

RFQ Question and Answer List

State of Ohio Standard Forms and Documents

Project Name College of Business – New Building Concept Project Number UCN-16018A
Project Location 2906-2910 Woodside, Drive Cincinnati, OH

Date posted: July 31, 2015

Date revised: August 6, 2015

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

1. "Will the selection criteria for this project be different than the standard one included in the RFQ? Specifically, since you are 'soliciting nationally/internationally recognized Design Architects,' who will likely not be in the geographical area, will you be waiving or adjusting the points given for 'Proximity of firm to project site?'"
 - A. "We are attempting to modify the State's Selection Rating Form to neutralize the non-applicable categories that are of no interest to us in selecting a Design Architect. Our emphasis remains on the design credentials of the firm and its body of recent work of note. An updated rating form should be published soon."
2. "...since you are not asking us to include a consultant team, will you be waiving the points in the 'Key Consultant Qualifications' section?"
 - A. "We are attempting to modify the State's Selection Rating Form to delete Section 3 'Key Consultant Qualifications.' An updated rating form should be published soon."
3. "We recently hired a new design director. Are we able to include work he performed with a previous firm in Section F of the F110-330, clearly marked as such?"
 - A. "You may show work of your design director if noted on the SF330 as work done at a different office."
4. "This request is for phase 1, Design Architect only, and we are not to submit any other subconsultants, correct?"
 - A. "This RFQ is for Design Architect services only, it includes Phase 1 services and can be expanded at a later date to include Phase 2 Design Architect services as well. You need not submit any consultants at present."
5. "What is the thinking behind 'housing most, but not all, facilities for the College of Business', can you elaborate on this? Where will the other functions be housed?"
 - A. "Some classroom areas may be in adjacent buildings with surplus Centrally Scheduled Classroom facilities."
6. "Can you share any particular site information, site plan, constraints?"
 - A. "The site is bordered on the east by Campus Green open space, on the west by Woodside Drive, on the north by Campus Green Drive and to the south by the landforms in front of the Recreation Center pool wing. It replaces two small buildings and a small surface parking lot."
7. "You mention that the Program of Requirements and budget estimate will be shared with firms that make it to the interview phase, but can you share or elaborate on any of the currently underway Space Analysis and Programming information?"
 - A. "We cannot release the programming documents at present."
8. "Main Street and Campus Green Master Planning – are these particular documents? We were unable to find them on your Master Planning page on your web site?"
 - A. "We will make these and many other documents available to all shortlisted candidates in the near future."

9. "We understand that the primary firm must be a registered architect or engineer in the state of Ohio. Is this an absolute pre-requisite for qualification?"
- A. "At the time of submission of the RFQ response registration is not required. Before we execute a contract with the Design Architect, Ohio registration requirements would need to be **satisfied**."
10. "Are you in a position to suggest a local partner/architect to us?"
- A. "The RFQ process for the Architect of Record (i.e. Local Architect) will proceed immediately after the Design Architect selection process is completed. A partnership with a local firm or any other consultants is not required or desired for this RFQ response. (I apologize for any confusion since the required State scoring sheet is not an exact fit for Design Architect Only submissions process, a revised sample scoring form will be posted soon.)"
11. "Can you kindly clarify whether an interested design architect has to team with local architect or apply for an Ohio license at this juncture in the process to submit an RFQ for this project?"
- A. "No teaming is required or desired at this stage. A separate RFQ for the AOR will be posted shortly. Ohio registration requirement must be **satisfied** prior to contract(s) but is not necessary in order to respond to this Design Architect Only RFQ."
12. "The RFQ requires the services of a Design Architect as the "Primary" service. The RFQ also notes the Primary A/E must be registered in Ohio. Is this a requirement for the Design Architect?"
- A. "The State requirement for licensing must be **satisfied** before a full contract is in place. It is not required at time of your RFQ response."
13. "The RFQ requires only the service by the "Design Architect", no secondary services are identified. If the deliverable for Phase I, completed by the Design Architect, are to be a complete SD set of documents suitable for estimation by the CMR, should the Design Architect include MEP and other consultant support to aid in the creation of the SD package?"
- A. "The Design Architect is being evaluated alone. No consultants are required to be provided at this time."
14. "Understanding additional team members are intended to be added in subsequent and separate solicitations, is local support and participation during Phase I required or encouraged and should be included in this RFQ response?"
- A. "Not required at this juncture."
15. "Phase II notes the requirement for participation in the EDGE program. A percentage goal of 5% is stated in section F. This is assumed to be for Phase II only and Phase I does not require EDGE participation. Is this correct?"
- A. "All design and construction contracts will have to meet EDGE requirements as a percentage of their overall contract values."
16. "The RFQ for the above referenced project (the College of Business - New Building Concept) indicates that the University is soliciting Design Architects only. The scope indicated for Phase 1 extends through Schematic Design. Is it your intention that we include in our submission any subconsultants that may be required for completion of a full Schematic Design, or solely our firm information as Design Architect? The RFQ states that the 'remainder of the design and construction management team will be selected through subsequent and separate solicitations', however this is slightly ambiguous in the Statement of Qualifications form."
- A. "The intent of this RFQ is to select the Design Architect only. Obviously we will need to add consultants to this team to complete Schematic Design. The Design Architect will participate heavily in that process with the University. However, for now, simply submit the credentials and relevant built work of your firm."

17. "Since Phase One is asking for a Design Architect, can you confirm that there will be no teaming with consultants at this phase?"
- A. "There will be obvious additional consultants for the Schematic Design team. The selected DA and UC will select the appropriate consultants at a later date. This RFQ is only to evaluate the Design Architect candidates and should include only their qualifications and body of relevant work."
18. "May Design Architects partner with an Executive Architect/Architect-of-Record for Phase One qualifications?"
- A. "No AOR or Executive Architect or consultants should be proposed with this response."
19. "Understanding you will be issuing an RFQ for the Architect of Record shortly, will the Design Architect be involved in the selection of the AOR? Or vice-versa?"
- A. "We would expect the DA to attend the interviews and advise but would not vote."
20. "Do you anticipate funding of this project to come exclusively from private sources? Or will there be any state funding provided?"
- A. "A combination of Business College fundraising and local debt will fund this project."
21. "What role, if any, will the Board of Trustees play in the selection of the Design Architect?"
- A. "The Board of Trustees does not participate in the DA or A/E selection process. They are required to approve the project and its funding, however."
22. "**RE: Section H, 34d:** As consultants are not to be included at this time, can we assume the form entitled "EDGE Participation – Statement of Intent to Contract and Perform" (which lists proposed EBE firms) should not be included in this submission?"
- A. "We will require that the teams selected comply with the 5% EDGE participation in terms of total fees for the completed project, all phases."
23. "**RE: Section F: Relevant Project Experience Matrix:** Can you please outline any specific project elements or scope of work requirements we should make sure to address in the requested matrix?"
- A. "Please assemble your team of key personnel and your relevant work with emphasis on the six Evaluation Criteria listed in 'G' as the basis of the submittal; feel free to elaborate beyond these basic criteria."
24. "The RFQ states that submitting firms are required to use Form F110-330. Is this a strict requirement to use the form exactly as is, or are firms able to enhance the RFQ response graphically as long as all the information contained in Form F110-330 appears in the response?"
- A. "This RFQ is to evaluate Design Architects for their design skills and their body of relevant work in recent years. Firms must use the State F110-330 format to submit, but additional information as may be inserted or attached as an appendix as deemed appropriate for this unique RFQ. A revised score sheet more reflective of this RFQ subject matter has just been posted."
25. "We had one question regarding the Phase Two Scope. The RFQ states that 'The University also reserves the right to solicit a new project team or to cancel the project entirely.' Can you clarify the intent of this statement – does this also include the right to solicit a new project team to execute the Design Architect's Schematic Design without its involvement?"
- A. "The State procedures that UC utilizes require us to describe the complete range of services for which the University is soliciting. If UC only listed Phase 1, we would be required to issue a second RFQ for all remaining services. The University must, therefore, reserve the right, in advance, to amend the DA contract to include Phase 2. The reverse of this is that UC also reserves the right to cancel the project or not move forward with the initial team. This has not happened, and the University certainly would not utilize a Design Architect's work with another architect in their place. UC could, however, discard initial concepts and return to square one with a subsequent team. This is obviously an extreme, and rare, last resort."

26. “We understand that requirements for registration in the state of Ohio will need to be satisfied prior to executing a contract. Given the requirements of Executive Order 2011-12K, could you confirm that we would need to perform all services from a US location?”
- A. “It is our understanding that UC has options for contracting for A/E services such that the composition of those A/E teams and their office locations could satisfy the intent of this Executive Order.”
27. “We see that professional services are anticipated to start in September 2015, please elaborate on the anticipated timeframe for: (a.) Interviews for the Design Architect; (.b) Award of contract for Design Architect, Architect of Record, and engineering services; (c.) and finalization of Phase One.”
- A. “Shortlist of firms to be interviewed: September 2015
Interviews of shortlisted firms: October 2015
Contract for services issued: December 2015
Completion of Schematic Design (Phase 1): Summer 2016”
28. “Are we to submit a maximum of 10 projects here (*re: Statement of Qualifications, Section F - Example Projects Which Best Illustrate Proposed Team's Qualifications for This Contract*)?”
- A. “Yes, you may submit more as an appendix, if you wish, but only the 10 listed will be scored.”
29. “Will you be providing the "major scope of work requirements" as well as any abbreviations required to complete the matrix (*re: Statement of Qualifications, Section F*)?”
- A. “Please use the five scope of work items listed in G of the RFQ. Just place an ‘X’ in the box.”
30. “Do we submit an "EDGE Participation Statement of Intent to Contract and Perform” form only if awarded the project (*re: Statement of Qualifications, Section H - Commitment to Participate in the EDGE Business Assistance Program*)?”
- A. “Yes, as we build the Design Team there will be ample opportunities to team with suitable EDGE consultants to meet the 5% requirements. For now, just an acknowledgement of the requirement is sufficient.”
31. “Is your intent that we briefly summarize our qualifications for each of the following (*re: Statement of Qualifications, Section H – Additional Information 34a.*)?”
- Evaluation Criteria for Selection
- Experience with meeting Owner’s programmed vision, scope, budget, and schedule on previous projects.
 - Experience with major School of Business design within the past 5 years, preferred but not required.
 - Experience with design of critically acclaimed higher education buildings in general.
 - Experience with high efficiency building design such as LEED Gold or higher.
 - Experience with complex site constraints (and opportunities) of dense urban settings.
- A. “Section H is generally used for a summary of all the relevant scoring section on the evaluation form. Utilize the Rating Form numbering format and subjects to elaborate on any qualifications that you feel are in need of additional emphasis or noteworthy.”