

# Request for Qualifications (Architect / Engineer)

## State of Ohio Standard Forms and Documents

---

**Administration of Project:** Local Higher Education

Project Name	<u>Engineering Services - Pre-Qualified Consultant List</u>	Response Deadline	<u>July 14, 2014</u>	<u>3:00 p.m.</u>	local time
Project Location	<u>Bowling Green State University</u>	Project Number	<u>BGU 146036</u>		
City / County	<u>Bowling Green / Wood</u>	Project Manager	<u>Varies by Project</u>		
Owner	<u>Bowling Green State University</u>	Contracting Authority	<u>Local Higher Education</u>		
Delivery Method	<u>Varies</u>	Prevailing Wages	<u>State</u>		
No. of paper copies requested (stapled, not bound)	<u>2</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 BGSU Purchasing Department at 103 Park Ave. Warehouse, Bowling Green, Ohio 43403. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Beth Nagel at [bnagel@bgsu.edu](mailto:bnagel@bgsu.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

Bowling Green State University Office of Design & Construction (BGSU) intends to pre-qualify interested firms to provide engineering services for projects that are not advertised through the Ohio Register, or other media. This pre-qualification process will determine the list of firms that will be eligible for award of contracts for the period covering July 1, 2014 – June 30, 2016. Previously pre-qualified firms must re-apply to this RFQ to be considered for appropriate projects after June 30, 2014.

Services are in support of BGSU design of projects, as well as to support Local administration of projects. Pre-qualified Consultants are utilized for such projects or specialized tasks in which the A/E selection process would be unnecessarily cumbersome.

Upon completion of the selection process, BGSU will seek Board approval for total contract awards to each pre-qualified firm up to the amount of \$250,000 for two-year period. Each individual assignment may range in the amount of \$5,000 - \$75,000 per project; however there are exceptions where fees for an individual assignment exceed \$75,000. The number of pre-qualified engineering services consultants selected through this process is within the discretion of BGSU. While the pre-qualified status means that a firm is eligible for award of contracts, there is no guarantee that a firm will be awarded any work or representation of the amount of work a firm may receive within the two-year period.

The anticipated delivery method would be General Contractor.

#### B. Scope of Services

Work assignments may include, but are not limited to: specialty design (any engineering discipline); review of a Program of Requirements provided by an End User; prototype building design; validation of existing site conditions; preparation of bidding and construction documents; preparation of cost estimates; extensive pre-design surveying services; soil testing and engineering, etc.

Services will be provided in accordance with a standard form of agreement. The scope of work and schedule for a specific project will be described in an Exhibit document attached to the agreement.

As a project is identified for engineering services, BGSU will notify a pre-qualified firm(s) of the project and provide a scope of work. 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. The selected firm, as a portion of its required Scope of Services and prior to submitting its proposals, will discuss and clarify with the Owner and 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.

## Request for Qualifications (Architect / Engineer) continued

A firm will be requested to provide a fee proposal. BGSU will then initiate contract negotiations directed toward:

- (1) Ensuring the firm and BGSU has a mutual understanding of the essential requirements involved in providing the required services;
- (2) Determining that the firm will make available the necessary personnel, equipment, and facilities to perform the services within the required time;
- (3) Agreeing upon compensation which is fair and reasonable, taking into account the estimated value, scope, complexity, and nature.

Upon failure to negotiate a contract with an identified pre-qualified firm, BGSU will inform the firm in writing of the termination of negotiations and enter in the same with another pre-qualified firm.

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>.

### C. Funding / Estimated Budget

Total Project Cost	<u>\$Varies with project</u>	State Funding	<u>\$Varies</u>
Construction Cost	<u>\$Varies with project</u>	Other Funding	<u>\$Varies</u>
Estimated A/E Fee	<u>TBD% to TBD%</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>Disciplines by Project Type</u>
Secondary	<u>_____</u>
	<u>_____</u>
	<u>_____</u>
	<u>_____</u>
	<u>_____</u>
Others	<u>_____</u>

### E. Anticipated Schedule

Professional Services Start (mm/yy)	<u>07 / 14</u>
Construction Stage Start (mm/yy)	<u>varies</u>
Construction Stage Completed (mm/yy)	<u>varies</u>
Professional Services Completed (mm/yy)	<u>varies</u>

### F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL A/E Fee	<u>5.0%</u>
---	-------------

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

Previous experience compatible with projects performed in the area of Higher Education (e.g., type, size, procedures). Relevant past work, with appropriate performance record, of prospective firm. Qualifications and experience of proposed individuals directly involved with the project. Knowledge and utilization of State policies and procedures. 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 likely projects. 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. The selected A/E 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 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.hio.gov> (click on Forms). 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.

The number of firms that will be determined to be pre-qualified is within the discretion of BGSU.

### 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 Beth Nagel at [bnagel@bgsu.edu](mailto:bnagel@bgsu.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, 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 Engineering Services - Pre-Qualified Consultant List Proposer Firm \_\_\_\_\_  
 Project Number BGU 146036 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 125 miles	5	
	125 miles to 250 miles	2	
	More than 250 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$100,000	2	
	\$100,000 to \$500,000	1	
	More than \$500,000	0	
c. Number of licensed professionals	Less than 3 professionals	3	Max = 3
	3 to 6 professionals	2	
	More than 6 than professionals	1	
<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 - 5	
c. Technical staff	Experience / ability of technical staff to create fully coordinated construction documents	0 - 5	
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	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	
<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 2 projects	0 - 3	
	2 to 4 projects	4 - 6	
	More than 4 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 2 projects	0 - 1	
	2 to 4 projects	2 - 3	
	More than 4 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		<b>Subtotal</b>	

Notes:

Evaluator:

Name \_\_\_\_\_

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