

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>Procter Hall - Level 200 West Renovation</u>	Response Deadline	<u>Feb. 21, 2014</u>	<u>4:00 p.m.</u>	local time
Project Location	<u>3110 Vine St, Cincinnati OH 45267</u>	Project Number	<u>UCN-14077A</u>		
City / County	<u>Cincinnati / Hamilton</u>	Project Manager	<u>Barrett Bamberger</u>		
Owner	<u>University of Cincinnati</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>4</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 Barrett Bamberger at University Hall, 6th Floor, 51 Goodman Drive, Cincinnati, Ohio, 45221-0186. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Barrett Bamberger at barret.bamberger@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.

Project Overview

A. Project Description

This project will renovate approximately 7,700 SF on the west side of Procter Hall, 200 level, to create an open office environment ("Workplace of the Future") for the graduate program of the College of Nursing. The renovation will include the demolition of hard-walled offices, finishes, and infrastructure within the project area. The current space configuration will be replaced by open offices with landscape furniture, hard-walled conference rooms, and other meeting and collaboration spaces. All renovated space will receive new finishes and furnishings. The project also includes upgrades to the existing mechanical, electrical, lighting, plumbing, and technology systems as necessary to support the new office environment.

The University has collaborated with the Smith Group JJR to develop conceptual floor plans, furniture layouts, and cost estimates for the renovated area. Options to renovate three different areas of the building were evaluated and the University selected Option 2, which renovates the western portion of the 200 level. Relevant excerpts from the Smith Group's study are included as part of this RFQ.

An option to include the renovation of the 2-story auditorium space (Room 276) is currently being evaluated. If this option is added to the project scope, the budget will be increased accordingly at that time. The square footage indicated above does not include the optional auditorium space.

B. Scope of Services

The scope of services for this project is further described in the State of Ohio's *Architect/Engineer Agreement Form*, including applicable versions of Exhibits A thru D, which can be found on the Ohio Facilities Construction Commission's website at: <http://ofcc.ohio.gov/Documents.aspx>. In addition, the design of the project shall comply with the University's *Construction Standards* (as applicable) as well as other applicable University standards. The aforementioned documents are available on the University Architect's website at: http://www.uc.edu/af/pdc/construction_standards.html.

A more comprehensive Program of Requirements is being prepared in conjunction with the Smith Group and will be furnished to the selected AE firm at the start of the project. The AE shall develop the design stages of the project in conjunction with the College of Nursing's user group(s) and the University's Office of Planning + Design + Construction.

The selected AE firm, as a portion of its required scope of services and prior to submitting its fee proposal, will discuss and clarify with the University, the cost breakdown of the AE Agreement's detailed cost components to address the University's project requirements. The selected AE firm will 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 by the University, provide the following categories of services: schematic design, design development, construction document preparation, bid and award support, conformed document preparation, construction administration, post-construction/closeout, and any additional services that may be requested or required.

During the construction period, provide not less than **2-hours** (excluding travel time) of 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

Request for Qualifications (Architect / Engineer) continued

representation comprised of the AE and its consultant staff involved in the primary design of the project, all having relevant and appropriate types of construction administration experience.

The University of Cincinnati is committed to incorporating sustainable design practices into all of its projects, whether new or renovated. The design team shall evaluate the feasibility of achieving LEED certification for the portion of the building being renovated in terms of practicality and cost. If formal LEED certification is deemed not to be feasible, the design team is still expected to consider and implement LEED objectives where applicable; especially in the areas of waste management and materials selection.

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 of higher education office and learning environments with emphasis on open, flexible, and collaborative spaces.
2. Renovation of institutional buildings involving hazardous material abatement, HVAC, electric, lighting, plumbing, fire protection, and telecommunications.
3. Interior design of high performance spaces, including selection and procurement of environmentally friendly and sustainable furniture and materials.
4. Audio/Visual technology **(1)**.
5. Sustainable design practices and providing the necessary documentation for pursuing and achieving LEED certification.
6. Preparation of accurate and complete construction documents (drawings and specifications) used for bidding purposes.
7. Preparation of accurate and complete furniture, fixtures, and equipment plans and specifications used for bidding purposes, including systems furniture.
8. Bidding construction projects utilizing state mandated contracting procedures in accordance with Ohio Revised Code (ORC) 153

- (1) The University will contract directly with an audio/visual consultant for AV design, equipment selection, and installation. The AE will take the lead in coordinating and integrating the work of the University's AV consultant the same as they would with any other consultant that is part of the project design team.**

C. Funding / Estimated Budget

Total Project Cost	<u>\$1,645,000</u>	State Funding	<u>\$0</u>
Construction Cost	<u>\$1,140,000</u>	Other Funding	<u>\$1,645,000</u>
Estimated A/E Fee	<u>10% to 12%</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>Interior Design</u>
	<u>Mechanical Engineering</u>
	<u>Electrical/Lighting Engineering</u>
	<u>Plumbing & Fire Protection Engineering</u>
	<u>Life Safety and Code Analysis</u>
Others	<u>Hazardous Materials Abatement</u>

E. Anticipated Schedule

Professional Services Start (mm/yy)	<u>April / 2014</u>
Construction Stage Start (mm/yy)	<u>September / 2014</u>
Construction Stage Completed (mm/yy)	<u>December / 2014</u>
Professional Services Completed (mm/yy)	<u>February / 2015</u>

F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL A/E Fee	<u>5%</u>
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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.
- Proximity of prospective firms to the project site.
- Proposer's apparent resources and capacity to meet the needs of this project.
- The selected AE and all its consultants must have the capability to use Email and the Internet as part of their normal business operations.

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 should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary and should not be included.

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 CD and the CD cover with the project number and firm's name.

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, 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.

LEED Credentials: Leadership in Energy & Environmental Design (Green Building Certification Institute)

GA: Green Associate

AP: LEED AP (Legacy LEED Accredited Professional without specialty)

AP +: (see below):

LEED AP BD+C (Building Design and Construction specialty)

LEED AP ID+C (Interior Design and Construction specialty)

LEED AP O+M (Operations and Maintenance specialty)
LEED AP ND (Neighborhood Development specialty)
LEED AP Homes (Specialty for residential LEED construction)

Other Industry Credentials:

CCCA: Certified Construction Contract Administrator (CSI)

CCM: Certified Construction Manager (CMAA)

CCS: Certified Construction Specifier (CSI)

CDT: Construction Document Technologist (CSI)

DBIA: Design-Build Institute of America

Architect/Engineer Selection Rating Form

State of Ohio Standard Forms and Documents

Project Name Procter Hall - Level 200 West Renovation Proposer Firm _____
 Project Number UCN-14077A 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 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 \$200,000	2	
	\$200,000 to \$500,000	1	
	More than \$500,000	0	
c. Number of licensed professionals	Less than 5 professionals	1	Max = 3
	5 to 10 professionals	2	
	More than 10 than 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	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	1 - 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 3 sample projects	1	Max = 3
	3 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	
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 primary firm ** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute		Subtotal	

Notes:

Evaluator:

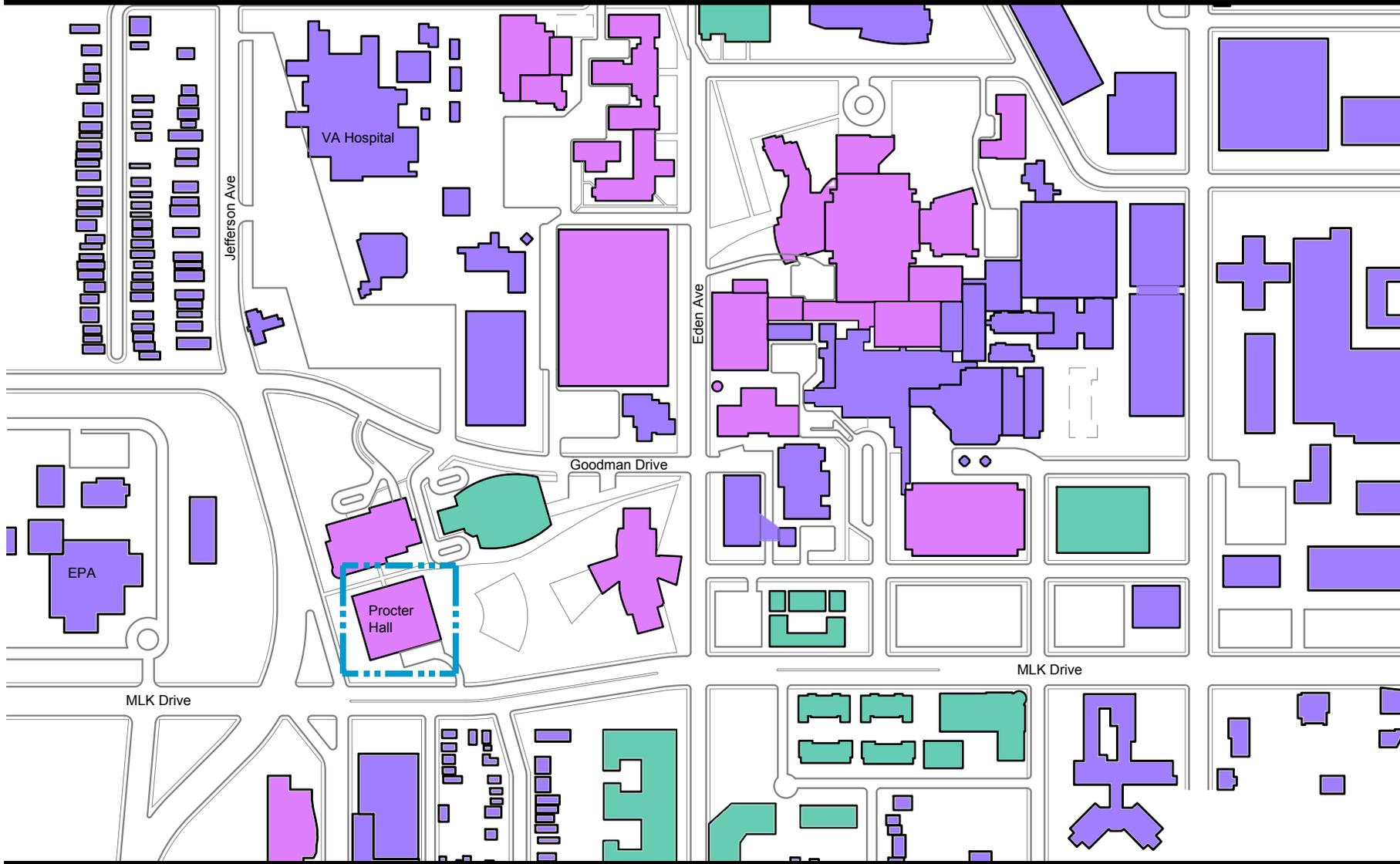
Name _____

Signature _____

Date _____

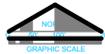
Open Office Plan Procter - Level 200

Updated : 1



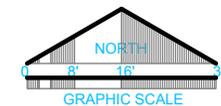
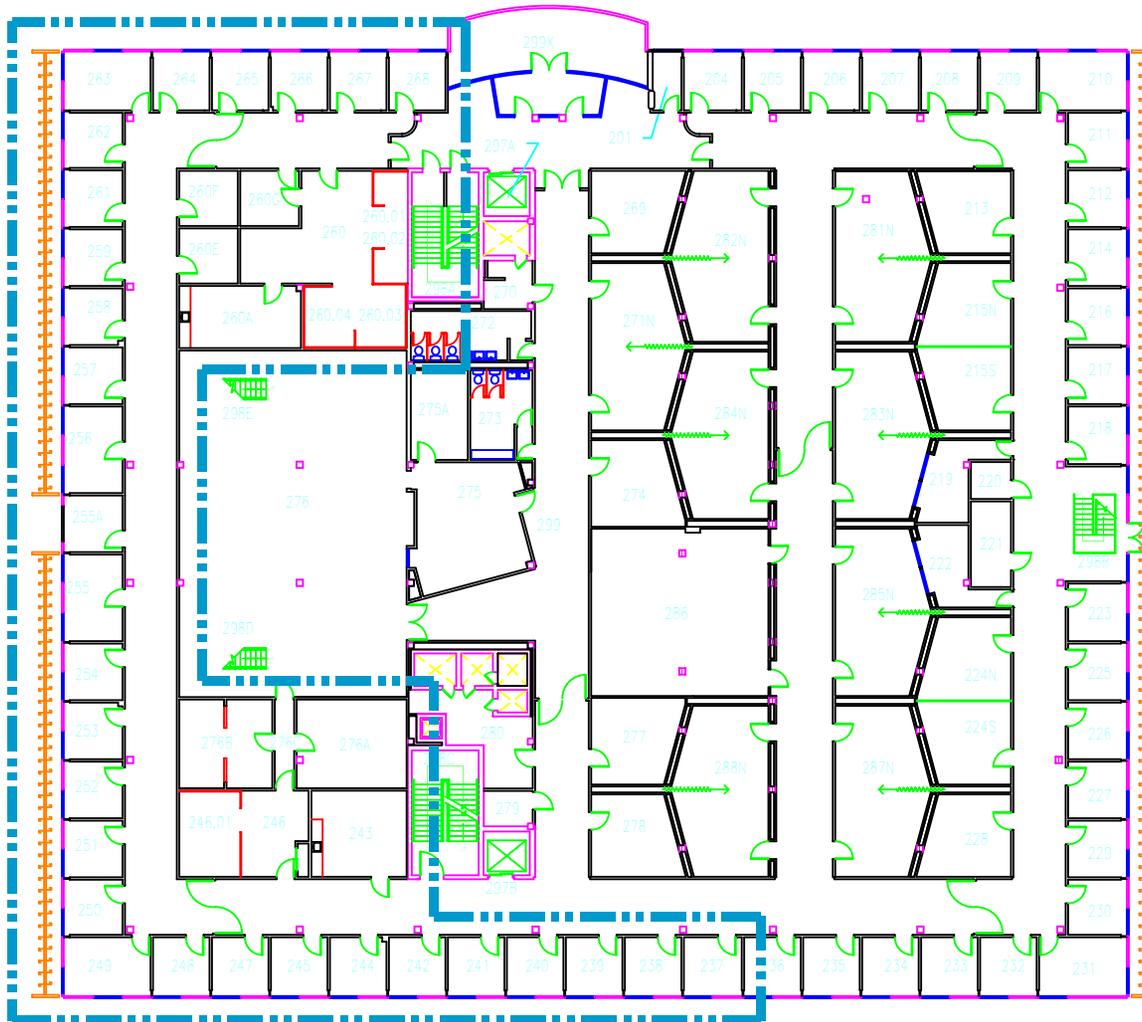
Location Plan

Drawing Scale: AS NOTED



Open Office Plan Procter - Level 200

Updated : 1/21/2014



Existing Floor Plan

Drawing Scale: AS NOTED

Analysis | Program – List of Desired Spaces

- Individual work areas - 20 full time faculty
- Shared work areas (hotel type space) for part time faculty that are generally not on campus very much
- Staff work areas - 6 to 8 staff members
- Huddle rooms - need to determine quantity
- Copy area / mail room
- Kitchenette
- Faculty "sand box" - technology rich area
- Library
- Faculty / student "collaboratory" space - meeting space for faculty and student groups of 2 to 3 people
- File storage area
- Exercise / fitness area - desired; could have treadmill desks available for use

Workplace Concept Ideas

Option 2: Level 2 West

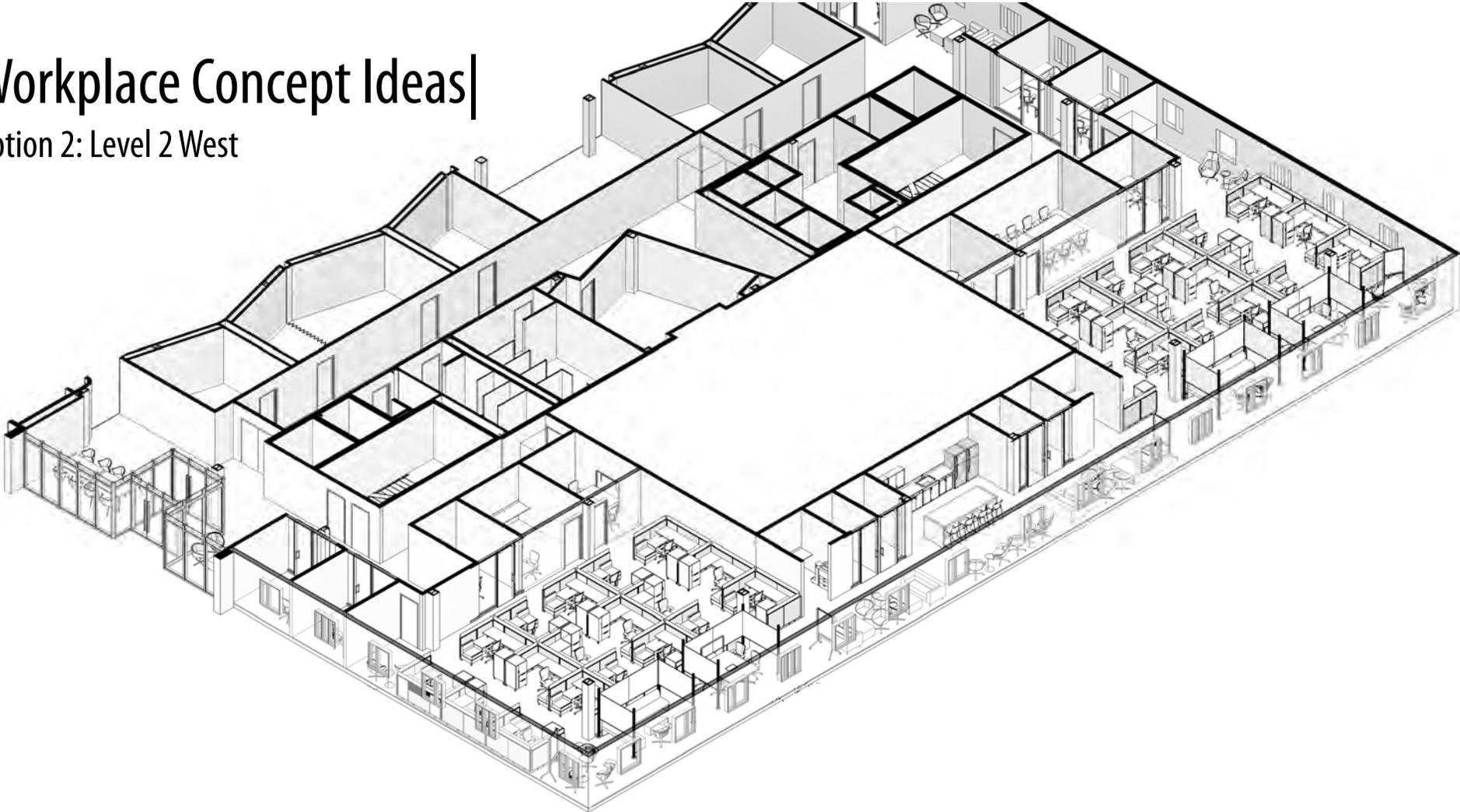
Program Space: 7,194 sf

people	36
touchdown	6
work meet	6
enclave	4



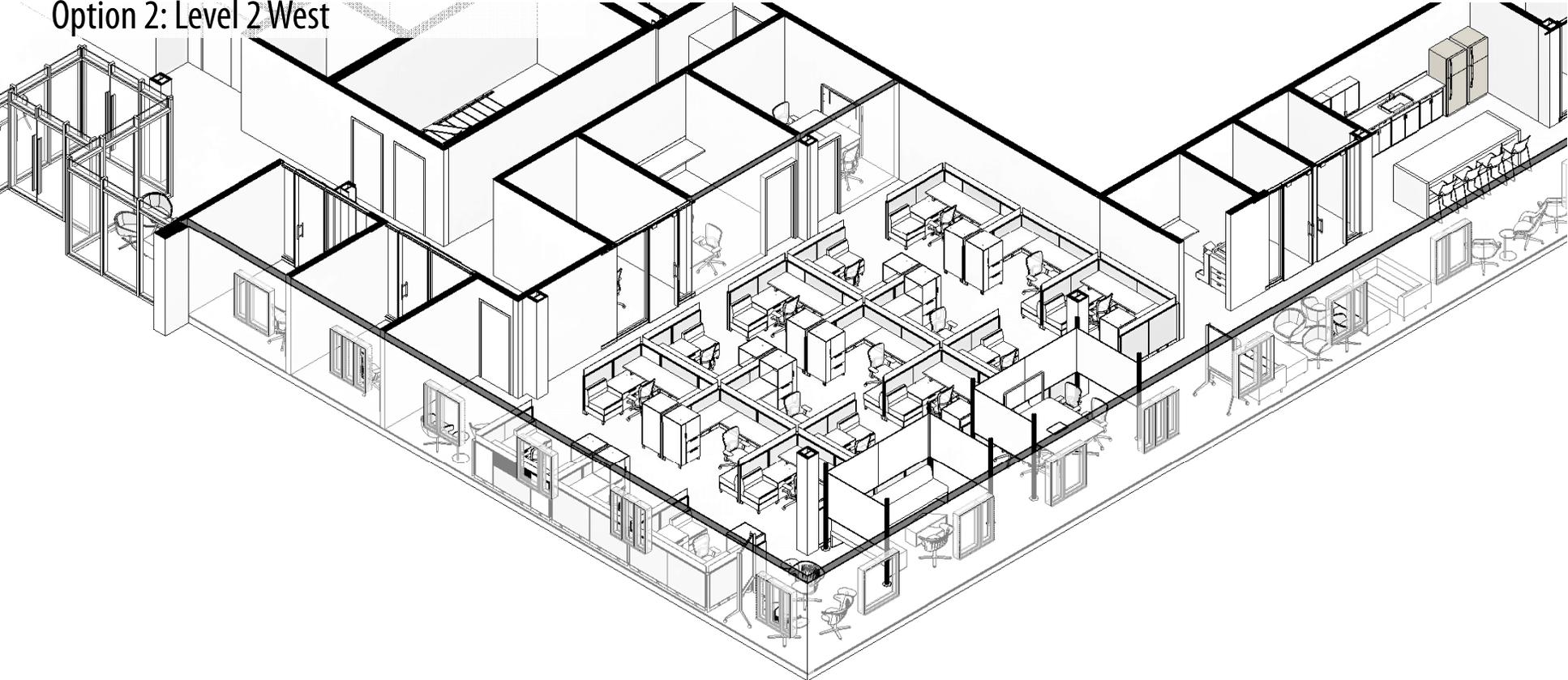
Workplace Concept Ideas

Option 2: Level 2 West



Workplace Concept Ideas

Option 2: Level 2 West

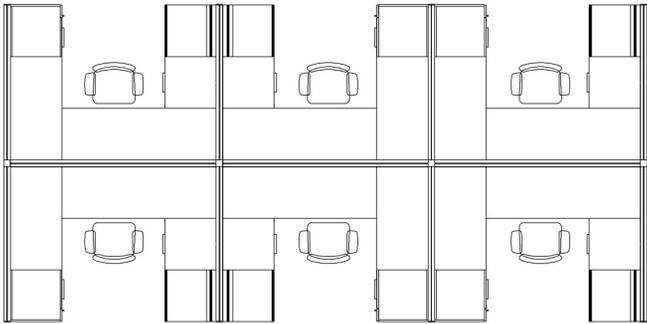


Furniture | Workstation 1

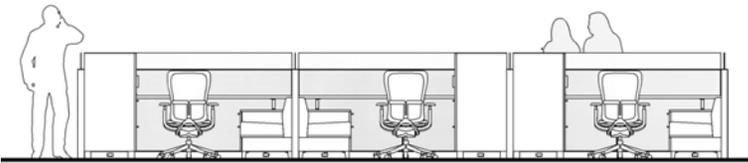
Specifications

6'-0" x 8'-0" 48 sf

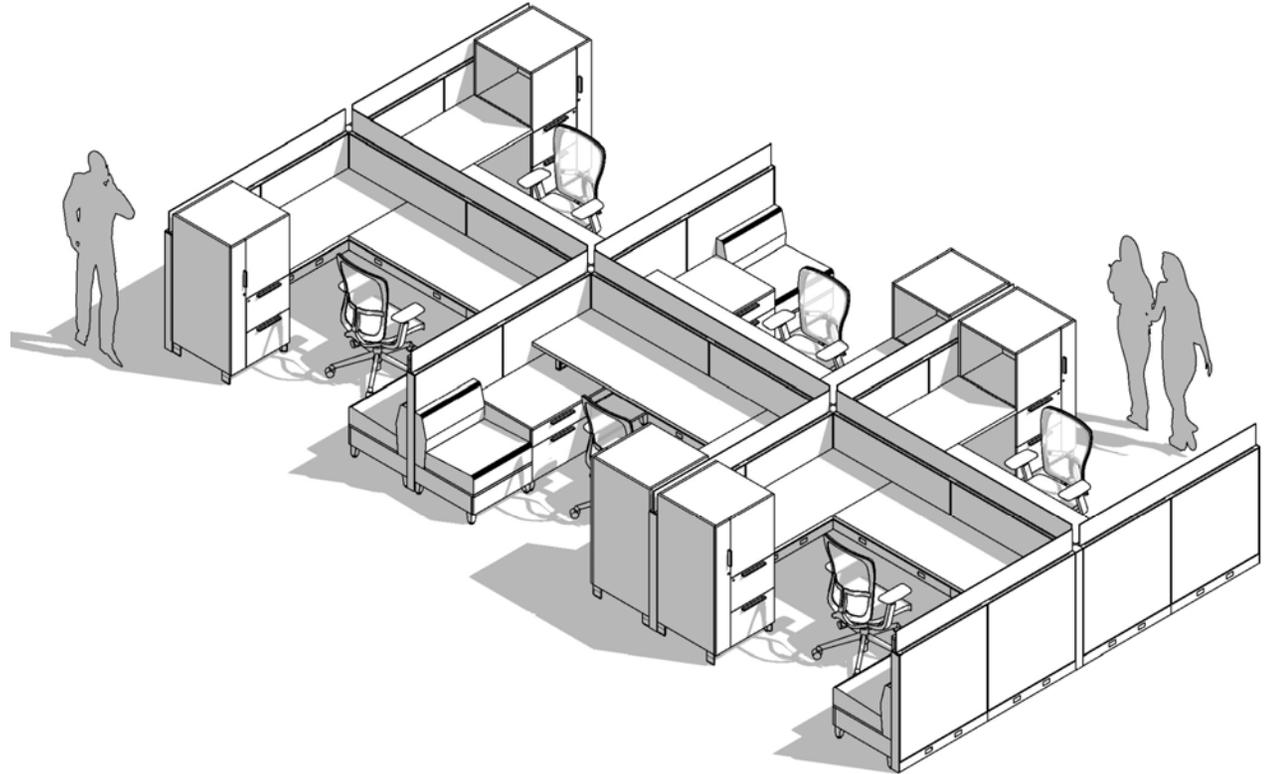
Panel Height: 48"



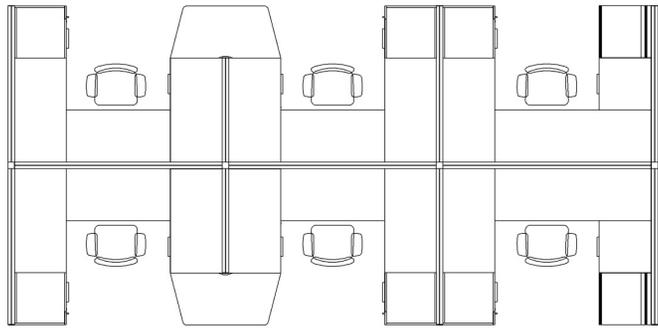
Plan



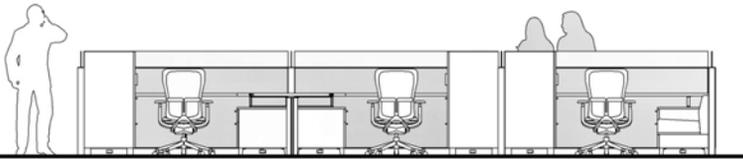
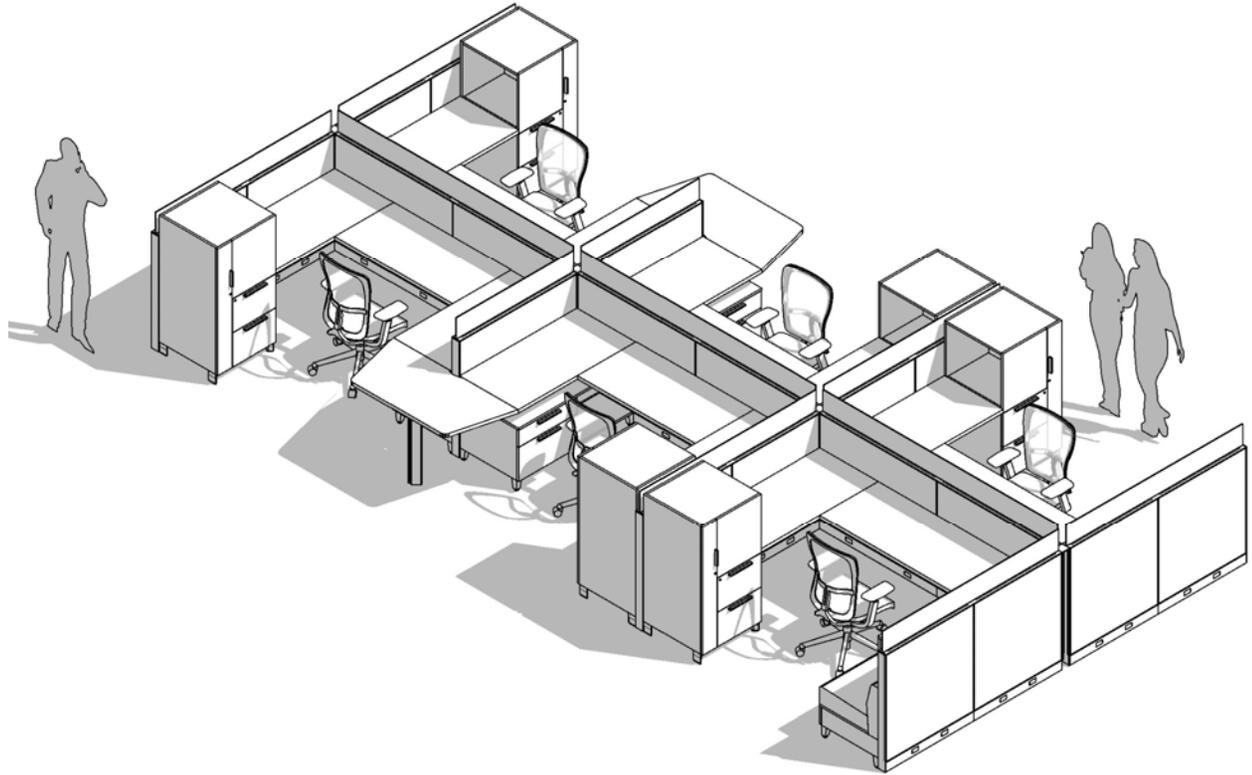
Elevation



Furniture | Workstation 2



Plan



Elevation

Furniture | Touchdown



Furniture | Work Cafe



Furniture | Enclaves

