

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>Scheduling 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-11S888</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 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 scheduling 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 scheduling consultant is retained for an individual project to facilitate the scheduling process for all project participants, including the contractors, the A/E and Owner. The scheduling consultant may prepare an interim schedule for use by all parties to guide and coordinate work until the approved project schedule is produced and accepted. The scheduling consultant is responsible to prepare the initial schedule in consultation with the contractors. The services also include updating the schedule based upon information provided by the contractors. The scheduling consultant will attend and participate in construction progress meetings as determined for each project.

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 Scheduling Consultant List

Project Number DAS-11S888

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 any 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-11S888" at 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).

Scheduling Consultant List Question and Answer List



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Project Name Scheduling Consultant List Project Number DAS-11S888
Project Location Various

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. With regard to the RFQ for Scheduling Consultant List (DAS-11S888), there is no "Consultant Selection Rating" form included. Is there a rating form for this particular request?
 - A. No. There is no Rating Form for this particular RFQ. All firms submitting a statement of qualifications for these RFQs will be eligible for award of contracts, provided that the statement of qualifications is submitted according to the instructions outlined in each RFQ and received before the proposal deadline.
2. I am currently working on submitting the RFQ-DAS11S888 for Scheduling consultant List. I am looking for an example of any existing completed F110 RFP's to ensure my proposal meets the criteria. Also, I would appreciate a call back to discuss the document as well.
 - A. This request falls under a Public Records Request. You may contact Christina Ringley at christina.ringley@das.state.oh.us to make specific inquiries of documents you wish to review.

With respect to the request for a call back, our office does not provide consultation to firms preparing a proposal in response to a Request for Qualifications.