

Request For Qualifications

Ohio Department of Administrative Services
General Services Division
State Architect's Office ▪ 4200 Surface Road ▪ Columbus, Ohio 43228-1395



www.ohio.gov/sao
e: StateArchOff@das.state.oh.us
v: 614.466.4761 ▪ f: 614.644.7982

Project Name	<u>Engineer Pre-Qualified Consultant List</u>	Response Deadline	<u>12 / 03 / 2008</u>	<u>4:30 p.m. local time</u>
Project Location	<u>Statewide / Varies with project</u>	Project Number	<u>DAS-090950</u>	
City / County	<u>Statewide / Varies with project</u>			

State Architect's Office ("SAO")*		Owner/Agency	<u>Varies with each project</u>	
Project Manager	<u>Varies with each project</u>	Contact*	<u>N/A</u>	
Street	<u>4200 Surface Road</u>	Street	<u>N/A</u>	
City	<u>Columbus</u>	City	<u>N/A</u>	<u>Ohio</u>
Zip	<u>43228</u>	Zip	<u>N/A</u>	
Phone	<u>614. 466.4761</u>	Fax	<u>614.644.7982</u>	
E-mail	<u>StateArchOff@das.state.oh.us</u>	E-mail	<u>N/A</u>	

*Mail or deliver 2 copies 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>). See additional instructions for submittals in Section E.

Project Overview

A. Project Description

The State Architect's Office (SAO) intends to pre-qualify firms to provide engineering services for projects that are not advertised through the Ohio Register. This pre-qualification process will determine the list of firms that will be eligible for award of contracts for the period covering July 1, 2009 – June 30, 2011.

The current Consultant List expires on June 30, 2009. In order for any firm on the current list to be considered in the pre-qualification process for future projects, they must reapply.

Services are in support of the SAO design of projects, as well as to support state agency administration of projects. Consultants are utilized for small projects or specialized tasks in which the A/E selection process would be unnecessarily cumbersome.

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 2-year period. Each individual assignment may range in the amount of \$25,000 - \$75,000 per project, however there are exceptions where fees for an individual assignment exceed \$75,000.

The number of pre-qualified engineering services consultants selected through this process is within the discretion of SAO. While the pre-qualified status means that a firm is eligible for award of contracts, there is no guarantee that a firm will be awarded any work or representation of the amount of work a firm may received within the 2-year period.

B. Scope of Services

Work assignments may include: specialty design (any engineering discipline); review of a Program of Requirements provided by an Owner; prototype building design; validation of existing site conditions; preparation of bidding and construction documents; preparation of cost estimates; extensive pre-design investigations; code-required special inspection and testing; quality assurance testing during construction; surveying services; commissioning services; soil testing and engineering.

Request For Qualifications continued

Project Name Engineer Pre-Qualified Consultant List

Project Number DAS-090950

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>		

Upon completion of the selection process, SAO will seek Controlling Board approval for total contract awards to each pre-qualified engineering services firm in the amount of \$250,000 for 2-year period.

Fees will be negotiated for each specific project.

D. Services Required

Services will be provided in accordance with a standard form of agreement. The scope of work and schedule for a specific project will be described in an Exhibit document attached to the agreement.

As a project is identified for engineering services, SAO will notify a Pre-Qualified firm(s) of the project and provide a scope of work. A firm will be requested to provide a fee proposal. 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;
- (3) Agreeing upon compensation which is fair and reasonable, 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.

E. Anticipated Schedule

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-090950" 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 of the party submitting a question will not be included on the Question and Answer Document posted by SAO.

Proposal Due Date: Wednesday, Dec. 3, 2008.
Announce Short List for Interviews: Mid-January 2009
Interviews in Columbus: February/March 2009
Selection: March/April 2009
Pre-Qualification will be effective for the period covering July 1, 2009 – June 30, 2011

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G. Evaluation Criteria for Selection

Firms are required to submit the SAO-F110-330 Statement of Qualifications (blank forms are available as a free download from the SAO Web site). **Two (2) copies** of the firm's Statement of Qualifications shall be enclosed in an envelope, sealed, addressed and mailed to the State Architect's Office, Attn: Shelby Banton, 4200 Surface Road, Columbus, OH 43228. No electronic or fax submittals will be accepted.

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

- Firms are requested to list this RFQ 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 should indicate EDGE status on Part I Section C (Proposed Team).
- Firms performing current Consultant List projects should identify all those projects on Page 1 of Section F (Example Projects Which Best Illustrate Proposed Team's Qualifications for this Contract).
- Do not submit Page 2 of Section F (Relevant Projects Experience Matrix).
- Do not submit Page 2 of Section H (Commitment to Participate in the EDGE Business Assistance Program).
- Firms are requested to identify professional registrations and certifications to include: Professional Registration(s), LEED-AP, CCCA, CCM, CCS, CDT and any other appropriate certifications.
- The SAO-F110-330 should be stapled and not provided with special bindings or coverings of any type.

SAO will evaluate the proposals submitted and identify a list of firms that it considers to be qualified to provide the required services. SAO intends to interview the identified firms to further explore their proposal and the scope and nature of the services they would provide.

Following this evaluation, SAO will rank the firms that it considers as most qualified to provide the required services. The number of firms that will be determined as pre-qualified is within the discretion of SAO.

Engineer Pre-Qualified Selection Rating

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Project Name Engineer Pre-Qualified Consultant List Proposer Firm _____
City, State, Zip _____

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Selection Criteria		Value	Score
1. A/E Firm Location and EDGE Status			
Location of A/E firm and EDGE-certified status	Out of State	0	
	Ohio Firm	5	
	EDGE Certified	10	
2. A/E Firm Size			
Number of relevant licensed professionals within primary A/E firm available to perform the work	Small = < 5 licensed professionals	4 - 5	
	Medium = 5 – 10 licensed professionals	2 - 3	
	Large = > 10 licensed professionals	0 - 1	
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)	< \$250,000	4 - 5	
	\$250,000 - \$500,000	2 - 3	
	> \$500,000	0 - 1	
4. Primary A/E Qualifications			
a. Project Management Lead	Experience / ability of A/E 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 (Internal) Number of projects that a majority of the team members have worked together	< 4 projects (Low)	0 - 1	
	4 – 7 projects (Average)	2 - 3	
	> 7 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 SAO Consultant List Projects	< 2 projects (Low)	4 - 5	
	2 – 4 projects (Average)	2 - 3	
	> 4 projects (High)	0 - 1	
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	< 2 projects (Low)	0 - 3	
	2 - 3 projects (Average)	4 - 6	
	> 3 projects (High)	7 - 10	
* 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		Subtotal	

SAO Evaluation:

Name _____

Signature _____ Date _____