

# Request for Qualifications (Architect / Engineer)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Local Higher Education

Project Name	<u>Five Year Electric Continuity Test</u>	Response Deadline	<u>9-30-21</u>	<u>2:00PM</u>	local time
Project Location	<u>Sinclair Community College</u>	Project Number	<u>SCC-210013   FAC 22-07</u>		
City / County	<u>Dayton / Montgomery</u>	Project Manager	<u>Ron Hovell</u>		
Owner	<u>Sinclair Community College</u>	Contracting Authority	<u>Local Higher Education</u>		
Delivery Method	<u>General Contracting</u>	Prevailing Wages	<u>State</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](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 September 16th, 2021 by 2:00p.m. EST.** They will be answered via an addendum and posted online <https://vrapp.vendorregistry.com/Bids/View/BidsList?BuyerId=eb52b504-f45c-4f3c-a1ba-437a689c62a>

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### Project Overview

#### A. Project Description

The project will repair and confirm that the electrical systems are operating safely and efficiently to including visual and mechanical inspection of all existing electrical distribution equipment, testing, cleaning, operation and adjustment of equipment, generator load bank testing. The selected design team will have experience in the design & construction administration of similar systems and to ensure work meets all requirements and to ensure subsequent warranties.

**EDGE certification is not a consideration for 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 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.

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 (Form F110-330), below is a list of relevant scope of work requirements for this RFQ:

1. Design of system requirements.
2. Bidding and award support.
3. Project oversight during construction.
4. Construction and closeout support.

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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>.

### C. Estimated Budget / Funding

State Funding: \$0  
 Other Funding: \$400,000.00  
 Construction Cost: \$400,000.00  
 Total Project Cost: \$400,000.00

### D. Anticipated Schedule

Professional Services Start: 10 / 21  
 Construction Notice to Proceed: 04 / 22  
 Substantial Completion of all Work: 08 / 22  
 Professional Services Completed: 09 / 22

### E. Estimated Basic Fee Range (see note below)

8% to 10%

### 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: Engineering  
 Secondary Structural Engineering  
 Disciplines: Select Secondary Discipline  
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### H. Additional Service Providers Required

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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.
- 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 September 30th, 2021 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](mailto: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

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Project Name Five Year Electric Continuity Test Proposer Firm \_\_\_\_\_  
 Project Number FAC 22-07 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 50 miles	5	
	50 miles to 100 miles	2	
	More than 100 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$500,000	2	
	\$500,000 to \$1,000,000	1	
	More than \$1,000,000	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 - 5	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 10	
<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 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 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> .		<b>Subtotal</b>	
** Leadership in Energy & Environmental Design administered by Green Business Certification Inc.			

**Notes:**

**Evaluator:**

Name \_\_\_\_\_

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