

Request for Qualifications

State of Ohio Standard Forms and Documents

Administration of Project: Local Administration

Project Name	<u>Old Chemistry Audit & Fit Assessment</u>	Response Deadline	<u>06/17/2014</u>	<u>2:00 p.m. local time</u>
Project Location	<u>2855 Campus Way</u>	Project Number	<u>UCN-14151A</u>	
City / County	<u>Cincinnati / Hamilton</u>	Project Manager	<u>Kit Pearson</u>	
Owner	<u>University of Cincinnati</u>	Contracting Authority	<u>University of Cincinnati</u>	
No. of paper copies requested (stapled, not bound)	<u>4</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 Kit Pearson at University Hall 6th Floor, 51 Goodman Drive, Suite 640, PO Box 210186, Cincinnati, OH 45219 or Kit.Pearson@uc.edu. See Section H for additional submittal instructions.

Project Overview

A. Project Description

Old Chemistry Building (OCB) was built in 1914, having seven (7) floors with 357 rooms and 144,610 GSF, 119,627 NSF and 83,341 NASF. Provide a building audit for Old Chemistry that makes assessments in the following areas: architectural, roof, life safety, ADA, elevators, structural, civil site, plumbing, mechanical, fire protection, electrical, communication and data, and cost estimates. The audit report will prioritize deficiencies into critical and non-critical categories needing attention. At the conclusion of this building audit/assessment, a presentation of the findings, cost estimate, and recommendations will be presented to UC's PDC staff.

Provide a functional conditions assessment (facility fit) of the Old Chemistry building (various college departments). At the conclusion of this functional conditions assessment, present the findings, recommendations, and cost estimates to UC's PDC staff. The functional conditions assessment includes programmatic analysis of the COB facility and programmatic recommendations for the building masterplan, with a presentation to the Owner. The assessment shall include: assessment of the following space types: classrooms, administration, offices, conference space, support space, Instruction Lab facilities, and departmental space data. Refer to the UC P+D+C Design Guidelines for Classrooms and Offices.

Identify goals and objectives of the University, and of each department within the building.

- Assess the way in which the goals and objectives of the OCB support the University Enrollment Plan, the University Masterplan, and the UC 2019 Strategic Plan.
- How does the physical environment of the OCB support the academic programs of the University (various departments)?
- Recommend a program implementation strategy with specific action steps to identify improvements to the physical environment of the OCB facilities which will support the goals and objectives of the University.
- The implementation strategy should include scope, costs, and timing. The implementation strategy should address 5-year, 10-year, and 20-year goals.
- Deliverables shall include:
 - Assessment of existing conditions
 - Floor plans by department
 - Space summary by department
 - Implementation Plan

This Programmatic Analysis will provide the necessary data for PDC to determine the scope of a Program of Requirements.

B. Scope of Services

UC is soliciting a building audit that includes assessments, recommendations, categorized building deficiencies, and cost estimates for building systems. This building audit will provide the necessary data for PDC to determine the scope of a Program of Requirements.

Services will be provided in accordance with a standard form of consultant agreement. 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 the cost breakdown of the consultant 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.

Request For Qualifications (Consultant) continued

G. Evaluation Criteria for Selection

Demonstrated ability to meet Owner's project vision for building audit and facility fit assessments and recommendations and present to the Owner. Document and demonstrate previous experience compatible with the proposed project (e.g. compatible scope of services and details on similar building audits). Relevant past work of prospective firm's proposed consultants. Identify and document 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. Show proximity of prospective firms to the project site. Proposers are to provide resources and show capacity to meet the needs of this project.

- 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.
- 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.

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 Kit Pearson at Kit.Pearson@uc.edu with the project number included in the subject line (no phone calls please). Questions will be answered and posted to 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.

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

I. Additional Information

Following this submission, the University of Cincinnati will evaluate the proposals submitted and identify a list of firms for pre-qualification interviews. These interviews are designed to familiarize university staff with the qualifications of firms by further exploring their proposals and the scope and nature of the consulting services they provide.

Consultant Selection Rating

State of Ohio Standard Forms and Documents

Project Name Old Chemistry Audit & Fit Assessments
 Project Location 2855 Campus Way
 Project Number 14151A

Proposer Firm _____
 City, State, Zip _____

Selection Criteria		Value	Score
1. Firm Location and EDGE Status (Maximum 10 points)			
Location of firm and EDGE-certified status	Out of State	0	
	Ohio Firm	8	
	EDGE Certified	10	
2. Firm Size (Maximum 5 points)			
Number of relevant licensed professionals within primary firm available to perform the work.	Small = Less than 5 licensed professionals	1-2	
	Medium = 5 to 10 licensed professionals	3-4	
	Large = More than 10 licensed professionals	5	
3. Current Workload (Maximum 5 points)			
Amount of fees awarded by the Contracting Authority to the primary firm in the previous 24 months (exclude projects on hold)	Less than \$200,000	5	
	\$200,000 to \$750,000	3	
	More than \$750,000	1	
4. Primary Firm Qualifications (Maximum 40 points)			
a. Project Management Lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 12	
b. Project Design Lead	Experience / creativity of lead designer to meet needs of owner	0 - 14	
c. Technical Staff	Experience / ability of technical staff to develop quality construction documents	0 - 14	
d. Construction Administration	Experience / ability of field representative to identify / solve issues during construction	0 - 0	
5. Project Team Qualifications (Maximum 10 points)			
a. Previous Team Collaboration (Internal) Number of projects that a majority of the team members have worked together	Less than 3 projects (Low)	1	
	3 to 5 projects (Average)	2	
	More than 5 projects (High)	3	
b. Building Information Modeling experience within team (see BIM Protocol)	BIM training, software and experience as demonstrated in Section H of Form 110-330	0 - 2	
c. LEED*** Registered / Certified Project Experience (demonstrated either by the primary A/E firm or relevant consultant)	LEED Registered (RP) projects -OR- LEED Certified (CP) projects (Maximum 2 points)	RP	1
		CP	2
d. Team Organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 3	
6. Overall Project Team Experience (Maximum 30 points)			
a. Budget & Schedule Management	Performance in completing projects within original budget and schedule limitations	0 - 5	
b. Experience with UC Consultant List Projects in the previous 24 months	Less than 3 projects (Low)	3-5	
	3 to 7 projects (Average)	2-3	
	More than 7 projects (High)	1	
c. Past Performance	Level of performance as indicated by past evaluations / letters of reference	0 - 10	
d. Knowledge of State of Ohio Capital Project Administration Process	Less than 5 projects (Low)	0	
	5 to 10 projects (Average)	5	
	More than 10 projects (High)	10	
		Subtotal	

* LEED = Leadership in Energy & Environmental Design developed by the U.S. Green Building Council
 ** See list of LEED credentials in Section H of the RFQ

Notes:

UC Evaluation:

Name _____

Signature _____ Date _____