

# 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>UCBA- Muntz Rehabilitation, Phases 1-4</u>	Response Deadline	<u>9-24-2015</u>	<u>2:00 PM</u>	local time
Project Location	<u>UC Blue Ash Campus</u>	Project Number	<u>UCN - 15083A</u>		
City / County	<u>Blue Ash / Hamilton</u>	Project Manager	<u>Craig Veile</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:  
Craig Veile at 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 instructions.

Submit all questions regarding this RFQ in writing to Craig Veile at [craig.veile@uc.edu](mailto:craig.veile@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's Blue Ash College consists of six buildings, totaling approximately 296,000 gsf. The oldest building, Muntz Hall's original phase, is 49 years old. A subsequent addition was built in 1975. The original building and the addition have aging infrastructure. This request is to provide a master plan for Muntz Hall renovations to include a facilities audit, with a focus on replacing outdated mechanical, electrical, communication and life safety systems; create a plan to improve student services and support functions on the ground level; renew instructional and faculty office spaces; improve campus infrastructure as required to support the Muntz Hall renovation needs; improve the exterior entry hardscapes and develop the landscape treatment in the entries and immediate yard space surrounding Muntz Hall.

This solicitation includes all required design team members.

Project funding is currently approved through Master Planning services only. However, the University reserves the right to amend the existing contracts of all participants to extend beyond initial planning services, if and when the project is approved by phases.

The audit shall assess the following areas: civil site, elevators, plumbing, mechanical, fire protection, electrical, technology and cost estimates. Energy efficiencies and alternative systems need to be addressed. Alternative energy sources should be considered. An energy audit may be included.

The master plan shall assess: programmatic functions and space allocations for the entire building, and develop a phased implementation to renovate the building to include the systems replacement, programmatic changes and alterations, while the remainder of the building remains occupied. A four or five phased renovation is anticipated. This should be reviewed and validated or modified, as part of a recommended phased renovation strategy. Several areas on the ground floor have been renovated in the past two-three years and will, for the most part, not require updating. These include the following: Library, Food Service & Dining/Lounge area, Dean's Office Suite, and three adjacent departments including One-Stop, Admissions & Communications. Deficiencies will need to be prioritized.

Swing space for the areas to be vacated during renovations, will largely be accommodated by a new classroom building that is in design now, and will be completed in the summer of 2017. The new building will include eight classrooms and nineteen faculty offices.

A Program of Requirements and preliminary budget estimate are currently under revision and will be shared with firms selected for subsequent interviews.

Upon approval of Phase 1 renovations, construction will be via the Construction Manager at-Risk delivery method.

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The master plan/audit shall be summarized and presented with findings, floor diagrams, defined site improvements, cost estimates, alternatives, and schedule recommendations, subject to funding availability. At the conclusion of the master plan/audit, the University may elect to proceed with design services for Phase 1 Renovations within the context of this RFQ. It is the desire of UC to have bidding for the Phase 1 renovations completed in time for summer construction 2017. Submission in response to this RFQ shall identify respondent's qualifications to provide the above-identified design services. Due to budgetary constraints and swing space capacity, design services may be phased over time. Pending University approval of the Master Plan concept and budget, the University reserves the right to amend the scope of services agreements to continue to the project completion for the next and subsequent phases. The University also reserves the right to solicit a new project team or to cancel the project entirely.

If the University elects to proceed with design services, the first design phase will include design document preparation for construction, bid/award, contract administration and closeout for Phase 1.

### B. Scope of Services

The project is conceived to be accomplished in 4-5, or more phases:

Phases One, Two, Three and Four are currently envisioned to each renovate approximately 18,000 to 20,000 SF, to include approximately 20 faculty offices and 8 -10 classrooms per phase. Phase Five is envisioned to renovate student services, commons, and the auditorium.

UC is soliciting a master plan/building audit that includes program and system assessments, recommendations, categorization of building deficiencies, and preparation of cost estimates for alterations and building systems. This master plan/building audit will provide the necessary data for PDC to refine the scope of a Program of Requirements.

Services will be provided in accordance with a standard form of consultant agreement. The selected Architect/Engineer (A/E), as a portion of its required Scope of Services and prior to submitting its proposals, will discuss and clarify with the Owner the cost breakdown of the consultant agreement detailed cost components to address the Owner's project requirements, 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: programmatic review and building master planning; building and immediate surrounding site audit assessments and recommendations for phased renovation with a presentation to the Owner; and, potentially, design services. The master plan/audit and potential design services will encompass the following areas: programmatic review of building space assignments and allocations; diagrammatic floor plan concepts of final space assignments; building envelope; interior doors and borrowed light; finishes; vertical circulation; civil, site, landscape; plumbing, mechanical, fire protection, electrical; communication systems; and life safety systems; cost estimates; phased renovation plan.

In the event that the University proceeds with design, the following A/E services shall be provided: program development and verification, schematic design, design development, construction document preparation, cost estimates, scheduling, bid and award support, conformed documents, construction phase and post-construction phase.

The phased renovation plan/audit shall include establishing a priority of work scope with schedule and budget. Identify construction phase sequencing as required to maintain existing building(s) operations. The project will be designed and constructed in separate phases, based upon available funding and available swing space capacity.

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 compatible with the proposed project (e.g. compatible scope of services and details on similar building master plans & building audits)
2. Relevant past work of prospective firm's proposed consultants, if any
3. Past performance of prospective firm and its Consultants
4. Proposer's previous experience (numbers of building master plans & building audits and compatible scope of services) in working with its proposed consultants
5. Proximity of prospective firms to the project site
6. Proposer's apparent resources and capacity to meet the needs of this project



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>.

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

## State of Ohio Standard Forms and Documents

Project Name UCBA - Muntz Rehabilitation, Phases 1-4 Proposer Firm \_\_\_\_\_  
 Project Number UCN - 15083A 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 75 miles	5	
	75 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 \$2,000,000	1	
	More than \$2,000,000	0	
c. Number of licensed professionals	Less than 5 professionals	1	Max = 3
	5 to 10 professionals	2	
	More than 10 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 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 3 projects	0 - 3	
	3 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 4 projects	0 - 1	
	4 to 6 projects	2 - 3	
	More than 6 projects	4 - 5	
		<b>Subtotal</b>	

\* 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

Notes:

Evaluator:

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_