

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>Clermont College Facilities Audit</u>	Response Deadline	<u>7/25/13</u>	<u>2:00 PM</u>	local time
Project Location	<u>Clermont College Campus</u>	Project Number	<u>UCN-13121A</u>		
City / County	<u>Batavia / Clermont</u>	Project Manager	<u>Ronald Heile</u>		
Owner	<u>University of Cincinnati</u>	Contracting Authority	<u>Local Higher Education</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 Ronald Heile at University Hall, Ste 640, 51 Goodman Drive, PO Box 210186, Cincinnati, OH 45219 or ronald.heile@uc.edu. See Section H of this RFQ for additional submittal instructions.

Project Overview

A. Project Description

The University of Cincinnati's Clermont College consists of seven buildings, totaling approximately 215,000 gsf. The oldest building, Edith Peters-Jones (EPJ) is 41 years old. Snyder addition (Snyder) is 22 years old. Both buildings have aging infrastructure. This request is to provide a facilities audit, with a focus on mechanical and electrical systems for all Clermont College buildings and site infrastructure. Due to the age and relative size of EPJ and Snyder, a significant focus of the audit needs to be on these two buildings.

The audit shall assess the following areas: civil site, elevators, plumbing, mechanical, fire protection, electrical, and cost estimates. Deficiencies will need to be prioritized. Energy efficiencies and alternative systems need to be addressed. Alternative energy sources should be considered. An energy audit may be included.

The audit shall be summarized and presented with findings, cost estimates, alternatives, and recommendations. At the conclusion of the audit, the University may elect to proceed with design services for civil site, elevators, plumbing, mechanical, fire protection and electrical within the context of this RFQ. Submission in response to this RFQ shall identify respondent's qualifications to provide the above-identified design services. Due to budgetary constraints, design services and construction may be phased over time.

Communication systems and life safety systems shall be excluded.

If the University elects to proceed with design services, the design phase will include design document preparation for construction, bid/award, contract administration and closeout.

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

State Prevailing Wage requirements apply to this project.

B. Scope of Services

UC is soliciting a building audit that includes assessments, recommendations, categorization of building deficiencies, and preparation of 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 Engineer, 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.

As required by the Agreement, and as properly authorized, provide the following categories of services: building audit assessments and recommendations with a presentation to the Owner, and, potentially, design services. The audit and potential design services will encompass the following areas: elevators, civil site, plumbing, mechanical, fire protection, and electrical. Communication systems and life safety systems shall be excluded.

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In the event that the University proceeds with design, the following Engineering services shall be provided: program development and verification, schematic design, design development, construction document preparation, cost estimates, scheduling, bid and award support, conformed documents, construction phase and post-construction phase.

The audit shall include establishing a priority of work scope with schedule and budget. Identify construction phase sequencing as required to maintain existing building(s) operations. The project may be designed and constructed in separate phases, based upon available funding.

Refer to the *Ohio Facilities Construction 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>.

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. Previous experience compatible with the proposed project (e.g. compatible scope of services and details on similar building audits)
2. Relevant past work of prospective firm's proposed consultants, if any
3. Past performance of prospective firm and its Consultants
4. Proposer's previous experience (numbers of building audits and compatible scope of services) in working with its proposed consultants
5. Proximity of prospective firms to the project site
6. Proposer's apparent resources and capacity to meet the needs of this project
7. Proposer's experience with E Quest or similar energy programs
8. Proposer's experience with cost estimates
9. Proposer's experience with developing elements of POR for existing building renovations and/or additions
10. Proposer's mechanical and electrical design experience in existing building with phased implementation
11. Proposer's experience with alternative energy systems

C. Funding / Estimated Budget

Total Project Cost	<u>\$4 to \$6 Million</u>	State Funding	<u>\$0</u>
Construction Cost	<u>\$3 to \$4.3 Million</u>	Other Funding	<u>\$75,000</u>
Estimated A/E Fee	<u>Audit \$75,000; 10% for design</u>		

NOTE: The Engineering 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>Mechanical & electrical engineering</u>
Secondary	<u>Civil/Site</u>
	<u>Architectural</u>
	<u>_____</u>
	<u>_____</u>
	<u>_____</u>
Others	<u>_____</u>

E. Anticipated Schedule

Professional Services Start (mm/yy)	<u>08 / 13</u>
Construction Contracts Start (mm/yy)	<u>TBD</u>
Construction Contracts Completed (mm/yy)	<u>TBD</u>
Professional Services Completed (mm/yy)	<u>Audit 10/13</u>

F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL A/E Fee	<u>Audit 0%; Design 10%</u>
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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.

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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.
- 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 Engineering firms are required to address how they will implement Building Information Modeling ("BIM") on the project during design, experience and level of training of staff related to BIM, incorporation of team partners that have previous BIM experience, and an understanding of collaborative BIM processes, including but not limited to the *State of Ohio BIM Protocol* available at the OFCC website at <http://ofcc.ohio.gov>.

Interested Engineering 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 Ronald Heile at ronald.heile@uc.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, 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

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Project Name Clermont College Facilities Audit Proposer Firm _____
 Project Number 13121A City, State, Zip _____

Selection Criteria		Value	Score
1. Primary A/E Firm Location, Size, and Workload (Maximum 10 points)			
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 50 miles from project site	4 - 5	
	50 miles to 100 miles from project site	2 - 3	
	More than 100 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 5 licensed professionals	1	Max = 3
	5 to 10 licensed professionals	2	
	More than 10 licensed professionals	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 \$250,000 in previous 24 months	2	
	\$250,000 to \$750,000 in previous 24 months	1	
	More than \$750,000 in previous 24 months	0	
2. Primary A/E Qualifications (Maximum 30 points)			
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	
3. Key Consultant Qualifications (Maximum 20 points)			
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	
4. Overall Team Qualifications (Maximum 10 points)			
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 5 sample projects	2	
	More than 5 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	
5. Overall Team Experience (Maximum 30 points)			
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 3 projects	0 - 3	
	3 to 7 projects	4 - 6	
	More than 7 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>OFC Manual</i> , the Standard Requirements, and ORC Chapter 153)	Less than 5 projects	0 - 1	
	5 to 10 projects	2 - 3	
	More than 10 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		Subtotal	

Notes:

Evaluator:

Name _____

Signature _____ Date _____