

**Licking County Board of Developmental Disabilities  
Request for Qualifications  
Architect of Record (A/E)**

**Article 1 Project Identification**

Project Owner: Licking County Board of Developmental Disabilities  
116 N 22nd Street  
Newark, OH 43055

Project Name: E.S. Weiant Center Renovation  
116 N 22nd Street  
Newark, OH 43055

Project Description: The Project includes the complete renovation of an existing educational building of approximately 25,000 s.f. The work will include (1) limited demolition of general construction and mechanical, electrical, and plumbing; (2) asbestos abatement; (3) new interior construction including offices, training rooms, and associated mechanical, electrical, and plumbing; (4) HVAC system replacement; (5) roof replacement; (6) window and door replacement; and (7) renovation of the existing front facade including limited masonry. The work may also include installation of a new fire suppression system. The Owner will occupy the building during design, demolition, and construction.

Project Estimate: Construction Budget: \$4,500,000  
Project Budget: \$5,500,000

Anticipated Schedule Milestones: A/E Contract Date: 6 SEP 17  
Notice to Proceed with Preconstruction Services: 7 SEP 17  
CM Contract Date: to be determined  
Notice to Proceed with Construction: to be determined  
Substantial Completion of All Work: to be determined  
Final Completion of All Work: to be determined

**Article 2 Project Delivery and Scope of A/E Services**

*Project Delivery*

The Project will use the construction manager at risk project delivery system as described under ORC Sections 9.33 through 9.334 and related provisions.

*Form of Contract*

The Contract is currently under development and will be available at the request of interested firms during the RFQ process. The form will be similar to and adapted from the architect/engineer professional services contract published by the Ohio Facilities Construction Commission. A general description of the scope of services is below.

Description of Services

The A/E will work cooperatively with the Owner and CM (once engaged) and will provide, among other services those design professional services customarily furnished in accordance with generally accepted architectural and engineering practice on similar projects, consistent with the terms of Contract.

Preconstruction Phase services will include programming, schematic design, design development, construction documents, and other services required under the Contract. The A/E will also participate in the best-value selection of the CM and the evaluation/negotiation of one or more GMP Amendments to the CM's contract.

Construction Phase services will include usual and customary construction administration activities including site meetings, construction observation, submittal review, pay application processing, change processing, claims evaluation, and other services required under the Contract.

### **Article 3 Selection Process**

#### *General*

The A/E selection process will proceed as described under ORC Sections 153.65 through 153.73.

#### *Selection Criteria*

The Owner will select the A/E using a qualification-based selection process. The qualifications-based selection criteria are included in this RFQ at **Article 4**.

#### *Short List*

The Owner will evaluate each firm which responds to this RFQ. The Owner will rank those firms based on each firm's qualifications, the qualifications of the firm's proposed consultants for the Project, and the qualifications and experience of the particular individuals identified as the firm's proposed team for the Project. After evaluating the responses to this RFQ, the Owner will select a short list of no fewer than three candidates that it considers to be the most qualified, except if the Owner determines that fewer than three firms are qualified, it will only short-list the qualified firms.

#### *Interview*

After creating the short list, the Owner will interview each of the short-listed firms. The purpose of the interview will be to meet the proposed Project team, to become familiar with key personnel, and to understand the firm's project approach and ability to meet the Project's objectives. The short-listed firms should be prepared to discuss with specificity the firm's capacity to provide the services in compliance with the Project's budget and schedule requirements. The Owner may require short-listed firms to provide additional information before, during, or after the interview. The Owner will contact each short-listed firm to schedule individual times for the interviews.

#### *Selection and Contract Negotiation*

Following the interviews, the Owner will rank order the short-listed firms on the basis of the submitted Statements of Qualifications; the interviews; additional information provided before, during, or after the interview; and other information and considerations the Owner deems relevant. A draft of the evaluation matrix the Owner expects to use to evaluate the short-listed firms is available on request. Note that the draft matrix is subject to change without notice. The Owner will enter into contract negotiations with the firm it identifies as most-qualified.

#### *Selection Schedule*

| <b>Statements of Qualifications Due</b> | <b>Noon on 31 JUL 17</b> |
|---|--------------------------|
| Interviews                              | 21 AUG 17                |
| Selection of A/E                        | 21/22 AUG 17             |
| Finalize A/E Contract Negotiation       | 1 SEP 17                 |

## **Article 4 Statement of Qualifications Submission**

### *General Requirement*

If the Firm intends to engage one or more consultants to perform a portion of the services, the Firm must identify and include those consultants and their key personnel in the Statement of Qualifications.

### *Submission Requirements*

The Statement of Qualifications must be organized as follows (additional instructions under **Article 5**):

#### Section 1 Firm Qualifications

1. On one page or less, provide an overview of your firm and describe (1) why your firm/team is the most-qualified for the Project and (2) your firm's approach to achieving a project that is properly scoped, on time, and on budget.
2. Describe any projects or assignments that your firm has not completed or been replaced on in the past five years.
3. Describe any pending legal action (including without limit mediation, arbitration, and litigation) in which your firm is involved directly or indirectly.

#### Section 2 Personnel Qualifications

1. Provide an organizational chart of your proposed Project team.
2. Describe the availability of each member of your proposed Project team and the amount of time each team member is expected to dedicate to the Project.
3. Include a detailed resume for each member of your proposed Project team.

#### Section 3 Project-Specific Qualifications

1. Similar Projects. Describe up to ten projects similar to this Project that your firm has completed in Ohio. Similarities to address include without limitation:
  - a. phased renovation of an occupied building;
  - b. renovating a former public-school building;
  - c. renovations that involve extensive window/door replacement and roof replacement;
  - d. renovations that involve replacement of existing mechanical, electrical, plumbing, and fire suppression systems;
  - e. renovations that involve asbestos abatement; and
  - f. multiple GMP, phased public projects.

For each identified project, include the contact name and telephone number for the owner representative. The Owner may contact those representatives.

Use no more than one page per project.

2. **Project Delivery System.** On one page or less, describe your firm's experience as the architect of record on public construction manager-at-risk projects in Ohio.
3. **Estimating.** On one page or less, describe your firm's estimating process, use of trade contractors during the various stages of estimating, in-house estimators, and use and role of an estimating or design "contingency" during the various estimating points. Include a description of your firm's track record of designing projects to the original budget.
4. **Scheduling.** On one page or less, describe your firm's track record of designing projects to the original schedule.
5. **Construction Administration.** On one page or less, describe your firm's approach to record keeping, review, monitoring and other processes in connection with submittals (e.g., shop drawings), pay applications, contract modifications (e.g., change orders), and claims.

#### Section 4 Financial Responsibility

1. Provide for the Firm and each proposed consultant (1) evidence of workers compensation insurance, (2) certificate(s) of insurance showing the current limits of liability for employer's liability, commercial general liability, business automobile liability, pollution liability, and professional liability, and (3) a list of all claims made against Firm's/consultant's professional liability insurance since January 1, 2012.

If your firm submits other than an Ohio Workers Compensation Certificate as evidence of workers' compensation coverage, please confirm that your firm currently complies with Ohio's workers' compensation insurance requirements, explain how it achieves that compliance, and provide written evidence of that compliance.

#### *Submission Instructions*

The Owner will accept Statements of Qualifications by email only. Do not submit paper copies.

Electronic submittals must be combined into one PDF file titled "LCBDD AE SOQ -- <your firm name>". Use the "print" feature of Adobe Acrobat Professional or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Adobe Acrobat Professional, go to Advanced, then PDF Optimizer.

#### *Submission Delivery*

By no later than the above-stated date and time for submission, submit one electronic copy of your Statement of Qualifications to [ESW.project@lcountydd.org](mailto:ESW.project@lcountydd.org).

#### **Article 5 General Provisions**

1. **Questions.** All questions must be submitted only in writing by email to [ESW.project@lcountydd.org](mailto:ESW.project@lcountydd.org) no later than seven days before the above-stated deadline for submission of the Statement of Qualifications. Answers to any questions will be emailed to all firms which have provided an email address to the Owner.
2. **Contact with the Owner.** Firms (including their anticipated consultants) which are considering responding to this RFQ are strictly prohibited from communicating with the Owner or any member of its staff except (1) as

otherwise explicitly provided in this RFQ or (2) in the normal course of business under an existing contract with the Owner.

3. *Cancellation and Rejection.* The Owner may reject all or any Statements of Qualifications and cancel all or any portion of this solicitation at any time for any reason. The Owner will have no liability to any firm arising out of any cancellation of this solicitation or rejection of any related submission. The Owner may waive minor variations in the selection process.
4. *Definitions.* Terms not otherwise defined but which are used in this RFQ are defined according to ORC Sections 9.33 through 9.334 and Sections 153.65 through 153.73, and related statutory and regulatory provisions.

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