

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

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|--|------------------------------------|--|-------------------------------|----------------|------------|
| Project Name | <u>Science Laboratory Building</u> | Response Deadline | <u>Aug 22, 2013</u> | <u>4:00 PM</u> | local time |
| Project Location | <u>Ohio University</u> | Project Number | <u>OHU - 141920</u> | | |
| City / County | <u>Athens / Athens</u> | Project Manager | <u>Dick Planisek</u> | | |
| Owner | <u>Ohio University</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 Dick Planisek at University Service Center; 49 Factory Street; Athens, OH 45701. See Section H of this RFQ for additional submittal instructions.

Project Overview

A. Project Description

Ohio University will be developing a new facility to contain offices, classrooms, teaching laboratories, and research laboratories intended to serve primarily the Departments of Chemistry, Physics and Astronomy, and Geology, with capabilities for collaboration with engineering, medical, other natural sciences programs. When completed, this building will replace existing space in several facilities throughout campus. The facility will serve undergraduate and graduate teaching functions, as well as graduate and faculty research spaces. This will be primarily a laboratory building, with specialized classroom spaces as needed. The facility is anticipated to contain about 225,000 GSF, although a complete programming phase will be performed to verify this assumption. Programming will require interface and coordination with several academic units. This is envisioned as a modern facility with flexibility in design and construction to accommodate a wide variety of research types as well as future changes in various program types, sizes and intensities. The design will be expected to fit the architectural context of the campus. A preliminary site location has been identified, but could be subject to change based on programming.

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

State Prevailing Wage requirements apply to this project.

B. Scope of Services

The initial portion of the project is to provide a feasibility study and programming for the facility, including review of existing facilities, programming meetings with a variety of academic disciplines, and development of various concepts of laboratory design. The deliverable for this effort will be a complete program, preliminary design concepts, and project cost projections. Engineering concepts for the facility and programming-level cost projections are critical parts of this portion of the work. This effort should be led by the Laboratory Planning & Design portion of the project team.

Upon completion of this effort, the University will decide when to proceed with a full building design and construction effort, including a determination of the preferred construction delivery method. The University at that time may opt to continue into a design/construction phase with the selected consultant, or may pursue other options. This will be determined by the strength of the relationship developed between the consultant and the University during the programming phase.

Upon acceptance of the programming work and a determination to continue with the selected consultant by the University, the consultant will proceed into schematic design, design development and construction phases. The final timing of this design phase will be determined based on availability of funding, and other criteria as determined by the University.

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 Development, Schematic Design, Design Development, Construction Document Preparation, Bid and Award Support, Conformed Documents, Construction Administration, Post-Construction, and Additional Services of all types.

Request for Qualifications (Architect / Engineer) continued

- 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.
- 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 address how they will implement Building Information Modeling ("BIM") on the project, 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>.

The University's intent is to not require EDGE participation for the feasibility study/programming portion of the project, but to require it for the design/construction phase of the project.

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, if requested, should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary. Paper copies should be submitted on plain bond paper, printed on two-sides.

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 Dick Planisek at planisek@ohio.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

State of Ohio Standard Forms and Documents

Project Name Science Laboratory Building Proposer Firm _____
 Project Number OHU - 141920 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 10 miles from project site | 4 - 5 | |
| | 10 miles to 50 miles from project site | 2 - 3 | |
| | More than 50 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 7 licensed professionals | 1 | Max = 3 |
| | 7 to 15 licensed professionals | 3 | |
| | More than 15 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 \$400,000 in previous 24 months | 2 | |
| | \$400,000 to \$800,000 in previous 24 months | 1 | |
| | More than \$800,000 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 - 15 | |
| 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 - 10 | |
| 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 5 projects | 4 - 6 | |
| | More than 5 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 _____