas of responsibility or scope of work. Analyze the proposed work relative to the recommended construction time period and identify any perceived constraints. Analyze all of the various components of contract documents for consistency of descriptive terminology and references between General and Supplementary Conditions, Drawings and Specifications. Identify incorrect, unclear and omitted items.

Evaluate the plans and specifications for completeness, clarity, consistency and coordination including actual and potential conflicts, between all components of the contract documents. Analyze addenda issued during the bidding process. Provide specification review comments listed by specification section which will include the front-end documents, instruction to bidders, general conditions, supplementary conditions, and all technical sections, etc.

Provide drawings review comments listed by drawing sheet number and appropriate detail references and provide relative cross-referencing information. Review the plans and specifications prior to release of publication for bidding to ensure that the modifications conform to the constructability review. Evaluate the Cost Estimate compared to the indicated construction, project phasing and prime construction contract sums. Evaluate the proposed time of completion. Ascertain overall completeness and organization of Contract Documents.

# Request For Qualifications continued



Project Name Constructability Review Consultant List

Project Number DAS-11C888

Review and analyze the proposed construction contract time frame. Recommend milestone dates that will reinforce project requirements. Prepare a 120-day preliminary schedule to be incorporated in bidding. Produce a report indicating findings with each review. Meet with the Owner and Design Consultants to present, review and discuss the findings.

Services will be provided in accordance with a standard form of consultant agreement. As a project is identified for services, SAO will notify a pre-qualified firm of the project and provide a scope of work. The scope of work and schedule for a specific project will be described in an exhibit document attached to the agreement.

Upon failure to negotiate a contract with an identified pre-qualified firm, SAO will inform the firm in writing of the termination of negotiations and enter into negotiations with another firm on the pre-qualified list.

## C. Funding / Estimated Budget

Total Project Cost	<u>Varies with each project</u>	State Funding	<u>Operating Funds</u>
Construction Cost	<u>Varies with each project</u>	Other Funding	<u>As applicable</u>
Estimated Design Fee	<u>TBD</u>		

NOTE: The design fee percentage for this project includes all professional design services, and any necessary reimbursable expenses and allowances 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 scope of services 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. Reimbursable expenses and allowances 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. Anticipated Schedule

Response Deadline: March 10, 2011  
Announce List for Presentations: April 2011  
Presentations in Columbus: April-May 2011  
Pre-Qualification will be effective for the period covering July 1, 2011 – June 30, 2013

## E. EDGE Participation Goal

Percent of initial TOTAL Fee: 0%

## F. Evaluation Criteria for Selection

Demonstrated ability to meet Owner's programmed project vision, scope, budget, and schedule on previous projects. Relevant past performance of prospective firm.

Qualifications and experience of individual firm's staff. Specification writing credentials and experience. Proposer's apparent resources and capacity to meet the needs of a typical project. The selected firm must have the capability to use the Internet within their normal business location(s) during normal business hours.

Prior to executing the Agreement, the selected firm must represent and warrant that it has not provided any material assistance, as that term is defined in O.R.C. Section 2909.33(C), to an organization that is identified by, and included on, the United States Department of State Terrorist Exclusion List and that it has truthfully answered "no" to every question on the Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization, and that it has provided or shall provide such to the Contracting Authority and/or the Ohio Business Gateway (<https://ohiobusinessgateway.ohio.gov/OBG/Membership/Security.mvc>).

Prior to executing the Consultant Agreement, the selected firm must represent and warrant that it will not perform any of its services outside of the United States.

All questions regarding this Request for Qualifications are to be submitted in writing (absolutely no answers will be provided to phone inquires) to the attention of "RFQ-DAS-11C888" at [StateArchOff@das.state.oh.us](mailto:StateArchOff@das.state.oh.us). Questions will be answered and posted to the OAKS Capital Improvements Web site at <http://ci.oaks.ohio.gov> on a regular basis until one week before the time of proposal submittal. The name or firm of the party submitting a question will not be included on the Question and Answer Document posted by SAO.

# Request For Qualifications continued



Project Name Constructability Review Consultant List

Project Number DAS-11C888

## G. Submittal Instructions

Firms are required to submit a current SAO-F110-330 Statement of Qualifications (blank forms are available as a free download from the SAO website). A CD-ROM with all pages consolidated into a single PDF file must be submitted enclosed in an envelope, sealed, addressed, and mailed or delivered to the State Architect's Office, Attn: Program Services, 4200 Surface Road, Columbus, Ohio 43228-1395. Label the CD-ROM with the project number listed on the RFQ and your firm's name.

Paper copies or submittals that are e-mailed or faxed will NOT be accepted.

Electronic submittals must 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 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.

The following special instructions apply to completing the SAO-F110-330 form for this selection:

- Firms are requested to list the Project No. (indicated on Page 1 of this RFQ) on the first page of Part I and on Part II of the SAO-F110-330.
- Firms are requested to indicate their EDGE-certified business status as either "Certified" or Non-certified" on Part I Section C (Proposed Team).
- Firms performing current Consultant List projects should identify those projects on Page 1 of Section F (Example Projects Which Best Illustrate Proposed Firm's Qualifications for this Contract).
- Do not submit Page 2 of Section F (Relevant Projects Experience Matrix).
- Do not submit Page 3 of Section H (Commitment to Participate in the EDGE Business Assistance Program).
- Firms are requested to identify their experience, preparedness, software, and training relevant to their use of building information modeling (BIM) authoring and analysis tools. This information is being collected for statistical purposes and will not be used as criteria for scoring submissions. Provide in narrative form in Section H of the SAO-F110-330 form.
- Firms are requested to identify professional registrations, memberships, and certifications including but not limited to: CCCA, CCM, CCS, CDT, LEED (Green Associate), LEED AP (legacy), LEED AP+ (with specialty), and any other appropriate design and construction industry certifications.\* Identify this information on the resume page for each individual in Block 22, Section E the SAO-F110-330 form.

\* CCCA: Certified Construction Contract Administrator (Construction Specifications Institute (CSI))

CCM: Certified Construction Manager (Construction Management Association of America)

CCS: Certified Construction Specifier (CSI)

CDT: Construction Documents Technologist (CSI)

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)

## I. Additional Information

Following this submission, SAO will evaluate the proposals submitted and identify a list of firms for pre-qualification interviews. These interviews are designed to familiarize SAO staff with the qualifications of firms by further exploring their proposals and the scope and nature of the consulting services they provide. SAO will seek Controlling Board approval of all selected firms for contracting eligibility through June 30, 2013.

# Consultant Selection Rating

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Project Name Constructability Review Consultant List Proposer Firm \_\_\_\_\_  
 Project Number DAS-11C888 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Firm Location and EDGE Status</b>			
Location of firm and EDGE-certified status	Out of State	0	
	Ohio Firm	5	
	EDGE Certified	10	
<b>2. Firm Size</b>			
Number of professional staff within primary firm available to perform the work.	Small = Less than 6 professionals	4 - 5	
	Medium = 6 to 8 professionals	2 - 3	
	Large = More than 8 professionals	0 - 1	
<b>3. Current Workload</b>			
Amount of fees awarded by the Contracting Authority to the primary firm in the previous 24 months (exclude projects on hold)	Less than \$100,000.00	4 - 5	
	\$100,000.00 to \$300,000.00	2 - 3	
	More than \$300,000.00	0 - 1	
<b>4. Primary Firm Qualifications</b>			
a. Project Management Lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	
b. Constructability Review Lead	Experience / creativity of lead reviewer to meet needs of owner	0 - 10	
c. Constructability Review Technical Staff	Experience / ability of review staff to develop quality construction documents	0 - 10	
d. Construction Scheduling	Experience / ability of scheduling staff to create target schedule for bid documents	0 - 10	
<b>5. Project Team Qualifications</b>			
a. Previous Team Collaboration (Internal) Number of projects that a majority of the team members have worked together	Less than 4 projects (Low)	0 - 1	
	4 to 7 projects (Average)	2 - 3	
	More than 7 projects (High)	4 - 5	
b. LEED* Experience within Team	LEED AP Credentials** (Maximum of 3 points)	GA	1
		AP	2
		AP+	3
	LEED Registered (RP) projects -OR- LEED Certified (CP) projects (Maximum of 2 points)	RP	1
		CP	2
Satisfies ALL above Criteria		Sum = 0 - 5	
c. Team Organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
<b>6. Overall Project Team Experience</b>			
a. Budget & Schedule Management	Performance in completing projects within original budget and schedule limitations	0 - 5	
b. Experience with SAO Consultant List Projects in the previous 24 months	Less than 2 projects (Low)	7 - 10	
	2 to 3 projects (Average)	4 - 6	
	More than 3 projects (High)	0 - 3	
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 - 3	
	2 to 3 projects (Average)	4 - 6	
	More than 3 projects (High)	7 - 10	
* LEED = Leadership in Energy & Environmental Design developed by the U.S. Green Building Council ** See list of LEED credentials in Section H of the RFQ		<b>Subtotal</b>	

**Notes:**

**SAO Evaluation:**

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Constructability Review Consultant List Question and Answer List



Ohio Department of Administrative Services  
General Services Division

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Project Name	<u>Constructability Review Consultant List</u>	Project Number	<u>DAS-11C888</u>
Project Location	<u>Various</u>		

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Date posted: March 2, 2011

Date revised: N/A

Below are the questions that have been received to date for the RFQ of the above-referenced project:

1. If the submitting firm is selected for assignments under this contract, will they be precluded or disallowed from proposing on CM or CA assignments on those same projects in the future?
  - A. Constructability review services are provided by the project construction manager (CM) for any project where a CM is engaged. The constructability review services firm would be precluded from bidding any contracts on the assigned project.
2. Can a firm still submit application for prequalification to be added to the list or will they have to wait for another two years?
  - A. Proposals are due Thursday, March 10, 2011, for eligibility during the two-year period beginning July 1, 2011.
3. We are interested in submitting an RFQ for project number DAS-11C888. We would like to know if we need to submit our information alone or a team of engineers as well?
  - A. A firm should be prepared to provide the scope of services listed in the RFQ for a variety of types of projects. Propose a team that can provide complete and thorough review of the various projects.
4. Should submission of the SAO Form F110-330 include qualifications for only the individual firm or should it also include potential consultants?
  - A. See answer to question 3 above.
5. Concerning G. Submittal Instructions – special instructions bullet 3: Are the 'current Consultant List projects' those projects for which the submitting firm is currently performing Constructability Reviews?
  - A. No, you may list all project experience relevant to this RFQ, including other types of services.