

NOTICE TO A&E – ARCHITECT/ ENGINEERING VENDORS

“RFQ - REQUEST FOR QUALIFICATIONS”

Overview and Objectives

Sinclair Community College is soliciting RFQs in order to develop an annual pool of prequalified A&E vendors to provide Professional Design Services. The prequalified pool will be used for FY 2018-19 Construction Projects with established construction costs over \$100,000. *(Please see F110-02 Form and Project List)*. Additionally, there may be small to moderate renovation projects, deferred maintenance, utility systems, feasibility studies, code reviews, planning services, cost estimates, hazardous material evaluations and small construction projects.

* *Selection of a vendor to the prequalified list is **not** a guarantee or award of business, only the selection of prequalified A&E firms.*

RFQs – REQUEST FOR QUALIFICATIONS will be received by the Purchasing Department, Room 7324, 444 W. Third Street, Dayton, Ohio 45402 until

Friday August 31, 2018 at 2:00pm.

- **All submittals with regard to this effort **must** be sent via email to Sinclair College at RFP@sinclair.edu.**
- Subject line of emails should read: **“RFQ – REQUEST FOR QUALIFICATIONS
#2019 A&E PREQUALIFICATION
SUBMITTAL”**
- **The deadline for submission of written questions is Wednesday August 15, 2018 at 2:00pm.** Answers to vendor’s questions will be posted to the Purchasing website in the form of an Addendum.

<http://www.sinclair.edu/about/offices/purchasing/how-to-do-business-with-the-college/>

All RFQs must be received by the Purchasing Department by the specific deadline.

Any RFQ received after the required date and time specified for receipt shall be considered late and non-responsive. Late RFQs will not be accepted.

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>A&E Prequalification</u>	Response Deadline	<u>August 31 2018,</u> <u>2018</u> <u>2:00 p.m. local time</u>
Project Location	<u>444 W 3rd St. Dayton Ohio 45402</u>	Project Number	<u>2019 A&E Prequalification</u>
City / County	<u>Dayton / Montgomery</u>	Project Manager	<u>Yolanda Junior</u>
Owner	<u>Sinclair Community College</u>	Contracting Authority	<u>Local Higher Education</u>
Delivery Method	<u>N/A</u>	Prevailing Wages	<u>N/A</u>
No. of paper copies requested (stapled, not bound)	<u>0</u>	No. of electronic copies requested (PDF)	<u>1</u>

Submit the requested number of Statements of Qualifications (Form F110-330) directly to RFP@sinclair.edu. See Section J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to RFP@sinclair.edu with the project number included in the subject line (no phone calls please). **Questions are due on August 15, 2018 by 2:00 p.m. EST.** They will be answered via an addendum and posted online [here](#).

Project Overview

A. Project Description

This RFQ is for interested professionals who desire to prepare and submit their firm's qualifications for the services desired by Sinclair. The professional services include all design, bid documents preparation, bid participation, pre-bid pre-construction and progress meeting, construction administration and project closeout, pertaining to construction projects. Services include, but are not limited to the appropriate architectural, engineering and consulting disciplines necessary to prepare a project for bidding and oversight once the project is awarded.

Sinclair Community College (SCC) plans to utilize firms for small to moderate renovation projects, deferred maintenance, utility systems, feasibility studies, code review, planning services, cost estimates, hazardous evaluation and construction projects.

A&E firms selected for project support under the prequalification's will likely work on projects which emphasizes specialized services, detailed design documents, rapid completion times, and complex scheduling with ongoing College activities. The professionals chosen will be expected to work with an appointed Sinclair project manager and appropriated Sinclair staff, in order to address and complete tasks in a prompt and efficient manner. All professionals must be familiar with OFCC documents and requirements; local codes and law, prime contracting, facility life cycle costings, construction law and all state law and regulations which pertain to Sinclair Community College.

The professionals chosen will be expected to carry out their work in a College setting which must continue to operate day to day. Work must be interfaced with daily activities of other project with minimum disruption, while still maintaining high degree of safety.

Professional Design Services will be in the following categories:

1. Full architectural services for small to medium size projects.
2. Full architectural/engineering services for small to medium size projects emphasizing civil/structural disciplines.
3. Full architectural/engineering services for small to medium size projects emphasizing mechanical/electrical disciplines.
4. Full consulting services for master plan, landscape architectural and graphic design.

Firms may apply in any and all categories, but must clearly state in the letter of interest which categories they wish to be considered. All firms will be expected to list consulting firms in the other categories for which their proposal is identified but not limited to. This will ensure all projects will be covered for services after the main theme of work is assigned to a firm.

It is the intention of Sinclair to develop a pool of professional firms to provide a full range of architectural and engineering services for Sinclair. Actual design tasks will be described in specific projects which will generate a SCC purchase order for the desired services requested. An architect or engineering firm assigned a purchase order by Sinclair will be allowed to use its own work force or consultant(s). As much as is possible and in the best interest of the College equitable distribution of work among qualified architects and engineers will be considered, but Sinclair reserves the right to assign project to the firm(s) the Sinclair determines has the best expertise.

Request for Qualifications (Architect / Engineer) continued

B. Scope of Services

Each Purchase Order will describe the project Scope of Services, time requirements, and any Additional Services required, which description will be either identified in the Purchase Order or Change Order(s). It is further understood that the Basic Services as described will be provided by the Professional for any or all projects unless otherwise set forth in the project Purchase Order.

For projects advertised with and appropriately developed Program of Requirements (POR), upon award of the Agreement commence with Design. For project without such a POR upon award of the Agreement, commence by developing the Program of Requirements.

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

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.

Refer to the *Ohio Facilities Construction 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 2 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.

Please list all major scope services needed to complete the selection process for successful project delivery. The specific Scope of services must state particular building types, functional design or specialized professional services required to evaluate the level of experience of each applicant firm (e.g. parking garage, kitchen design, correctional facility, medical facility). The scope of services should also define the types of basic and additional professional design and administration services necessary for the project (e.g. LEED credentials and experience, previous experience with local jurisdiction or similar sites, previous experience working with the State of Ohio, Building Information Modeling (BIM) Experience and training, specific BIM an owner-defined requirements, level of development to achieved within BIM models, BIM deliverables , and Owner intended use for BIM models after construction). This information will be used by each applicant to populate the Relevant Project Experience Matrix in Section F of Form F110-330.

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. Previous design services in higher education
2. Experience with high level technology
3. Experience with interior and exterior renovation
4. Experience with multi-phase projects
5. Experience with prime contractors
6. Experience with one or all of the four Professional design services categories

C. Estimated Budget / Funding

State Funding: \$0 to \$1,000,000.00
Other Funding: \$0 to \$1,000,000.00
Construction Cost: \$0 to \$1,000,000.00
Total Project Cost: \$0 to \$1,000,000.00

D. Anticipated Schedule

Professional Services Start: mm / yy
Construction Notice to Proceed: mm / yy
Substantial Completion of all Work: mm / yy
Professional Services Completed: mm / yy

E. Estimated Basic Fee Range (see note below)

10% to 12%

F. EDGE Participation Goal

Percent of initial Total A/E Fee: 0.0%

NOTE: **Basic Services** include: (1) Program Verification, (2) Schematic Design, (3) Design Development, (4) Construction Documents, (5) Bidding and Award OR GMP Proposal and Amendment (as applicable), (6) Construction Administration, and (7) Closeout services. The

Request for Qualifications (Architect / Engineer) continued

Basic Fee includes all professional design services and consultant services necessary for proper completion of the Basic Services, including validation of existing conditions (but not subsurface or hidden conditions) and preparation of cost estimates and design schedules for the project. **The Basic Fee excludes any Additional Services required for the project.**

G. Basic Service Providers Required (see note below)

Lead A/E Discipline:	<u>Architecture</u>
Secondary	<u>Technology, Communications Security</u>
Disciplines:	<u>Electrical Engineering</u>
	<u>Mechanical Engineering</u>
	<u>Structural Engineering</u>
	<u>Civil Engineering</u>
	<u>Landscape Architecture</u>

H. Additional Service Providers Required

<u>N/A</u>
<u>N/A</u>
<u>N/A</u>
<u>N/A</u>
<u>N/A</u>
<u>N/A</u>
<u>N/A</u>

NOTE: The lead A/E shall be (1) an architect registered pursuant to ORC Chapter 4703, (2) a landscape architect registered pursuant to ORC Chapter 4703, or a (3) professional engineer or (4) professional surveyor licensed pursuant to ORC Chapter 4733.

I. 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.

J. 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>, **by August 31, 2018 at 2:00 p.m. EST**. Submittals should be combined into one PDF file named with the project number listed on the RFQ and your firm's name.

Statements of Qualifications must be submitted electronically to RFP@sinclair.edu and limited to one email with a maximum 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

State of Ohio Standard Forms and Documents

Project Name 2019 A&E Prequalification Proposer Firm _____
 Project Number 2019 A&E Prequalification 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 25 miles	5	
	25 miles to 50 miles	2	
	More than 50 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$100,000	2	
	\$100,000 to \$200,000	1	
	More than \$500,000	0	
c. Number of licensed professionals	Less than 2 professionals	1	Max = 3
	3 to 10 professionals	2	
	More than 10 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 - 10	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 5	
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 2 sample projects	1	Max = 3
	3 to 4 sample projects	2	
	More than 4 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	
	3 to 4 projects	4 - 6	
	More than 4 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 2 projects	0 - 1	
	3 to 4 projects	2 - 3	
	More than 4 projects	4 - 5	
		Subtotal	

* 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

Notes:

Evaluator:

Name _____

Signature _____

Date _____

**FY 19 CAPITAL PROJECTS
SINCLAIR COMMUNITY COLLEGE
LIST OF OVER \$100,000 CAPITAL PROJECTS**

PROJECT NUMBER	PROJECT TITLE
19-01	Parking Lot Maintenance, Lots A, C, & D – Lots A, C. & D – Membrane and Concrete repairs, expansion joint. Repair of the fifth street entry roof. Also miscellaneous repairs as needed.
19-04	Replace Air & Temperature Controls – This project is to provide devices needed to maintain ASHRAE Air Quality Standards in campus buildings.
19-05	Replace Generators (2), Bldg. 13 – Replace two diesel generators with natural gas supply. The diesel generators are at the end of their life-cycle and changing to natural gas is a more sustainable and reliable fuel source.
19-06	Safety, Security, & Fire Alarm Replacement – Campus Wide – The existing security and safety devices are at the end of their serviceable life and can no longer be maintained. Replacement of key elements are required for life safety purposes.
19-07	Elevator Renovation and Refurbishments – Campus Wide – Critical elements of the elevator control equipment is beyond its serviceable life. Replacement of key elements are required for safety purposes and to remain compliant with higher directives.
19-08	Replace Windows & Seals Walkway Glass – Campus Wide – To replace deficient window seals campus wide.
19-09	Upgrade and Replace Signage, Campus Wide – A new Campus Wide signage standard has been approved. The Sifferlen Health Sciences Building was the first retrofitted. This project will initiate the change out for the remainder of the campus to be in compliance with current building occupancy and ADA regulations.
19-10	Replace Flooring, Campus Wide – Life-cycle replacement of existing flooring with more sustainable products. All carpet removed will be recycled.
19-11	Expand Wi-Fi Access, Campus Wide – Provide Wi-Fi expanded access in accordance with the new college standard.

PROJECT NUMBER	PROJECT TITLE
19-12	Convert Bldg/Rm 1-143 to New Math Academy – Renovate building/room 1-143 so that the two Math Academy classrooms are both co-located.
19-13	Replace Hot Water Heating Lines in Weight Room & Gymnasium – Replace deteriorating hot water heating lines in an effort to prevent further leaks in the gymnasium and weight room.
19-14	Interior Paint, Campus Wide – Interior paint project campus wide for common areas to maintain a fresh, well maintained campus appearance.
19-15	Replace Furniture, Campus Wide – “On call” project to allow immediate replacement of broken furniture or out of cycle needs in support of the campus realignments or rearrangement.
19-16	Miscellaneous Interior Projects, Campus Wide – “On call” projects to take care of unanticipated miscellaneous interior repairs and renovations campus wide.
19-17	Miscellaneous Exterior Repairs and Renovations – “On call” projects to take care of unanticipated miscellaneous exterior repairs and renovations campus wide.
19-18	Replace VFD Speed Drives – Provide improved reliability in existing air handling units and prevent VFD speed drive failures which cause units to go off-line.
19-19	Blair Hall Renovations – Lifecycle replacement of stage floor, dimmer power, organ amp and cable counter weights that are all past their serviceable life expectancy.
19-20	Convert Rooms 1-315 & 1-318 to New Math Academy Rooms – Convert two smaller classroom spaces into one larger lecture room to accommodate increased numbers of new Math Academy Students.
19-21	Upgrade Audio/Visual Technology Equip. in Stage Area, Bldg. 8 – Project will include equipment upgrades that features video conferencing and live streaming capabilities (VoIP) that will allow for presentations and events to be shared with the regional center students.
19-22	Miscellaneous Electric and Cabling (Facilities) – “On call” project to take care of minor interior repairs or renovations involving power, computer, phone, and cabling for security device, etc.
19-23	Master Plan Design Consulting – Ongoing professional design and consulting services for the Campus master Plan Implementation.