

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>Roof Replacements</u>	Response Deadline	<u>Date-12-14-20</u>	<u>Tim12:00</u> PM local time
Project Location	<u>Columbus Campus</u>	Project Number	<u>CTI-210008</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.

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

Roof Replacements-The purpose of this request is to solicit firms that are interested a professional service contracts to provide bid packages for three different campus Building Roof Replacements. The

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firm will help the college determine if one or multiple bid packages will best suffice for the bidding climate in 2021 The following buildings are listed below:

1. Delaware Hall
2. Eibling Hall
3. Bolton Field.

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>\$3,000,000.00</u>
Construction Cost:	<u>\$2,750,000.00</u>
Total Project Cost:	<u>\$3,000,000.00</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

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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

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Project Name Roof Replacements Proposer Firm _____
 Project Number CTI-210008 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 100 miles	2	
	More than 100 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 \$200,000	0	
c. Number of licensed professionals	Less than 2 professionals	1	Max = 3
	2 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 - 5	
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
	2 to 4 sample projects	2	
	More than 4 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	
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 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	
	2 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 Green Business Certification Inc.

Notes:

Evaluator:

Name _____

Signature _____

Date _____