Request for Qualifications (Architect / Engineer)
State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	Covelli Multi-Sport Arena	Response Deadline	10/02/2015	2:00 p.m. local time
Project Location	OSU Main Campus	Project Number	OSU-150637	
City / County	Columbus / Franklin	Project Manager	Scott Conlon / Kristin Poldemann	
Owner	The Ohio State University	Contracting Authority	Local Higher Education	
Delivery Method	CM at Risk	Prevailing Wages	State	
No. of paper copies requested (stapled, not bound)	5	No. of electronic copies requested (PDF)	(1) USB	

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Scott Conlon / Kristin Poldemann at 400 Enarson Classroom Building, 2009 Millikin Rd, Columbus, OH 43210. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Scott Conlon at Conlon.1@osu.edu / Kristin Poldemann at poldemann.1@osu.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

The new Covelli Multi Sport Arena will be located on the southwest corner of Ackerman Road and Fred Taylor Drive. The project includes the design and construction of a new Multi-Sport arena within the Athletics District. The facility will serve as the home for the Men's and Women's Varsity Volleyball teams and be used to host matches by the Fencing, Wrestling, and the Men's and Women's Gymnastics teams. The arena should remain flexible to host many recreational activities and other programs and events that will utilize this building. This facility will seat approximately +/- 3700 seats and will include concessions, restrooms and other spectator amenities, as well as offices, storage and maintenance support areas.

The Architect Engineer (A/E) will prepare a Program of Requirements (POR) as an additional service.

The new building should meet or exceed LEED Silver Certification.

This project is required to be designed and delivered within a collaborative BIM-enabled environment following The Ohio State University BIM Project Delivery Standards. The Primary AE firm submitting for the project will be required to have the BIM expertise capable of meeting the aforementioned standards.

B. Scope of Services

The project is expected to be recognized for its quality of design, energy and functional efficiencies and flexibility for the sports teams, recreational activities and other programs and events that will use this venue. The team will be expected to interface with the University Architect, University Landscape Architect, University Engineer, and the Design Review Board.

Additionally the selected firm may be asked to collaborate with the architects for the Student Athlete Development Center and the Schottenstein Center Addition projects through Schematic Design.

Upon award of the agreement, the A/E will commence by developing the Program of Requirements in parallel with the conceptual design and will update the POR at the completion of each of the design phases.

The selected A/E, as a portion of its required Scope of Services and prior to submitting its proposals, will discuss and clarify with the Owner/Contracting Authority, the cost breakdown of the Architect/Engineer 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. Required Professional Liability Insurance will be per Exhibit A – A/E Terms and Conditions Article 7.2.6.

As required by the Agreement, and as properly authorized, provide the following categories of services: Program Verification, Schematic Design, Design Development, Construction Document Preparation, Bid and Award Support, Conformed Documents, Construction Administration, Post-Construction, and Additional Services of all types.

The BIM Project Delivery Standards are required to be followed for this project. Unless noted otherwise, the minimum required BIM Use Cases are outlined in Section 2.

Refer to the *OFC 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.

The selected A/E will be required to sign the standard agreement. No modifications to the requirements in the agreement will be accepted.

During the construction period, provide not less than 20 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.

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. Recognized Design Excellence (third party endorsement, i.e. design awards)
2. Athletic Facilities on University Campuses (including public venue type facilities)
3. Projects delivered in a collaborative BIM-enabled environment

For the purpose of the selection of 10 Relevant Projects in Section F of the Statement of Qualification (Form F110-330), projects must be designed by the lead firm or lead architectural design firm.

C. Funding / Estimated Budget

Total Project Cost	$30,000,000	State Funding	$0
Construction Cost	$20,869,388	Other Funding	$30,000,000
Estimated A/E Fee	5% to 5.4%		

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	Architecture
Secondary	MEP Engineering
	Structural / Civil / Site Survey Engineering
	Technology Design
	Interior Design (for FF&E)
	Landscape Architecture
	The following services will be selected in consultation with the University: Testing & Geotechnical Services
Others	

E. Anticipated Schedule

Professional Services Start	12 / 15
Construction Notice to Proceed	12 / 16
Substantial Completion of all Work	04 / 18
Professional Services Completed	09 / 18

F. EDGE Participation Goal

Percent of *initial* 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.
- Design quality and demonstrated ability of prospective firm and its proposed consultants to provide design services which represent the University's *Design Guidelines for Buildings and Landscape* fod.osu.edu/masterplans/buildings-landscape.pdf
- 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.

Interested A/E firms are required to address their BIM project delivery experience and how they will implement Building Information Modeling ("BIM") on the project; experience with BIM technologies, processes and workflows, ability for the entire team to effectively collaborate within a model-based environment, ability to leverage BIM-enabled technologies to achieve the required BIM Use Cases and execute the defined project deliverables. The Ohio State University BIM Project Delivery Standards can be accessed via the OSU FOD website: http://fod.osu.edu/bim/ohio-state_bim_pds.pdf

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) Section H. Additional Information 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 USB Drive 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.

Do not submit subconsultants for the following services as they will be selected in consultation with the University: Hazardous Materials, Testing, and Geotechnical Services. These subconsultants are not eligible for consideration in meeting the stated EDGE goals.

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: Covelli Multi-Sport Arena
Project Number: OSU-150637
Proposer Firm: _____
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 150 miles	5		
	150 miles to 300 miles	2		
	More than 300 miles	0		
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than $200,000	2		
	$200,000 to $1,000,000	1		
	More than $1,000,000	0		
c. Number of licensed professionals	Less than 5 professionals	1	Max = 3	
	5 to 10 professionals	2		
	More than 10 professionals	3		
2. Primary Firm Qualifications (Maximum 30 points)				
a. Project management lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10		
b. Project design lead	Experience / creativity of project designer to achieve owner's vision and requirements	0 - 10	Max = 20	
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 point for every 2 percent increase in professional services over the 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 3 projects	0 - 3		
	3 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 3 projects	0 - 1		
	3 to 6 projects	2 - 3		
	More than 6 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		**Subtotal**		

Notes:

Evaluator:

Name _____

Signature _____ Date _____