

# Request for Qualifications (A/E)

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     | <u>Replace Air Handlers/Controls</u>    | Response Deadline | <u>01/15/2010</u> | <u>4:30 PM</u> local time |
| Project Location | <u>Lebanon Correctional Institution</u> | Project Number    | <u>DRC-090048</u> |                           |
| City / County    | <u>Lebanon / Warren</u>                 |                   |                   |                           |

## Local Administration

|                    |                                                      |                    |                                              |
|--------------------|------------------------------------------------------|--------------------|----------------------------------------------|
| Agency/Institution | <u>Department of Rehabilitation &amp; Correction</u> | Agency/Institution | <u>Department of Rehab. &amp; Correction</u> |
| Project Manager    | <u>Tim Elmer</u>                                     | Inquiries to*      | <u>Tim Elmer</u>                             |
| Street             | <u>770 W. Broad Street</u>                           | Street             | <u>770 W. Broad Street</u>                   |
| City               | <u>Columbus</u> Ohio                                 | City               | <u>Columbus</u> Ohio                         |
| Zip                | <u>43222</u>                                         | Zip                | <u>43222</u>                                 |
| Phone              | <u>614 752-1282</u> Fax <u>614.752.1059</u>          | Phone              | <u>614 752-1282</u> Fax <u>614.752.1059</u>  |
| E-mail             | <u>tim.elmer@odrc.state.oh.us</u>                    | E-mail             | <u>tim.elmer@odrc.state.oh.us</u>            |

\*Mail **2** copy(ies) of the most current version of the Statement of Qualification(s) (SAO Form #F110-330 available via the State Architect's Office Web site at <http://www.ohio.gov/sao>) directly to this contact.

## Project Overview

### A. Project Description

This project will replace 28 steam heat air handlers and 2 hot water base board heat systems that are on pneumatic controls with energy efficient units. The units are throughout the institution and in the utility tunnels. Many of the units are rusted and deteriorated to the point that there is insufficient air volume flow. And many of the areas are cold because heated air is no longer forced into those areas.

### B. Scope of Services

The purpose of this qualification request is to hire an architectural engineering or architectural/engineering firm to provide complete design, bidding and construction administration phases of this project. The selected firm will be expected to participate in the Encouraging, Growth, Diversity and Equity ("EDGE") Program as required by statute and the Agreement.

The selected Associate, as a portion of its required Scope of Services and prior to submitting its proposals, shall discuss and clarify with the Owner the fee breakdown of the Associate Agreement detailed cost components to address the Owner's project requirements. 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.

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 at [www.ohio.gov/sao](http://www.ohio.gov/sao) for additional information about the type and extent of services required for each.



## Request For Qualifications (A/E) continued

Project Name Replace Air Handlers/Controls

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### B. Scope of Services continued

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.

For purposes of completing the Relevant Project Experience Matrix in Section F of the Statement of Qualifications (SAO Form #F110-330), below is a list of relevant scope of work requirements for this RFQ:

1. Experience in Correctional facility setting design
2. Experience in the investigation of the condition of existing HVAC systems
3. Previous correctional/security projects experience
4. Bidding multiple prime contract projects experience
5. Previous experience working with the State of Ohio



# Request For Qualifications (A/E) continued

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## C. Funding / Estimated Budget

|                      |                  |               |                  |
|----------------------|------------------|---------------|------------------|
| Total Project Cost   | <u>\$876,750</u> | State Funding | <u>\$876,750</u> |
| Construction Cost    | <u>\$713,976</u> | Other Funding | <u>N/A</u>       |
| Estimated Design Fee | <u>6% to 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>Mechanical Engineer</u> |
| Secondary | <u></u>                    |
|           | <u></u>                    |
|           | <u></u>                    |
|           | <u></u>                    |
|           | <u></u>                    |
|           | <u></u>                    |

## E. Anticipated Schedule

|                                          |                |
|------------------------------------------|----------------|
| Professional Services Start (mm/yy)      | <u>03 / 10</u> |
| Construction Contracts Start (mm/yy)     | <u>02 / 11</u> |
| Professional Services Completed (mm/yy)  | <u>02 / 12</u> |
| Construction Contracts Completed (mm/yy) | <u>02 / 12</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](http://www.ohio.gov/sao) (click on Forms). 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 (<https://ohiobusinessgateway.ohio.gov/OBG/Membership/Security.mvc>).

# Architect/Engineer Selection Rating

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Project Name Replace Air Handlers/Controls Proposer Firm \_\_\_\_\_  
Project Number DRC-090048 City, State, Zip \_\_\_\_\_

| 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                   | Less than 75 miles                                                                          | 4 - 5       |       |
|                                                                                                                                  | 75 to 100 miles                                                                             | 2 - 3       |       |
|                                                                                                                                  | More than 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 = Less than 6 licensed professionals                                                  | 4-5         |       |
|                                                                                                                                  | Medium = 6 to 10 licensed professionals                                                     | 2-3         |       |
|                                                                                                                                  | Large = More than 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) | Less than \$100,000                                                                         | 4 - 5       |       |
|                                                                                                                                  | \$100,000 to \$500,000                                                                      | 2 - 3       |       |
|                                                                                                                                  | More than \$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<br>Number of projects that a majority of the team members have worked together                    | Less than 6 projects (Low)                                                                  | 0 - 1       |       |
|                                                                                                                                  | 6 to 10 projects (Average)                                                                  | 2 - 3       |       |
|                                                                                                                                  | More than 10 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                                                                                          | Less than 5 projects (Low)                                                                  | 0 - 3       |       |
|                                                                                                                                  | 5 to 10 projects (Average)                                                                  | 4 - 6       |       |
|                                                                                                                                  | More than 10 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                                                             | Less than 4 projects (Low)                                                                  | 0 - 3       |       |
|                                                                                                                                  | 4 to 7 projects (Average)                                                                   | 4 - 6       |       |
|                                                                                                                                  | More than 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                               |                                                                                             |             |       |

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## Notes:

## Owner Evaluation:

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_