

# Request for Qualifications (CM Adviser)

## State of Ohio Standard Forms and Documents

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### Administration of Project: Local Higher Education

Project Name	<u>University Hall Renovation</u>	Response Deadline	<u>08/28/15</u>	<u>1:00 PM</u>	local time
Project Location	<u>Bowling Green State University</u>	Project Number	<u>BGU-156146</u>		
City / County	<u>15Bowling Green / Wood</u>	Project Manager	<u>Brian Swope</u>		
Owner	<u>Bowling Green State University</u>	Contracting Authority	<u>Local Higher Education</u>		
Delivery Method	<u>General Contracting</u>	Prevailing Wages	<u>State</u>		
No. of paper copies requested (stapled, not bound)	<u>01</u>	No. of electronic copies requested on CD (PDF)	<u>01</u>		

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Beth Nagel at 1851 N. Research Drive, Bowling Green, OH 43403. See Section G of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Beth Nagel at [bnagel@bgsu.edu](mailto:bnagel@bgsu.edu) with the project number included in the subject line (no phone calls please). Questions will be answered and posted to 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.

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### Project Overview

#### A. Project Description

The BGSU Campus Master Plan, approved by the Board of Trustees in June 2010, recommended the transformation and regeneration of the Academic Core of the Bowling Green Campus. While continuing to support investments in student life, the next phase of the master plan (now underway) includes full renovations of Hanna, Moseley, University and South Halls (the Traditions Buildings); significant renovations of Eppler, Olscamp and the current College of Business Administration (the North Campus Core); and a new building for the College of Business Administration. In addition to these major upgrades of academic buildings, the plan recommended targeted improvements to address long-standing deferred maintenance needs, and modernization of selected classrooms and instructional spaces in order to upgrade information technology, room furnishings and audio-visual equipment.

BGSU assembled a Master Planning Team which is preparing a Concept Design Package for this project. This team worked with the end users, academic leadership and BGSU Capital Planning to develop a program of requirements, a test fit of those requirements in the University Hall building and estimate of the proposed scope of work. The current draft of the Concept Design documents are attached for reference. As the project progresses through the Construction Documentation this Master Plan team will continue to work with the selected Architect/Engineer to transfer historical knowledge and to ensure the Concept Design intent is maintained. Completion of the Final Concept Design documents is scheduled for August 2015. These are to include the Program, Test Fit, Design Narrative (including MEPFP), Site Plan and Construction Estimate.

The planned scope for University Hall proposes to create a dynamic facility that contains high-impact programs that define the BGSU undergraduate experience. These include: the BGSU Center for Civic Engagement and Public Service, Pre-professional Programs, Pre-Major Advising, International Programs and Partnerships, AIMS, COSMOS, the Center for Undergraduate Research, ACTION, and the Learning Communities Office. The BGSU Office of Admissions also will be re-located into the building. And finally, the building will contain six cutting-edge classrooms modeled after those contained in the Olscamp Hall learning space prototype. The specific location of these programs in University Hall is being finalized.

While still at the conceptual stage, the design will include several noteworthy features. The traditional exterior entrance on the west side of the building will be rehabilitated so that the building will have a commanding visual presence on the quadrangle as it once did. In addition, the interior entry lobby and stairs will be preserved as a gesture to the historical significance of the original building.

The design of the Admissions area on the second level will draw from some of the most dynamic and progressive precedents of leading universities. It will be easily accessible for those who approach the building from the west, and who will experience a walk through the elegant traditions quadrangle as part of their first experience on the BGSU campus. The reception, pre-function and presentation spaces will be cutting edge and reflect positively on the reputation of BGSU, setting the stage for a positive, high-impact visit by parents and prospective students. The location of the Admissions function within the building will enable prospective students to experience the progressive nature of their BGSU academic career by virtue of having the high-impact programs located in the same building – all conveniently accessible within

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University Hall. Finally, the space planning and programming has ensured that commonly used spaces such as meeting and conference rooms will be equipped with leading edge technology located throughout the building to ensure they are viewed as shared resources, and not unnecessarily duplicative.

### B. Scope of Services

Bowling Green State University is seeking to engage a CM Adviser to provide design stage and construction stage services for the \$28.5MM renovation of University Hall. The CM Adviser shall demonstrate competency in (a) guiding project team towards attainment of established goals, (b) establishing project cost management systems, (c) developing a complete General Contract bid package that mitigates Owner risk, and (d) assisting General Contractor in completing an on-time/high-quality project.

The selected Construction Manager (CM), as a portion of its required Scope of Services and prior to submitting its implementation plan and proposal, will discuss and clarify with the Owner and the Contracting Authority the breakdown of the Construction Manager Agreement detailed cost components to address the Owner's project requirements and refine the project schedule. Participate in the Encouraging Growth, Diversity & Equity (EDGE) Program as required by statute and the Agreement.

As required by the Agreement, and as properly authorized, provide the following categories of services: provide constructability review comments on documents produced by the Architect/Engineer during the Pre-design, Schematic Design, Design Development, and Construction Document stages; develop and maintain estimates of probably construction cost, value engineering, project schedules, and construction schedules; provide support during the Bid and Award Stage, Construction Stage and Post-Construction Stage.

Refer to the *OFC Manual* and/or the *Ohio School Design Manual* for additional information about the type and extent of services required for each. A copy of the standard Agreement can be obtained at the OFCC website at <http://ofcc.ohio.gov>.

During the construction period, provide on-site construction management services each week as designated in the CM implementation plan, including (1) attendance at progress meetings, (2) written daily reports, (3) on-site representation comprised of the CM and its consultant staff involved in the project, all having relevant and appropriate types of construction management experience.

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. Design Stage Estimating and Budget Reconciliation
2. Constructability Reviews and Clash Detection
3. Bidding Document Assembly
4. Site Logistics Planning
5. Higher Education and/or K-12 agency CM experience
6. Schedule Development and Analysis
7. Construction Progress/Quality Assessments

### C. Funding / Estimated Budget

Total Project Cost	<u>\$28,500,000</u>	State Funding	<u>\$0.00</u>
Construction Cost	<u>\$18,500,000</u>	Other Funding	<u>\$28,500,000</u>
Estimated CM Fee	<u>1.5% to 2.5%</u>		

NOTE: The CM fee percentage for this project includes all professional CM 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 or A/E, validation of existing site conditions (but not subsurface or hidden conditions), preparation of cost estimates and schedules for the project. Fees may be negotiated and allocated for Additional Services (e.g., extensive evaluation or validation of site conditions, extensive pre-design investigations, etc.)

### D. Anticipated Schedule

CM Services Start (mm/yy)	<u>09 / 15</u>
Construction Stage Start (mm/yy)	<u>05 / 16</u>
CM Services Completed (mm/yy)	<u>10 / 17</u>
Construction Stage Completed (mm/yy)	<u>11 / 17</u>

### E. EDGE Participation Goal

Percent of <i>initial</i> TOTAL CM Fee	<u>5.0%</u>
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### F. 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.
- Experience and capabilities of creating or using Critical Path Method (CPM) schedules and of using CPM schedules as a project management tool.
- Experience and capabilities of developing cost estimates.
- Approach to and success of using partnering and Alternative Dispute Resolution.
- Proximity of prospective firms to the project site.
- Proposer's apparent resources and capacity to meet the needs of this project.
- The selected CM and all its consultants must have the capability to use the Internet within their normal business location(s) during normal business hours.

Interested CM firms are required to address how they will implement Building Information Modeling ("BIM") on the project, experience and level of training of staff related to BIM, incorporation of team partners that have previous BIM experience, and an understanding of collaborative BIM processes, including but not limited to the *State of Ohio BIM Protocol* available at the OFCC website at <http://ofcc.ohio.gov>.

Interested CM 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 CM'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 CM's 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.

### G. 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. Also, please label the flash drive with the project number and firm name.

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

Unless otherwise noted or exempt, all documents submitted to the Contracting Authority in response to this RFQ or RFP are public and will be available for inspection at the conclusion of the selection process. The following information shall remain confidential and will not be released: (1) Proposal Form(s), except for cost category subtotals which will be transferred to the Best Value Rating Form; (2) Financial Capacity; and (3) Bonding/Insurance.

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.

# CM Adviser Selection Rating Form

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Project Name University Hall Renovation Project Proposer Firm \_\_\_\_\_  
 Project Number BGU-156146 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 150 miles	2	
	More than 150 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$500,000	2	
	\$500,000 to \$1,000,000	1	
	More than \$1,000,000	0	
c. Number of relevant professionals	Less than 10 professionals	2	Max = 3
	10 to 20 professionals	3	
	More than 20 than professionals	1	
<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	
b. Project administration lead	Experience / ability to effectively administer project controls and processes	0 - 10	Max = 20
c. Technical staff	Experience / ability of technical staff to develop accurate estimates and schedules	0 - 5	
d. Construction administration staff	Experience / ability of superintendent 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 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	
<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 2 projects	0 - 3	
	2 to 4 projects	4 - 6	
	More than 4 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 4 projects	2 - 3	
	More than 4 projects	4 - 5	
* 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		<b>Subtotal</b>	

Notes:

Evaluator:

Name \_\_\_\_\_

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