

# Request for Qualifications

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



<http://ci.oaks.ohio.gov>

v: 614.466.4761 ▪ f: 614.644.7982

Project Name	<u>Claims Analysis / Dispute Resolution Consultant List</u>	Response Deadline	<u>04/20/2011</u>	<u>5:00 p.m.</u> local time
Project Location	<u>Various</u>	Project Number	<u>DAS-11D888</u>	
City / County	<u>Various / Various</u>	SAO Project Manager	<u>Various</u>	
Agency/Institution	<u>Various</u>	Contracting Authority	<u>State Architect's Office</u>	
No. of Paper Copies (stapled, not bound)	<u>0</u>	No. of Electronic Copies on CD (PDF)	<u>1</u>	

Mail or deliver the requested number of Statements of Qualifications (SAO Form F110-330) directly to the State Architect's Office (Attention: Program Services) at the address above. Submit all questions regarding this RFQ in writing to [StateArchOff@das.state.oh.us](mailto:StateArchOff@das.state.oh.us) with the project number included in the subject line. See Section G for additional submittal instructions.

## Project Overview

### A. Project Description

The State Architect's Office (SAO) invites interested parties to submit a statement of qualifications to provide claims analysis / dispute resolution services for projects. Services are in support of the SAO design and management of projects, as well as to support state agency administration of projects.

All firms submitting a statement of qualifications will be eligible for award of contracts for the period beginning July 1, 2011 and ending June 30, 2013. Fees are negotiated for each assignment. SAO does not guarantee that a firm will be awarded any work or make a representation of the amount of work a firm may receive within the two-year period.

### B. Scope of Services

The services are for the review and evaluation of claims for equitable adjustment of contracts made by a prime contractor in the building, remodeling or renovation of state facilities. The basis of the claim may be a conflict in the plans and specifications or may involve a complex set of circumstances that will require scheduling analysis. The services will include an entitlement analysis, as well as the analysis of all costs requested by a contractor.

### C. Funding / Estimated Budget

Total Project Cost	<u>Varies with each project</u>	State Funding	<u>As applicable</u>
Construction Cost	<u>Varies with each project</u>	Other Funding	<u>As applicable</u>
Estimated Design Fee	<u>TBD</u>		

### D. Anticipated Schedule

Response Deadline: April 20, 2011

Eligibility will be effective for the period covering July 1, 2011 – June 30, 2013

### E. EDGE Participation Goal

Percent of initial TOTAL Fee: 0%

# Request For Qualifications continued



Project Name Claims Analysis / Dispute Resolution Consultant List

Project Number DAS-11D888

## F. Evaluation Criteria for Selection

Competence of the firm to perform the required services, as indicated by the training, education and experience of the firm's personnel who would be assigned to perform the services; ability in terms of workload and availability of qualified personnel, equipment, and facilities to perform the required services competently and expeditiously; experience of the proposed personnel in performing the required services; past performance as reflected in evaluation of previous clients with respect to factors such as quality of work and meeting deadlines; and other similar factors.

Prior to executing any Agreement for services, the selected firm 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 (<https://ohiobusinessgateway.ohio.gov/OBG/Membership/Security.mvc>).

Prior to executing the Consultant Agreement, the selected firm must represent and warrant that it will not perform any of its services outside of the United States.

All questions regarding this Request for Qualifications are to be submitted in writing (absolutely no answers will be provided to phone inquires) to the attention of "RFQ-DAS-11D888" at [StateArchOff@das.state.oh.us](mailto:StateArchOff@das.state.oh.us). Questions will be answered and posted to the OAKS Capital Improvements website at <http://ci.oaks.ohio.gov> on a regular basis until one week before the time of proposal submittal. The name or firm of the party submitting a question will not be included on the Question and Answer Document posted by SAO.

## G. Submittal Instructions

Firms are required to submit a current SAO-F110-330 Statement of Qualifications (blank forms are available as a free download from the SAO website). A CD-ROM with all pages consolidated into a single PDF file must be submitted enclosed in an envelope, sealed, addressed, and mailed or delivered to the State Architect's Office, Attn: Program Services, 4200 Surface Road, Columbus, Ohio 43228-1395. Label the CD-ROM with the project number listed on the RFQ and your firm's name.

Paper copies or submittals that are e-mailed or faxed will NOT be accepted.

Electronic submittals must 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.

The following special instructions apply to completing the SAO-F110-330 form for this selection:

- Firms are requested to list the Project No. (indicated on Page 1 of this RFQ) on the first page of Part I and on Part II of the SAO-F110-330.
- Firms are requested to indicate their EDGE-certified business status as either "Certified" or Non-certified" on Part I Section C (Proposed Team).
- Do not submit Page 2 of Section F (Relevant Projects Experience Matrix).
- Do not submit Page 3 of Section H (Commitment to Participate in the EDGE Business Assistance Program).

# Claims Analysis/Dispute Resolution Consultant List Question and Answer List



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General Services Division  
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Project Name	Claims Analysis/Dispute Resolution Consultant List	Project Number	DAS-11D888
Project Location	Various		

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Date posted: April 14, 2011  
Date revised: N/A

Below are the questions that have been received to date for the RFQ of the above-referenced project:

1. Relative to this particular RFQ, on Form F110-330, Section D – Organizational Chart and Section E – Key Personnel:

In addition to standard titles and roles for A/E and CM services, may we also use standard titles and roles that are more relevant to the requested services of Claims Analysis / Dispute Resolution? We suggest the following: Claims Analyst, Scheduling Analyst, Damages Analyst, Cost Analyst, Forensic Auditor, Expert Witness.

- A. Firms may list relevant positions according to how your firm staffs assignments.