

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

| | | | | | |
|--|---|--|-------------------------------|------------------|------------|
| Project Name | <u>Newark - Science and Technology Building</u> | Response Deadline | <u>May 14, 2013</u> | <u>4:30 p.m.</u> | local time |
| Project Location | <u>Licking County</u> | Project Number | <u>OSU-130306</u> | | |
| City / County | <u>Newark / Licking</u> | Project Manager | <u>Faye Bodyke</u> | | |
| Owner | <u>The Ohio State University and Central Ohio Technical College</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 Faye Bodyke at 400 Central Classroom Building, 2009 Millikin Road, Columbus, OH 43210. See Section H of this RFQ for additional submittal instructions.

Project Overview

A. Project Description

This project will construct a new 60,000 GSF Science and Technology Building located on the Newark Campus. This request is for **Architect/Engineer (A/E)** to provide design and project management for all phases for programming, conceptual design, schematic, design development, construction documents, bidding, construction and post-construction phases. The project has been approved for design services through construction documents. The university will amend the A/E contract upon approval for construction.

A MEP Engineering Consultant will be selected separately and will be contracted by the A/E. The A/E will participate in the selection of the MEP Engineering Consultant and will be responsible for final selection of the MEP Engineering Consultant with the advice and consent of the University.

A Commissioning Agent and Construction Manager at Risk will be selected and contracted directly with the University. The A/E will participate in the interview process of both disciplines and will be in an advisory role and will not have a vote for selection.

The project site is south of Hopewell Hall and west of Lefevre Hall as outlined in the Newark Campus Framework Plan.

This building, located in the Academic Core of campus will include teaching and research laboratories for both institutions. This building will bring together multiple programs that include but not limited to Physical, and Biological Sciences, Nursing Technologies, Radiologic Sciences Technology, Surgical Technologies and Engineering. In addition, the campus IT infrastructure will be included in this building that will service the entire campus. The building will contain contiguous blocks of laboratories that promote teaching and clear connectivity that create opportunities for student collaboration. This building will be devoted to teaching and will require the necessary lab support spaces, administration support, instructional labs, and common building support functions. This building is conceptually conceived of 3 floors plus a basement. The A/E shall evaluate massing consideration of a basement.

This project will be registered with the USBC for a minimum Silver LEED Certification.

A copy of the Newark Campus Framework plan can be located at http://newark.osu.edu/facultystaff/campusdepartments/physicalfacilities/Documents/Newark_Campus_Framework_Plan_June_2012_Final.pdf

The project delivery method is Construction Manager at Risk.

State Prevailing Wage requirements apply.

A pre-proposal meeting will be held on Tuesday, May 7th at 10 a.m. until 12:00 p.m. at the Newark Reese Center Auditorium, 1179 University Drive, Newark, OH 43055 for ALL disciplines (A/E, MEP Engineering Consultant, Construction Manager at Risk, and Commissioning Authority). This meeting will provide an overview of the project and an opportunity for questions. Parking is available at no cost in the parking spaces designated with the white lines at any of the parking lots on campus. The University will not be accepting individual meeting requests regarding this project.

Request for Qualifications (Architect / Engineer) continued

B. Scope of Services

The successful A/E will be expected to have strong leadership skills and experience in the successful delivery of large academic laboratory projects. They must demonstrate their ability in design of efficient and flexible space; landscape and civic realm improvements adjacent to the building and relationship with the central academic quad; drainage including ground water issues; pedestrian circulation and amenities such as benches and other outdoor seating; service access including any changes to the LeFevre and Hopewell service entrances; infrastructure relocations; the first portion of the new north/south road; streetscape-sidewalk; lighting; street trees; parking reconfiguration and enhancements to the southern part of the western parking lots; additional parking if needed; swing space if needed. It is desired that the successful Architect have experience working in collaboration with a Construction Manager at Risk and experience and with Guaranteed Maximum Price. It is anticipated that this project will be delivered utilizing BIM and the model will be transferred to the Construction Manager at Risk at construction and they will maintain the model.

The Newark Campus Framework Plan will provide guiding campus planning and design principals. The project is expected to be recognized for its quality of design, energy and functional efficiencies, and flexibility for future use. It is expected to be designed to advance the physical elements of the Framework Plan and contribute to the civic realm of the campus. The team will be expected to interface with the University Architect, University Landscape Architect, University Engineer, and governing Boards for Ohio State University Newark and Central Ohio Technical College.

The development of the space program will be a collaborative process guided by the Regional Campus Cluster Strategic Plan, Newark campus Implementation Plan located at <http://oaa.osu.edu/college-strategic-plans.html>; COTC Strategic Plan <http://www.cotc.edu/faculty-and-staff/institutionalresearch/Documents/SecuringtheFuture2008.pdf>. The Architect of Record's key customer will be the University and will be asked by the University to work with the facility occupants to develop a program based on prioritized university space needs that will:

- 1) Optimize shared interdepartmental space and adjacencies including collaborative teaching opportunities
- 2) Maximize sustainable practices
- 3) Create a flexible design
- 4) Provide efficient space utilization

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

The selected A/E, as a portion of its required Scope of Services and prior to submitting its proposals, will discuss and clarify with the Owner, the cost breakdown of the Architect/Engineer Agreement detailed cost components to address the Owner's project requirements. Participate in the Encouraging Growth, Diversity & Equity (EDGE) Program as required by statute and the Agreement. Required Professional Liability Insurance will be \$3,000,000.00 per claim and annual aggregate.

As required by the Agreement, and as properly authorized, provide the following categories of services: Program of Requirements, 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>.

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

During the construction period, provide not less than 20 hours (excluding travel time) on-site construction administration services each week, including (1) attendance at progress meetings, (2) a written field report of each site visit, (3) on-site representation comprised of the A/E and its consultant staff involved in the primary design of the project, all having relevant and appropriate types of construction administration experience.

For purposes of completing the Relevant Project Experience Matrix in Section F of the Statement of Qualifications (Form F110-330), below is a list of relevant scope of work requirements for this RFQ:

1. Higher Education Laboratory Building
2. Design Excellence (third party endorsement i.e design award)
3. LEED Certified Project
4. BIM Experience with a Construction Manager at Risk
5. State of Ohio Administered Project

Request for Qualifications (Architect / Engineer) continued

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.

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

Submit all questions regarding this RFQ in writing to Faye Bodyke at bodyke.3@osu.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 Newark - Science and Technology Building Proposer Firm _____
 Project Number OSU-130306 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 100 miles from project site | 4 - 5 | |
| | 100 miles to 150 miles from project site | 2 - 3 | |
| | More than 150 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 | 1 | Max = 3 |
| | 5 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 \$250,000 in previous 24 months | 2 | |
| | \$250,000 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 - 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 | |
| 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 2 sample projects | 1 | |
| | 2 to 4 sample projects | 2 | |
| | More than 4 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 3 projects | 0 - 3 | |
| | 3 to 6 projects | 4 - 6 | |
| | More than 6 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 3 projects | 0 - 1 | |
| | 3 to 6 projects | 2 - 3 | |
| | More than 6 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 _____