

# 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>Neutral Facilitation Consultant List</u>	Response Deadline	<u>04/20/2011</u>	<u>5:00 p.m.</u> local time
Project Location	<u>Various</u>	Project Number	<u>DAS-11F888</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) invites interested parties to submit a statement of qualifications to provide neutral facilitation 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.

All firms submitting a statement of qualifications will be eligible for award of contracts for the period beginning July 1, 2011 and ending June 30, 2013. Fees are negotiated for each assignment. 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

The services are to provide partnering facilitation services for SAO project teams. Partnering sessions may be scheduled at any phase of a project, but would typically occur at the design phase or start of construction. Neutral facilitation services may also be engaged to mediate project claims or disputes. The services generally include the following: pre-workshop interviews of individual project team members in order to identify key issues and prepare an agenda that is specific to the needs of the project; and conduct the workshop to include discussion of the specific issues for the project team to plan activities or processes to address the specific issues. For all trade contractor partnering workshops, the agenda will include time for the contractors and the project team to discuss the plan for dispute resolution.

### C. Funding / Estimated Budget

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

### D. Anticipated Schedule

Response Deadline: April 20, 2011  
Eligibility will be effective for the period covering July 1, 2011 – June 30, 2013

### E. EDGE Participation Goal

Percent of initial TOTAL Fee: 0%

# Request For Qualifications continued



Project Name Neutral Facilitation Consultant List

Project Number DAS-11F888

## F. Evaluation Criteria for Selection

Competence of the firm to perform the required services, as indicated by the training, education and experience of the firm's personnel who would be assigned to perform the services; ability in terms of workload and availability of qualified personnel, equipment, and facilities to perform the required services competently and expeditiously; experience of the proposed personnel in performing the required services; past performance as reflected in evaluation of previous clients with respect to factors such as quality of work and meeting deadlines; and other similar factors.

Prior to executing any Agreement for services, 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 any 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-11F888" at [StateArchOff@das.state.oh.us](mailto:StateArchOff@das.state.oh.us). Questions will be answered and posted to the OAKS Capital Improvements website 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.

## 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).
- 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).

# Neutral Facilitation Consultant List Question and Answer List



Ohio Department of Administrative Services  
General Services Division  
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Project Name	<u>Neutral Facilitation Consultant List</u>	Project Number	<u>DAS-11F888</u>
Project Location	<u>Various</u>		

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Date posted: March 18, 2011  
Date revised: N/A

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

1. What is the anticipated workload for this RFQ for next year? On average how many partnering sessions do you anticipate on a monthly or other periodic basis?
  - A. The number of sessions that may occur during the two-year period beginning July 1, 2011, and ending June 30, 2013, is dependent upon the type and number of projects that SAO will manage. In addition, Consultant List services are available to support state agencies and institutions of higher education who are locally administering their projects. The number and size of new projects is not known at this time and is contingent upon appropriations passed by the General Assembly.
2. Do you anticipate short listing the responses, interviewing, and then making final selections?
  - A. All firms submitting a statement of qualifications for these RFQs will be eligible for award of contracts, provided that the statement of qualifications is submitted according to the instructions outlined in each RFQ and received before the proposal deadline.
3. How many firms do you anticipate ultimately approving (the pool) from which you will select to perform neutral facilitation services?
  - A. All firms submitting a statement of qualifications will be on the list, provided that the statement of qualifications is submitted according to the instructions outlined in each RFQ and received before the proposal deadline. The list will be available on the SAO website on or after July 1, 2011.
4. Is depth of team (number of available facilitators) an important factor in your decision?
  - A. The qualifications of the individual facilitator is the most important consideration and not the number of individuals within a firm that are available to provide the requested services.