

# RFQ Question and Answer List

## State of Ohio Standard Forms and Documents

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Project Name	Architect and Landscape Architect Consultant List 2013-15	Project Number	BGU-135961
Project Location	Bowling Green, Ohio 43402		

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Date posted: 10-2-13

Date revised: n/a

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

1. Q. With the Architectural team as Primary we are to engage the Landscape Architect under our contract for this solicitation. Is this correct?
  - A. Firms should submit on the services they can provide in-house.
2. Q. Although we plan on participating as a consultant for Architect(s) submitting qualifications, can we submit independently for only the secondary scheduling component of the RFQ, where we could work independent of or with any of the successful primary submitters at the discretion of BGSU?
  - A. Firms should submit on the services they can provide in-house.
3. Q. For the EDGE component of the RCQ, can we include ourselves in the 'Commitment to Participate in EDGE Business Assistance Program'? We are not currently EDGE, but plan to apply for and achieve EDGE status during the contract term (we plan to apply when we achieve our 1 year requirement in 2/14).
  - A. Firms should submit qualifications based on their status at the time of submission.
4. Q. Part D of the RFQ shows a series of services required. Should we submit qualifications for just the services we can provide or should we form a team with consultants that can cover each of the services listed?
  - A. Firms should submit on the services they can provide in-house.
5. Q. Part F of the RFQ indicates a 0% for the EDGE Participation Goal, yet Part G indicates the Commitment to Participate, and the Intent to Contract and to perform forms should be submitted. Is this correct? Should the Commitment to Participate, and the Intent to Contract and to perform forms be submitted with the firm's qualifications?
  - A. It is correct that the "initial" EDGE Participation Goal is listed at 0%. Complete the "Commitment To Participate" form indicating the your intent to pursue the "TBD" project specific goals for EDGE-certified businesses.
6. Q. As part of our response should we add the consultants necessary to meet the requirements of Secondary Services, or should we respond to the RFP based on our services, and these secondary services if required for the project would be added during the technical proposal process
  - A. BGSU is interested in the range of services provided by the individual firms. BGSU selects firms based upon the particular services they provide. Firms should respond with information that describes the full range of disciplines within the firm. The primary service is Architecture. Firms that can provide secondary services in-house should include those qualifications on their Statement of Qualifications.
7. Q. Are we to include these items on this submission?
  - A. Only include what was asked for in the recent RFQ. The RFQ forms have been revised in previous version.

8. Q. Is there a specific list of relevant scope of work requirements to be included under the heading: "Major Scope of Work requirements as identified in the project advertisement".
- A. Architectural Design (pre-design, program development, cost estimating) Educational Facility, New Construction, Renovation, LEED-Certified Renovation Projects, State of Ohio Public Project, State of Ohio CMR Project Experience
9. Q. Could you list what criteria should be used on the F Experience Matrix?
- A. Architectural Design (pre-design, program development, cost estimating) Educational Facility, New Construction, Renovation, LEED-Certified Renovation Projects, State of Ohio Public Project, State of Ohio CMR Project Experience
10. Q. Where on the OAKS CI website can we find the answers to other questions posted regarding this RFQ?
- A. As of today (9-23-13) there has not been a posting on the OFCC website with answers to other questions related to this RFQ.
11. Q. Are you looking for the submitting firm to put together a team that provides all of the requested services, or should the submitting firm only submit on services that it provides in-house?
- A. Firms should submit on the services they can provide in-house.
12. Q. What are the "Major Scope of Work requirements" that should be used in the Section F Relevant Project Experience Matrix?
- A. Architectural Design (pre-design, program development, cost estimating) Educational Facility, New Construction, Renovation, LEED-Certified Renovation Projects, State of Ohio Public Project, State of Ohio CMR Project Experience
13. Q. If subconsultants are not to be included, how will EDGE participation be handled and judged (item 3b on rating form)?
- A. Key Consultants used by Primary Firm on past projects should be included for review to demonstrate collaboration experience.
14. Q. If subconsultants are not to be included, how will "previous team collaboration" be judged (item 4a on rating form)?
- A. EDGE Participation will be addressed on a project by project basis. List key consultants that have been used previously that are EDGE-certified.