

Request for Qualifications

Ohio Department of Rehabilitation and Correction
Bureau of Construction, Activation and Maintenance
770 West Broad Street, Columbus, Ohio 43222



www.drc.state.oh.us
v: 614.752.1043 • f: 614.752.1059

Project Name	Door & Window Replacement	Response Deadline	4 / 27 / 2009 4:30 p.m. local time
Project Location	Lorain Correctional Institution	Project Number	DRC-090017
City / County	Grafton / Lorain County		

Local Administration

Owner / Agency	Department of Rehabilitation & Correction	Owner/Agency	Department of Rehabilitation & Correction
Project Manager	Larry English	Inquiries to*	Larry English
Street	770 W. Broad Street	Street	770 W. Broad Street
City	Columbus Ohio	City	Columbus Ohio
Zip	43222	Zip	43222
Phone	614.752.1054	Phone	614.752.1054
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*Mail 2 copy(ies) of the Statement of Qualification(s) (SAO Form #F110-330 available via the State Architect's Office Web site at <http://www.das.ohio.gov/gsd/sao/documents.htm>) directly to this contact.

Project Overview

A. Project Description

The Lorain Correctional Institution opened in 1990 and currently has a population of approximately 2,000 male inmates. Currently, 20% of the metal framing for inmate housing windows and doors are rusting and falling apart at Lorain Correctional Institution. Door closures are in bad condition and the staff is unable to secure several doors properly. The above project work includes, but is not limited to the removal and replacement of approximately 855 windows and 90 doors at Lorain Correctional Institution. Remove and replace all door closures as required and remove and replace five concrete sidewalks in front of five exterior doors.

B. Scope of Services

The Associate shall also include as part of the basic services the preparation of a design solution and construction documents and estimates of construction cost. The selected Associate, as a portion of its required Scope of Services and prior to submitting its proposals, will discuss and clarify with the Owner the cost breakdown of the Associate 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: Program Verification, Schematic Design, Design Development, Construction Document Preparation, Bid and Award Support, Conformed Documents, Construction Phase, Post-Construction Phase, and Extra Services and Additional Services of all types. Refer to *The SAO Manual* for additional information about the type and extent of services required for each.

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.

Request For Qualifications continued



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C. Funding / Estimated Budget

Total Project Cost	<u>\$1,320,305</u>	State Funding	<u>HB562 ALI C50110</u>
Construction Cost	<u>\$1,122,081</u>	Other Funding	<u>N/A</u>
Estimated Design Fee	<u>7%-8%</u>		

NOTE: The design 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

Primary	<u>Architectural/Engineering</u>
Secondary	<u>N/A</u>

E. Anticipated Schedule

Design Services Start	<u>July 2009</u>
Construction Notice to Proceed	<u>TBD</u>
Construction Contracts Completed	<u>TBD</u>
Professional Services Completed	<u>TBD</u>

F. EDGE Participation Goal

Percent of *initial* TOTAL Design Fee 5%

G. Evaluation Criteria for Selection

Demonstrated ability to meet 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. 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. Participate in the EDGE Program as required by statute and the Agreement.

Interested A/E firms are required to submit the Commitment to Participate in the Edge Business Assistance Program form in its Statement of Qualifications (SAO 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 SAO Web site at www.ohio.gov/sao (click on Forms / Documents). The Intent to Contract and to Perform form is again required at the Fee Proposal stage.

Prior to executing the Architect/Engineer Agreement, the selected A/E 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 (<http://homelandsecurity.ohio.gov/dma/dma.asp>).

Architect/Engineer Selection Rating

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Project Name Door & Window Replacemen Proposer Firm _____
City, State, Zip _____
Project Number DRC-090017

Selection Criteria		Value	Score
1. A/E Firm Location			
Proximity of primary A/E firm office where majority of work is to be performed in relationship to project site	0 – 75 miles	4 - 5	
	76 – 100 miles	2 - 3	
	Over 100 miles	0 - 1	
2. A/E Firm Size			
Number of relevant licensed professionals within primary A/E firm available to perform the work	Small = < 1-5 licensed professionals	10	
	Medium = 6 – 10 licensed professionals	5	
	Large = > 11+ licensed professionals	0	
3. Current Workload			
Amount of fees awarded by the Contracting Authority to the primary A/E Firm in the previous 24 months (exclude projects on hold)	< \$ 100,000	4 - 5	
	\$ 100,000 - \$ 500,000	2 - 3	
	> \$ 500,000	0 - 1	
4. Primary A/E 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 - 5	
c. Technical Staff	Experience / ability of technical staff to develop quality construction documents	0 - 5	
d. Construction Administration	Experience / ability of field representative to identify / solve issues during construction	0 - 10	
5. A/E Consultant Qualifications			
Key Discipline Leads	Experience / ability of all key discipline leads to effectively perform the work	0 - 10	
6. Project Team Qualifications			
a. Previous Team Collaboration Number of projects that a majority of the team members have worked together	0 – 5 projects (Low)	0 - 1	
	6 – 10 projects (Average)	2 - 3	
	11+ projects (High)	4 - 5	
b. LEED* Experience within Team	LEED AP(s)** on Team	0 - 1	
	LEED Registered Project(s)	0 - 2	
	LEED Certified Project(s)	0 - 2	
	Satisfies ALL above Criteria	Sum = 0 - 5	
c. Team Organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
7. Overall Project Team Experience			
a. Budget & Schedule Management	Performance in completing projects within original budget and schedule limitations	0 - 5	
b. Experience with Similar Project Type	0 – 3 projects (Low)	0 - 3	
	4 – 6 projects (Average)	4 - 6	
	7+ projects (High)	7 - 10	
c. Past Performance	Level of performance as indicated by past A/E evaluations / letters of reference	0 - 5	
d. Knowledge of State of Ohio Capital Project Administration Process	0 – 3 projects (Low)	0 - 3	
	4 – 6 projects (Average)	4 - 6	
	7+ projects (High)	7 - 10	
		Subtotal	

* LEED = Leadership in Energy & Environmental Design developed by the U.S. Green Building Council
** LEED AP = LEED Accredited Professional credential by the Green Building Certification Institute

Notes:

Owner Evaluation:

Name _____
Signature _____ Date _____