

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>UCBA New Classroom Building</u>	Response Deadline	<u>Fri, March 21, 2014</u> Mon, March 17, 2014 5:00 PM local time
Project Location	<u>9555 Plainfield Drive</u>	Project Number	<u>UCN-13091A</u>
City / County	<u>Blue Ash / Hamilton, Ohio 45236</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 barrett.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 construct a new 15,000 gsf academic building at the University of Cincinnati Blue Ash campus for the purpose of providing swing space for campus functions that must be relocated for a separate multi-biennia renovation of Muntz Hall - the campus' oldest and largest academic building. Muntz Hall is in need of major rehabilitation to replace original, outdated, and failing MEP systems, and the building will need to be vacated in order for that to happen. The New Classroom Building will serve as swing space for the Muntz occupants affected by the rehabilitation. The building will be a permanent structure, and once the rehabilitation of Muntz Hall is complete, will be used to continue to support the long-term academic needs of the campus.

The project includes new classrooms, faculty offices, and multi-purpose space. The scope of the project includes site preparation and all necessary utilities; construction of the new building; interior fit-out and furnishings including audio visual technology and wireless access, as well site improvements consisting of exterior plazas, walkways, lighting, landscaping, and site furnishings essential to the function of the building and surrounding area.

The size of the building is limited to available funds and to the scale that is appropriate for the building's site, which was selected in-keeping with the approved campus Master Plan. The site is conveniently located to campus parking and allows the creation of a second front door into the campus in future projects that are not included with the new building. The New Classroom Building does not replace the campus' temporary classroom buildings, which are needed to absorb planned enrollments.

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 comprehensive Program of Requirements (POR) has been prepared by the University's Office of Planning + Design + Construction and is included as part of this RFQ. Pertinent excerpts from the POR are included with this RFQ. The AE shall develop the design stages of the project in conjunction with the UCBA Office of the Dean, user groups, and UC P+D+C.

The selected AE firm, as a portion of its required scope of services and prior to submitting its fee proposal, will discuss and clarify its fee breakdown in accordance with the AE Agreement's detailed cost components. 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 for the project: program verification, 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 for the project.

During the construction period, the AE shall provide 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 AE

Request for Qualifications (Architect / Engineer) continued

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 AE shall to obtain a minimum LEED certification of “**Silver**” for the new classroom building using LEED version 4 , unless otherwise agreed to between the AE and UC P+D+C. The University will apply for the LEED certification. The AE’s scope of services will include establishing and updating the LEED certification criteria, preparing and submitting the necessary templates and other required documentation to the USGBC, preparing appropriate construction documents (plans and specifications), monitoring the construction contractor for LEED compliance, collecting the required documentation from the construction contractor and submitting it to the USGBC, and administering the final certification from the USGBC.

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. Interior design of high performance spaces, including selection and procurement of environmentally friendly and sustainable furniture and materials.
3. Audio/Visual technology **(1)**.
4. Sustainable design practices and providing the necessary documentation for pursuing and achieving LEED certification.
5. Preparation of accurate and complete construction documents (drawings and specifications) used for bidding purposes.
6. BIM
7. Preparation of accurate and complete furniture, fixture, 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, as well as state single prime contracting method.

(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>\$5,800,000</u>	State Funding	<u>\$0</u>
Construction Cost	<u>\$3,534,000</u>	Other Funding	<u>\$5,800,000</u>
Estimated A/E Fee	<u>10% to 11%</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>Structural Engineering</u>
	<u>Site/Civil Engineering</u>
Others	<u>Life Safety and Code Analysis</u>

E. Anticipated Schedule

Professional Services Start (mm/yy)	<u>June / 2014</u>
Construction Stage Start (mm/yy)	<u>April / 2015</u>
Construction Stage Completed (mm/yy)	<u>July / 2016</u>
Professional Services Completed (mm/yy)	<u>Dec / 2016</u>

F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL A/E Fee	<u>7%</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.

Request for Qualifications (Architect / Engineer) continued

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 (number and size of projects) when working with its proposed consultants.
- Experience with using building information modeling (BIM) to prepare construction documents for all disciplines.
- 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 of its consultants must have the capability to use email and the internet as part of their daily 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, 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.

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

ACEC: American Council of Engineering Companies
AIA or FAIA: American Institute of Architects
CCCA: Certified Construction Contract Administrator (CSI)
CCM: Certified Construction Manager (CMAA)
CCS: Certified Construction Specifier (CSI)
CDT: Construction Document Technologist (CSI)
CMAA: Construction Management Association of America
CPE: Certified Professional Estimator (American Society of Professional Estimators)
CSI or FCSI: Construction Specifications Institute
DBIA or Associate DBIA: Design-Build Institute of America (list credentials, not memberships)
NCARB: National Council of Architectural Registration Boards (list certification only)
NCIDQ: National Council for Interior Design Qualification
NSPE: National Society of Professional Engineers

Architect/Engineer Selection Rating Form

State of Ohio Standard Forms and Documents

Project Name UCBA New Classroom Building Proposer Firm _____
 Project Number UCN-13091A 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 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 \$200,000	2	
	\$200,000 to \$500,000	1	
	More than \$500,000	0	
c. Number of licensed professionals	Less than 3 professionals	1	Max = 3
	3 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 _____



PROJECT PROGRAM OF REQUIREMENTS

UCBA – New Classroom Building

UC Blue Ash College

UC Project No: **13091A**

Prepared by: Planning + Design + Construction

Original Program Date: **February 14, 2014**

Revised Program Date:

Revision Number:

University Board of Trustee Approval is Required



APPROVALS:

Project Client / User _____
Dean, UC Blue Ash Signature Print Name Date

Client /User Administrative Head _____
Senior Vice President for Academic Affairs & Provost Signature Print Name Date

University Architect _____
Associate Vice President of Planning+Design+Construction Signature Print Name Date

Vice President, University Finance _____
Signature Print Name Date

Ohio Board of Regents

Approval is required and separately attached if box is checked.



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- 2. Preliminary Space Program
- 3. Campus Long-Range Development Plan (excerpt from campus Master Plan)
- 4. Site & Building Concept Illustrations
- 5. Preliminary Schedule Assumptions
- 6. Project Budget Details (University use only)

PROJECT DESCRIPTION

Overview

This project will construct a new 15,000 gsf academic building at the University of Cincinnati Blue Ash campus for the purpose of providing swing space for campus functions that must be relocated for a separate multi-biennia renovation of Muntz Hall - the campus' oldest and largest academic building. Muntz Hall is in need of major rehabilitation to replace original, out-dated, and failing systems; and the building must be vacated in order for construction to proceed. The campus does not have swing space in order to relocate the occupants; and the New Classroom Building will be built for this purpose. The building will be a permanent structure; and once the rehabilitation of Muntz Hall is complete, will be used to continue to support the long-term academic needs of the campus.

The project includes new classrooms, faculty offices, and multi-purpose space. The scope of the project includes site preparation and all necessary utilities; construction of the new building; interior fit-out and furnishings including audio/visual, wireless, and instructor workstations; and exterior plazas, walkways, lighting, landscaping and site furnishings essential to the function of the building and immediate site.

The size of the building is limited to available funds and to the scale that is appropriate for the building's site, which was selected in-keeping with the campus' Board-approved Master Plan. The site is conveniently located to campus parking, and allows the creation of a second front door into the campus in future projects that are not included with the new building. The New Building does not replace the campus' temporary classroom buildings, which are needed to absorb planned enrollments.

Operating and maintenance expenses for the New Classroom Building will be evaluated during design. The desired professional services for this project are described separately.

Project Location

See Attachment 1. The project is located on UC Blue Ash campus' northern edge, west of Flory Center, specifically "Building 5" that is identified on the campus' Master Plan. Specific siting, location, and orientation requirements are addressed in the Project Performance Requirements section of this PoR.

Scope of Work

The project includes:

1. Civil engineering and site preparation including clearing; grading; installation and connection of all necessary utilities including but not limited to natural gas, potable water, sewage, electric, and connections to campus storm water to ensure that the existing management system is maintained and not adversely impacted; and building excavation. The design team will confirm the need for and include a transformer for the building should one be necessary.
2. Site development including finish grading, top soil, minimal irrigation, exterior lighting and site electric, sod, landscaping, hardscape materials and site furnishings, walkways, and building service drive.
3. Telecommunications including main cable from an existing node room in Muntz Hall to the new building, cable to IT closets and to all room devices, wireless throughout the building, infrastructure to support hardwire data and phones in all offices and instructor workstations, all equipment and switches, and full activation.
4. Construction of the new building to meet project program needs described in this PoR.
5. Building interiors, complete furnishings, and all instructional audio/visual equipment including instructor workstations, interior signage, and one-time move expenses of building occupant contents.

The project excludes:

1. Computers for classroom student stations.
2. Servers, server rooms, IT staff office or workspace, and emergency power that would support campus-wide IT operations.
3. Building operating and maintenance.
4. Any temporary relocations including move expenses related to temporary relocations.
5. Removal or modification of modular or temporary structures.
6. Scope not described in this PoR.

Functional Requirements

This project will provide academic, faculty office, and multipurpose space that will be designed to be as flexible as possible in order to accommodate the needs of teaching functions that will be relocated from Muntz Hall over the course of multiple biennia; to minimize or eliminate the need to renovate the New Classroom Building for each relocation; and to protect the campus stormwater management and infrastructure systems currently in-place at the campus. The New Building project will provide teaching space configurations and furnishings; and the necessary building electrical, mechanical, and information technology capacity and configurations to achieve these goals. The specific design and technical requirements for these will be reviewed and confirmed during the early phases of design for this project.

Space Program

The following summarizes the attached preliminary list of desired spaces for the project (Attachment #2). Space types, quantities, and capacities were derived to support a 4-phase approach to renovating Muntz Hall and to accommodate campus enrollments; and the method used to develop the list is described further in the Attachment.

<i>Classrooms</i>	4,364	asf	
<i>Classroom Service / Support Space</i>	436	asf	
<i>Multi-Purpose / Instruction Space</i>	1,162	asf	
<i>Offices & Service Space</i>	2,877	asf	<i>Faculty, Support Staff, and Service Spaces</i>
<i>Conference Space</i>	330	asf	
<i>Federally-Mandated, Other</i>	154	asf	
<i>Subtotal, Net Assignable SF</i>	9,323		
<i>Subtotal, Non-Assignable SF</i>	5,677		<i>(Bldg Corridors, Toilet, Mechanical, Telecom, Structure)</i>
<i>Total Gross Square Feet</i>	15,000		<i>62% Efficiency Ratio</i>

The design team will coordinate with the Planning department in the early stages of the Program Verification process in order to finalize all space sizes, quantities, and capacities before a review of these with the college and prior to finalizing the design.

PROJECT JUSTIFICATION

Project Background & History

The campus needs to renovate Muntz Hall, preferably in as few phases as possible in order to affect a timely correction of building issues, and the University has requested state funds and is planning a series of separate projects for that purpose. Rehabilitating the building, however, will require that the functions that occupy each phase of the rehabilitation must be temporarily housed elsewhere - in space that the campus does not currently have. While a much larger site for a much larger building was originally identified in the campus' Master Plan (Building Location #8 in Attachment #3) as location for a permanent structure for this purpose, the campus only has available funds to construct a smaller facility, and wishes to preserve the ability to construct a larger building in the future should the opportunity arise. An independent professional study revealed that an alternate but adjacent location (Building Location #5) could serve as a suitable alternative; and this New Classroom Building project incorporates the concepts and conclusions from that study.

Project Rationale

Constructed as a series of additions in the 1960's and 1970's, Muntz Hall is a complex of four interconnected buildings that provide the oldest and largest share of teaching and faculty office space at the UC Blue Ash campus. The building also houses almost all of the campus' administrative and student service functions; the campus' library; the campus' only food service operation with the exception of vending; and a campus auditorium that has not been renovated since it was originally constructed. While portions of Muntz Hall have been renovated in prior years, the majority of the building's interior finishes and room configurations are original. In particular, the building's multiple mechanical, electrical, and plumbing systems are at the end of their useful life and are obsolete, difficult to control, and the source of disruption to classes by virtue of noise, room temperatures, and shut-downs. A separate multiple-biennia

major rehabilitation of the building is being planned that will replace these systems and that will update the building's interiors, furniture, and technology so that the facility can continue to serve the student needs of this commuter two-year campus.

The New Classroom Building will provide relocation space so that the rehabilitation of Muntz Hall can proceed. The location and scale of the building are in-keeping with the land use principles and building development concepts of the campus' Board of Trustee-approved Master Plan; and the site is conveniently located to campus parking, and allows for the creation of a second front door into the campus in future projects. The choice of the site for the new building preserves the ability to implement a larger facility in the future, should that become necessary, at the location identified for it in the Master Plan.

The New Building is a permanent structure so that once the rehabilitation of Muntz Hall is complete, the building can be used to continue to support the long-term academic needs of the campus. The New Building does not replace the campus' temporary classroom buildings, which are needed to absorb planned enrollments.

PROJECT PERFORMANCE REQUIREMENTS

Project Planning Concepts & Principles

1. This project will support the Capital Improvement priorities identified in the *Master Plan* that, when completed, will serve campus physical, academic and budget goals in a coordinated and complimentary manner.
2. The project will be directed by the University's Planning+Design+Construction office to ensure programmatic, financial and logistical coordination between priorities, and to ensure compliance with state and university project administration and release-of-funds requirements. Work excluded from this project will be coordinated separately by Planning+Design+Construction.
3. Project planning and design concepts for this project shall follow the *Project Planning and Design Guidelines* chapter of the UC Blue Ash campus *Master Plan*, available on-line: <http://www.uc.edu/af/pdc/default.html>. Guidelines specific to the district of campus in which this project is located are included in the chapter. The *Guidelines* supersede other guidelines or standards where they may conflict. Master Plan concepts specific to this project include the following for both the building and the site (Attachments #5 & 6):
 - a. Long axis of building will run east-west, with daylight and views to the north and south.
 - b. Main building entry is at southwest corner, addresses arrival from west parking, and secondary entry at southeast corner, connected to pedestrian campus.
 - c. Building 'faces' mall / quad.
 - d. Building is two-stories, approx.. 15,000 gross square feet maximum.
 - e. Building set-backs and overall dimensions are per the Attachments.
 - f. Allow connection to main pedestrian path and to proposed paths associated with future Building #8, on southeast corner and to main arrival in west parking lot, on the southwest corner.
 - g. Provide service connection at northeast corner, from campus drive along north edge.
 - h. Intended scale and character of all landscape features will follow the Attachments.

General Standards-of-Work

All work arising out of or resulting from performance of the work shall be performed in accordance with current standards of the industry and in accordance with the most stringent UC, federal, state and local laws, rules, regulations, codes, requirements and recommendations and in accordance with the University Master Plan. All contracting for this project shall follow Ohio Revised Code section 153.

Attention is drawn specifically to Part 1926, Code of Federal Regulations (CFR current edition), which prescribes the Occupational Safety and Health Administration's (OSHA) safety and health standards for construction, and to the most current edition of 29 CFR 1910 which are the OSHA General Industry Standards. Federal OSHA regulations have been adopted and codified by the State of Ohio under House Bill 308, which created the Public Employer's Risk Reduction Program (PERRP) for public facilities.

The design professional/contractor and/or construction manager shall furnish to the University acceptable affidavits of lien and other documentation, including any "releases" required by the University, before payment will be authorized.

Specific Criteria

This project shall comply with the most current editions of the following where they do not conflict with the Project Planning and Design Guidelines in the Raymond Walters College Master Plan.

1. UC Sustainable Design Policy
2. UC Design Guidance: Learning Environments
3. UC Design Guidance: Office Environments
4. UC Design Guidelines and Standards Manual
5. UC Signage and Graphics Design Guidance
6. UCit Communications Standards
7. User or Client-Based Performance Criteria (*describe or attach*)
8. Requirements to comply with Local Administration for Projects
9. State of Ohio EDGE Participation guidelines
10. State of Ohio Percent for Art (*state if applicable*)
11. UC construction site Crime Prevention Measures. Before proceeding with construction, the methods to secure the construction site should be reviewed and approved by Public Safety, specifically:
 - a. Areas where contractor parking is prohibited.
 - b. The location and storage of supplies and equipment.
 - c. The placement of barriers and fencing to secure the work area.
 - d. A review of dumpster locations.
 - e. Methods for maintaining UC Police and City of Blue Ash Fire Department access to buildings and docks.

Modifications to the Project

This POR documents institutional approval of the project's concept and budget. Modifications or variances to the intent, scope, budget, or performance criteria for this project from those that are stated in this POR require institutional approval before proceeding, and shall follow Planning+Design+Construction procedures.

PROJECT BUDGET

Estimated Project Costs

An estimate of the costs to execute this project are summarized below, and are detailed in a separate *Project Budget Estimate* (Attachments #7). The estimate is provided so that the institution may budget for the project - specifically for the intentions and the scope that are described in this Project Program of Requirements. The Project Budget will be refined at pre-defined intervals during the project in order to coordinate the project scope with the fixed available budget.

The Budget is not a guarantee of costs at the end of design or at the end of construction, however reasonable methods have been followed to develop the estimate: Estimates are based upon actual or historical pricing for projects of a similar type. Contingencies and fees reflect state and industry-established levels that also are reasonable for and commensurate with a project of a similar type and phase at the time that this Program was written. Contingencies are necessary for all projects - in order to account for the level of complexity and depth of available information about known existing conditions at the time this Program was written, and to reflect whether actual prices or historical prices have been used in the estimate. Fees pay for all design, project administration, reimbursable and miscellaneous expenses; and these comply with institutional policy limits.

Unless stated otherwise in this Program, the funds for this project are needed only at the intervals described below. Funds that are not used will be returned.

Budget Summary

Fixed Limit of Construction (FLCC)	
Demolition	0
Abatement	0
Civil Engineering & Infrastructure	50,000
Site Development	435,000
Ucit Telecommunications	207,218
New Construction	2,550,000
Renovation	0
Fixed Equipment	0
Construction Inflation	291,800
Sub-Total	3,534,018

Movable Furnishings, Fixtures, & Equipment (FFE)	
FFE Items	655,380
FFE Inflation	68,815
Sub-Total	724,195

All Other Project Expenses	1,541,787
Total Estimated Project Cost	5,800,000

Project Funding

The funding sources for this project are identified in the separate *Project Budget Details* document (Attachment 7).

The Project financing will conform to the following University policy requirements:

- The cash for design fees must be in place before the A/E Selection is started.
- Fundraising must be completed within 18 months of the approval of this Program.
- Fifty percent of the cash for total estimated project cost must be in place prior to executing construction contracts for this project and the remaining 50% of project cost must be gift pledged. (A bequest does not qualify as a pledge.)
- When the project is completed any shortage of pledges will be funded by the Client Department until all pledges are collected. The interest cost for the debt gift bridging is the responsibility of the Client Department. The complete repayment must be within five (5) years of beneficial occupancy of the project.

Estimated Additional Operating Costs

The project is tentatively expected to generate a net operating cost increase; however, these expenses will be evaluated by during design in order to aid the institution in forecasting its operating budget.

PROJECT SCHEDULE

The preliminary durations required for this project, for the intent and scope of work described in this PoR, are summarized below. Durations reflect the Preliminary Schedule Assumptions in Attachment #5, and include tasks that run concurrently, and required and therefore highly recommended institutional reviews and approvals. Durations will be re-evaluated at the conclusion of design, and when project funds are secured per the Project financing description above.

	<u>Earliest</u>		<u>Alternate</u>	
Consultant Selection & Contracts	4.5		6	<i>(after UC approval)</i>
Program Verification & Schematic Design	5	to	6	<i>(includes reviews)</i>
Design Documents	3	to	4	<i>(includes reviews)</i>
Construction Documents	3	to	3	<i>(includes reviews)</i>
Bidding & Award	3	to	5	
Project Construction <i>(Includes FFE Installation)</i>	15	to	16	
Project Close-out	2	to	2	
Move-In	1	to	1	
Total Estimated Project Duration	36.5		43	Months <input checked="" type="checkbox"/> Weeks <input type="checkbox"/>

Critical Project Milestones or Constraints

Ideally, faculty offices and classroom spaces must be available for occupancy prior to the beginning of a Fall semester.

Estimated Project Target Dates

The earliest desirable schedule for this project will be developed once complete project funding is secured.

CONTACTS

Requests for clarification regarding the content of this Program of Requirements should be referred to one of the Primary & Technical contacts listed below.

Primary & Technical Information:

Mary Beth McGrew
Associate Vice President for Planning + Design + Construction

or

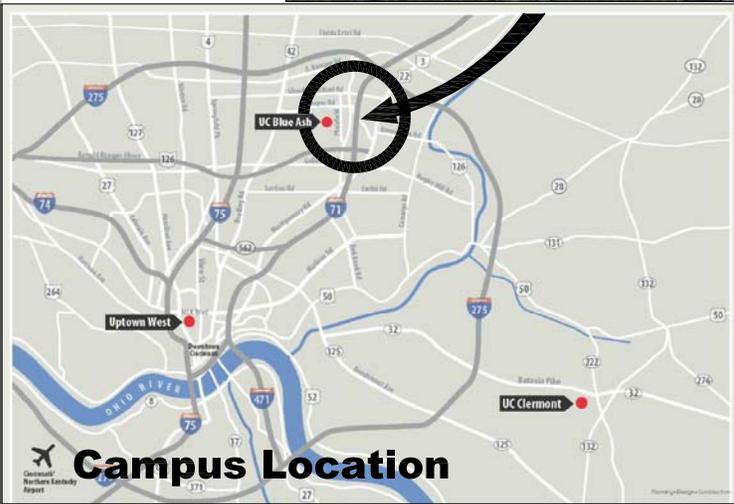
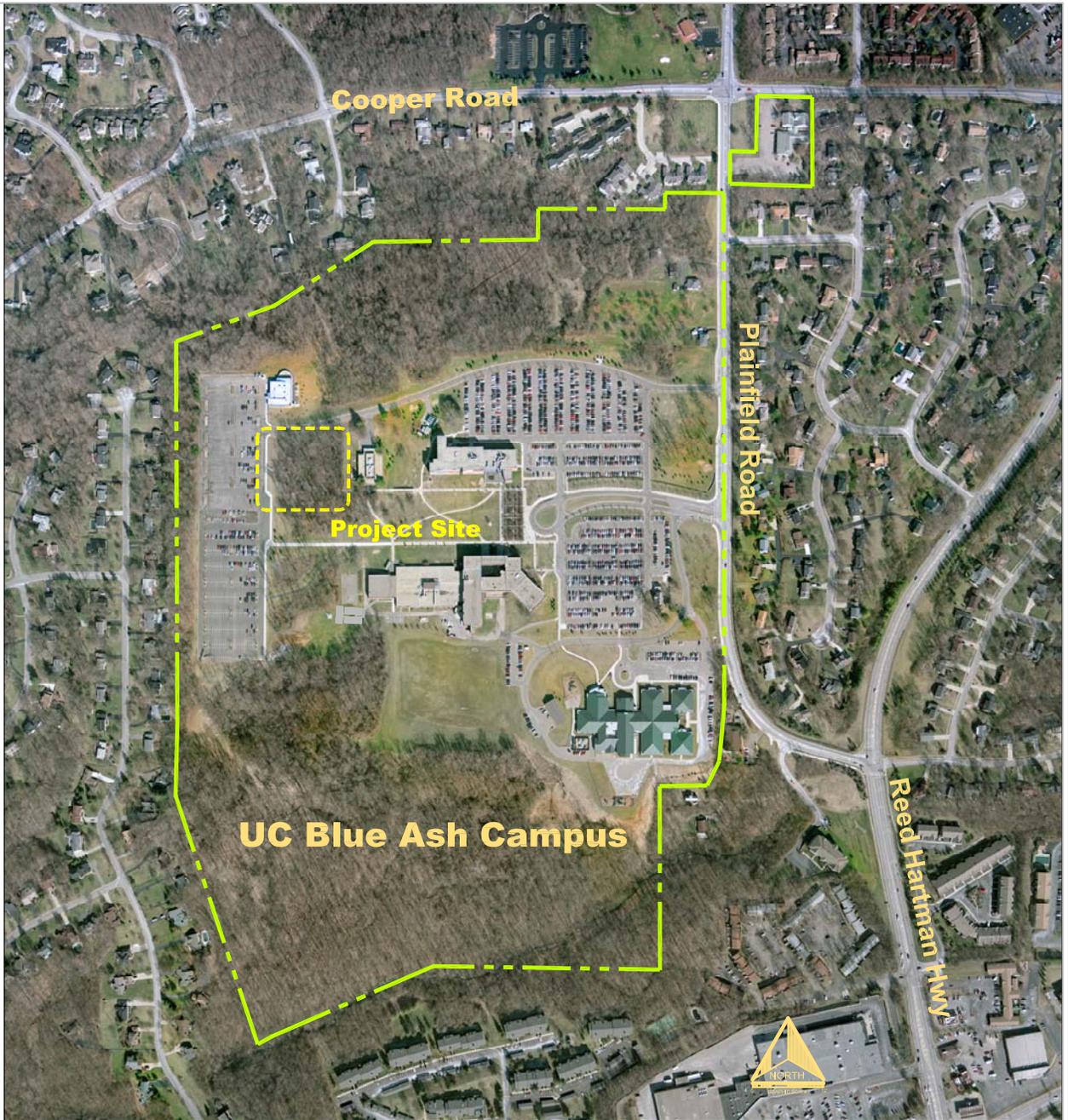
Marc Petullo
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PROJECT SITE

UCBA - New Classroom Building
UC Project #13091A

1

8/30/13

PRELIMINARY SPACE PROGRAM & ASSUMPTIONS

Att. 2

UCBA - New Classroom Building (13091A)

February 14, 2014

Position or Room Type <i>(Working Name of the Space)</i>	Office Type	Rm Cap	Units of Measure	SF per Unit	SF per Room or Area	# of Rooms or Areas	SF Total	SF Type	Notes & Assumptions
-------------------------------------------------------------	-------------	--------	------------------	-------------	---------------------	---------------------	----------	---------	---------------------

Instruction Space									
Classrooms, Large / Tablet-Arm		40	seats	17	680	1	680	nasf	(1)
Classrooms, Medium / Tablet-Arm		30	seats	17	510	2	1,020	nasf	(1)
Classrooms, Medium / Table+Chair		30	seats	22	660	2	1,320	nasf	(1)
Classrooms, Small / Tablet-Arm		24	seats	17	408	2	816	nasf	(1)
Classrooms, Small / Table+Chair		24	seats	22	528	1	528	nasf	(1)
Sub-Total							4,364	nasf	

Instruction Service / Support Space									
			% of Total	10%			436	nasf	(5)
Sub-Total							436	nasf	

Multi-Purpose Room / Instruction Space									
Multi-Purpose Room #1 (table+chair)		24	seats	22	528	1	528	nasf	(2)
Multi-Purpose Room #2 (table+chair)		24	seats	22	528	1	528	nasf	(2)
Service / Support Space			% of nasf	10%			106	nasf	(6)
Sub-Total							1,162	nasf	

Office Space									
Faculty	Private	1	per faculty	125	125	19	2,375	nasf	(3)
Administrative Assistants / Support	Open	1	per staff	80	80	3	240	nasf	(7)
Office Service Space (Workroom, Building Occupant Mail, Copy, Office Supplies, Kitchenette)			% of offices	10%			262	nasf	
Sub-Total							2,877	nasf	

Conference Space									
Conference Room		12	seats	25	300	1	300	nasf	
Conference Room Service / Storage		1	space	30	30	1	30	nasf	
Sub-Total							330	nasf	

Other									
Lactation Room		1	lump sum	100	100	1	100	nasf	
Vending		3	machines	18	54	1	54	nasf	
Sub-Total							154	nasf	

Totals							9,323	NASF	
									62% Efficiency Ratio
							15,036	Gsf	(4)

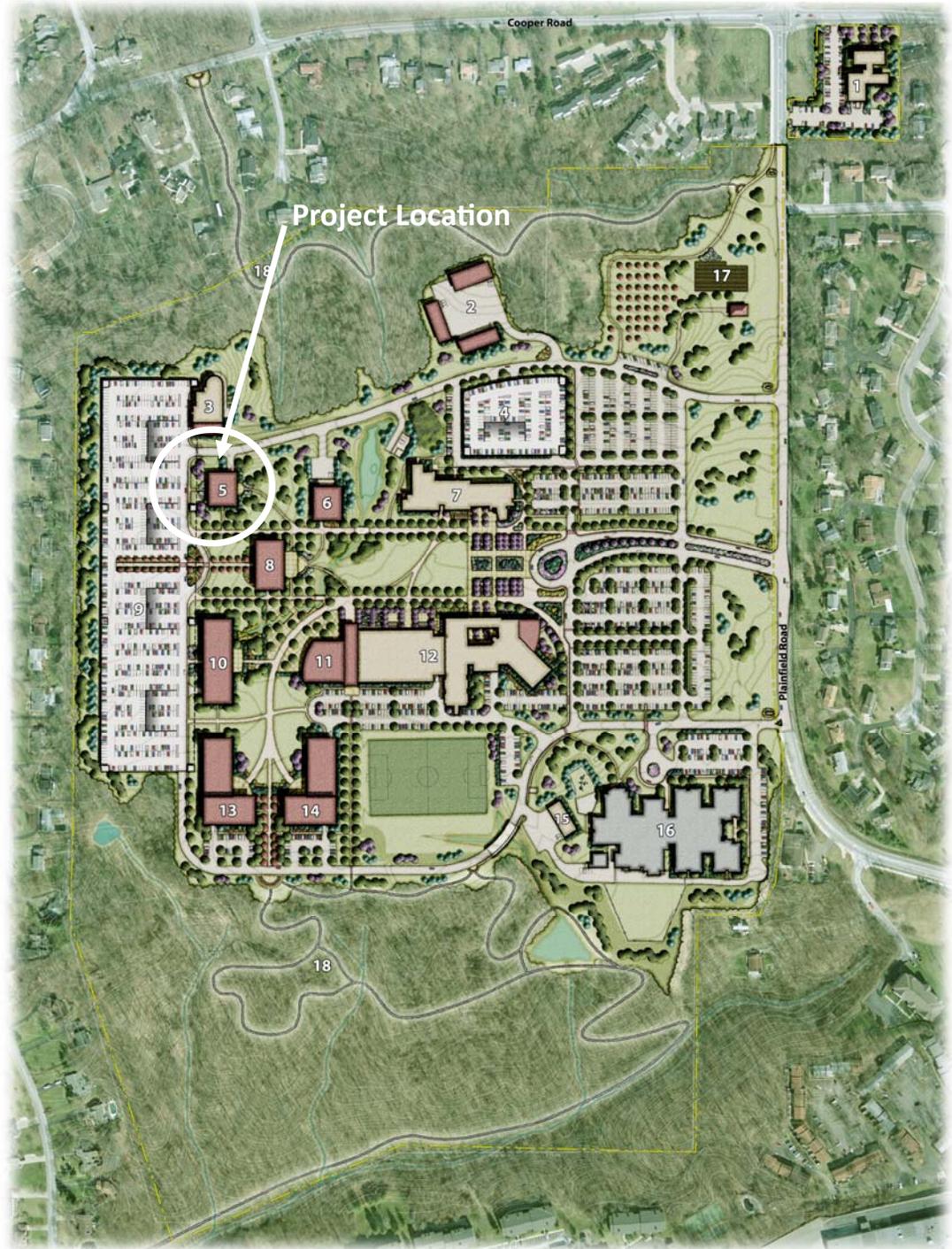
NOTES & ASSUMPTIONS

- Space types and quantities are derived from a preliminary review of a 4-phase approach to Muntz Renovation in order to support future relocations. Preference has been given to spaces that support General Education courses as these are the largest share of all instructional activity at the campus. Teaching spaces are shown to meet anticipated course section sizes, formats, and anticipated enrollments. Specialized spaces for Emedia, Art & Visual Communications, and administrative or college-wide office functions have been excluded from the calculation. Student stations and quantities are sized to meet enrollment projections and pedagogy.
- Space is intended to double as event space and instruction space until Muntz Rehabilitation is complete.
- Square footage meets the standard for faculty offices. Alternative for purpose of temporary relocations if additional faculty require an office: assign (2) FT tenure track faculty per one office.
- The gross square feet shown equates to approx. 1/2 of one three-floor wing of Muntz Hall.
- For storage of classroom equipment & technology.
- To store furniture and essential equipment for events when not in-use, and for instruction when not in-use.
- Title / job description(s) to be confirmed, but space is a placeholder for support staff for the faculty.

Long Range Development Framework

Legend

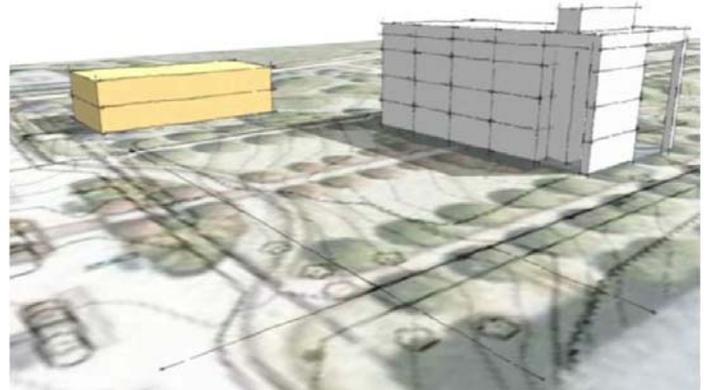
1. Annex
 2. Campus Operations and Maintenance
 3. Vet Tech/ Academic Building
 4. Parking Structure 3-4 Story (TBD)
 5. Academic Building
 6. Flory Center / Future Academic Building
 7. Science and Allied Health Building
 8. Academic Building
 9. Parking Structure (Two Story - Top level at grade, one level below grade)
 10. Academic Building
 11. Great Hall and Exhibit Space
 12. Muntz Hall
 13. Academic Building
 14. Academic and Academic Services Building
 15. Existing Campus Operations Building
 16. Blue Ash Elementary School
 17. Campus and Community Garden
 18. Campus Woodland Trails
- Existing Building
 Proposed Building



1 inch = 100 feet

August 26, 2010

Site Considerations



Building Placement within LRDP

Building Massing

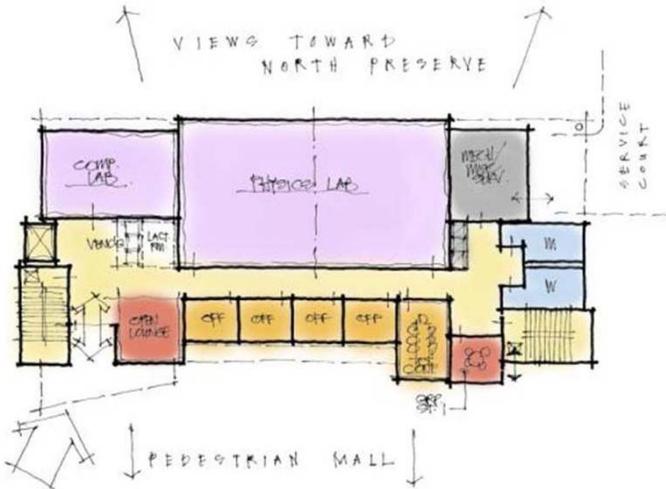


Site & Building Orientation & Placement

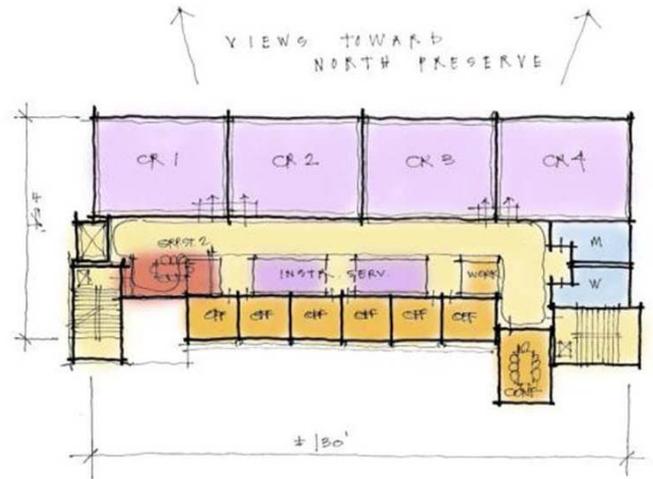
Building Massing & Functional Considerations

NOTE: Plans on this page were drawn in order to illustrate the principle massing and functional requirements for the project. Specific rooms in the illustrations do not precisely match the Space Program areas in Attachment 2; and plans will be revised in the earliest phases of design to match the final Space program.

Plan Configuration Study #1



Ground Floor

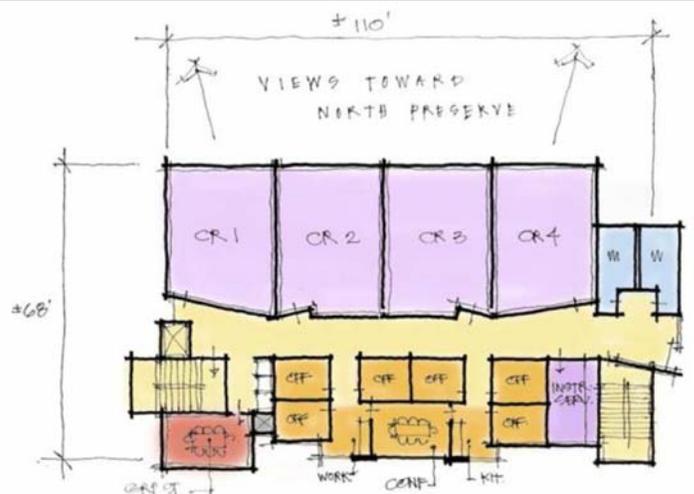


Second Floor

Plan Configuration Study #2



Ground Floor



Second Floor