

Request For Qualifications (A/E)



Ohio Department of Administrative Services
General Services Division
State Architect's Office ▪ 4200 Surface Road ▪ Columbus, Ohio 43228-1395

www.ohio.gov/sao
e: StateArchOff@das.state.oh.us
v: 614.466.4761 ▪ f: 614.644.7982

Project Name	<u>BWC Chiller / Ice Tank Replacement</u>	Response Deadline	<u>10/02/2009 5:00 p.m. local time</u>
Project Location	<u>30 West Spring Street</u>	Project Number	<u>BWC-100001</u>
City/County	<u>Columbus / Franklin</u>	SAO Project Manager	<u>Nick Cassidy</u>
Agency/Institution	<u>Ohio Bureau of Workers' Compensation</u>	Contracting Authority	<u>State Architect's Office</u>

See Section H for specific submittal instructions. Do not send submittals to the agency or institution. Submit all questions regarding this RFQ in writing to StateArchOff@das.state.oh.us with the project number included in the subject line.

Project Overview

A. Project Description

The project is to replace current ice cooling system and its subsequent conversion to chilled water system. In addition to the above the associated rooftop cooling tower will need to be reconditioned.

The goal is to create two isolated chilled water loops, one for level 15 (computer operations) and partial level 16 (ups power room), and the second loop for the building loads all within the allocated funding.

B. Scope of Services

A. FEASIBILITY STUDY

A Feasibility Study, with strict adherence to the given budget soft and hard cost, is to be conducted for determining what of the existing equipment should be replaced, retained, altered and/or repaired in order to maximize the performance, reliability and safety for the present and future equipment (i.e. pumps, chillers, rooftop cooling tower, tanks and distribution loops piping).

The study of the existing Ice Cooling system is to include a detailed report of the existing equipment and recommended upgrades. It will be provided to the State Architect's Office (SAO) and the Bureau of Workers' Compensation (BWC). The report is to take into consideration industry acceptable performance and energy efficiency standards as well as total available funding.

Priority one is to replace the four 1990s' Dunham Bush PCX750 –OVQ chillers located in the east bay of level 13 with new high efficiency chilled water chillers as required to meet current cooling loads and future tenant cooling need when building is fully occupied. Include a plan for execution for the removal of old equipment and reconditioning of rooftop cooling tower, sequencing new work to minimize downtime.

Priority two is to create a dual loop system to isolate one for level 15 (computer operations) and partial level 16 (ups power room). This loop is to provide n+1 redundant cooling with emergency connection to secondary building loop. The second loop is to provide a dedicated chilled water to extend from levels b2 to level 34 for the BWC headquarter facility located at 30 West Spring St., Columbus, Ohio 43215 The purpose of this loop is to provide efficient distribution of chilled water for the entire building with capacity to extend the loop to any floor and area therein.

Priority three is a new cooling system to interface with building monitoring controls system (Johnson controls BAS) and current Micro Controls system to interface with new chillers.

Remove all chillers and abandoned piping and five concrete ice tanks located on level 13 and any unused distribution piping and pumps. The area occupied by the concrete tanks will revert to usable unfinished space.

All materials and recommendations will be in complete compliance with local governing codes and compliance requirements to include, but not limited to, National Mechanical codes, National Electric codes and National Fire codes and LEED emphasizing state-of-the-art strategies in: water savings, energy efficiency, materials and resources selection.

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B. Scope of Services continued

A schedule of values based on priorities, lead times, installation schedules and fixed budget costs will be included to:

1. Create isolated loop for computer operations floor level 15 and partial level 16.
2. Create dedicated loop for BWC tower with capacity for future needs.
3. Remove and replace glycol chillers with chilled water units.
4. Remove all associated piping and tanks.
5. Reconditioning of cooling tower and major components.
5. Provide connectivity to Building monitoring systems.
6. Plan of proposed work that creates down time.

B. SPECIFICATIONS AND BIDDING DOCUMENTS (SBD)

The selected service provider will provide a complete set of specifications based on the above-mentioned Feasibility Study. A Bid Invitation will be prepared and sent to qualified manufacturer/installers.

The Bid Invitation will include:

- a. National Mechanical standard terms and conditions
- b. All applicable Code requirements
- c. LEED requirements
- d. Work by others
- e. Technical specifications including product description
- f. Final testing requirements
- g. Maintenance specifications of the performance type
- h. Warranty requirements
- i. Assist in evaluation and selection of lowest qualified bidder
- j. Insurance and bonding requirements
- k. Performance requirements of people and equipment
- l. Construction schedule
- m. Payment schedule

Specifications and Bidding Documents will be incorporated into SAO's standard contract bid forms. Bid documents will be submitted to SAO and the BWC representative for final approval before distribution.

C. APPROVALS (APP)

Selected service provider will coordinate, approve or disapprove, as required, all chiller submittals including, but not limited to, the following:

- a. Location layouts
- b. Piping layouts
- c. Work phasing plan
- d. Removal of existing equipment plan details
- e. Fixture drawings and brochures
- f. Extras over and beyond contract
- g. Material substitutions
- h. Code variations
- i. Parts manuals
- j. Shipping schedules
- k. Colors and finishes (with owner or architect)
- l. Control and operational changes
- m. Field and schematic electrical wiring diagrams
- n. Power requirements/ modifications to existing

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B. Scope of Services continued

D. FINAL INSPECTION (FI)

Selected service provider will conduct final Inspection when all chillers have been completed and approved by the local code authorities. The inspection will be made for the purpose of determining the contractor's full compliance to the specifications, applicable codes and compliance, including a punch list of items to be corrected, added or modified at the conclusion of the inspection. A follow up inspection will be included after the final inspection punch list has been completed.

E. PROJECT MANAGEMENT (PM)

Service provider will demonstrate experience in HVAC work in a high rise building, work in an secure, occupied building, work on a fast track for cooling upgrades, feasibility studies on complex systems, HVAC upgrades that involve coordination with an existing complex control system, evaluation of power supply modification and emergency generator tie-in, coordination with security systems and fire suppression systems and provide examples of code compliance issues on previous similar projects.

Management of projects (beginning with the demolition of existing equipment) until final Inspection is completed shall include, but not be limited to, the following services.

- a. Perform progress inspections
- b. Perform life cycle study of new proposed systems
- c. Arrange, chair and attend scheduled weekly progress meetings
- d. Prepare and submit weekly report to owner
- e. Approve progress payment requests
- f. Review and approve any extras during tear out and construction
- g. Regular on-site visitations
- h. Resolve and/or clarify issues arising during installation

Upon award of the Agreement, commence by developing the Program of Requirements. The selected Architect/Engineer (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 the State Architect's Office, the cost breakdown of the Architect/Engineer Agreement detailed cost components to address the Owner's project requirements. Participate in the Encouraging Growth, Diversity and Equity (EDGE) Program as required by statute and the Agreement. The service provider is also required to be LEED accredited.

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 Phase, Post-Construction Phase, and Extra Services and Additional Services of all types. Refer to The SAO Manual for additional information about the type and extent of services required for each.

During the construction period, provide not less than 16 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, and (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.

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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.

Interested A/E firms are required to submit the Commitment to Participate in the Edge Business Assistance Program form in its Statement of Qualifications (SAO 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 A/E'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 A/E's Technical Proposal. Both forms can be accessed via the SAO Web site at www.ohio.gov/sao (click on Forms). The Intent to Contract and to Perform form is again required at the Fee Proposal stage.

Prior to executing the Architect/Engineer Agreement, the selected A/E must represent and warrant that it has not provided any material assistance, as that term is defined in O.R.C. Section 2909.33(C), to an organization that is identified by, and included on, the United States Department of State Terrorist Exclusion List and that it has truthfully answered "no" to every question on the Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization, and that it has provided or shall provide such to the Contracting Authority and/or the Ohio Business Gateway (<http://homelandsecurity.ohio.gov/dma/dma.asp>).

H. Submittal Instructions

Firms are required to submit the current version of SAO-F110-330 (Statement of Qualifications). The current version of SAO-F110-330 is available on the State Architect's Office Web site at <http://www.ohio.gov/sao> (click on Forms).

Mail or deliver 1 stapled (not bound) paper copy and 1 electronic copy in portable document format (PDF) on a Compact Disk (CD) of the SAO-F110-330 (Statement of Qualifications) directly to the following contact:

Angie Carder, Program Services Specialist
State Architect's Office
4200 Surface Road
Columbus, Ohio 43228

The Statement of Qualifications 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 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. Also, please mark or label the CD and the CD cover with the project number and firm name.

Do not submit Statements of Qualifications to the agency or institution. Any paper copies of the Statement of Qualifications submitted should be stapled and not provided with special bindings or coverings of any type.

Architect/Engineer Selection Rating



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Project Name BWC Chiller / Ice Tank Replacement Proposer Firm _____
 Project Number BWC-100001 City, State, Zip _____

Selection Criteria		Value	Score
1. A/E Firm Location			
Proximity of primary A/E firm office where majority of work is to be performed in relationship to project site	Less than 50 miles	4 - 5	
	50 to 100 miles	2 - 3	
	More than 100 miles	0 - 1	
2. A/E Firm Size			
Number of relevant licensed professionals within primary A/E firm available to perform the work	Small = Less than 3 licensed professionals	2 - 3	
	Medium = 3 to 10 licensed professionals	4 - 5	
	Large = More than 10 licensed professionals	0 - 1	
3. Current Workload			
Amount of fees awarded by the Contracting Authority to the primary A/E Firm in the previous 24 months (exclude projects on hold)	Less than \$250,000	4 - 5	
	\$250,000 to \$500,000	2 - 3	
	More than \$500,000	0 - 1	
4. A/E Qualifications - Primary			
a. Project Management Lead	Experience / ability of A/E project manager to manage scope / budget / schedule / quality	0 - 10	
b. Project Design Lead	Experience / creativity of lead designer to meet needs of owner	0 - 5	
c. Technical Staff	Experience / ability of technical staff to develop quality construction documents	0 - 5	
d. Construction Administration	Experience / ability of field representative to identify / solve issues during construction	0 - 10	
5. A/E Qualifications - Secondary			
Key Discipline Leads	Experience / ability of all key discipline leads to effectively perform the work	0 - 10	
6. Project Team Qualifications			
a. Previous Team Collaboration Number of projects that a majority of the team members have worked together	Less than 3 projects (Low)	0 - 1	
	3 to 8 projects (Average)	2 - 3	
	More than 8 projects (High)	4 - 5	
b. LEED* Experience within Team	LEED AP(s)** on Team	0 - 1	
	LEED Registered Project(s)	0 - 2	
	LEED Certified Project(s)	0 - 2	
	Satisfies ALL above Criteria	Sum = 0 - 5	
c. Team Organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
7. Overall Project Team Experience			
a. Budget & Schedule Management	Performance in completing projects within original budget and schedule limitations	0 - 5	
b. Experience with Similar Project Type	Less than 5 projects (Low)	0 - 3	
	5 to 10 projects (Average)	4 - 6	
	More than 10 projects (High)	7 - 10	
c. Past Performance	Level of performance as indicated by past A/E evaluations / letters of reference	0 - 5	
d. Knowledge of State of Ohio Capital Project Administration Process	Less than 5 projects (Low)	0 - 3	
	5 to 10 projects (Average)	4 - 6	
	More than 10 projects (High)	7 - 10	
		Subtotal	

* LEED = Leadership in Energy & Environmental Design developed by the U.S. Green Building Council
 ** LEED AP = LEED Accredited Professional credential by the Green Building Certification Institute

SAO Evaluation:

Owner Evaluation:

Name _____

Name _____

Signature _____ Date _____

Signature _____ Date _____