

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>Fallerius Tech Ed. Center Renovations</u>	Response Deadline	<u>04/18/2024</u>	<u>2:00PM</u>	local time
Project Location	<u>Mansfield Campus</u>	Project Number	<u>NCC-24FALR</u>		
City / County	<u>Mansfield / Richland County</u>	Project Manager	<u>Anthony Johnston</u>		
Owner	<u>North Central State 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>1</u>	No. of electronic copies requested (PDF)	<u>1</u>		

Submit the requested number of *Statements of Qualifications* (Form F110-330) directly to Anthony Johnston at ajohnston2@ncstatecollege.edu. See Section J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Anthony Johnston at ajohnston@ncstatecollege.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

North Central State College is seeking to renovate the Fallerius Technical Education Center on main campus to accommodate the services currently housed in the Byron Kee Hall Center for Student Success. North Central State College is seeking qualifications for architectural and engineering services for design and construction for an interior renovation project at Fallerius Technical Education Center. The project will involve creating and improving office space, department and program spacing as well as updating the interior hallways to reflect a more collegiate atmosphere in the existing Fallerius Technical Education Center.

The Fallerius Technical Education Center is a two-story building that was built in 1976. An addition was added to the North end of the building in 2012. This building houses the Liberal Arts Division, Facilities, Information Technology, Human Resources and the Administrative Staff of the College. The boiler and chiller for the administrative wing of the building was replaced in 2024 and the chiller in the education wing and the building switchgear are scheduled to be replaced in 2025. This building is not fire suppressed and has 1-hour rated corridor construction.

The work will be located on the 1st Floor and 2nd floor of the building and will require multiple phases of construction due to the displacement / movement of faculty offices, departments, and classrooms in the Fallerius Technical Education Center. Existing faculty offices in the Fallerius Technical Education Center will require walls to be extended to the underside of the existing roof deck for sound isolation. Currently, faculty office walls only extend to the underside of the existing drop acoustical ceiling. Some exterior façade work may occur if budget allows to create an improved entrance on the southeast portion of Fallerius Technical Education Center for student and visitor entry.

North Central State College is a public two-year community-based educational institution serving the residents of north central Ohio. The College offers high quality, technical education in more than 60 associate degree and certificate programs in Health Sciences, Business, Public Service, Engineering Technologies and transfer options, as well as customized workforce training programs. North Central State College's Main Campus sits on 600 beautiful wooded acres with walking paths and streams, sharing a campus with a branch of The Ohio State University. This location is accessible to the growing community of Ontario and is fifteen minutes from historic downtown Mansfield. Main campus is roughly half way between Cleveland and Columbus on interstate 71 which makes it possible to get to either city in about an hour's drive.

All buildings on main campus are within a ten minute walking distance making it easy to get to class. Most general studies classes are on main campus along with students taking health degrees and public service degrees. The campus includes a Campus Child Development Center, accredited by the National Association for the Education of Young Children and recognized in the state of Ohio for its quality and a Campus Recreation Center, available for students from both North Central State College and OSU Mansfield

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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 Diversity, Growth & 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 four 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
6. Building Envelope / Commercial Roofing
7. Commissioning Agent
8. Surveying
9. Materials and testing agent
10. Mechanical Engineering
11. IT Relocations

C. Estimated Budget / Funding

State Funding:	<u>\$2,896,000.00</u>
Other Funding:	<u>\$0.00</u>
Construction Cost:	<u>\$2,316,800.00</u>
Total Project Cost:	<u>\$2,896,000.00</u>

D. Anticipated Schedule

Professional Services Start:	<u>08 / 24</u>
Construction Notice to Proceed:	<u>02 / 25</u>
Substantial Completion of all Work:	<u>12 / 25</u>
Professional Services Completed:	<u>03 / 26</u>

E. Estimated Basic Fee Range (see note below)

6% 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
 Secondary _____
 Disciplines: Civil Engineering

H. Additional Service Providers Required

Additional Service Discipline
Additional Service Discipline
Additional Service Discipline

Request for Qualifications (Architect / Engineer) continued

<u>Structural Engineering</u>	<u>Additional Service Discipline</u>
<u>Mechanical Engineering</u>	<u>Additional Service Discipline</u>
<u>Electrical Engineering</u>	<u>Additional Service Discipline</u>
<u>Fire Protection Engineering</u>	<u>Additional Service Discipline</u>
<u>Landscape Architecture</u>	<u>Additional Service Discipline</u>
<u> </u>	<u>Additional Service Discipline</u>
<u> </u>	<u>Additional Service Discipline</u>
<u> </u>	<u>Additional Service Discipline</u>

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.

Interested A/E firms must indicate on their *Statement of Qualifications*, the locations where their services will be performed in the spaces provided or by attachment in accordance with the requirements of Executive Order 2019-12D related to providing services only within the United States and the requirements of Executive Order 2022-02D prohibiting purchases from or investment in any Russian institution or company. Failure to do so may cause their *Statement of Qualifications* to be rejected.

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.

**North Central State College
c/o Anthony Johnston
Facilities Manager
2441 Kenwood Drive
Mansfield, OH 44906**

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

Architect / Engineer Selection Rating Form

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Project Name Fallerius Tech Ed. Center Renovations Proposer Firm _____
 Project Number NCC-24FALR 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 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 \$1,000,000	2	
	\$1,000,000 to \$2,000,000	1	
	More than \$2,000,000	0	
c. Number of licensed professionals	Less than 3 professionals	1	Max = 3
	3 to 8 professionals	2	
	More than 8 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 - 10	
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 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	
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 4 projects	0 - 3	
	4 to 7 projects	4 - 6	
	More than 7 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 4 projects	0 - 1	
	4 to 7 projects	2 - 3	
	More than 7 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 Document F199-01 - PS Selection Rating Rubric . ** Leadership in Energy & Environmental Design administered by Green Business Certification Inc.		Subtotal	

Notes:

Evaluator:

Name _____

Signature _____ Date _____