

Request for Qualifications (Criteria A/E)

The Ohio State University
2009 Millikin Rd, 400 Enarson Classroom Building
Columbus, OH 43210

www.fod.osu.edu
Phone 614-292-4458

Administration of Project: Local Higher Education

Project Name	<u>Chiller Replacements</u>	Response Deadline	<u>July 29, 2013 2:00 PM</u> local time
Project Location	<u>Various Locations</u>	Project Number	<u>OSU-130147</u>
City / County	<u>Columbus / Franklin</u>	Project Manager	<u>Tim Shepard</u>
Agency/Institution	<u>The Ohio State University</u>	Contracting Authority	<u>Local Higher Education</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 Tim Shepard at 400 Enarson Classroom Building, 2009 Millikin Road, Columbus, OH 43210. See Section H for additional submittal instructions.

Project Overview

A. Project Description

The Criteria Architect scope of work for this project will have two components. The first is a study of chillers located on campus and the second will be the criteria documentation for chiller plants to be replaced, selected from the study.

The study shall consist of approximately twelve chiller locations and will prioritize and create a timeframe for their replacement. The study should indicate size, type and age of existing chillers, cooling towers, current building cooling load requirements, existing control system and identify possible energy saving measures (i.e. use of variable speed drives). Existing electrical service should be examined to determine necessary modifications or upgrades. The study shall break the work required on the chillers into timeframes such as one year, two year, and five year periods and provide construction cost estimates for proposed work.

For the chillers selected to be replaced a hazardous material survey shall be prepared to determine the extent if any of hazardous containing material that will be affected by the work. A construction cost estimate to remediate shall be provided along with the survey.

The anticipated project delivery method for this project is Design Build.

State Prevailing Wage requirements apply to this project.

B. Scope of Services

The Criteria A/E's services will include preparing conceptual plans and specifications to assist the Owner in connection with the establishment of the design criteria for the Project. The Criteria A/E's services may also include serving as a representative of the Owner and providing other project-related design and construction administration services on behalf of the Owner, including but not limited to, confirming that the design prepared by the design-build firm reflects the original design intent established in the design criteria package.

The Criteria A/E's services will be set forth in more detail in the Criteria A/E's contract with the Owner.

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. Projects should represent the work of the primary firm, not consultants.

1. Experience in replacement of chillers in occupied buildings
2. Experience in chiller controls and operations
3. Experience in higher education facilities or similar facilities
4. Mechanical plant facility assessment

Request For Qualifications (Criteria A/E) continued

Project Name Chiller Replacements

Project Number OSU-130147

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 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.

Provide a copy of the firm's certificate of insurance showing the firm's current limits of liability for commercial general liability, employer's liability, business automobile liability, and professional liability.

Four (4) copies of the proposal must be submitted in sealed envelopes clearly marked "Statement of Qualifications for Criteria A/E Services for OSU-130147, Chiller Replacements.

Facsimile or emailed copies of the Statement of Qualifications will not be accepted.

Submit all questions regarding this RFQ in writing via email to Tim Shepard at shepard.74@osu.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.

Criteria Architect/Engineer Selection Rating

The Ohio State University
 2009 Millikin Rd, 400 Enarson Classroom Building
 Columbus, OH 43210

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 Phone 614-292-4458

Project Name Chiller Replacements Proposer Firm _____
 Project Number OSU-130147 City, State, Zip _____

Selection Criteria		Value	Score
1. A/E Firm Location (5 points)			
Proximity of primary A/E firm office where majority of work is to be performed in relationship to project site	Less than 50 miles	4 - 5	
	50 to 200 miles	2 - 3	
	More than 200 miles	0 - 1	
2. A/E Firm Size (5 points)			
Number of relevant licensed professionals within primary A/E firm available to perform the work.	Small = Less than 5 licensed professionals	3	
	Medium = 5 to 10 licensed professionals	2	
	Large = More than 10 licensed professionals	1	
3. Current Workload (5 points)			
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	4 - 5	
	\$250,000 to \$500,000	2 - 3	
	More than \$500,000	0 - 1	
4. Primary A/E Qualifications (30 points)			
a. Project Management Lead	Experience / ability of A/E project manager to manage scope / budget / schedule / quality	0 - 10	
b. Project Design Lead	Experience / creativity of lead designer to meet needs of owner	0 - 10	
c. Technical Staff	Experience / ability of technical staff to develop quality construction documents	0 - 5	
d. Construction Administration	Experience / ability of field representative to identify / solve issues during construction	0 - 5	
5. A/E Consultant Qualifications (10 points)			
Key Discipline Leads	Experience / ability of all key discipline leads to effectively perform the work	0 - 10	
6. Project Team Qualifications (15 points)			
a. Previous Team Collaboration Number of projects that a majority of the team members have worked together	Less than 2 projects (Low)	0 - 1	
	2 to 4 projects (Average)	2 - 3	
	More than 4 projects (High)	4 - 5	
b. LEED* Experience within Team	LEED AP(s)** on Team	0 - 1	
	LEED Registered Project(s)	0 - 2	
	LEED Certified Project(s)	0 - 2	
	Satisfies ALL above Criteria	Sum = 0 - 5	
c. Team Organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
7. Overall Project Team Experience (30 points)			
a. Budget and Schedule Management	Performance in completing projects within original budget and schedule limitations	0 - 5	
b. Experience with Similar Project Type	Less than 3 projects (Low)	0 - 3	
	3 to 6 projects (Average)	4 - 6	
	More than 6 projects (High)	7 - 10	
c. Past Performance	Level of performance as indicated by past A/E evaluations / letters of reference	0 - 5	
d. Knowledge of State of Ohio Capital Project Administration Process	Less than 3 projects (Low)	0 - 3	
	3 to 6 projects (Average)	4 - 6	
	More than 6 projects (High)	7 - 10	
		Subtotal	

* LEED = Leadership in Energy & Environmental Design developed by the U.S. Green Building Council
 ** LEED AP = LEED Accredited Professional credential by the Green Building Certification Institute

Notes:

Evaluator:

Name _____

Signature _____ Date _____