

# 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>Elevator Upgrades</u>	Response Deadline	<u>Date-12-14020</u>	<u>Tim12:00</u> PM local time
Project Location	<u>Columbus Campus</u>	Project Number	<u>CTI-210007</u>	
City / County	<u>Columbus / Franklin</u>	Project Manager	<u>Eric McMillon</u>	
Owner	<u>Columbus State 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>3</u>	No. of electronic copies requested (PDF)	<u>1</u>	

Submit the requested number of *Statements of Qualifications* (Form F110-330) directly to Eric McMillon at emcmillo@csc.edu. See Section J of this RFQ for additional submittal instructions.

If receiving paper copies include the following statement, otherwise delete: Due to the Columbus State Community College's response to the COVID-19 Pandemic, we will not be able to accommodate in-person deliveries to our office location. All in-person deliveries should be taken to Columbus State Community College Mailroom at 283 Cleveland Avenue, Columbus Ohio 43215. The Mail Room is located at the delivery dock area on the west side of the Discovery Exchange Building. The hours for receiving are Monday through Friday 9:00 a.m. to 12:00 p.m. and 1:00 p.m. to 3:00 p.m. The Mail Room contact number is 614-287-2567.

Submit all questions regarding this RFQ in writing to Eric McMillon at emcmillo@csc.edu 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.

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### Project Overview

#### A. Project Description

Columbus State Community College is critically important to the economic vitality of Central Ohio, preparing more than 45,000 students each year for in-demand jobs while meeting growing and evolving regional employment needs. Columbus State is the region's most affordable higher education provider and is committed to accessibility, equity, diversity, and inclusion.

Columbus State's commitment to advancing student success and closing equity gaps has consistently earned the College national recognition over the past several years. In 2019, the College received the Leah Meyer Austin Award, the highest honor bestowed by the national community college advancement network Achieving the Dream (ATD), in recognition of more than doubling graduation rates from 2010-2017 and significantly closing the achievement gap for African-American and low-income students. The College first became an ATD Leader College in 2015 based on its commitment to accelerating student success, and became an ATD Leader College of Distinction in 2020 in recognition of minority student performance improvement. As a national leader, Columbus State is the only community college in the nation to earn ATD Leader College status, develop next-generation academic and career pathways as part of the American Association of Community Colleges (AACC) Guided Pathways, and to be entrusted with developing a new credentialing model through the AACC Right Signals Initiative.

The College has leveraged public/private partnerships and careful use of limited State funding to maintain its infrastructure and is poised to pursue an ambitious capital construction plan. Successful partners in this plan will share the mission and values of the College and will demonstrate commitment and capacity to helping Columbus State:

- Advance priority student success objectives
- Deliver innovative and thoughtful programs and services
- Advance equity and inclusion work
- Promote institutional fiscal health
- Leverage previous work and existing resources
- Engage partners in meaningful ways
- Strengthen the College's reputation for community impact

## **Request for Qualifications (Architect / Engineer) continued**

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Elevator Upgrades: The purpose of this request is to solicit firms that are interested a professional service contracts to provide bid packages for miscellaneous elevator modification upgrades to buildings around campus. The outlined work scope is listed below as a base line for submission:  
Please find the budgets below, these don't include any ancillary work.

Nestor Hall 32475 elevator portion only - \$85,000 budget

1. Controller replacement
2. Door equipment
3. pump unit
4. fixtures
5. wiring

Nestor Hall 32476 elevator portion only - \$85,000 budget

1. Controller replacement
2. Door equipment
3. pump unit
4. fixtures
5. wiring

Davidson Hall Passenger Elevators elevator portion only - \$200,000 budget both elevators

1. Controller replacement
2. Door equipment
3. pump unit
4. fixtures
5. wiring

Davidson Hall Freight Elevator elevator portion only - \$110,000 budget

1. Controller replacement
2. Door equipment
3. pump unit
4. fixtures
5. wiring

Madison Hall Passenger Elevator elevator portion only - \$90,000 budget

1. Controller replacement
2. Door equipment
3. pump unit
4. fixtures
5. wiring

Rhodes Hall Passenger Elevator elevator portion only - \$95,000 budget

1. Controller replacement
2. Door equipment
3. pump unit
4. fixtures
5. wiring

Aquinas Hall Passenger Elevator elevator portion only - \$95,000 budget

1. Controller replacement
2. Door equipment
3. pump unit
4. fixtures
5. wiring

# Request for Qualifications (Architect / Engineer) continued

Franklin Hall Passenger Elevator elevator portion only - \$95,000 budget

1. Controller replacement
2. Door equipment
3. pump unit
4. fixtures
5. wiring

## B. Scope of Services

The scope of services for the design professional will include the preparation of drawings and specifications suitable for bidding the projects under General Contracting guidelines established by OFCC, the College and industry standards.

For projects advertised with an appropriately developed Program of Requirements (“POR”), upon award of the Agreement, commence with Design. For projects 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. Participate in the Encouraging Growth, Diversity & Equity (EDGE) Program as required by statute and the Agreement.

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) 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.

The scope of services shall include detailed roof design, specifications and testing required to determine extent of roof replacement. Special attention should be given to roof designs for Green Building Design and LEED design practices.

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. Add Projects of Relevant Size and Budget
2. State of Ohio and Higher Education Projects

## C. Estimated Budget / Funding

State Funding:	<u>\$0.00</u>
Other Funding:	<u>\$1,578,662.00</u>
Construction Cost:	<u>\$1,295,324.00</u>
Total Project Cost:	<u>\$1,579,662.000</u>

## D. Anticipated Schedule

Professional Services Start:	<u>03 / 21</u>
Construction Notice to Proceed:	<u>06 / 21</u>
Substantial Completion of all Work:	<u>01 / 22</u>
Professional Services Completed:	<u>01 / 22</u>

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

8% to 10%

## F. EDGE Participation Goal

Percent of initial Total A/E Fee: 5.0%

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: Architecture or Engineering

## H. Additional Service Providers Required

Hazardous Material Testing

## Request for Qualifications (Architect / Engineer) continued

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Secondary	Mechanical-Electrical-Plumbing Eng.	
Disciplines:	Fire Protection Engineering	Additional Service Discipline
	Select Secondary Discipline	Additional Service Discipline
	Select Secondary Discipline	Additional Service Discipline
		Additional Service Discipline
		Additional Service Discipline
		Additional Service Discipline
		Additional Service Discipline
		Additional Service Discipline
		Additional Service Discipline
		Additional Service Discipline

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.
- Commitment to equity, diversity and inclusion.
- 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.
- Proximity of prospective firms to the project site.
- Proposer's apparent resources and capacity to meet the needs of this project.

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 <https://ofcc.ohio.gov>. The *Intent to Contract and to Perform* form is again required at the Fee Proposal stage.

**If the A/E firm intends to receive points for exceeding the EDGE Participation Goal, it must provide BOTH a completed *Commitment to Participate* form AND a completed *Statement of Intent to Contract and to Perform* forms signed by both parties with its *Statement of Qualifications*.**

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.

### 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>.

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.

Paper copies of the *Statement of Qualifications*, if requested, should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary.

Facsimile copies of the *Statement of Qualifications* will not be accepted.

# Architect / Engineer Selection Rating Form

## State of Ohio Standard Forms and Documents

Project Name Elevator Upgrades Proposer Firm \_\_\_\_\_  
 Project Number CTI-210007 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 100 miles	2	
	More than 100 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$200,000	2	
	\$500,000 to \$1,000,000	1	
	More than \$1,000,000	0	
c. Number of licensed professionals	Less than 2 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 - 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 8 sample projects	2	
	More than 8 sample projects	3	
b. LEED** Registered / Certified project experience	Registered LEED v4 or v4.1 projects	1	Max = 2
	Certified LEED v4 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 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 2 projects	0 - 1	
	2 to 4 projects	2 - 3	
	More than 6 projects	4 - 5	
		<b>Subtotal</b>	

\* Must be comprised of professional design services consulting firm(s) and NOT the lead firm  
 \*\* Leadership in Energy & Environmental Design administered by Green Business Certification Inc.

Notes:

Evaluator:

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_