

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>HSB - Anatomy Specimen Storage Facility</u>	Response Deadline	<u>June 27, 2014 4:30 pm</u> local time
Project Location	<u>3000 Transverse Drive</u>	Project Number	<u>UTO-151810/5001-15-1810</u>
City / County	<u>Toledo / Ohio</u>	Project Manager	<u>Daniel Klett</u>
Owner	<u>University of Toledo</u>	Contracting Authority	<u>Local Higher Education</u>
Delivery Method	<u>Multiple Prime</u>	Prevailing Wages	<u>State</u>
No. of paper copies requested (stapled, not bound)	<u>4</u>	No. of electronic copies requested on CD (PDF)	<u>0</u>

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Joy Martin at 2801 W Bancroft Toledo Ohio 43606 Mail Stop 216. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Daniel Klett at daniel.klett@utoledo.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.

Project Overview

A. Project Description

The University of Toledo (UT) is soliciting qualifications for professional services for renovations in the Health Science Building (HSB) to improve and expand the Anatomy Specimen Facility. The Health Science Building is a five-level 169,000 GSF facility that was constructed in 1970. The Anatomy Specimen Facility is located on the lower level of HSB. The project includes renovations to expand and improve the anatomy specimen preparation and embalming facility, expand specimen storage capacity, improve human anatomy cadaver dissection laboratories, and improve support areas (student lockers, wash and shower facilities). The project will focus on the Anatomy Specimen Facility in HSB, but the project might also include related improvements to anatomy specimen facilities in other buildings and/or renovations related to the domino moves required for the expansion of the Anatomy Specimen Facility in HSB.

The anticipated project delivery method for this project is Multiple-Prime.

B. Scope of Services

For projects advertised with an appropriately developed Program of Requirements (POR), upon award of the Agreement, commence with Design. For projects without such a POR, upon award of the Agreement, commence by developing the Program of Requirements.

This project does not have a POR. CAD floor plans of the building and copies of the original construction documents will be provided to the short-listed firms. There will be a non-mandatory pre-interview walk-through for the short-listed firms.

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* 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 4 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

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. Design of human anatomy specimen facilities.
2. Design of anatomy specimen preparation, embalming and storage facilities.
3. Design of human anatomy cadaver dissection laboratories.
4. Renovation/expansion of existing human anatomy specimen facilities.
5. Engineering for building system upgrades in renovations.
6. Previous experience on renovations in facilities that are in continuous on-going use.
7. Previous experience working with UT.
8. Previous experience working with State of Ohio.
9. Previous experience working with identified sub-consultants.

C. Funding / Estimated Budget

Total Project Cost	<u>\$3,500,000</u>	State Funding	<u>\$3,500,000</u>
Construction Cost	<u>\$3,200,000</u>	Other Funding	<u>\$0</u>
Estimated A/E Fee	<u>7.5% to 8.0%</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: review and verification of the Program of Requirements provided by 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., creation of a Program of Requirements, extensive evaluation or validation of site conditions, extensive pre-design investigations, code-required special inspection and testing, Quality Assurance testing during the construction period, and testing due to unforeseen conditions).

D. Services Required (see note below)

Primary	<u>Architectural</u>
Secondary	<u>HVAC Engineering</u>
	<u>Electrical Engineering</u>
	<u>Plumbing Engineering</u>
	<u>Technology/AV/Data</u>
	<u>Fire Protection Design</u>

Others _____

E. Anticipated Schedule

Professional Services Start (mm/yy)	<u>08 / 14</u>
Construction Stage Start (mm/yy)	<u>03 / 15</u>
Construction Stage Completed (mm/yy)	<u>11 / 15</u>
Professional Services Completed (mm/yy)	<u>01 / 16</u>

F. EDGE Participation Goal

Percent of *initial* TOTAL A/E Fee 10.0%

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.
- 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.

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 to response to the RFQ, to indicate its intent to contract with and use EDGE-certified Business Enterprises(S), as a part of the A/E's team. The Intent to Contract and Perform and / or waiver request letter and Demonstration of God 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 state.

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.

The Contracting Authority reserves the right to reject any or all submissions and cancel at any time for any reason this solicitation, any portion of this solicitation, or any phase of the Project. If Contracting Authority and the apparent chosen A/E are unable to reach agreement on the terms and conditions of the A/E Agreement, Contracting Authority reserves the right to reject the firm and utilize the short list to select an A/E. The Contracting Authority shall have no liability to any firm arising out of such cancellation or rejection. The Contracting Authority reserves the right to waive minor variations in the selection process.

H. Submittal Instructions

Firms are required to submit the current version of Statement 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.

In Section H of Statement of Qualifications (Form F110-330), provide a summary of your firm's/team's qualifications in each of the selection criteria included on the Architect/Engineer Selection Rating score sheet included in this RFQ. Use the numbering system of the selection criteria on the score sheet to organize your response in Section H. Identify by name the individual(s) you are proposing to serve in the roles identified in selection criteria 2 and 3.

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 HSB - Anatomy Specimen Storage Facility Proposer Firm _____
 Project Number UTO-151810/5001-15-1810 City, State, Zip _____

Selection Criteria		Value	Score
1. Primary Firm Location, Workload and Size (Maximum 10 points)			
a. Proximity of firm to project site	Less than 25 miles	5	
	25 miles to 150 miles	2	
	More than 150 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$200,000	2	
	\$200,000 to \$500,000	1	
	More than \$500,000	0	
c. Number of licensed professionals	Less than 5 professionals	1	Max = 3
	5 to 10 professionals	2	
	More than 10 than professionals	3	
2. Primary Firm Qualifications (Maximum 30 points)			
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 - 5	
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 - 5	
3. Key Consultant Qualifications (Maximum 20 points)			
a. Key discipline leads	Experience / ability of key consultants to perform effectively and collaboratively	0 - 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	
4. Overall Team Qualifications (Maximum 10 points)			
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	
5. Overall Team Experience (Maximum 30 points)			
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 3 projects	0 - 3	
	3 to 6 projects	4 - 6	
	More than 6 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 3 projects	0 - 1	
	3 to 6 projects	2 - 3	
	More than 6 projects	4 - 5	
* Must be comprised of professional design services consulting firm(s) and NOT the primary firm ** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute		Subtotal	

Notes:

Evaluator:

Name _____

Signature _____

Date _____