

Request for Qualifications (A/E)

Kent State University
Office of the University Architect, 615 Loop Road, 101 Harbourt Hall
Kent, Ohio 44242-0001



www.kent.edu/universityarchitect
v: 330-672-3880 ■ f:330-672-2648

Administration of Project: Local Administration

Project Name	<u>New Facility for the College of Architecture and Environmental Design – A/E</u>	Response Deadline	<u>Aug. 13, 2012 4:00 PM</u> local time
Project Location	<u>Kent State University</u>	Project Number	<u>KSU-11B153</u>
City / County	<u>Kent / Portage</u>	Project Manager	<u>Joseph (Jay) Graham</u>
Agency/Institution	<u>Kent State University</u>	Contracting Authority	<u>Kent State University</u>
No. of paper copies requested (stapled, not bound)	<u>1</u>	No. of electronic copies requested on CD (PDF)	<u>1</u>

Submit the requested number of Statements of Qualifications (SAO Form F110-330) directly to Timothy J. Konczal at Suite 330 Harbourt Hall, 615 Loop Road, P.O. Box 5190 Kent, Ohio 44242. See Section H for additional submittal instructions.

Project Overview

A. Project Description

The College of Architecture and Environmental Design is one of Kent State University's signature programs. Currently, the program is fractionalized with classroom, studios and faculty offices scattered across the campus in three separate structures that do not reflect the caliber of the program. Taylor Hall, located in the heart of campus is the base of operations and the location within the May Fourth Historic District makes it impossible to modify the existing building in a constructive way. Therefore, the university has set the construction of a new building for the program as a facility improvement priority. The proposed building is programmed at approximately 120,000 s.f. and will include studios, classrooms, administrative offices and various shop and research spaces. A site has been selected and will be announced during phase II of the selection process. The connection of the building to its surrounding site will be an important part of the design and the project will include all sidewalks, parking lots, landscaping and utility extensions to the site and building.

The university has identified three primary drivers of project. The building must be architecturally significant and representative of the stature of the CAED program. The building must be a model of sustainable design and energy performance. And the building must be affordable while accommodating all of the programmatic needs of the college.

In addition to the A/E firm, separate consultants will be contracted with Kent State University as the Major Construction Program Manager, LEED Process Consultant, and Commissioning Agent.

This project will be registered with the USGBC for minimum Silver LEED certification. Maximizing energy conservation is a critical component of the design goals to comply with House bill 251. The CMR must demonstrate a thorough understanding and commitment to LEED design and is responsible for executing the design and meeting LEED goals as set forth by the university.

This project will utilize the Construction Manager at Risk project delivery method.

B. Scope of Services

Upon award of the Agreement, The selected Architect/Engineer (A/E) shall commence with Design by verifying the Program of Requirements provided by the Owner.

The selected Architect/Engineer (A/E), as a portion of its required Scope of Services and prior to submitting its proposal, 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. The selected Architect/Engineer (A/E) shall 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 Phase including Construction Schedule Analysis, Post-Construction Phase and Project Close-out, and Extra Services and Additional Services of all types. Refer to *The SAO Manual* for additional information about the type and extent of services required for each.

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The A/E will be required to design the project to LEED Silver Certification. The A/E shall partner and cooperate fully with a separate LEED Consultant hired by the Contracting Authority. The A/E shall provide all required documentation to the LEED Consultant during design, construction, and post construction for LEED certification.

The A/E shall partner and cooperate fully with a separate Commissioning Agent hired by the Contracting Authority for the purpose of commissioning the MEP systems and the laboratory equipment and systems during design, construction, and post construction phases of the project.

Included in the Scope of Basic Services, the A/E shall:

- Provide Interior Design Services for building finish selections to be included in the construction Bid Documents.
- Provide Furniture Planning Design and Selection, and create Furniture Bid Documents that will be bid as a separate bid package at an appropriate time during construction, including associated support services.
- Provide Audio/Visual Systems design and create A/V Bid Documents that will be bid as a separate bid package at an appropriate time during construction, including associated support services.

During the construction period, provide not less than 16 hours (excluding travel time) on-site construction administration services each week, including (1) attendance and documentation of 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

For purposes of completing the Relevant Project Experience Matrix in Section F of the Statement of Qualifications (SAO Form #F110-330), below is a list of relevant scope of work requirements for this RFQ:

1. Projects with outstanding design aesthetics and sympathetic to campus context
2. Projects that exemplify sustainable design and high-performance building technologies and energy performance
3. Projects that achieve aesthetics and performance within a tight budget
4. Experience in higher education academic buildings
5. Experience in higher education architecture/studio buildings
6. Experience of team individuals in similar project type, size and construction.
7. Experience working with Kent State University, State of Ohio and/or Department of Administrative Services
8. Experience in using State of Ohio OAKS-CI system for project administration.
9. Experience in LEED design and certification of previous projects.
10. Experience in Public projects relative to original construction budget and schedule vs. final construction cost and schedule.

C. Funding / Estimated Budget

Total Project Cost	<u>\$40,000,000</u>	State Funding	<u>\$0</u>
Construction Cost	<u>31,000,000</u>	Other Funding	<u>\$40,000,000</u>
Estimated A/E Fee	<u>9.25% -9.75%</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).

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D. Services Required (see note below)

Primary Architectural
Secondary Landscape Architecture
M/E/P/Technology Engineering
Civil Engineering
Structural Engineering
Interior Finishes and Furniture Design
A/V Systems Design

E. Anticipated Schedule

A/E Services Start (mm/yy) Dec / 201
Construction Contracts Start (mm/yy) June / 2014
Construction Contracts Completed (mm/yy) Sept / 2016
A/E Services Completed (mm/yy) Dec / 2016

F. EDGE Participation Goal

Percent of *initial* TOTAL A/E Fee 5%

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 O.R.C. Chapter 4703, (2) a landscape architect holding a license and certificate of authorization issued by the Ohio Landscape Architects Board pursuant to O.R.C. 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 O.R.C. Chapter 4733.

G. Evaluation Criteria for Selection

The selection process will be completed in two phases. Phase I will comprise of evaluations of submitted qualifications packages, generation of a long-list and interviews of 5-6 firms. Three firms will be selected for Phase II and shall receive a stipend to generate a design for submission and consideration as part of the selections process. The submission will be evaluated on aesthetics, energy performance and affordability. The teams will have an opportunity to present their designs to the selection committee and members of the university community. The teams shall also submit a cost estimate and sustainability/energy narrative for their proposed design as part of the evaluation.

Phase I criteria

- 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 Construction Administration of previous projects for the State of Ohio.
- 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 A/E firms are required to submit the Commitment to Participate in the EDGE Business Assistance Program form in its Statement of Qualifications (SAO 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 SAO website at <http://ohio.gov/sao> (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.

Prior to executing the Architect/Engineer Agreement, the selected A/E must represent and warrant that it has not provided any material assistance, as that term is defined in O.R.C. Section 2909.33(C), to an organization that is identified by, and included on, the United States Department of State Terrorist Exclusion List and that it has truthfully answered "no" to every question on the Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization, and that it has provided or shall provide such to the Contracting Authority and/or the Ohio Business Gateway (<https://ohiobusinessgateway.ohio.gov/OBG/Membership/Security.mvc>).

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H. Submittal Instructions

Firms are required to submit the current version of Statement of Qualifications (SAO Form F110-330) available via the SAO website at <http://ohio.gov/sao>.

Submit one paper copy of the Statement of Qualifications which should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary.

Submit electronic files of the Statement of Qualifications on one CD. 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.

Pre-Proposal Meeting: The Office of the University Architect will present an overview of the Program and Contract requirements, followed by a tour of the site on **Thursday, July 26, 2012 from 2:00-4:00 p.m. local time**. The pre-proposal meeting will be held in the **Rockwell Hall Auditorium, 515 Hilltop Drive, Kent State University, Kent, Ohio 44242**. This pre-proposal meeting will provide the only public forum for potential applicants and team members to view the site and ask questions of the client and the Office of the University Architect prior to the submission deadline. **Other than this meeting, no personal tours or contact with the Dean or faculty of the College will be permitted.**

Architect/Engineer Selection Rating



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Project Name New Facility for the College of Architecture and Environmental Design Proposer Firm _____
Project Number KSU-11B153 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 100 miles	2 - 3	
	More than 100 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 10 licensed professionals	1	
	Medium = 10 to 20 licensed professionals	5	
	Large = More than 20 licensed professionals	5	
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 \$100,000	4 - 5	
	\$100,000 to \$250,000	2 - 3	
	More than \$250,000	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 - 5	
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 - 10	
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 5 projects (Low)	0 - 1	
	5 to 10 projects (Average)	2 - 3	
	More than 10 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 5 projects (Low)	0 - 3	
	5 to 10 projects (Average)	4 - 6	
	More than 10 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 5 projects (Low)	0 - 3	
	5 to 10 projects (Average)	4 - 6	
	More than 10 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 _____