

# Request for Qualifications (Architect / Engineer)

## State of Ohio Standard Forms and Documents

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### Administration of Project: Local Higher Education

Project Name	<u>College of Business - New Building</u>	Response Deadline	<u>9-21-2015</u>	<u>2:00 PM</u>	local time
Project Location	<u>2906-2910 Woodside Drive</u>	Project Number	<u>UCN - 16018A</u>		
City / County	<u>Cincinnati / Hamilton</u>	Project Manager	<u>Dale Beeler/Robert Marton</u>		
Owner	<u>University of Cincinnati</u>	Contracting Authority	<u>Local Higher Education</u>		
Delivery Method	<u>CM at Risk</u>	Prevailing Wages	<u>State</u>		
No. of paper copies requested (stapled, not bound)	<u>5</u>	No. of electronic copies requested (PDF)		<u>1</u>	

Submit the requested number of Statements of Qualifications (Form F110-330) directly to:

Dale Beeler, University of Cincinnati, Planning + Design + Construction,  
University Hall, Suite 600, 51 Goodman Drive  
Cincinnati, Ohio 45219  
See Section H of this RFQ for additional submittal requirements.

Submit all questions regarding this RFQ in writing to Dale Beeler at [dale.beeler@uc.edu](mailto:dale.beeler@uc.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.

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### Project Overview

#### A. Project Description

The University of Cincinnati, Lindner College of Business, due to continued exceptional growth in both graduate and undergraduate programs, and, in light of space needs and existing aging facilities, requires a new building on UC's Uptown west campus.

**This RFQ continues the design process by soliciting local Architect of Record teams for consideration.**

This solicitation includes all required design team members **EXCEPT** the Design Architect. (Separate selection underway) It is the University's intention to assign the Design Architect's contract to the selected AOR for administration and coordination. The University also reserves the right to augment the proposed A/E team's consultant base as necessary to execute the design to the requisite level.

Project funding is currently approved through Schematic Design services only. However, the University reserves the right to amend the existing contracts of all participants to extend beyond initial design services, if and when the project is fully approved.

Space analysis and programming work is underway, and a tentative site has been identified on the west campus. This site, currently occupied by the Alumni Center and the unused Faculty Club building, anchors the northern terminus of UC's Main Street. The projected multi-story building will house most, but not all, facilities for students and faculty for the College of Business.

The new facility is functionally and visually critical to the continued success of both Main Street and Campus Green master planning implemented over the past three decades. It will serve to connect both recreational and academic open spaces and structures that are carefully woven into the heart of the West Campus. This site is situated at the locus of these diverse functions. Its adjacency to numerous iconic buildings and public spaces warrants the highest degree of planning, design and construction excellence.

A Program of Requirements and preliminary budget estimate are currently under development and will be shared with firms selected for subsequent interviews. Upon approval, construction of the new 250,000 to 275,000 +/- GSF, state-of-the-art business school will be via the Construction Manager at-Risk delivery method.

#### B. Scope of Services

The project is conceived to be accomplished in two phases:

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## Phase One

This initial phase will consist of **Program Verification** and **Schematic Design** with the goal of producing a unique and provocative design that fulfills the building's extensive POR and leverages the site's assets while working within the available budget.

The building plans, sections, elevations and outline specifications shall be produced to allow the creation of Schematic Design cost estimates by the AoR and the CM@R. In addition to Schematic Design documents, the University will require a level of 2-D and 3-D presentation documents sufficient for Board of Trustees (BOT) review and approval and potential fundraising uses.

The design team will also present their project to the University's Design Review Committee (DRC) for review and comment.

## Phase Two

This phase, if and when authorized, consists of all remaining required A/E services for Design Development, Construction Documents, Bidding, Construction Administration, Close-Out and Additional Services as requested.

Pending University approval of the Schematic Design concept and budget, the University reserves the right to amend the scope of services agreements to continue the project to completion. The University also reserves the right to solicit a new project team or to cancel the project entirely.

Phased documentation is anticipated to maintain aggressive construction scheduling.

During the construction period, provide not less than 40 hours (excluding travel time) on-site construction administration services each week, including (1) attendance at progress meetings, (2) a written field report of each site visit, (3) on-site representation comprised of the A/E and its consultant staff involved in the primary design of the project, all having relevant and appropriate types of construction administration experience.

Refer to the *Ohio Facilities Construction 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>.

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. Previous experience working with national Design Architect firms.
2. Previous experience with similar Higher Education instructional buildings >50,000 SF
3. Previous experience with the University of Cincinnati
4. Previous experience with large CM@R construction projects > \$50 Mil
5. Previous experience with constrained, urban construction sites
6. Previous experience with high efficiency building design, LEED silver and above
7. Previous experience with complex building program verification
8. Previous experience with expedited delivery methods and Phased GMP schedules
9. Previous experience with full Revit/BIM modeling projects
10. Previous experience with A/E cost estimating on large projects

## C. Funding / Estimated Budget

Total Project Cost	<u>\$110-135 Mil. range</u>	State Funding	<u>\$0</u>
Construction Cost	<u>\$85-110 Mil. range</u>	Other Funding	<u>All</u>
Estimated A/E Fee	<u>8% to 10%</u>		

NOTE: The A/E fee percentage for this project includes all professional design 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, validation of existing site conditions (but not subsurface or hidden conditions), preparation of cost estimates and design schedules for the project. Fees may be negotiated and allocated for Additional Services (e.g., creation of a Program of Requirements, extensive evaluation or validation of site conditions, extensive pre-design investigations, code-required special inspection and testing, Quality Assurance testing during the construction period, and testing due to unforeseen conditions).

## D. Services Required (see note below)

Primary	<u>Architecture</u>
Secondary	<u>Civil Engineering</u>

## E. Anticipated Schedule

Professional Services Start	<u>11 / 15</u>
Construction Notice to Proceed	<u>tbd</u>

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Landscape Architecture	Substantial Completion of all Work	tbd
Structural Engineering	Professional Services Completed	tbd
MEP/ FP Engineering		
Interior Design	<b>F. EDGE Participation Goal</b>	
Code Consultation		
Cost Estimating		
Façade Design		
Lighting Design		
Acoustic Design		
AV Design		
Others	as needed	Percent of <i>initial</i> TOTAL A/E Fee
		5.0%

NOTE: The primary A/E shall be (1) a registered architect holding a license and certificate of authorization issued by the Ohio Architects Board pursuant to ORC Chapter 4703, (2) a landscape architect holding a license and certificate of authorization issued by the Ohio Landscape Architects Board pursuant to ORC Chapter 4703, or (3) a professional engineer or professional surveyor holding a license and certificate of authorization issued by the Ohio Engineers and Surveyors Board pursuant to ORC Chapter 4733.

### 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).
- 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.
- Specification writing credentials and experience.
- Experience and capabilities of creating or using Critical Path Method (CPM) schedules and of using CPM schedules as a project management resource.
- 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 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 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 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 that 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>.

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 or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Acrobat, go to Advanced, then PDF Optimizer. Also, please label the CD or DVD and the sleeve with the project number and firm name if applicable.

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.

Facsimile copies of the Statement of Qualifications will not be accepted.

Firms are requested to identify professional registrations, memberships and credentials including: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, CPE, DBIA, 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 College of Business - New Building Proposer Firm \_\_\_\_\_  
 Project Number UCN-16018A 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 50 miles	5	
	50 miles to 100 miles	2	
	More than 100 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$500,000	2	
	\$500,000 to \$2,000,000	1	
	More than \$2,000,000	0	
c. Number of licensed professionals	Less than 5 professionals	0	Max = 3
	5 to 20 professionals	1	
	More than 20 professionals	3	
<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	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	
<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 point for every 2 percent increase in professional services over the 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 6 sample projects	2	
	More than 6 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 8 projects	4 - 6	
	More than 8 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 3 projects	0 - 1	
	3 to 9 projects	2 - 3	
	More than 9 projects	4 - 5	
* Must be comprised of professional design services consulting firm(s) and NOT the lead firm ** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute		<b>Subtotal</b>	

Notes:

Evaluator:

Name \_\_\_\_\_

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