



Mid-Ohio Regional
Planning Commission

111 Liberty Street, Suite 100
Columbus, Ohio 43215

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www.morpc.org

REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES

Dated November 8, 2018

The Mid-Ohio Regional Planning Commission (“MORPC”), is soliciting Statements of Qualifications (“SOQs”) from qualified individuals or firms to provide architectural services for its Space Planning/Renovation Project (the “Project”), located at 111 Liberty Street, Suite 100, Columbus, Ohio 43215.

PROJECT DESCRIPTION:

This Project is anticipated to include space improvements and renovations to approximately 22,000 square feet of office space at MORPC’s current location. The selected individuals or firms will work with MORPC to develop detailed space plans and work with MORPC as well as selected contractors and consultants to implement the space plans in accordance with all ADA Regulations. General contractor, project management, and furniture, fixture, and equipment consultants have not yet been secured.

MORPC previously engaged in a visioning process to determine the nature of our space needs. Senior leadership and over three quarters of our entire staff was engaged in the process. The space planning and renovation is intended to create a workplace that is a stronger tool for our team to create results. As a result of the process, the following was determined:

Our future work place will enable our need to collaborate in teams in order to proactively meet the needs of our constituents. We will have the opportunity for impromptu interactions, cross team collaboration, and choice in places to interact and to focus.

Our future work place will provide us with the ability to work innovatively in multipurpose work spaces, with the tools necessary to encourage our interaction, all in an environment that supports our inclusive community culture.

Our future workplace will reinforce our team’s strong connections while allowing us the ability to dramatically adapt our spaces to our evolving needs, within a design that is engaging, interactive and fresh.

Our future workplace will be dynamic, collaborative, inclusive, focused, and connected.

The total budget for the Project including construction costs (including paint, lighting, carpeting, etc.) and design fees has not been determined but expected to be in the range of \$400,000 – \$800,000.

The Project may include items paid by MORPC and/or items paid by MORPC’s landlord.

William Murdock, AICP
Executive Director

Rory McGuinness
Chair

Karen J. Angelou
Vice Chair

Erik J. Janas
Secretary

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The anticipated Project schedule is:
January 2019 – Begin construction
July 2019 – Completion of construction and new furniture installation

SUBMITTALS:

Interested individuals or firms should submit five (5) hard copies and one (1) electronic PDF on CD-DVD or flash drive, of their SOQs, enclosed in a sealed envelope. The envelope shall be plainly marked on the outside "**MORPC – SPACE PLANNING/RENOVATION DESIGN PROFESSIONAL QUALIFICATIONS.**"

SOQs shall be delivered to the following address, before the submittal deadline:

Mid-Ohio Regional Planning Commission
Attn: Operations – Shari Saunders
111 Liberty Street
Suite 100
Columbus, Ohio 43215

SUBMITTAL DEADLINE:

SOQs will be received until **1:00 pm**, local time, **November 19, 2018.**

MORPC reserves the right to modify any or all of the dates herein and to waive any defect, irregularity, or technicality in any SOQ received, in its sole discretion.

PRE-SUBMITTAL MEETING:

A Pre-Submittal Meeting will be held **November 13, 2018 at 3:30 P.M.** to provide clarification on any questions regarding the Project. The meeting will be held at MORPC 111 Liberty Street, Suite 100, Columbus, Ohio 43215. Each firm or individual submitting an SOQ will be deemed to have actual knowledge of all information provided or discussed at the pre-submittal meeting.

QUESTIONS, CLARIFICATIONS AND ADDENDA:

All questions concerning this RFQ shall be directed in writing via email to rfp@morpc.org. Questions will be reviewed and MORPC will determine whether any addenda should be issued as a result of any pertinent or substantive inquiries. Addenda will be issued to all firms that have requested the RFQ for the Project. Firms shall not rely on any oral instructions or answers.

No answers will be given over the phone. Written answers, including any amendments to the RFQ if necessary will be posted on MORPC's website. Responses to questions will be posted at <http://www.morpc.org/rfps-rfqs/>.

QUALIFICATIONS:

Submittals must include the following:

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

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2. Education & Technical Training – Provide the education, technical training, and experience of firm owners, the principal that will be in charge of the Project, the Project Manager, any other personnel assigned to the Project, and proposed consultants, if any. Detail how the identified individuals will communicate with MORPC and MORPC’s Construction Manager.
3. Past Experience – Describe the proposed personnel and the firm’s experience in providing similar services for substantially similar projects in Ohio and how that experience would be applied for this Project.
4. Proposed Timeline & Coordination of Services – Provide the firm’s proposed internal timeline for completion of the Project in accordance with MORPC’s schedule. Include the various services to be provided by the firm for pre-construction (programming, schematic design, design development and completion of construction documents), construction, and close-out phases of the Project. Describe the steps the firm will take to coordinate design and construction work on the Project with respect to scheduling the Project, maintaining the construction schedule, and close-out of each stage of the Project.
5. Ability in Terms of Workload – Describe the ability of the firm to perform the required professional design services competently and expeditiously (in accordance with the proposed timeline) in terms of its workload and the availability of qualified personnel, equipment, and facilities (i.e., are resources currently available or fully committed to other projects).
6. 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 five (5) 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;
 - c. Year services were completed or anticipated completion date;
 - d. Construction cost;
 - e. Other relevant information about the project and the firm's services; and
 - f. Reference contact person and phone number.
7. Past Performance with MORPC – The firm's past experience with MORPC, if any.
8. Proximity to the Site – The firm’s location and proximity to the site for purposes of site visits as well as attending meetings at MORPC’s office.

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9. Project Estimates and Budget – The firm's procedures for preparing budget estimates, performing design reviews, constructability reviews, and value engineering. Provide specific information on:
 - a. Project budget development;
 - b. The firm's experience over the past five years with preparing project estimates and construction costs, monitoring project costs, and completing a project within the initial budget.

10. Unique Qualities and/or Expertise – Detail any unique qualities and/or expertise that set the firm apart from others as it relates to the required services for the Project.

11. Professional Liability Insurance Coverage & Claims History – The firm's insurance coverage, including errors and omissions. 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); and
 - c. Any statistics kept internally on change order history and project completion, recognizing that each change order is unique as to its causes.

12. 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?

Firms submitting statements of qualifications for the available contract will be evaluated and ranked in order of their qualifications, subject to MORPC's absolute right to stop the process and refrain from entering into any contract. Following this evaluation, the individual project teams from the firms determined to be most qualified may be asked to meet with MORPC representatives to present the firm's qualifications and proposed approach for the Project before final selection is made. Upon selection of the firm determined to be most qualified to provide the requested services for the Project, MORPC reserves the right to negotiate the price for services to be provided, with such firm. Qualifications received may be retained in a file maintained by MORPC for design professional qualifications; each firm is requested to provide annual updates to the qualifications to keep them current.

The Mid-Ohio Regional Planning Commission in accordance with Title VI of the Civil Rights Act of 1964 and the related nondiscrimination statutes, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, all bidders including disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age,

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disability, low-income status, or limited English proficiency in consideration for an award.

Small, minority-owned, or woman-owned businesses are strongly encouraged to apply.

Neither MORPC nor any member agency of the Committee shall be liable for any costs incurred by the consultant in response to this RFQ, or any costs incurred in connection with any discussions, correspondence or attendance at interviews or negotiation sessions.

All materials submitted in response to this RFQ shall become the property of MORPC and may be returned only at MORPC's option.

All materials received shall be considered public information and shall be open to public inspection.