

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: School District Board + OFCC

Project Name	<u>Wayne-LSD-WAR-CFAP-1-2018</u>	Response Deadline	<u>02/16/2018</u>	<u>12:00 pm</u> local time
Project Location	<u>659 Dayton Road, Waynesville, Ohio 45068</u>	Project Number	<u>SFC-180444</u>	
City / County	<u>Waynesville / Warren</u>	Project Manager	<u>Paul J. Motylinski, P.E.</u>	
Owner	<u>Wayne LSD</u>	Contracting Authority	<u>School District Board + OFCC</u>	
Delivery Method	<u>General Contracting</u>	Prevailing Wages	<u>None</u>	
No. of paper copies requested (stapled, not bound)	<u>0</u>	No. of electronic copies requested via email (PDF)	<u>1</u>	

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Jill Hoobler at jill.hoobler@ofcc.ohio.gov. See Section H of this RFQ for additional submittal instructions.

Please submit all questions regarding this RFQ in writing to Jill Hoobler with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the Opportunities page on the OFCC website at <http://ofcc.ohio.gov> on a regular basis until one week before the response deadline. The name of the party submitting a question will not be included on the Q&A document.

Project Overview

A. Project Description

The Classroom Facilities Assistance Program (CFAP) funded portion of the project includes design and construction of a new 94,059 square foot (SF) PK-6 school building and abatement and partial demolition of the existing Waynesville Elementary building. The new PK-6 school building will be constructed on the existing Waynesville Elementary site, which will be occupied with students and will remain operational during the construction of the new building. The new PK-6 school building is required to achieve LEED silver certification at a minimum.

Building construction activities related to the new PK-6 school building are anticipated to start in early August 2019, with Substantial Completion of the new PK-6 school building achieved by the end of January 2021. Abatement and partial demolition of the existing Waynesville Elementary building will start immediately after the conclusion of the 2020-2021 school year. Substantial Completion of the final site work will need to be achieved by the end of July 2021 to obtain the final occupancy certificate.

The District funded and managed portion of the project includes design and construction of a new school bus garage and demolition of the existing bus garage along with the removal of the existing underground fuel tanks. The footprint of the new PK-6 school building will be located within the footprint of the existing school bus garage. The construction of the new bus garage, scheduled to start in early October 2018, and the demolition of the existing school bus garage, scheduled to start in early March 2019, are required to be completed prior to the start of construction of the new PK-6 school building.

Also included in the District funded and managed portion of the project is partial renovation of the existing Waynesville Elementary building, specifically a portion of the original building constructed in the year 1915 as well as one of the additions to the original building constructed in the year 2000. The east wall of the original building will remain in place with the balance of the original building being demolished. A fine arts center approximately 15,000 SF to 20,000 SF in size will be added onto the east wall that remains in place. The 2000 building addition, which is approximately 6,600 SF in size, will be partially renovated to make it an independent, stand alone building for use as administration space. Construction activities will start and finish in early June 2021 and late April 2022, respectively.

Separate Agreements for the CFAP and the District funded and managed portions of the project will be negotiated and executed with the selected A/E firm.

B. Scope of Services

Upon award of the Agreement, commence by developing the Program of Requirements (POR).

The selected A/E, as a portion of its required Scope of Services and prior to submitting its proposals, will discuss and clarify with the Owner and/or the Contracting Authority, the cost breakdown of the Architect/Engineer Agreement detailed cost components to address the Owner's project requirements. Participate in the Encouraging Growth, Diversity & Equity (EDGE) Program as required by statute and the Agreement.

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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 Administration, Post-Construction, and Additional Services of all types as outlined in the A/E Scope of Services and as negotiated in the Agreement.

Additional Services anticipated within the agreement may include, but not limited to: Environmental Consultant (Phase 1 & Phase 2 Environmental Reports, Abatement), Demolition Design, Traffic Impact Study, Land Survey, Soil Borings/Geotechnical Report, Testing, Adjusting and Balancing, and Construction Testing/Special Inspections.

The milestone dates for submitting the design stage submissions for the new PK-6 school building and the abatement and partial demolition of the existing Waynesville Elementary is as follows:

Stage	Milestone Date
POR	06/08/2018
Schematic Design	09/14/2018
Design Development	01/04/2019
Construction Documents	04/26/2019

The new PK-6 school building and the abatement and partial demolition of the existing Waynesville Elementary will be in the same bid package. It is anticipated that the first bid advertisement will be towards the end of May 2019.

The milestone date for submitting the design for the new bus garage and demolition of the existing bus garage is as follows:

Stage	Milestone Date
Construction Documents	07/31/2018

The new bus garage and demolition of the existing bus garage will be in the same bid package. It is anticipated that the first bid advertisement will be towards the beginning of August 2018.

The milestone date for submitting the design for the fine arts center and administration building is as follows:

Stage	Milestone Date
Construction Documents	01/29/2021

The fine arts center and administration building will be in the same bid package. It is anticipated that the first bid advertisement will be towards the beginning of April 2021.

Refer to the *Ohio School Design Manual* for additional information about the type and extent of services required for each. A copy of the standard Agreement can be obtained at the OFCC website at <http://ofcc.ohio.gov>.

During the construction period, provide not less than 24 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 (Form F110-330), below is a list of relevant scope of work requirements for this RFQ:

1. Project Delivery Method (GC)
2. Role on Project (AE-Lead)
3. K-12 Facility (ES, MS, Combination)
4. New Construction (N) on an occupied site
5. LEED Certification (Reg., Cert., Silver, Gold, Platinum)
6. OFCC Projects
7. Detailed Estimating, Budget Management, Cost Tracking and Contract Modification Review
8. Analysis and Review of Construction Schedules and Updates
9. Ohio Capital Improvements Process (**Specifically worked on projects using Ohio Administrative Knowledge System-Capital Improvements (OAKS-CI)**)

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C. Funding / Estimated Budget

Total Project Cost	<u>\$31,230,052.00 (\$22,007,490.00 co-funded; \$9,222,562.00 District funded)</u>	State Funding	<u>\$4,621,573.00</u>
Construction Cost	<u>\$28,100,000.00 (\$19,800,000.00 co-funded; \$8,300,000 District funded)</u>	Other Funding	<u>\$26,608,479.00 (\$17,385,917.00 local share; \$9,222,562.00 District funded)</u>
Estimated A/E Fee	<u>6.5% to 7.0%</u>		

NOTE: The A/E 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., 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 (see note below)

Primary	<u>Architectural</u>
Secondary	<u>Civil Engineering</u>
	<u>Structural Engineering</u>
	<u>Mechanical Engineering</u>
	<u>Electrical Engineering</u>
	<u>Technology & Security Design</u>
	<u>Abatement & Demolition Design</u>
	<u>Kitchen Equipment Consultant, Landscape Architecture, Interior & Loose Furnishing Design</u>
Others	<u>Design</u>

E. Anticipated Schedule

Professional Services Start	<u>03 / 18</u>
Construction Notice to Proceed	<u>10 / 18</u>
Substantial Completion of all Work	<u>04 / 22</u>
Professional Services Completed	<u>12 / 22</u>

F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL A/E Fee	<u>5.0%</u>
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NOTE: The primary A/E shall be (1) a registered architect holding a license and certificate of authorization issued by the Ohio Architects Board pursuant to ORC Chapter 4703, (2) a landscape architect holding a license and certificate of authorization issued by the Ohio Landscape Architects Board pursuant to ORC Chapter 4703, or (3) a professional engineer or professional surveyor holding a license and certificate of authorization issued by the Ohio Engineers and Surveyors Board pursuant to ORC Chapter 4733.

G. Evaluation Criteria for Selection

- Ability to design all of the items outlined in the Project Description above at or below the project's budget at all stages of design.
- Possessing the capacity and resources for achieving the completion of or improving upon the milestone dates for each design stage submission outlined above.
- 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 address how they will implement Building Information Modeling ("BIM") on the project, experience and level of training of staff related to BIM, incorporation of team partners that have previous BIM experience, and an understanding of collaborative BIM processes, including but not limited to the *State of Ohio BIM Protocol* available at the OFCC website at <http://ofcc.ohio.gov>.

Interested A/E firms are required to submit the Commitment to Participate in the EDGE Business Assistance Program form in its Statement of Qualifications (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 OFCC website at <http://ofcc.ohio.gov>. The Intent to Contract and to Perform form is again required at the Fee Proposal stage.

For all Statements of Qualifications, please identify the EDGE-certified Business Enterprises, by name, which will participate in the delivery of the proposed professional services solicited in the RFQ.

H. Submittal Instructions

Firms are required to submit the current version of Statement of Qualifications (Form F110-330) available via the OFCC website at <http://ofcc.ohio.gov>.

Electronic submittals 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 or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Acrobat, go to Advanced, then PDF Optimizer. Also, please insert the project number and firm name followed by "SOQ" in the e-mail subject line.

Statements of Qualifications are to be submitted electronically by e-mail. Submittals are to be limited to a maximum of one e-mail with the total file size of 25 MB.

Firms are requested to identify professional registrations, memberships and credentials including: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, CPE, DBIA, and any other appropriate design and construction industry credentials. Identify that information on the resume page for individual in Block 22, Section E of the F110-330 form.

Architect / Engineer Selection Rating Form

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Project Name Wayne-LSD-WAR-CFAP-1-2018 Proposer Firm _____
 Project Number SFC-180444 City, State, Zip _____

Selection Criteria		Value	Score
1. Primary Firm Location, Workload and Size (Maximum 10 points)			
a. Proximity of firm to project site	Less than 100 miles	5	
	100 miles to 150 miles	2	
	More than 150 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$5,000,000	2	
	\$5,000,000 to \$10,000,000	1	
	More than \$10,000,000	0	
c. Number of licensed professionals	Less than 5 professionals	1	Max = 3
	5 to 8 professionals	2	
	More than 8 professionals	3	
2. Primary Firm Qualifications (Maximum 30 points)			
a. Project management lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	Max = 20
b. Project design lead	Experience / creativity of project designer to achieve owner's vision and requirements	0 - 5	
c. Technical staff	Experience / ability of technical staff to create fully coordinated construction documents	0 - 5	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 10	
3. Key Consultant Qualifications (Maximum 20 points)			
a. Key discipline leads	Experience / ability of key consultants to perform effectively and collaboratively	0 - 15	
b. Proposed EDGE-certified Consultant participation*	One point for every 2 percent increase in professional services over the EDGE participation goal	0 - 5	
4. Overall Team Qualifications (Maximum 10 points)			
a. Previous team collaboration	Less than 5 sample projects	1	Max = 3
	5 to 8 sample projects	2	
	More than 8 sample projects	3	
b. LEED** Registered / Certified project experience	Registered projects	1	Max = 2
	Certified projects	2	
c. BIM project experience	Training and knowledge	1	Max = 3
	Direct project experience	3	
d. Team organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
5. Overall Team Experience (Maximum 30 points)			
a. Previous team performance	Past performance as indicated by evaluations and letters of reference	0 - 10	
b. Experience with similar projects / delivery methods	Less than 2 projects	0 - 3	
	2 to 6 projects	4 - 6	
	More than 6 projects	7 - 10	
c. Budget and schedule management	Performance in completing projects within original construction budget and schedule	0 - 5	
d. Knowledge of Ohio Capital Improvements process	Less than 4 projects	0 - 1	
	4 to 6 projects	2 - 3	
	More than 6 projects	4 - 5	
* Must be comprised of professional design services consulting firm(s) and NOT the lead firm ** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute		Subtotal	

Notes:

Evaluator:

Name _____

Signature _____

Date _____