

Request for Qualifications



Ohio Department of Mental Health
Capital Planning & Management
30 East Broad Street, Room 1160, Columbus, OH 43215-3430

www.mh.state.oh.us

v: 614.466.3473 • f: 614.644.5621

Project Name	Site Security Improvements	Response Deadline	10 / 17 / 2008 4:30 p.m. local time
Project Location	Appalachian Behavioral Healthcare	Project Number	DMH-090005
City / County	Athens / Athens		

Local Administration

Owner / Agency	Ohio Department of Mental Health	Owner/Agency	Ohio Department of Mental Health
Project Manager	Robin Cox	Inquiries to*	Robin Cox
Street	30 E. Broad Street, Room 1160	Street	30 E. Broad Street, Room 1160
City	Columbus Ohio	City	Columbus Ohio
Zip	43215	Zip	43215-3430
Phone	614.466.3784	Phone	614.466.3784
Fax	614.644.5621	Fax	614.644.5621
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*Mail 1 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

Appalachian Behavioral Healthcare, Athens Campus is a restricted and secure hospital environment that operates on a 24/7, 365-day per year schedule. This project involves improvements to a secure patient courtyard including: removal of existing wood fence and installation of new block/brick wall; demolition of existing basketball court and installation of new court; installation of additional security lighting, CCTV monitoring system and PA speakers; asphalt paving of a maintenance area; additional site improvements such as landscaping, seating, picnic shelter & walking path.

B. Scope of Services

Overall A/E responsibilities will include Schematic Design, Design Development, Construction Documents, Plan Review/Permit, Bidding, Construction Administration, Project Close-out. Specific responsibilities to include:

1. Review and verify Owner's Program of Requirements.
 2. Conduct on-site design review meetings with the Owner. Take and distribute meeting minutes. Meetings to culminate in Construction Documents ready for submission to State Department of Commerce for plan review and issuance of permit.
 - Owner will require 2 full-size printed sets of Plans & Specs for review purposes during DD and CD phases. Review of specific items during these phases can be accomplished via electronic distribution of PDF files.
 3. Bidding phase. Attend Pre-Bid Meeting (distribute minutes to attendees), answer bidder questions and prepare and distribute Addenda as necessary. Attend Bid Opening at the site and assist in bid tabulation and review; recommend to owner bid awards. Distribute bid documents to various statewide plan rooms.
 4. Construction Administration: AE to be on-site an average of 4 full days per month, once per week. A day would include travel time; actual on-site time approximately 4 hours. Duties to include field inspections and conducting progress meetings. AE to be responsible for having the services of their sub-consultants available on-site on an as needed basis. Take and distribute minutes of meetings. Respond to RFI's in a timely manner. Prepare and distribute Bulletins, Field Work Orders and Change Orders.
 5. Project Close-out: AE to review Contractor's Punchlist and develop AE's Punchlist. Review final work to verify completion of all punchlist items.
 6. Reimbursables:
 - Plan review / Permit fees for State Department of Commerce.
 - Cost, if any, to comply with SAO requirement to distribute Plans & Specs to various statewide plan rooms and bid offices.
 - Printing and distribution of two (2) sets of contract documents for owner review at two stages of design (DD and CD). Printing and distribution of two sets of the final bid documents to the owner. This final set to also be distributed to the owner in electronic (PDF) format.
- Participate in the Encouraging Growth, Diversity and Equity ("EDGE") Program as required by statute and the Agreement.



Request For Qualifications continued

Project Name Site Security Improvements

Project Number DMH-090005

C. Funding / Estimated Budget

Total Project Cost	<u>\$700,000</u>	State Funding	<u>H.B. 496; C58007</u>
Construction Cost	<u>\$575,000</u>	Other Funding	<u></u>
Estimated Design Fee	<u>10%</u>		<u></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</u>
Secondary	<u>Electrical</u>
	<u></u>
	<u></u>
	<u></u>
	<u></u>
	<u></u>

E. Anticipated Schedule

Design Services Start	<u>December, 2008</u>
Construction Notice to Proceed	<u>June, 2009</u>
Construction Contracts Completed	<u>September, 2009</u>
Professional Services Completed	<u>October, 2009</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.

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 (www.homelandsecurity.ohio.gov/DMA_Terrorist/HLS_0038_Contracts.pdf).

Architect/Engineer Selection Rating



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Project Name Site Security Improvements Proposer Firm _____
Appalachian Behavioral Healthcare City, State, Zip _____
 Project Number DMH-090005

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 – 50 miles	4 - 5	
	51 – 80 miles	2 - 3	
	Over 80 miles	0 - 1	
2. A/E Firm Size			
Number of relevant licensed professionals within primary A/E firm available to perform the work	Small = < 5 licensed professionals	2 - 3	
	Medium = 6 – 10 licensed professionals	4 - 5	
	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	
	\$ 250,001 - \$ 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 – 3 projects (Low)	0 - 1	
	4 – 6 projects (Average)	2 - 3	
	6+ 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 – 1 projects (Low)	0 - 3	
	2 – 3 projects (Average)	4 - 6	
	4+ 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 – 2 projects (Low)	0 - 3	
	3 – 5 projects (Average)	4 - 6	
	6+ projects (High)	7 - 10	
		Subtotal	
* LEED = Leadership in Energy & Environmental Design developed by the U.S. Green Building Council ** I FEE AP = I FEE Accredited Professional credential by the Green Building Certification Institute			

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Notes:

Owner Evaluation:

Name _____

Signature _____ Date _____