

Request For Qualifications (A/E)

Ohio Department of Administrative Services

General Services Division

State Architect's Office ▪ 4200 Surface Road ▪ Columbus, Ohio 43228-1395

Ohio **DAS**

www.ohio.gov/sao

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Project Name	Architect/Engineer Consultant List SUPPLEMENT	Response Deadline	01/27/2010 5:00 p.m. local time
Project Location	Statewide / Varies with project	Project Number	DAS-100999
City / County	Statewide / Varies with project	SAO Project Manager	Varies with project
Agency/Institution	State Architect's Office	Contracting Authority	State Architect's Office

See Section H of this RFQ for specific submittal instructions. Do not send submittals to the agency or institution. Submit all questions regarding this RFQ in writing to StateArchOff@das.state.oh.us with the project number included in the subject line.

Project Overview

A. Project Description

The State Architect's Office (SAO) intends to SUPPLEMENT the FY10 – FY11 Architect/Engineer Consultant List. **Firms who responded to DAS-090950 do not need to re-apply. This applies to all firms, whether they were short-listed for interviews or not.**

This process will supplement the list of firms that will be eligible for award of contracts for the period covering July 1, 2009 – June 30, 2011.

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.

All firms responding to this supplemental process will be eligible for award of contracts, however 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 remainder of the two-year period.

B. Scope of Services

Work assignments may include: architectural, landscape architectural, and engineering 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; commissioning services; soils investigation.

Request For Qualifications (A/E) continued



Project Name Architect/Engineer Consultant List Supplement Project Number DAS-100999

C. Funding / Estimated Budget

Total Project Cost	<u>Varies with project</u>	State Funding	<u>Operating Funds</u>
Construction Cost	<u>Varies with 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 architectural services firm in the amount of \$250,000 for the period covering July 1, 2009 – June 30, 2011.

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 professional design services, SAO will notify eligible 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.

E. Anticipated Schedule

All questions regarding this Request for Qualifications are to be submitted in writing (absolutely no answers will be provided to phone inquiries) to the attention of "A/E RFQ-DAS-100999" 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.

Once the Question & Answer (Q&A) document is posted, it can be found by downloading a new version of the RFQ or by clicking on the Q&A link to the right of the project listing for the RFQ. The name of the party submitting a question will not be included on the Question and Answer document posted by the State Architect's Office.

Proposal Due Date: Wednesday, January 27, 2010.
Eligibility will be effective for the period covering July 1, 2009 – June 30, 2011.

F. 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).

Mail or deliver 1 stapled (not bound) paper copy and 1 electronic copy in portable document format (PDF) on a Compact Disk (CD) of the SAO-F110-330 (Statement of Qualifications) directly to Shelby Banton, State Architect's Office, 4200 Surface Road, Columbus, Ohio 43228. No fax submittals will be accepted.

The Statement of Qualifications should 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. Also, please mark or label the CD and the CD cover with the project number and firm name.

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.

Following this supplemental submission, SAO will seek Controlling Board of all submitting firms for contracting eligibility through June 30, 2011.

*LEED-AP: Leadership in Energy & Environmental Design (U.S. Green Building Council)
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)