

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>Creative Arts Center Addition and Renovation</u>	Response Deadline	<u>April 26, 2013</u>	<u>5:00 PM</u>	local time
Project Location	<u>Wright State University Dayton Campus</u>	Project Number	<u>WSU-120034</u>		
City / County	<u>Fairborn / Greene</u>	Project Manager	<u>Wende Morgan-Elliott</u>		
Owner	<u>Wright State University</u>	Contracting Authority	<u>Local Higher Education</u>		
No. of paper copies requested (stapled, not bound)	<u>3</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 Wende Morgan-Elliott at 395 University Hall, 3640 Colonel Glenn Hwy., Dayton, OH 45435-001. See Section H of this RFQ for additional submittal instructions.

Project Overview

A. Project Description

The scope of this project includes a new addition and renovation of the existing Creative Arts Center (CAC) at Wright State University. This projects impact all departments currently housed in the building include Theater, Dance, Motion Picture, Music and Art. Given that all programs are part of the College of Liberal Arts and are co-located, a stated goal of this project is to create opportunities within the facility for enhanced collaboration and interaction between the programs and students while redefining the CAC as an iconic structure on Wright State University's campus. There is approximately 187,800 gross square feet (GSF) of space existing in the current CAC building.

In addition to the renovations required in the Creative Arts Center, this project relocates the Motion Picture program from the CAC to the current Television Center. The scope of renovation in the TV Center includes updates to the existing production studios, support spaces and additional faculty office spaces in the adjacent Dunbar Library basement. The approach presented herein reuses existing space in the TV Center to the greatest degree possible, with minimal new construction. There is approximately 14,350 GSF of space in the current TV Center and adjacent library office area to be renovated.

The Creative Arts Center building is an existing structure on Wright State's campus located adjacent to Dunbar Library and White Hall. Given the prominent site location on WSU's main campus, it is particularly important that the entry and approach to the proposed Art Gallery and entry to the proposed Commons will provide an iconic architectural statement regarding the use and context of the building. The new construction associated with this project will include interior renovations, a building addition and site improvements resulting from the new addition to the building. The site improvements will create a new entry and approach to the building, as well as to tie the building into the existing infrastructure and existing parking.

The Television Center building work is also within the scope of this project, including interior renovations and limited new construction. It is connected to the University tunnel system and is adjacent to the Creative Arts Center and the Dunbar Library.

WSU leadership recognizes the importance of the Arts to both students on campus and as an outreach to the community. This Program of Requirements (POR) is intended to serve as a design guideline for a facility that will promote the arts on campus, enhance student recruitment and education and to serve a need for high quality performances and programs for the community. The POR provides the basis for the updating, renovation and new construction to allow the Creative Arts Center to better serve the students instructional needs in the Theater, Dance, Motion Picture, Music and Art Programs. A copy of the Program of Requirements can be downloaded from this website:

http://www.wright.edu/administration/facilities/projects/current_future/files/wsu-cac-por-final2013_3_25.pdf

The anticipated project delivery method for this project is Construction Manager at Risk.

State Prevailing Wage requirements apply to this project.

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B. Scope of Services

Upon award of the Agreement, Associate is to commence with Design.

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 and/or the 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.

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.

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>.

During the construction period, provide not less than 10 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. Architecture/ Creative Arts Studio Space and Performing Arts Rehearsal Design
2. PME Engineering
3. Structural Engineering
4. Civil/Site Engineering
5. Fire Protection Engineering
6. Landscape Architecture
7. Interior Design
8. Acoustical Engineering/Theatrical Design
9. Previous Experience working with the State of Ohio
10. Previous Experience working with sub-consultants

C. Funding / Estimated Budget

Total Project Cost	<u>\$22,752,500.00</u>	State Funding	<u>\$0</u>
Construction Cost	<u>\$15,375,000.00</u>	Other Funding	<u>\$22,752,500.00</u>
Estimated A/E Fee	<u>8.0% to 9.0%</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).

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D. Services Required (see note below)

Primary	<u>Architecture</u>
	<u>Creative Arts Studio Space</u>
Secondary	<u>Performing Arts Rehearsal Space</u>
	<u>Interior Design</u>
	<u>Structural Design</u>
	<u>Landscape Architecture</u>
	<u>Civil/Site Engineering</u>
	<u>PME Engineering</u>
Others	<u>Other Discipline(s)</u>

E. Anticipated Schedule

Professional Services Start (mm/yy)	<u>06 / 13</u>
Construction Contracts Start (mm/yy)	<u>08 / 13</u>
Construction Contracts Completed (mm/yy)	<u>08 / 16</u>
Professional Services Completed (mm/yy)	<u>10 / 16</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.
- Experience and capabilities of creating or using Critical Path Method (CPM) schedules and of using CPM schedules as a project management resource.
- Approach to and success of using partnering and Alternative Dispute Resolution.
- Proximity of prospective firms to the project site.
- Proposer's apparent resources and capacity to meet the needs of this project.
- The selected A/E and all its consultants must have the capability to use the Internet within their normal business location(s) during normal business hours.

Interested A/E firms are required to 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.

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

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 name.

Facsimile or e-mailed copies of the Statement of Qualifications will not be accepted.

Submit all questions regarding this RFQ in writing to Wende Morgan-Elliott at wende.morgan-elliott@wright.edu with "CAC Addition and Renovation" included in the subject line (no phone calls please).

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 EBO+M (Existing Buildings, 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 Creative Arts Center Addition and Renovation Proposer Firm _____
 Project Number WSU-120034 City, State, Zip _____

Selection Criteria		Value	Score
1. Primary A/E Firm Location, Size, and Workload (Maximum 10 points)			
a. Proximity of primary A/E firm's office where the majority of work will be performed to the principal project site, and knowledge of local conditions	Less than 250 miles from project site	4 - 5	
	250 miles to 500 miles from project site	2 - 3	
	More than 500 miles from project site	0 - 1	
b. Number of relevant licensed professionals within primary A/E firm available to perform the work (based on Part II of F110-330)	Less than 6 licensed professionals	1	Max = 3
	6 to 10 licensed professionals	2	
	More than 10 licensed professionals	3	
c. Amount of fees awarded by the Contracting Authority to the primary A/E firm in the previous 24 months (exclude projects on hold)	Less than \$100,000 in previous 24 months	2	
	\$100,000 to \$500,000 in previous 24 months	1	
	More than \$500,000 in previous 24 months	0	
2. Primary A/E Qualifications (Maximum 30 points)			
a. Project Manager (e.g., education, experience, credentials, effective communication skills)	Experience / ability of A/E project manager to manage scope / budget / schedule / quality	0 - 10	
b. Project Designer (e.g., design awards, publications, appropriateness, innovation)	Experience / creativity of project designer to achieve owner's vision and requirements	0 - 5	
c. Technical Staff (e.g., BIM/CAD operator / specifier education, experience, CDT or CCS* credentials)	Experience / ability of technical staff to create fully coordinated construction documents	0 - 5	
d. Construction Administration Staff (e.g., education, experience, CDT or CCCA* credentials)	Experience / ability of field representative to identify and solve issues during construction	0 - 10	
3. Key Consultant Qualifications (Maximum 20 points)			
a. Key Consultants (e.g., civil, mechanical, or electrical engineering, specialty consultants)	Experience / ability of key consultants to perform effectively and collaboratively	1 - 15	
b. Proposed EDGE-certified Consultant Participation** (fully executed Statements of Intent to Contract and Perform with relevant EDGE firms)	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 Collaboration of the Project Team (sample projects on which a significant number of individual team members have worked together)	Less than 3 sample projects	1	
	3 to 7 sample projects	2	
	More than 7 sample projects	3	
b. LEED*** Training / Professional Accreditation (demonstrated either by the primary A/E firm or relevant consultant)	LEED*** Credentials* (Maximum 3 points)	GA	1
		AP	2
		AP+	3
c. LEED*** Registered / Certified Project Experience (demonstrated either by the primary A/E firm or relevant consultant)	LEED*** Registered Projects (RP) or LEED*** Certified Projects (CP) (Maximum 2 points)	RP	1
		CP	2
d. Team Organization (showed formal relationships between owner, contracting authority, consultants)	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
5. Overall Team Experience (Maximum 30 points)			
a. Past Performance of the Project Team (provided reference letters from sample project contacts)	Past performance as indicated by A/E evaluations and letters of reference	0 - 10	
b. Experience with similar projects and anticipated project delivery method (e.g., Multiple-Prime, General Contracting, CM at Risk, Design-Build)	Less than 5 projects	0 - 3	
	5 to 10 projects	4 - 6	
	More than 10 projects	7 - 10	
c. Budget and Schedule Management (included data on estimate versus bid and original contract sum & time versus change orders for sample projects)	Performance in completing projects within original construction budget and schedule	0 - 5	
d. Knowledge of Ohio Capital Improvements Process (e.g., experience following the <i>OFC Manual</i> , the Standard Requirements, and ORC Chapter 153)	Less than 4 projects	0 - 1	
	4 to 7 projects	2 - 3	
	More than 7 projects	4 - 5	
* Refer to list of applicable credentials in Section H of the RFQ ** Must be comprised of professional design services consulting firm(s) and NOT the primary A/E firm *** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute		Subtotal	

Notes:

Evaluator:

Name _____

Signature _____

Date _____