

# 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>Western Campus Site Improvements</u>	Response Deadline	<u>May 20, 2013</u>	<u>4:00PM</u>	local time
Project Location	<u>Miami Univeristy Wesern Campus</u>	Project Number	<u>MUN-100033</u>		
City / County	<u>Oxford / Butler</u>	Project Manager	<u>Vincent Cirrito</u>		
Owner	<u>Miami University</u>	Contracting Authority	<u>Local Higher Education</u>		
No. of paper copies requested (stapled, not bound)	<u>1</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 Elizabeth Davidson at 181 Cole Service Building, 101 South Fisher Drive, Oxford, Ohio 45056. See Section H of this RFQ for additional submittal instructions.

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### Project Overview

#### A. Project Description

Miami University ("Owner" and "Contracting Authority") is implementing its phased Student Housing and Dining Long Range Master Plan including the current construction of three new residence halls, new dining hall, and geothermal energy plant all within the northern confines of Western Campus. These new developments will have a more contemporary and unique design that are complementary to the Western Campus vernacular. The Western Campus Site Improvement Project ("Project") will be constructed concurrently with the completion of these buildings and is envisioned to seamlessly integrate the new development with the existing fabric of Western Campus as well as the greater Oxford campus.

Miami University ("University") embraces its reputation as one of the nation's most picturesque campuses and strives to ensure a physical environment for learning that continues the tradition of distinction in academics and its physical setting. Currently at a schematic design level, the Project will include the construction of the new "Western Walk" which is envisioned as a major new pedestrian circulation route through Western Campus linking to the greater Campus at Spring Street and Patterson Avenue. Western Walk will include an approximately 150' long pedestrian bridge clad in stone that will be designed to complement existing stone clad bridges in Western Campus. Other work will include the design of pedestrian and vehicular circulation pavements, 40' long pedestrian bridge clad in stone, area lighting, stream restoration, site grading and stormwater management, rain gardens, and landscaping. In addition, work will include the reconstruction of the existing west patio of Havinghurst Hall, transforming this existing space into a new "front door" to the building.

Sustainability initiatives include the construction of rain gardens and stone wall check dams, bio filtration swales, and the elimination of curb and gutter from Western Drive.

The selected firm will be responsible for verifying the design parameters and budgets included in the University developed schematic plans. Short listed firms will be provided a copy of this document for reference and in preparation of interviews. Coordination with existing building and infrastructure plans, ongoing construction operations, and new circulation patterns will be required.

The anticipated project delivery method for this project is General Contracting.

Select Prevailing Wage Requirement to this project.

#### B. Scope of Services

It is anticipated that the Landscape Architectural design services would be the lead with Civil, Structural, and Electrical Engineering as needed to fulfill the scope of the Project noted. The University would like to bid the Project in November 2013, award in January 2014 with sequenced construction phased between February 2014 and August 2014. All work including punch list and closeout would be completed by no later than November 2014. The selected design team will need to begin work immediately and meet the noted schedule.

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 University the cost breakdown of the Architect/Engineer Agreement detailed cost components to address the University's Project requirements. Participate in the Encouraging Growth, Diversity & Equity (EDGE) Program as required by statute and the Agreement.



## Request for Qualifications (Architect / Engineer) continued

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- 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.

### 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 Vincent Cirrito at [cirritv@miamioh.edu](mailto:cirritv@miamioh.edu) with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the University's Facilities Contracting Office's website at [www.pfd.muohio.edu/fco](http://www.pfd.muohio.edu/fco) and on 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 O+M (Operations and Maintenance specialty)  
LEED AP ND (Neighborhood Development specialty)  
LEED AP Homes (Specialty for residential LEED construction)

Other Industry Credentials:

CCCA: Certified Construction Contract Administrator (CSI)

CCM: Certified Construction Manager (CMAA)

CCS: Certified Construction Specifier (CSI)

CDT: Construction Document Technologist (CSI)

DBIA: Design-Build Institute of America

# Architect/Engineer Selection Rating Form

## State of Ohio Standard Forms and Documents

Project Name Western Campus Site Improvements Proposer Firm \_\_\_\_\_  
 Project Number MUN-100033 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 60 miles from project site	4 - 5	
	60 miles to 120 miles from project site	2 - 3	
	More than 120 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 8 licensed professionals	0-2	Max = 3
	8 to 20 licensed professionals	0-3	
	More than 20 licensed professionals	0-3	
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 \$500K in previous 24 months	2	
	\$500K to \$1M in previous 24 months	1	
	More than \$1M 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 6 sample projects	2	
	More than 6 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 2 projects	0 - 3	
	2 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>Select Manual</i> , the Standard Requirements, and ORC Chapter 153)	Less than 1 projects	0 - 1	
	1 to 2 projects	2 - 3	
	More than 2 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		<b>Subtotal</b>	

**Notes:**

**Evaluator:**

Name \_\_\_\_\_

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