



Switzerland  
of Ohio Local School District

# Request for Qualifications Criteria Architect/Engineer

SWITZERLAND OF OHIO LOCAL SCHOOL DISTRICT  
TELE-HEALTH BROADBAND PROJECT  
JAY BENNETT

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

**SCHEDULE**

<b>RFQ Publication and Post Date</b>	<b>March 26 2021</b>
<b>Written Questions Due</b>	<b>April 5, 2021</b>
<b>Written Answers Delivered</b>	<b>April 8, 2021</b>
<b>RFQ Response Due Date</b>	<b>April 19, 2021</b>
<b>Analysis and Scoring Complete</b>	<b>April 19, 2021</b>
<b>Scope/Fee Negotiation (Top Firm)</b>	<b>April 28, 2021</b>
<b>Legislative Approval and Notice to Proceed</b>	<b>May 15, 2021</b>

## Request for Qualifications (Architect / Engineer) continued

# Request for Qualifications (Architect / Engineer) State of Ohio Standard Forms and Documents

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### Administration of Project: Switzerland Ohio Local School District (SOLSD)

Project Name	<u>SOLSD Tele-health 2 Broadband</u>	Response Deadline	<u>4/19/2021 12:00 pm</u> local time
Project Location	<u>SOLSD Properties (Various)</u>	Project Number	<u>N/A</u>
City / County	<u>Monroe County</u>	Project Manager	<u>Tess Hill</u>
Owner	<u>Switzerland Ohio Local School District</u>	Contracting Authority	<u>SOLSD</u>
Delivery Method	<u>General Contracting</u>	Prevailing Wages	<u>State</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 **Tess Hill, Technology Coordinator at Switzerland Ohio Local School District, 304 Mill St. Woodsfield, OH 43793**. See Section I of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Tess Hill at [tess.hill@omeresanet](mailto:tess.hill@omeresanet) with the Project Name included in the subject line (no phone calls please). Questions will be answered and posted to the RFQ page on the Switzerland Ohio Local School District website at <https://www.switzerlandohioschools.com/departments/technology-11/> 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.

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**Project Overview** (This information will be used by each applicant to populate the Relevant Project Experience Matrix in Section F of Form F110-330)

#### A. Project Description

As identified in the Coverage Area Map (Attachment 1), the Switzerland Local School District has identified five (5) priority project areas where the provision of wireless broadband services is the focus of this Request for Qualifications. The network is expected to provide a strong signal (defined as 100 Mbps download/10 Mbps upload) to as many premises in the coverage areas as possible, with service being the inside of buildings within the areas.

The objective of the wireless project is to install the infrastructure necessary to provide internet access to business and consumer class wireless devices, such infrastructure might include one or more of the following:

- construction of fiber optics and conduit
- construction of self-supporting, dual carrier capable towers
- poles to mount wireless facilities

The District seeks to make available broadband services—defined as no less than 25 Mbps download/3 Mbps upload—to as many premises as possible. The network must have the ability to provide access to all premises in the coverage areas, although not all residents or businesses may choose to connect (estimate for the expected service loads is less than 300 users at any one location). There may be those premises that are adjacent to the established coverage area that request inclusion on the network. These premises may be considered in the event an equitable agreement is made with the ISP for connection and service funded outside the ARC grant. The District does not intend to enter the broadband business as a competitive service provider.

- The network should be expandable in a manner as efficient and effective as possible to increase capacity and to accommodate advances in technology as may reasonably be expected to become available over the life of the network (at least 20 years).
- The network and its construction must adhere to all current and generally accepted technical standards, building codes, construction practices, and other regulations, specifications, and standards as may apply in the broadband networking industry. Also, all federal, state, and local laws, regulations, and codes applicable to the network, its construction, and its operation and services must be observed.
- The network will likely connect to the Districts' existing points of presence at each location and may need to be segmented to ensure security. The network may connect directly or be backhauled at some point to the Districts existing network, but should be capable of operating independently.

## Request for Qualifications (Architect / Engineer) continued

- The network must be capable of providing high-speed data connections to the internet as well as additional services (at subscriber option and based upon ISP product offering outside of the ARC grant).
- The network is not expected to provide traditional Cable TV service although the system must be fully and robustly capable of accommodating current-state Internet Protocol Television (IPTV) and other internet-based video services, including interactive video services.
- Where there are technical or architectural design alternatives, and where there are multiple types, brands, or models of equipment, the design consultant will be expected to identify all options and present to the District a reliable and understandable explanation of each, along with an explanation of tradeoffs in terms of functions, features, costs, and other pros and cons. There will likely be coordination with the existing ISP provider on specific aspects of the design, however the Engineering Design Firm will be tasked with ensuring that choices related to those details are not detrimental to future adaptation or use by other ISPs.

The anticipated project delivery method for this project is General Contracting. State Prevailing Wage requirements apply to this project.

### B. Scope of Services

The deliverable for this effort will be a complete program, preliminary design concepts and project cost projections inclusive of construction and FF&E. This effort should be led by an IT expert portion of the project team. Upon the District's acceptance of program, preliminary design concepts and project cost estimates, the A/E will proceed with Schematic Design, Design Development and Construction Documents. The A/E will also be required to assist the District in procuring FF&E via bidding or state term schedule pricing.

The Criteria Design Firm shall begin work within thirty (30) days of execution of the signed contract with the District. As part of their proposals, all submitters shall include a comprehensive schedule of project events and deliverables along with delivery dates for each, such proposed schedules to be among material criteria used to evaluate the proposals. The Engineering Design Firm shall be expected to adhere to its proposed schedule.

Interested A/E 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 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 OFCC website at <https://ofcc.ohio.gov>. The Intent to Contract and to Perform form is again required at the Fee Proposal stage. participate in the Encouraging Growth, Diversity & Equity (EDGE) Program as required by statute and the Agreement.

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) Broadband Network Planning & Design
- (2) Rural setting IT Services Planning & Design Context
- (3) Technology Equipment Installation Competitive Bidding Experience / Procurement
- (4) Public School District Capital Project Design & Bidding Experience
- (5) Public School District Capital Project Construction Administration Experience
- (6) Working with District staff and area stakeholders to:
  - a) recommend network architecture and technology system design, and recommendation on system monitoring, maintenance, and upkeep solutions,
  - b) identifying permitting, equipment, and licensing requirements,
  - c) identification of possible Internet Service providers,
  - d) develop network testing procedures,
  - e) prepare detailed 50% project design schematics and project budgets, (6) prepare and recommend award of the installation bid package,
  - f) perform construction quality assurance/quality control,
  - g) review and recommend contractor pay requests, and
  - h) any other functions that may be needed to ensure successful construction and operation of a fiber optic broadband network and/or towers.
- (7) During the construction period, provide not less than 8 hours (excluding travel time) on-site construction administration services each week, including:
  - a) attendance at progress meetings,
  - b) a written field report of each site visit,
  - c) 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.

### C. Other Terms and Conditions

- (1) Any additions or deletions to the Work shall be only by written change order executed by the District and Engineering Design Firm. Scope changes may require prior review and approval by USDA/RUS before execution.

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

- (2) The District reserves the right to amend the Engineering Design Firm's form conditions and/or terms used in its agreement(s).
- (3) The Engineering Design Firm will submit monthly invoices to the District with payment terms net 30 days.
- (4) The Engineering Design Firm shall carry liability insurance in the amount of One Million Dollars (\$1,000,000) per occurrence, errors and omissions insurance in the amount of One Million Dollars (\$1,000,000), and workmen's compensation insurance as required by law; The Engineering Design Firm shall furnish to the District Certificates of Insurance demonstrating such coverage as detailed in the District Contract Policy.
- (5) The contract between the District and the Engineering Design Firm shall include a termination provision allowing the District to terminate the contract at any time for any reason at its sole discretion without penalty. In such event, the District will be liable for payment only for services rendered prior to termination.

#### **D. Funding / Estimated Budget**

Total Project Cost	<u>\$ 500,000</u>	District Funding <u>\$100,000</u>
Construction Cost	<u>\$ 455,000</u>	ARC Funding <u>\$ 400,000</u>
Estimated A/E Fee	<u>8.0% to 9.0%</u>	

NOTE: The A/E fee percentage for this project includes all professional design services, and consultant services necessary for proper completion of the Basic Services for the successful completion of the project, including but not limited to: review and verification of the Program of Requirements provided by the Owner, validation of existing site conditions (but not subsurface or hidden conditions), preparation of cost estimates and design schedules for the project. Fees may be negotiated and allocated for Additional Services (e.g., creation of a Program of Requirements, extensive evaluation or validation of site conditions, extensive pre-design investigations, code-required special inspection and testing, Quality Assurance testing during the construction period, and testing due to unforeseen conditions).

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Program of Requirements provided by the Owner, validation of existing site conditions (but not subsurface or hidden conditions), preparation of cost estimates and design schedules for the project. Fees may be negotiated and allocated for Additional Services (e.g., creation of a Program of Requirements, extensive evaluation or validation of site conditions, extensive pre-design investigations, code-required special inspection and testing, Quality Assurance testing during the construction period, and testing due to unforeseen conditions).

#### **E. Services Required** (see note below)

Primary	<u>MEP Engineering</u>
Secondary	<u>IT Planning &amp; Design</u>
	<u>FF&amp;E</u>
	<u>Landscape</u>
	<u>_____</u>
Others	<u>Other Discipline(s)</u>

#### **F. Anticipated Schedule**

Professional Services Start (mm/yy)	<u>/ 2021</u>
Construction Stage Start (mm/yy)	<u>/ 2021</u>
Construction Stage Completed (mm/yy)	<u>/ 2022</u>
Professional Services Completed (mm/yy)	<u>/ 2021</u>

#### **G. EDGE Participation Goal**

Percent of *initial* TOTAL A/E Fee N/A

NOTE: The primary A/E shall be (1) a registered architect holding a license and certificate of authorization issued by the Ohio Architects Board pursuant to ORC Chapter 4703, (2) a landscape architect holding a license and certificate of authorization issued by the Ohio Landscape Architects Board pursuant to ORC Chapter 4703, or (3) a professional engineer or professional surveyor holding a license and certificate of authorization issued by the Ohio Engineers and Surveyors Board pursuant to ORC Chapter 4733.

#### **H. 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.
- Approach to and success of using partnering and Alternative Dispute Resolution.
- Proximity of primary prospective firm 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.

## Request for Qualifications (Architect / Engineer) continued

The contract will be awarded by the Switzerland Ohio Local School District Board on recommendation of the District's Broadband Committee. The District reserves the right to reject any and all proposals in whole or in part, and to waive irregularities and informalities, at its sole discretion and to the extent permitted by law, if and when it is deemed to be in the best interest of the District.

### I. Submittal Instructions

Firms are required to submit the current version of Statement of Qualifications (Form F110-330) available via the OFCC website at <http://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. Also, please label the CD or DVD and the sleeve with the project number and firm name if applicable.

Paper copies of the Statement of Qualifications, 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 Statement of Qualifications 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 individual in Block 22, Section E of the F110-330 form.

**Attachment 1**

**COVERAGE AREA MAPS**

# Architect/Engineer Selection Rating Form

## State of Ohio Standard Forms and Documents

Project Name Switzerland Tele-health 2 Broadband Proposer Firm \_\_\_\_\_  
 Project Number N/A 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 100 miles	5	
	100 miles to 200 miles	3	
	More than 200 miles	1	
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 5 professionals	1	Max = 3
	5 to 10 professionals	3	
	More than 10 than professionals	3	
<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 20 points)</b>			
a. Key discipline leads	Experience / ability of key consultants to perform effectively and collaboratively	0 - 15	
b. Proposed EDGE-certified Consultant participation*	One additional point for every 2 percent increase in professional services over the advertised EDGE participation goal	0 - 5	
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
a. Previous team collaboration	Less than 3 sample projects	1	Max = 3
	3 to 6 sample projects	2	
	More than 6 sample projects	3	
b. Team experience with high speed high bandwidth wireless design concepts	Registered projects	1	Max = 2
	Certified projects	2	
c. Experience in RF systems design, integration, testing, debugging analysis	Training and knowledge	1	Max = 3
	Direct project experience	3	
d. Team organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
<b>5. Overall Team Experience (Maximum 30 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 3 projects	0 - 3	
	3 to 6 projects	4 - 6	
	More than 6 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 6 projects	0 - 1	
	6 to 9 projects	2 - 3	
	More than 9 projects	4 - 5	
* Must be comprised of professional design services consulting firm(s) and NOT the primary firm		<b>Subtotal</b>	

Notes:

Evaluator:

Name \_\_\_\_\_

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