

# Request for Qualifications (Architect / Engineer)

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## Administration of Project:

Project Name	<u>Patriot Prep Phase 3 Addition</u>	Response Deadline	<u>12/1/22</u>	<u>12:00 pm</u> local time
Project Location	<u>4938 Beatrice Dr.</u>	Project Number	<u>PPA-3</u>	
City / County	<u>Columbus / Franklin</u>	Project Manager	<u>Sean Smith</u>	
Owner	<u>Patriot Preparatory Academy</u>	Contracting Authority	<u>Patriot Preparatory Academy</u>	
Delivery Method	<u>Construction Manager at Risk, pursuant to Ohio Revised Code</u>			
No. of paper copies requested (stapled, not bound)	<u>3</u>	No. of electronic copies requested (PDF)	<u>0</u>	

Submit the requested number of Statements of Qualifications (SOQ) directly to Sean Smith at 4938 Beatrice Dr. Columbus, OH 43227. See Section G of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Sean Smith at [ssmith@patriotprep.com](mailto:ssmith@patriotprep.com) with the project number included in the subject line (no phone calls please). All questions must be submitted 5 days prior to the response deadline.

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## Project Overview

### A. Project Description

This Project creates a 24,000 square foot, two-story East Wing addition connected to Patriot Preparatory Academy's existing facility. The first floor has a vestibule and starwell, five collaborative learning spaces, including two performing arts rooms, a library media center, an intervention room, and a multi-use "Cafegymnasium." The second floor has a vestibule and stairwell, five instructional classrooms, two sets of restrooms, janitorial and other storage, and a teacher's lounge. The building use group is Education € Use, and Type 2B Construction and will include the installation of sunshades and skytubes. The site will need an additional 40+ parking spaces. Conceptual drawings of the project may be found at [www.patriotprep.com](http://www.patriotprep.com) under "Phase 3 Addition".

The Owner worked with Keiser Design Group for the Project pre-planning. The Owner anticipates commencement of construction by Spring 2023 and construction completion on or before June 2024.

### B. Qualifications

Submittals should include the following:

1. Firm's History– Information about the firm's history (number of years in business, etc.).

2. Education & Technical Training/Experience – Identify your firm's assigned team for the Project. Provide the education, technical training, and experience of the principal in charge of the Project and the Project Manager, as well as any other individuals assigned to the Project, and proposed consultants, if any. Provide the assigned team's experience in providing substantially similar services (i.e., design services for similar facilities, additions to existing buildings, and specifically for any experience with the construction manager at risk delivery model) and describe the team's experience working together on similar projects. Describe:

a. Experience, planned approach, and specific expertise in assisting with Project planning, Project site assessment/testing, and schedule development. Include the team's experience leading and participating in meetings with the Owner to develop the program for the Project;

b. Approach to incorporating practical, tested, energy efficiency and sustainability features into similar projects that will enhance the design, be easy/economic to maintain and contribute to energy conservation and savings for the long-term maintenance and operations of systems for the Project;

c. Experience, approach, and specific expertise in planning for the use of space, technology, and systems that support Owner's functions; and

d. Experience with OFCC projects.

e. Experience and approach to obtaining all applicable permits and governmental approvals, from the Authorities Having Jurisdiction, including but not limited to obtaining approval of building plans from the Authorities Having Jurisdiction, obtaining building, electrical, plumbing, and HVAC permits, as applicable.

## **Request for Qualifications (Architect / Engineer) continued**

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3. Workload – Describe the current workload and availability of the firm and personnel assigned to the Project team, the available equipment and facilities, and the team's ability to perform the required professional design services competently and expeditiously (i.e., are resources currently available or committed to other projects).

4. Proposed Schedule and Coordination of Design & Construction –

a. Proposed design phase milestones for completion of the Architect's services including completion dates or durations in calendar days for programming, schematic design, design development and construction documents, as well as an anticipated timeline for the construction and close-out phases of the Project. Provide a narrative demonstrating the firm's ability to manage the Project schedule.

b. Describe the steps the firm will take to coordinate design and construction work on the Project with the Owner and Construction Manager at Risk with respect to scheduling the Project, maintaining the construction schedule, and close-out of each stage of the Project.

5. Past Performance based on References – Past performance as reflected in evaluations of previous and current clients for which the firm has provided or is providing similar services; please include a list of relevant projects involving similar services performed by the firm during the past five years. Include the following information for each project:

a. Project owner, name of project and location;

b. Brief description of the project, including size of project (e.g., square footage and number of stories), project cost and project delivery model (e.g., general contractor, construction manager at risk, design-build, etc.);

c. The initial scheduled completion date and the actual date services were completed or the current anticipated completion date;

d. Other relevant information about the project and the firm's services; and

e. Reference contact person and phone number.

6. Past Performance with Owner – Describe the firm's past experience with the Owner, if any.

7. Proximity to the Site – The firm's location and proximity to the site for purposes of site visits and attending meetings with the Owner.

8. Project Estimates and Budget – The firm's procedures for:

a. Project budget development, including but not limited to, procedures for initial budget development with the Owner and the process for reviewing and evaluating the budget in coordination with the Construction Manager at Risk's cost estimates with the CMR and Owner at various stages of the design process; and

b. The firm's experience over the past five years with preparing or evaluating project estimates and construction costs, monitoring project costs, and completing a project within the initial budget with emphasis on any experience with construction manager at risk projects.

9. Unique Qualities and/or Expertise of the Assigned Team – Identify the unique competence, qualities, and/or expertise that set the firm's assigned team apart from other firms and teams as it relates to the required services for the Project. List a maximum of four specific and unique qualities that set your team apart from others in relation to this Project.

10. Professional Liability Insurance Coverage & Claims History – Include:

a. The coverage amounts and types of insurance coverage, particularly the firm's commercial general liability and professional liability limits;

b. Specific information about any claims asserted against the firm or its professional liability carrier within the last five years, including the resolution of the claim(s);

c. Any statistics kept internally on change order history, project completion, and budget considerations, recognizing that each change order is unique as to its causes. The Owner is interested in information that will show consideration of budget requirements;

11. Construction Phase Services – The firm's practices with respect to site visits and oversight of the Project. What amount of time is spent on average on site during construction? What is the background of the individuals who would be visiting the Project during construction? What documentation of such site visits is prepared and maintained? 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.

## Request for Qualifications (Architect / Engineer) continued

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### C. Estimated Budget / Funding

State Funding:	<u>\$3,265,978.00</u>
Other Funding:	<u>\$3,265,978.00</u>
Construction Cost:	<u>\$6,331,956.00</u>
Total Project Cost:	<u>\$6,531,956.00</u>

### D. Anticipated Schedule

Professional Services Start:	<u>12-2-22</u>
Construction Notice to Proceed:	<u>4-1-23</u>
Substantial Completion of all Work:	<u>6-30-24</u>
Professional Services Completed:	<u>6-30-24</u>

### E. Estimated Basic Fee Range

3.0% to 3.25%

### F. Evaluation and Selection

Firms submitting SOQs for the available contract will be evaluated and the Owner will select and rank at least three firms which it considers to be the most-qualified to provide the required services. However, if the Owner determines that fewer than three qualified firms are available, it will select and rank those firms. Such evaluation and selection is, subject to the Owner's absolute right to stop the process and refrain from entering into any contract. The Owner may require additional information from one or more Respondents to supplement or clarify the SOQs submitted. The individual project teams from select firms may be asked to meet with Owner representatives to present the firm's qualifications and proposed approach for the Project before final ranking and selection is made. The individual team members that will be involved with the Project must attend such meeting.

Upon selection of the firm determined to be most qualified to provide the requested services for the Project, the Owner reserves the right to negotiate the price for services to be provided, with such firm. The Owner reserves the right to take any action affecting the RFQ process or the Project that it deems to be in its best interest.

### G. Submittal Instructions

Paper copies of the SOQ, 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 SOQ 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 the individual.

# Architect / Engineer Selection Rating Form

Project Name Patriot Prep Phase 3 Addition Proposer Firm \_\_\_\_\_  
 Project Number PPA-3 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary Firm Location, Workload and Size (Maximum 10 points)</b>			
a. Proximity of firm to project site	Less than 6 miles	5	
	6 miles to 10 miles	3	
	More than 10 miles	1	
b. Number of licensed professionals	Less than 2 professionals	1	
	2 to 4 professionals	3	
	More than 5 professionals	5	
<b>2. Primary Firm Qualifications (Maximum 30 points)</b>			
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	
<b>3. Key Consultant Qualifications (Maximum 15 points)</b>			
a. Key discipline leads	Experience / ability of key consultants to perform effectively and collaboratively	0 - 15	
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
a. Previous team collaboration	Less than 1 sample projects	1	Max = 3
	1 to 2 sample projects	2	
	More than 2 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. Team organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
<b>5. Overall Team Experience (Maximum 35 points)</b>			
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 1 project	0 - 2	
	1 to 2 projects	3 - 4	
	More than 2 projects	5	
c. Experience with Patriot Preparatory	Past performance on project with Patriot	0 - 15	
d. Experience with OFCC projects and process	Less than 1 project	0 - 2	
	1 to 2 projects	3 - 4	
	More than 2 projects	5	
		<b>Subtotal</b>	

Notes:

Evaluator:

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_