

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>Engineer and Surveyor Consultant List</u> | Response Deadline | <u>12/15/2010</u> | <u>5:00 p.m.</u> local time |
| Project Location | <u>Various</u> | Project Number | <u>DAS-11E999</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 with the project number included in the subject line. See Section H for additional submittal instructions.

Project Overview

A. Project Description

The State Architect's Office (SAO) intends to pre-qualify firms to provide engineering and surveying services for projects that are not advertised through the Ohio Register. In order for any firm on the FY10-FY11 list to be considered in the pre-qualification process for future projects, they must reapply.

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 expires on June 30, 2011.

Services are in support of the SAO design and management of projects, as well as to support state agency administration of projects. Consultants are generally utilized for small projects or specialized tasks in which the usual Ohio Register selection process would be cumbersome. All firms submitting a proposal in response to this RFQ will be eligible for consulting services opportunities.

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 \$250,000 for the two-year period. Fees for each individual assignment will usually range in the amount of \$25,000 - \$75,000 per project. However, there may be exceptions where fees for an individual assignment will exceed \$75,000.

The number of pre-qualified engineering and surveying 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

Work assignments may include: engineering (any engineering discipline) and surveying, and related specialty consulting services including but not limited to facility evaluation and master planning services; review or creation of a Program of Requirements; various studies; prototype building design; preparation of bidding and construction documents; pre-design investigations; quality assurance testing during construction; validation of existing site conditions; preparation of cost estimates; extensive pre-design investigations; code-required special inspection and testing; quality assurance testing during construction, surveying services; soil testing and engineering.

Energy and commissioning services will be included in an upcoming Request for Qualifications specifically directed to all energy and commissioning consulting firms.

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

Request For Qualifications continued



Project Name Engineering and Surveying Consultant List Project Number DAS-11E999

SAO will initiate contract negotiations directed toward:

- (1) Ensuring that the firm and the agency have a mutual understanding of the essential requirements involved in providing the required services;
- (2) Determining that the firm will make available the necessary personnel, equipment, and facilities to perform the services within the required time; and
- (3) Agreeing upon fair and reasonable compensation, taking into account the estimated value, scope, complexity, and nature of the services.

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</u> | State Funding | <u>Varies</u> |
| Construction Cost | <u>Varies</u> | Other Funding | <u>Varies</u> |
| Estimated Design Fee | <u>Varies</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. Services Required

| | |
|-----------|---|
| Primary | <u>Engineering (all disciplines)</u> |
| Secondary | <u>Surveying</u> |
| | <u>Soil Testing and Engineering</u> |
| | <u>LEED Consulting</u> |
| | <u>Code Analysis</u> |
| | <u>Studies</u> |
| Other | <u>Specialty for various assignments.</u> |

E. Anticipated Schedule

| | |
|--|---------------|
| A/E Services Start (mm/yy) | <u>07/11</u> |
| Construction Contracts Start (mm/yy) | <u>Varies</u> |
| A/E Services Completed (mm/yy) | <u>Varies</u> |
| Construction Contracts Completed (mm/yy) | <u>Varies</u> |

F. EDGE Participation Goal

| | |
|---|----------|
| Percent of <i>initial</i> TOTAL A/E Fee | <u>0</u> |
|---|----------|

G. 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. Experience and capabilities of creating or using Alternative Dispute Resolution. 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.

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Project Name Engineering and Surveying Consultant List

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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-11E999" at 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.

Anticipated Schedule:

Proposal Due Date: Dec. 15, 2010

Announce Short List for Interviews: February 2011

Interviews in Columbus: February/March 2011

Pre-Qualification will be effective for the period covering July 1, 2011 – June 30, 2013

H. 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 2 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

Request For Qualifications continued



Project Name Engineering and Surveying Consultant List

Project Number DAS-11E999

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 submitting firms for contracting eligibility through June 30, 2013.

Consultant Selection Rating

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Project Name Engineer and Surveyor Consultant List Proposer Firm _____
 Project Location Various City, State, Zip _____
 Project Number DAS-11E999

| Selection Criteria | | Value | Score |
|--|---|-----------------|-------|
| 1. Firm Location and EDGE Status | | | |
| Location of firm and EDGE-certified status | Out of State | 0 | |
| | Ohio Firm | 5 | |
| | EDGE Certified | 10 | |
| 2. Firm Size | | | |
| Number of relevant licensed professionals within primary firm available to perform the work. | Small = Less than 3 licensed professionals | 4 - 5 | |
| | Medium = 3 to 4 licensed professionals | 2 - 3 | |
| | Large = More than 4 licensed professionals | 0 - 1 | |
| 3. Current Workload | | | |
| 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 | |
| 4. Primary Firm Qualifications | | | |
| a. Project Management Lead | Experience / ability of project manager to manage scope / budget / schedule / quality | 0 - 10 | |
| b. Project Design Lead | Experience / creativity of lead designer to meet needs of owner | 0 - 10 | |
| c. Technical Staff | Experience / ability of technical staff to develop quality construction documents | 0 - 10 | |
| d. Construction Administration | Experience / ability of field representative to identify / solve issues during construction | 0 - 10 | |
| 5. Project Team Qualifications | | | |
| 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 | |
| 6. Overall Project Team Experience | | | |
| 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 | |
| | | Subtotal | |

* 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

Notes:

SAO Evaluation:

Name _____

Signature _____ Date _____

Engineer and Surveyor Consultant List Question and Answer List



Ohio Department of Administrative Services
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Project Name Engineer and Surveyor Consultant List Project Number DAS-11E999
Project Location Various

Date posted: November 23, 2010
Date revised: December 10, 2010

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

1. Our firm is an Electrical, Mechanical, and Technology engineering firm and we are questioning whether we are able to submit qualifications for the Primary services (Engineering - all disciplines) and Secondary services (LEED Consulting, and Studies) only? Or are you looking for teams that cover all services listed in the RFQ?
 - A. We are interested in the range of services provided by individual firms. The projects we will be using these consultants for are typically those for which SAO is the engineer of record. We will assemble teams of consultants from the individual firms to perform the services required. Submit the full range of disciplines provided by the firm on a single statement of qualifications.
2. Should we add consultants to our submittal, or are you looking for Engineers to submit by themselves? We have established relationships with consultants who can offer some of the other secondary services you list on the RFQ. We are not sure if you were looking for secondary consultants to submit separately or if we should submit as a possible team.
 - A. See the answer to question 1 above.
3. We are Civil Engineering and Surveying Company, should we submit a separate qualification packet for each discipline?
 - A. See the answer to question 1 above.
4. Should we add consultants to our submittal, or are you looking for engineers to submit by themselves? We have consultants who can offer secondary services listed. We are not clear if we should submit as a team.
 - A. See the answer to question 1 above.
5. We're a new firm starting out that will be certified by the State Architect's Board soon; therefore our Part II may seem barren since the firm has not yet started generating revenue. Will that hinder our firm in becoming prequalified? Any suggestions if that is the case?
 - A. Submit the current status of the firm at the time of the submission and the information will be evaluated consistently with all other proposals.

Project Name Engineer and Surveyor Consultant List

Project Number DAS-11E999

Questions added December 10, 2010 start here

6. Are all firms that submit a Statement of Qualifications in response to DAS-11E999 eligible for contracts or will you narrow to a select group of consultants? Based on the instructions, it looks like you intend to shortlist and interview a select group of firms for prequalification vs. a blanket approval with submittal. Can you please clarify the selection process?
 - A. The consultant list program affords the opportunity for every firm submitting to be eligible for a contract. However, the evaluation process will narrow the submissions to a short list of firms which will be interviewed. While any firm submitting a proposal is eligible for a contract, the firms which are interviewed achieve a specific position in the professional design services selection process where SAO is able to expedite the contracting process by directly seeking a fee proposal from an interviewed firm. Firms which are not interviewed will be required to submit a technical proposal and will be evaluated against other eligible firms at the time of a specific assignment.

7. We are a civil engineering and survey firm with considerable experience in construction management, construction administration and construction inspection for infrastructure related projects including roadway, potable water, storm water, and sanitary sewer systems. The above referenced RFQ mentions certifications such as CCCA, CCM, CCS, CDT. These certifications seem more geared towards the building industry. Are there similar certifications for the administration of construction work outside the building industry? We are an EDGE certified firm and has extensive experience with the Ohio Department of Transportation providing construction related services. We would welcome the opportunity to provide the same services to your organization as well, if there is a fit for us.
 - A. The certifications listed are examples of the type of credentials that demonstrate training and knowledge in addition to licensure. Our office constructs facilities for use by state agencies, including waste treatment plants, parking lots, private roads and other infrastructure projects on state property, sometimes described as vertical construction. The Ohio Department of Transportation contracts with consultants to design public roadways and may be a resource to identify credentials applicable to infrastructure or horizontal construction.

8. Can you please answer a question...or point me in the right direction? As we are filling out SF330 forms, and asked to assign revenue numbers for Part II, Question 11 (a, b & c), should we be including K-12 work which receives OSFC funding in these numbers? For example, do we include Akron Public Schools projects which have received OSFC funding?
 - A. "Work for this contracting authority" is to include only the value of contracts a firm has with the state architect's office, department of administrative services. "Other state work" would include the value of contracts that a firm has with any other state agency, which would include contracts which are wholly or partially funded by OSFC.

9. Our main office is out-of-state, but our branch office is in Cincinnati – shouldn't we be listed under Southwest region? In the last Consultant List process we were included in the Northwest region.
 - A. SAO uses the address provided by a firm on Part I as the location of the office. Out of state consultant proposals are distributed among the regional groups to be evaluated.