

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>Campus Energy & Sustainability Study</u>	Response Deadline	<u>09/02/15</u>	<u>1:00 PM</u>	local time
Project Location	<u>Main Campus</u>	Project Number	<u>BGU-156144</u>		
City / County	<u>Bowling Green / Wood County</u>	Project Manager	<u>Brian Swope/Bruce Meyer</u>		
Owner	<u>Bowling Green State University</u>	Contracting Authority	<u>Local Higher Education</u>		
Delivery Method	<u>N/A</u>	Prevailing Wages	<u>State</u>		
No. of paper copies requested (stapled, not bound)	<u>2</u>	No. of electronic copies requested on CD (PDF)	<u>1</u>		

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Beth Nagel at 1851 N. Research Drive, Bowling Green, Ohio 43402. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Beth Nagel at bnagel@bgsu.edu with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the Opportunities page on the OFCC website at <http://ofcc.ohio.gov> 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.

Project Overview

A. Project Description

Bowling Green State University (BGSU) was established in 1910 as a teacher training institution and is a public, non-profit institution of higher education located primarily in the City of Bowling Green, Ohio with a regional campus, Firelands College, located in Huron, Ohio. BGSU's main campus is located on a 1,300 acre site and includes 119 buildings of various architectural styles; Georgian, Mid-Century Modern to Contemporary.

In 2012, University President Mary Ellen Mazey signed the American College and University President's Climate Commitment, PCC. BGSU is in the process of completing a Climate Action Plan to reduce waste and work toward carbon neutrality.

The University desires to explore the potential for renewable energy installations on the BGSU campus and reduce waste through creative sustainable solutions.

B. Scope of Services

BGSU is issuing a Request for Proposal for consultant services to develop a comprehensive plan and make recommendations for installations of renewable energy technologies and waste reduction initiatives.

1. At a minimum, the consultant will consider the following renewable energy technologies, including but not limited to:
 - Solar (thermal and photovoltaic)
 - Wind (ground mounted and building integrated)
 - Geothermal
 - Biofuels and biomass
 - Fuel cells
 - Cogeneration
2. For each of the renewable energy technologies the following shall be considered when preparing the final report:
 - Site orientation and conditions, including geology
 - State and local regulatory requirements
 - Costs related to installation and operations
 - Existing utility infrastructure
 - Proximity to utility connection
 - Historical, archeological and/or culturally significant buildings and sites
3. Waste reduction

G. 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).
- Proximity of prospective firms 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.

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 <http://ofcc.ohio.gov>. The Intent to Contract and to Perform form is again required at the Fee Proposal stage.

For all Statements of Qualifications, please identify the EDGE-certified Business Enterprises, by name, which will participate in the delivery of the proposed professional services solicited in the RFQ.

H. 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>.

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.

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 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. Electronic submittals on flash drive is preferred over CD.

Facsimile or e-mailed copies of the Statement of Qualifications will not be accepted.

Firms are requested to identify professional registrations, memberships and credentials including but not limited to: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, DBIA, CPE, 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.

Architect/Engineer Selection Rating Form

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Project Name Campus Energy & Sustainability Study Proposer Firm _____
 Project Number BGU-156144 City, State, Zip _____

Selection Criteria		Value	Score
1. Primary Firm Location, Workload and Size (Maximum 10 points)			
a. Proximity of firm to project site	Less than 100 miles	5	
	100 miles to 150 miles	2	
	More than 150 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$200,000	2	
	\$200,000 to \$500,000	1	
	More than \$500,000	0	
c. Number of licensed professionals	Less than 10 professionals	2	Max = 3
	10 to 20 professionals	3	
	More 20 than professionals	1	
2. Primary Firm Qualifications (Maximum 30 points)			
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	
3. Key Consultant Qualifications (Maximum 20 points)			
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	
4. Overall Team Qualifications (Maximum 10 points)			
a. Previous team collaboration	Less than 2 sample projects	1	Max = 3
	2 to 4 sample projects	2	
	More than 4 sample projects	3	
b. LEED** Registered / Certified project experience	Registered projects	1	Max = 2
	Certified projects	2	
c. BIM project experience	Training and knowledge	1	Max = 3
	Direct project experience	3	
d. Team organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
5. Overall Team Experience (Maximum 30 points)			
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 2 projects	0 - 3	
	2 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 2 projects	0 - 1	
	2 to 7 projects	2 - 3	
	More than 7 projects	4 - 5	
		Subtotal	

* Must be comprised of professional design services consulting firm(s) and NOT the primary firm
 ** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute

Notes:

Evaluator:

Name _____

Signature _____ Date _____