

# Request for Qualifications (Architect / Engineer)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Local Higher Education

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|--|--------------------------------------|--|--|
| Project Name                                       | <u>Uptown Campus Arc Flash Study</u> | Response Deadline                              | <u>June 10, 2014</u> <u>2:00 PM</u> local time |
| Project Location                                   | <u>UC Uptown Campus</u>              | Project Number                                 | <u>UCN-14066A</u>                              |
| City / County                                      | <u>Cincinnati / Hamilton</u>         | Project Manager                                | <u>Alexander Johnson</u>                       |
| Owner  | <u>University of Cincinnati</u>      | Contracting Authority                          | <u>Local Higher Education</u>                  |
| Delivery Method                                    | <u>N/A</u>                           | Prevailing Wages                               | <u>None</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 Alexander Johnson at University Hall Suite 640, 51 Goodman Drive, PO Box 210186, Cincinnati, OH 45219. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Alexander Johnson at [alexander.johnson@uc.edu](mailto:alexander.johnson@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.

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### Project Overview

#### A. Project Description

The University of Cincinnati would like to have a complete arc flash study completed of all the Campuses of the University of Cincinnati. This includes West and East Uptown campuses, as well as the Central Utility building, and the Main Sub Station, plus Clermont College, Blue Ash College, Center Hill Research facility, Victory Parkway campus, The Fishwick facility, Central Receiving, the CARF Research Center, and Reading Campus. Voltages range from 138,000V down to 120V. The selected Engineer will assist in writing the Program of Requirements to go for full funding of the study and implementation of the recommendations.

#### B. Scope of Services

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 *OFC Manual* and/or the *Ohio School Design 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>.

After the studies are completed, during the construction phase, provide not less than 5 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.



## Request for Qualifications (Architect / Engineer) continued

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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.

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 Uptown Campus Arc Flash Study Proposer Firm \_\_\_\_\_  
 Project Number UCN-14066A City, State, Zip \_\_\_\_\_

| Selection Criteria   |  | Value           | Score    |
|--|--|-----------------|----------|
| <b>1. Primary Firm Location, Workload and Size (Maximum 10 points)</b>   |  |                 |          |
| a. Proximity of firm to project site   | Less than 150 miles  | 5               |          |
|  | 150 miles to 250 miles   | 2               |          |
|  | More than 250 miles  | 0               |          |
| b. Amount of fees awarded by Contracting Authority in previous 24 months   | Less than \$500,000  | 2               |          |
|  | \$500,000 to \$1,000,000   | 1               |          |
|  | More than \$1,000,000  | 0               |          |
| c. Number of licensed professionals  | Less than 3 professionals  | 1               | Max = 3  |
|  | 3 to 8 professionals   | 2               |          |
|  | More 8 than professionals  | 3               |          |
| <b>2. Primary Firm Qualifications (Maximum 30 points)</b>  |  |                 |          |
| 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 - 10          |          |
| d. Construction administration staff   | Experience / ability of field representative to identify and solve issues during construction                          | 0 - 10          |          |
| <b>3. Key Consultant Qualifications (Maximum 20 points)</b>  |  |                 |          |
| 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           |          |
| <b>4. Overall Team Qualifications (Maximum 10 points)</b>  |  |                 |          |
| 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           |          |
| <b>5. Overall Team Experience (Maximum 30 points)</b>  |  |                 |          |
| 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 5 projects   | 0 - 3           |          |
|  | 5 to 9 projects  | 4 - 6           |          |
|  | More than 9 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 5 projects   | 0 - 1           |          |
|  | 5 to 9 projects  | 2 - 3           |          |
|  | More than 9 projects   | 4 - 5           |          |
| * Must be comprised of professional design services consulting firm(s) and NOT the primary firm<br>** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute |  | <b>Subtotal</b> |          |

Notes:

Evaluator:

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_