

# Request for Qualifications (Architect / Engineer)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Local Higher Education

Project Name	Membrane Replacement - Bldgs. 4, 5, 6, and 8	Response Deadline	01/05/2024 2:00 PM local time
Project Location	444 W 3 <sup>rd</sup> St. Dayton, Ohio 45402	Project Number	FAC 24-01 / SCC-002401
City / County	Dayton / Montgomery	Project Manager	Rob Hensley
Owner	Sinclair Community College	Contracting Authority	Local Higher Education
Delivery Method	General Contracting	Prevailing Wages	State
No. of paper copies requested (stapled, not bound)	0	No. of electronic copies requested (PDF)	1

Submit the *Statements of Qualifications* (Form F110-330) directly to the Sinclair Purchasing Department, via the following email address: [RFP@sinclair.edu](mailto: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](mailto:RFP@sinclair.edu) with the project number included in the subject line (no phone calls please). Questions are due on **Friday, December 15 by 2:00PM E.S.T.** Questions will be answered via a Q&A addendum and posted online on the [OFCC's Opportunities page](#) under the *Qualifications-based RFQs* tab. The name of the party submitting a question will not be included on the Q & A document.

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### Project Overview

#### A. Project Description

The project involves the complete removal of the overburden on the plaza areas to include concrete, pavers, landscaping, sod, and soil to expose the waterproof membrane to be replaced. All building and construction seals below grade are included in the project to be replaced to provide a complete waterproof membrane system. The plaza drainage system is included in the scope of this work to possibly include some drain line replacements as necessary. The new plaza surface is to match the existing main plaza in appearance and materials to do away with the current stamped concrete motif. There are lighting poles included in the scope of this project to bring area up to the current college standards.

The selected design team will have experience in the design and construction administration of similar renovation/replacement projects. Important elements in the selection process will be experience in ensuring protection of buildings and surrounding campus property. The firms must have experience in the complete design and monitoring of the installation of waterproof membrane systems, to ensure work meets all requirements and to ensure subsequent warranties. The selected firm must be able to meet the timeline and schedule requirements of this project.

#### B. Scope of Services

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 <https://ofcc.ohio.gov>.

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) conduct progress meetings and provide meeting minutes, (3) a written field report of each site visit, (4) 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.

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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. Program Verification.
2. Design of the new plaza areas.
3. Bidding and award support.
4. Project oversight during construction.
5. Construction and closeout support.

The architect / engineer shall schedule their services in order to meet the timeline outlined in Section D, below:

**C. Estimated Budget / Funding**

State Funding:	<u>\$0</u>
Other Funding:	<u>\$1,800,000</u>
Construction Cost:	<u>\$1,620,000</u>
Total Project Cost:	<u>\$1,800,000</u>

**D. Anticipated Schedule**

Professional Services Start:	<u>02 / 24</u>
Construction Notice to Proceed:	<u>06 / 24</u>
Substantial Completion of all Work:	<u>12 / 24</u>
Professional Services Completed:	<u>01 / 25</u>

**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 **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 **Estimated Basic Fee Range** is calculated as a percentage of the **Estimated Budget for Construction Cost** above, including the Owner's contingency. **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>Civil Engineering</u>
Disciplines:	<u>Landscape Architecture</u>
	<u>Mechanical-Electrical-Plumbing Eng.</u>
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**H. Additional Service Providers Required**

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

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- 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 <https://ofcc.ohio.gov>, **by January 5, 2024 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.

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 label the CD or DVD and the sleeve with the project number and firm name if applicable.

# Architect / Engineer Selection Rating Form

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Project Name Membrane Replacement - Bldgs. 4, 5, 6, and 8 Proposer Firm \_\_\_\_\_  
 Project Number FAC 24-01 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary Firm Location, Workload and Size (Maximum 10 points)</b>			
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 5 professionals	1	Max = 3
	5 to 10 professionals	2	
	More than 10 professionals	3	
<b>2. Primary Firm Qualifications (Maximum 30 points)</b>			
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	
<b>3. Key Consultant Qualifications (Maximum 20 points)</b>			
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	
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
a. Previous team collaboration	Less than 3 sample projects	1	Max = 3
	3 to 6 sample projects	2	
	More than 6 sample projects	3	
b. LEED** Registered / Certified project experience	Registered LEED v4.0 or v4.1 projects	1	Max = 2
	Certified LEED v4.0 or v4.1 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	
<b>5. Overall Team Experience (Maximum 30 points)</b>			
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 3 projects	0 - 3	
	3 to 6 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 3 projects	0 - 1	
	3 to 6 projects	2 - 3	
	More than 6 projects	4 - 5	
* Must be comprised of professional design services consulting firms and NOT the lead firm - For more information on scoring this and other criteria refer to <a href="#">Document F199-01 - PS Selection Rating Rubric.</a> ** Leadership in Energy & Environmental Design administered by Green Business Certification Inc.		<b>Subtotal</b>	

Notes:

Evaluator:

Name \_\_\_\_\_

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