

Request for Qualifications (RFQ)

Engineer of Record

Administration of Project: Loveland City School District

Project Name	<u>Engineer of Record</u>	Response Deadline	<u>Date</u> 11/12/2021 <u>Time</u> 12:00 noon
Project Locations	<u>Various</u>	Project Number	<u>LCSD.2022.01</u>
City / County	<u>Loveland / Clermont, Hamilton, Warren</u>	Project Manager	<u>John Ames</u>
Owner	<u>Loveland City School District</u>	Contracting Authority	<u>Loveland City School District</u>
Delivery Method	<u>To be Determined</u>	Prevailing Wages	<u>Not Applicable</u>
No. of paper copies requested (stapled, not bound)	<u>0</u>	No. of electronic copies requested (PDF)	<u>1</u>

Submit the requested number of Statements of Qualifications (Form F110-330) directly to John Ames at amesjo@lovelandschools.org. See Section J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to John Ames at amesjo@lovelandschools.org with the project number included in the subject line (no phone calls please). Questions will be answered and posted on the School District's website 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 Assignment Overview

A. Project Description

The Loveland City School District (the "Owner") is requesting qualifications for an Engineer of Record to serve their District on upcoming mechanical and electrical (MEP) projects. The Engineer of Record will lead the projects but is requested to partner with an architectural firm to provide any related architectural services. The credentials of the Architectural Firm must be submitted with the response to this RFQ.

The Engineer of Record will be available to serve the school district for a wide variety of projects.

In addition to design services, the Engineer of Record may be utilized for the procurement of equipment and commissioning services.

The Owner will have sole discretion on whether to utilize the Engineer of Record for a given project or to advertise for engineering qualifications for a specific project or to simply assign a given project to another engineering consultant should the design fees be estimated to be less than \$50,000.

The Owner has yet to select a project delivery model or finalize the budget for these MEP projects.

The initial MEP projects and possible timeline are envisioned to be, but are not limited, to the following:

2022 – Replace rooftop units (49) on the Primary School and Elementary School. At that time, the first phase of the building automation upgrade would occur for the District.

2023 – Replace all rooftop units and renovate air handling units on the Middle School and Intermediate School, including building automation upgrade.

2024 – Replace all rooftop units and renovate air handling units on the High School, including the building automation upgrade.

2025 – Replace all rooftop units and renovate air handling units on the Early Childhood Center, including the building automation upgrade.

The Owner may at their sole discretion change the timing of these projects, may shift the priorities and add different projects, or may delay indefinitely all of the MEP upgrade projects.

The Owner is interested in working with an Engineer that has extensive experience in the design and construction of similar MEP upgrade projects.

The initial term for this assignment is anticipated to be four (4) years. However, the Owner has the flexibility to utilize other engineering consultants as stated herein. The Engineer of Record Agreement(s) may be extended if mutually agreed upon between the Owner and the Engineer of Record.

Request for Qualifications - Engineer of Record

This RFQ sets forth the intent of the Owner as to the procedure and criteria through which a firm will be selected, but is not to be construed as setting forth specific terms of a contract between the firm and Owner. Except as required by law, the Owner reserves the right in its sole discretion, to modify this procedure and criteria.

The Owner, through its duly authorized officials reserves the right to reject any, part of, or all statements and to waive any formality pertaining to any statement, without the imposition of any form of liability. The companies whose statements are not accepted will be notified after a binding agreement between the successful firm and the Owner is executed, or upon the Owner's rejection of all statements of qualifications.

Responding firms shall be ranked in accordance with the criteria herein and the highest ranked firm shall enter into negotiations for a contract with the Owner.

B. Scope of Services

The scope of services will vary by project and will be specific to the needs of the Owner. At the Owner's sole discretion, a project agreement may be negotiated for each project to identify services or a master agreement may be established with a task specific agreement for each individual project.

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. K-12 Experience
2. "Summer Slam" Experience (K-12/Higher Education)
3. Air Handling Unit Replacements
4. Chiller Replacements
5. Boiler Replacements
6. District Wide/Campus Building Automation Systems
7. Fire Alarm System Replacements
8. Energy Conservation Projects
9. Electrical Upgrades/Replacements
10. Commissioning MEP Systems

C. Estimated Budget / Funding

Other Funding: TBD
Construction Cost: TBD
Total Project Cost: TBD

D. Anticipated Schedule

Professional Services Start: December 2021
Construction Notice to Proceed: TBD
Substantial Completion of all Work: TBD
Professional Services Completed: TBD

E. Estimated Basic Fee Range

To be Negotiated on a project by project basis

F. EDGE Participation Goal

Percent of initial Total A/E Fee: _____

G. Basic Service Providers Required (see note below)

Lead A/E Discipline: Engineering

Secondary Disciplines: Mechanical Engineering
Electrical Engineering
Plumbing Engineering
Fire Protection Engineering
Architecture
Structural Engineering

H. Additional Service Providers Required

NOTE: The lead firm shall be a professional engineer.

Request for Qualifications - Engineer of Record continued

I. Evaluation Criteria for Selection

- Firm's history.
- Demonstrated ability to meet Owner's programmed project vision, scope, budget, and schedule on similar project assignment.
- Previous experience compatible with the proposed project (e.g., type, size).
- Relevant past work of prospective firm's 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.
- Cost estimating and scheduling credentials and experience.
- Proximity of prospective firms to the project site.
- Proposer's apparent resources and capacity to meet the needs of this project.
- Proposer's professional liability claims history.
- The selected Engineer of Record and all its consultants must have the capability to use the Internet within their normal business location(s) during normal business hours.

Interested Engineering firms are required to submit the *Commitment to Participate in the EDGE Business Assistance Program* form in its Statement of Qualifications (Form F110-330) submitted in response to the RFQ, to indicate its intent to contract with and use EDGE-certified Business Enterprise(s), as a part of the Engineer of Record's team. The *Intent to Contract and to Perform* and / or waiver request letter and *Demonstration of Good Faith Effort* form(s) with complete documentation must be attached to the Engineer of Record's Technical Proposal. Both forms can be accessed via the OFCC website at <https://ofcc.ohio.gov>. The *Intent to Contract and to Perform* form is again required at the Fee Proposal stage.

If the A/E firm intends to receive points for exceeding the EDGE Participation Goal, it must provide BOTH a completed *Commitment to Participate* form AND a completed *Statement of Intent to Contract and to Perform* forms signed by both parties with its *Statement of Qualifications*.

For all *Statements of Qualifications*, please identify the EDGE-certified Business Enterprises, by name, which will participate in the delivery of the proposed professional services solicited in the RFQ. The lead firm may be an EDGE-certified business enterprise.

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.

Paper copies of the *Statement of Qualifications*, are not required.

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

Statements of Qualifications must be submitted electronically by email. Submittals are limited to one email with a maximum file size of 25 MB.

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.

Selection Rating Form

Engineer of Record

Project Name Engineer of Record Proposer Firm _____
 Project Number LCSD.2021.01 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 25 miles	5	
	25 miles to 50 miles	2	
	More than 50 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$50,000	2	
	\$50,000 to \$100,000	1	
	More than \$100,000	0	
c. Number of licensed professionals	Less than 2 professionals	1	Max = 3
	2 to 5 professionals	2	
	More than 5 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 5 sample projects	1	Max = 3
	5 to 10 sample projects	2	
	More than 10 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	Less than 5 projects	0 - 3	
	5 to 10 projects	4 - 6	
	More than 10 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 5 projects	0 - 1	
	5 to 10 projects	2 - 3	
	More than 10 projects	4 - 5	
* May be comprised of professional design services consulting firms or 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 _____