

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Agency

| | | | | | |
|--|--|--|--|---------|------------|
| Project Name | CCBH Office Renovations | Response Deadline | 07/01/2016 | 4:30 PM | local time |
| Project Location | 5550 Venture Drive | Project Number | CCBH 2016-01 | | |
| City / County | Parma / Cuyahoga | Project Manager | Rebecca Burke | | |
| Owner | Cuyahoga County District Board of Health | Contracting Authority | Cuyahoga County District Board of Health | | |
| Delivery Method | Multiple Prime Contracting | Prevailing Wages | State | | |
| No. of paper copies requested (stapled, not bound) | 6 | No. of electronic copies requested (PDF) | 1 | | |

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Judy Wirsching at 5550 Venture Drive, Parma Ohio 44130. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to bidquestions@ccbh.net with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the CCBH website at <http://www.ccbh.net/rfqs/> 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

The Cuyahoga County Board of Health (CCBH) is soliciting qualifications for professional services for the renovation of existing office space. CCBH is a 49,000 square foot facility (includes a 2,000 square foot garage), originally constructed in 2003. It consists primarily of employee office space, storage and meeting and conference areas and includes a lobby/reception area, an on-site clinic and separate garage. CCBH would like to address employee workspace needs, the addition and redesign of meeting space, and storage needs through this project. This renovation will include design of conference spaces requiring A/V equipment. To the extent possible, CCBH will use existing furniture systems and thus, any new furniture will need to complement the existing furniture systems.

The planning, design and construction of this project must be done in a coordinated way. The intention is that this RFQ will enable CCBH to select a consultant to provide planning and design services for renovations and to continue with services through construction.

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.

This project does not have a POR. A preliminary list of areas to be renovated was developed in-house. This will be made available to the short-listed firms. Copies of the construction documents of these buildings will also be provided to the short-listed firms. There will be a mandatory pre-interview walk-through for the short-listed firms.

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.

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>.

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During the construction period, provide not less than 6 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. Redesign floor plan for staff cubicle seating.
2. Redesign existing conference space.
3. Redesign existing lunch room.
4. Redesign main lobby/reception area.
5. Redesign clinic reception area.
6. Design additional meeting/conference space.
7. Design to address ADA compliance needs.
8. Engineering for infrastructure/building systems upgrades or modifications in renovations.
9. Experience on renovations of existing office space.
10. Experience managing multi-phase projects with tight design and construction schedules.

C. Funding / Estimated Budget

| | | |
|--------------------|----------|--|
| Total Project Cost | TBD | |
| Construction Cost | TBD | |
| Estimated A/E Fee | 8% to 9% | |

NOTE: The A/E fee percentage for this project includes all professional design services, and consultant services necessary for proper completion of the Basic Services for the successful completion of the project, including but not limited to: review and verification of the Program of Requirements provided by the Owner, validation of existing site conditions (but not subsurface or hidden conditions), preparation of cost estimates and design schedules for the project. Fees may be negotiated and allocated for Additional Services (e.g., creation of a Program of Requirements, extensive evaluation or validation of site conditions, extensive pre-design investigations, code-required special inspection and testing, Quality Assurance testing during the construction period, and testing due to unforeseen conditions).

D. Services Required (see note below)

| | |
|-----------|------------------------|
| Primary | Architectural |
| Secondary | HVAC Engineering |
| | Electrical Engineering |
| | Mechanical Engineering |
| | Technology/AV/Data |
| | |
| | |

Others

E. Anticipated Schedule

| | |
|------------------------------------|---------|
| Professional Services Start | 08 / 16 |
| Construction Notice to Proceed | TBD |
| Substantial Completion of all Work | TBD |
| Professional Services Completed | TBD |

F. EDGE Participation Goal

| | |
|---|-----|
| Percent of <i>initial</i> TOTAL A/E Fee | n/a |
|---|-----|

NOTE: The primary A/E shall be (1) a registered architect holding a license and certificate of authorization issued by the Ohio Architects Board pursuant to ORC Chapter 4703, (2) a landscape architect holding a license and certificate of authorization issued by the Ohio Landscape Architects Board pursuant to ORC Chapter 4703, or (3) a professional engineer or professional surveyor holding a license and certificate of authorization issued by the Ohio Engineers and Surveyors Board pursuant to ORC Chapter 4733.

G. 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.

The Contracting Authority reserves the right to reject any or all submissions and cancel at any time for any reason this solicitation, any portion of this solicitation, or any phase of the Project. If Contracting Authority and the apparent chosen A/E are unable to reach agreement on the terms and conditions of the A/E Agreement, Contracting Authority reserves the right to reject the firm and utilize the short list to select an A/E. The Contracting Authority shall have no liability to any firm arising out of such cancellation or rejection. The Contracting Authority reserves the right to waive minor variations in the selection process.

H. 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.

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 CCBH Office Renovations Proposer Firm _____
 Project Number CCBH 2016-01 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 75 miles | 5 | |
| | 75 miles to 150 miles | 2 | |
| | More than 150 miles | 0 | |
| b. Amount of fees awarded by Contracting Authority in previous 24 months | Less than \$200,000 | 2 | |
| | \$200,000 to \$500,000 | 1 | |
| | More than \$500,000 | 0 | |
| c. Number of licensed professionals | Less than 5 professionals | 1 | Max = 3 |
| | 5 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 - 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 - 20 | |
| 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 projects | 1 | Max = 2 |
| | Certified projects | 2 | |
| c. Team organization | Clarity of responsibility / communication demonstrated by table of organization | 0 - 5 | |
| 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 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 firm(s) and NOT the lead firm ** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute | | Subtotal | |

Notes:

Evaluator:

Name _____

Signature _____ Date _____