

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	Boilers and Chillers	Response Deadline	3/28/2022	5:00 pm	local time
Project Location	Main Campus NCSC/ Mansfield	Project Number	NCSC-3.28.22		
City / County	Mansfield / Richland	Project Manager	Kevin C Kline		
Owner	North Central State College	Contracting Authority	Local Higher Education		
Delivery Method	General Contracting	Prevailing Wages	State		
No. of paper copies requested (stapled, not bound)	1	No. of electronic copies requested (PDF)	1		

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Kevin C Kline at facilities_cp@ncstatecollege.edu. See Section J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Kevin Kline at kkline@ncstatecollege.edu with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the Bids page on the North Central State website <https://ncstatecollege.edu/facilities/bids/> 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

Qualifications are requested from professional design firms to design for Basic Renovation Project involving the Main Campus of the North Central State College, Mansfield, Ohio to include the following: the installation of two boilers and one chiller in the Fallerius Center; one chiller and replacement of brick in the boilers in the Byron Kee Center. The improvement project involves Architectural, Landscape, Civil, Mechanical, Electrical, Plumbing, Structural Engineering services. This project will vary in type, and may include minor classroom and office improvements, ADA improvements, utility upgrades, exterior lighting, fire alarm improvements, HVAC upgrades and renovations.

B. Scope of Services

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 <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.

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. General Building Renovation
2. Civil/Site Engineering
3. Landscape Architecture
4. Structural Engineering
5. Fire protection Engineering

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- 6. Building Envelope/Commercial Roofing
- 7. Commissioning Agent
- 8. Surveying
- 9. Materials and testing Agent

C. Estimated Budget / Funding

State Funding: \$0
 Other Funding: \$
 Construction Cost: \$700,000
 Total Project Cost: \$TBD

D. Anticipated Schedule

Professional Services Start: 04 / 22
 Construction Notice to Proceed: 05 / 22
 Substantial Completion of all Work: 08 / 22
 Professional Services Completed: 09 / 22

E. Estimated Basic Fee Range (see note below)

4% 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: Architecture or Engineering

Secondary _____

Disciplines: Select Secondary Discipline

Select Secondary Discipline

Select Secondary Discipline

Select Secondary Discipline

Select Secondary Discipline

Select Secondary Discipline

Select Secondary Discipline

Select Secondary Discipline

Select Secondary Discipline

H. Additional Service Providers Required

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>.

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.