

# Request for Qualifications (Architect / Engineer)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Local Higher Education

|  |                                      |  |                               |               |            |
|--|--------------------------------------|--|-------------------------------|---------------|------------|
| Project Name                                       | <u>Stilwell Hall Renovation</u>      | Response Deadline                              | <u>May 8, 2013</u>            | <u>2:00pm</u> | local time |
| Project Location                                   | <u>1960 E.24<sup>th</sup> Street</u> | Project Number                                 | <u>CLS-131334</u>             |               |            |
| City / County                                      | <u>Cleveland / Cuyahoga</u>          | Project Manager                                | <u>Jack Baumann</u>           |               |            |
| Owner  | <u>Cleveland State University</u>    | Contracting Authority                          | <u>Local Higher Education</u> |               |            |
| No. of paper copies requested (stapled, not bound) | <u>6</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 Jack Baumann at 1802 E.25<sup>th</sup> Street, Rm 219, Cleveland, Ohio 44115. See Section H of this RFQ for additional submittal instructions.

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### Project Overview

#### A. Project Description

Cleveland State University is requesting qualifications for an Architect/Engineering (A/E) team to provide Planning, Programming, Design, and Project Management for all phases of the project through occupancy. A Construction Manager and other consultants necessary will be selected at a future date and contracted directly with the University.

This project will encompass interior and exterior renovations of Stilwell Hall, which houses the Fenn College of Engineering, originally built in 1924, and most recently renovated in the early 1990's. The total area of the building is approximately 196,000 gsf and the total area of interior renovations required will be determined as part of the planning/programming phase. It is during this phase, that the A/E will develop a Program of Requirements (POR) setting the priorities for the project. Also, during the planning/programming phase, the A/E shall determine what additional scope may be developed that can be utilized as a "master plan" for the College of Engineering within Stilwell Hall, and plan the following phases accordingly to accommodate future program and renovations.

Interior renovations will address key programmatic areas on all five (5) floors of the building (Lower Level through 4<sup>th</sup> Floor) to meet current and future needs for the College, and to enrich engineering education, research, innovation, and collaboration. Currently, spaces within the building are inefficiently configured and do not allow for flexible use of space. Some spaces may only need minor interior upgrades, while others may need full reconfiguration that is tied to the POR. Student spaces are spread out within the building and need consolidation to encourage collaboration. Areas for renovation include, labs (research and teaching), classrooms, public spaces, student spaces, circulation, and support spaces.

Exterior renovations will include the restoration and re-supporting the failing existing stone skin on the east façade; masonry restoration, new east entry that conveys a new image for the College; replacement of existing windows/curtain wall systems on all facades; new north entry and façade on Chester Avenue that conveys a new image for the College; roof replacement on lower roofs and pedestrian bridge; and site work that ties into the surrounding campus walks and integrates the new entries and perimeter work. **Exterior assessments were performed from 2010 to 2012 for the building envelope. Work done as part of this contract restoring the existing exterior facades to remain will be done through the University's Envelope Consultant, already under contract. The A/E will coordinate the project with this consultant.** ~~Exterior assessments were performed from 2010 to 2012 for the building envelope and will be made available on the CSU Office of the University Architects website at <http://www.csuohio.edu/offices/architect/>.~~

Also, the scope of work will focus on replacement of aging and failing infrastructure and systems that coincide with the reorganization of program spaces. Some upgrades may also be necessary outside of the parameters of the reorganized spaces. The infrastructure and system needs will include new air handling equipment, heating and plumbing piping replacement, HVAC controls, fire suppression, electrical systems, fire alarm, telecommunications, and audio/visual systems. Assessments of systems will be performed by the A/E during the planning/programming phase in conjunction with the anticipated programmatic need for the College. The space planning will consider the reassignment and reuse of existing spaces as much as practical. In interior areas to be renovated, new finishes and laboratory casework are required. The building will remain occupied during construction, and a phased construction and multiple bid packages may be required.

The project will be registered with the USGBC for minimum Silver LEED Certification. Maximizing energy conservation is a critical component of the design goals. The A/E must demonstrate a thorough understanding and commitment to LEED design and are responsible for the design and meeting LEED goals set forth by the University.

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

## Request for Qualifications (Architect / Engineer) continued

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Federal Prevailing Wage requirements apply to this project.

### B. Scope of Services

The A/E will be expected to have strong leadership and design skills with experience in the successful delivery of complex laboratory projects in a campus setting. The successful A/E must have experience in working in collaboration with a complex consulting team and complex user groups.

The project is expected to be recognized for its quality of design; its response to the existing building, site and surrounding campus buildings; connection to campus open space; and contribute to the image of the College on campus and to the city. The A/E will provide study models and 3D renderings during the schematic design and design development phases. The team will be expected to interface and collaborate with the Office of the University Architect and University administration in developing the design aesthetic.

The development of the POR will be a collaborative process and will be guided by the Office of the University Architect. The A/E will be expected to work with the College of Engineering and the facility's occupants to develop a program based on prioritized space needs that will:

1. Provide state of the art instructional lab space
2. Optimize shared interdepartmental space and adjacencies including collaborative research opportunities
3. Maximize sustainable practices by the building and its occupants
4. Create flexibility in lab design with modularity
5. Provide efficient space utilization
6. Increase energy efficiency with the replacement of exterior envelope and new building systems

This project does not have a fully developed Program of Requirements. Upon award of the Agreement, commence by developing the Program of Requirements.

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 Development, Schematic Design, Design Development, Interior Design, Furniture, Fixtures and Equipment Selection and Bidding, Construction Document Preparation, Bid and Award Support, Conformed Documents, Construction Administration, Post-Construction, Cost Estimating, 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 24 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. Programming for higher education science/lab/classroom facilities
2. Higher education science/lab teaching facilities
3. Higher education science/lab research facilities
4. Higher education classroom facilities
5. Rehabilitation / retrofit of existing science/lab facilities
6. Exterior envelope rehabilitation/restoration
7. Multiple phase renovations of existing science facilities
8. Mechanical / Electrical phased renovations of an existing science facility
9. Building additions that enhance and update campus architectural aesthetic
10. LEED Certified lab projects

# Request for Qualifications (Architect / Engineer) continued

## C. Funding / Estimated Budget

|                    |                        |               |                        |
|--------------------|------------------------|---------------|------------------------|
| Total Project Cost | <u>\$12,735,062.00</u> | State Funding | <u>\$12,735,062.00</u> |
| Construction Cost  | <u>\$ 9,185,000.00</u> | Other Funding | <u>\$0</u>             |
| Estimated A/E Fee  | <u>8% to 9%</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: development of a Program of Requirements in conjunction with 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., further extensive evaluation or validation of site conditions not outlined in this RFQ, extensive pre-design investigations, code-required special inspection and testing, Quality Assurance testing during the construction period, permitting and testing due to unforeseen conditions).

## D. Services Required (see note below)

|           |   |
|-----------|---|
| Primary   | <u>Architecture</u>                           |
| Secondary | <u>Laboratory Planning / Design</u>           |
|           | <u>Civil / Landscape Design</u>               |
|           | <u>Structural Engineer</u>                    |
|           | <u>MEPT Engineer</u>                          |
|           | <u>Fire Alarm Engineer</u>                    |
|           | <u>Fire Suppression Engineer</u>              |
| Others    | <u>Envelope Consultant</u> Hazardous Material |

## E. Anticipated Schedule

|  |                |
|--|----------------|
| Professional Services Start (mm/yy)      | <u>07 / 13</u> |
| Construction Contracts Start (mm/yy)     | <u>05 / 14</u> |
| Construction Contracts Completed (mm/yy) | <u>06 / 15</u> |
| Professional Services Completed (mm/yy)  | <u>08 / 15</u> |

## F. EDGE Participation Goal

|   |           |
|---|-----------|
| Percent of <i>initial</i> TOTAL A/E Fee | <u>5%</u> |
|---|-----------|

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.
- Experience in exterior envelope restructuring and restoration. Qualifications and experience of individuals directly involved with the project.
- Demonstrate a willingness and experience to approach the programming and design of the lab spaces with flexibility and change in mind.
- Because of the intended, high profile visual impact that the proposed renovations will have at a major entry point to campus, the successful firm will also be considered based on their ability to design buildings that compliment the existing campus context and architecture.

Interested A/E firms are required to address how they will implement Building Information Modeling ("BIM") on the project, experience and level of training of staff related to BIM, incorporation of team partners that have previous BIM experience, and an understanding of collaborative BIM processes, including but not limited to the *State of Ohio BIM Protocol* available at the OFCC website at <http://ofcc.ohio.gov>.

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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, 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.

**Pre-Proposal Meeting:** The Office of the University Architect will present an overview of the Project and Contract requirements, followed by a tour of the site on **Monday, April 22, 2013 from 1:30pm-3:00pm local time**. The pre-proposal meeting will be held in the Plant Services Building, 1802 E. 25<sup>th</sup> Street, Cleveland, Ohio 44115 in Room 242. This pre-proposal meeting will provide the only public forum for potential applicants and team members to view the site and ask questions of the client and Office of the University Architect prior to the submission deadline. **Other than this meeting, no personal tours or contact with the Dean or faculty of the College will be permitted.**

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

Submit all questions regarding this RFQ in writing to Jack Baumann at [j.l.baumann@csuohio.edu](mailto:j.l.baumann@csuohio.edu) with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the OAKS Capital Improvements (OAKS CI) website at <http://ci.oaks.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.

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 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 Stilwell Hall Renovations Proposer Firm \_\_\_\_\_  
 Project Number CLS-131334 City, State, Zip \_\_\_\_\_

| Selection Criteria  |  | Value           | Score   |
|---|--|-----------------|---------|
| <b>1. Primary A/E Firm Location, Size, and Workload (Maximum 10 points)</b>   |  |                 |         |
| 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 100 miles from project site  | 4 - 5           |         |
|   | 100 miles to 200 miles from project site   | 2 - 3           |         |
|   | More than 200 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 5 licensed professionals   | 0               | Max = 3 |
|   | 5 to 15 licensed professionals   | 2               |         |
|   | More than 15 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 \$200,000 in previous 24 months  | 2               |         |
|   | \$200,000 to \$500,000 in previous 24 months   | 1               |         |
|   | More than \$500,000 in previous 24 months  | 0               |         |
| <b>2. Primary A/E Qualifications (Maximum 30 points)</b>  |  |                 |         |
| 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 - 10          |         |
| 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 - 5           |         |
| <b>3. Key Consultant Qualifications (Maximum 20 points)</b>   |  |                 |         |
| 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           |         |
| <b>4. Overall Team Qualifications (Maximum 10 points)</b>   |  |                 |         |
| 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           |         |
| <b>5. Overall Team Experience (Maximum 30 points)</b>   |  |                 |         |
| 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 7 projects  | 4 - 6           |         |
|   | More than 7 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 5 projects   | 0 - 1           |         |
|   | 5 to 10 projects   | 2 - 3           |         |
|   | More than 10 projects  | 4 - 5           |         |
| * Refer to list of applicable credentials in Section H of the RFQ<br>** Must be comprised of professional design services consulting firm(s) and NOT the primary A/E firm<br>*** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute |  | <b>Subtotal</b> |         |

Notes:

Evaluator:

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_