

Request for Qualifications (Criteria A/E)



Miami University
Physical Facilities/Facilities Contracting Office
181 Coles Service Building, 101 South Fisher Drive
Oxford, Ohio 45056

davidsea@muohio.edu

513.529.2453

Administration of Project: Local Administration

Project Name	<u>Anderson & McFarland Hall Renovations</u>	Response Deadline	<u>8/3/2012</u>	<u>4:00PM</u>	local time
Project Location	<u>Miami University, Oxford Campus</u>	Project Number	<u>MUN-100020</u>		
City / County	<u>Oxford/ Butler</u>	Project Manager	<u>Ted Christian</u>		
Agency/Institution	<u>Miami University</u>	Contracting Authority	<u>Miami University</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 (SAO Form F110-330) directly to Elizabeth Davidson at 181 Cole Service Building, Oxford, Ohio 45056; davidsea@muohio.edu. See Section H for additional submittal instructions.

Project Overview

A. Project Description

This project comprises the rehabilitation of 2 Residence Halls on the Oxford Campus of Miami University, Anderson and McFarland Halls. Built in 1961, Anderson Hall is a 3-story 49,749 GSF concrete and masonry structure, with 199 existing student beds. Built in 1959, McFarland Hall is a 3-story 37,573 GSF concrete and masonry structure, with 146 existing student beds. The total bed count will be reduced in each building to create more program space.

This project shall meet or exceed the minimum requirements for LEED Silver Certification.

Components of the project include improvements to MEP, life safety, classroom technology and voice/data communication systems. Rehabilitation of the building envelope may also be required, including new windows, masonry restoration, new clay tile roof, and foundation wall waterproofing.

A detailed Program of Requirements has been developed for this project. A current draft will be shared with shortlisted firms prior to interviews for selection of the Criteria A/E. The final draft will serve as the basis for the Program Verification stage.

B. Scope of Services

The project delivery method for this project will be Design Build (D/B). The selected Criteria Architect/Engineer (C-A/E) will provide services in accordance with the standards established by the State of Ohio Department of Administrative Services as set forth within its documents and exhibits relating to C-A/E services. See das.ohio.gov/Divisions/GeneralServices/StateArchitectsOffice/StateArchitectsOfficeDocuments.aspx.

The selected C-A/E 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 C-A/E Agreement detailed cost components to address the Owner's project requirements. C-A/E will participate in the Encouraging Growth, Diversity and 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: review and adapt Owner's current Design Standards to this renovation project, verify Owner's existing Program of Requirements, Concept and Design Criteria Stage Services, Best Value Selection Stage Services, Preconstruction Services, Construction and Closeout Services, and Additional Services of all types as may be requested by the Owner and agreed to by the Parties.

During the construction period, provide not less than 4 hours (excluding travel time) on-site construction administration services bi-weekly, including (1) attendance at progress meetings, (2) a written field report of each site visit, (3) on-site representation comprised of the C-A/E and its consultant staff involved in the primary design of the project, all having relevant and appropriate types of construction administration experience.

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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. Public University housing experience.
2. Major building renovation experience.
3. Design-Build delivery method experience.

C. Funding / Estimated Budget

Total Project Cost	<u>\$20,000,000</u>	State Funding	<u>\$0</u>
D/B Construction Budget	<u>\$17,000,000</u>	Other Funding	<u>\$20,000,000</u>
Estimated C-A/E Fee	<u>To Be Negotiated</u>		

NOTE: The C-A/E fee for this project includes all professional design services, and consultant services necessary for proper completion of the C-A/E 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>Architectural</u>
Secondary	<u>Structural</u>
	<u>Civil</u>
	<u>Landscape</u>
	<u>Mechanical, Electrical, Plumbing</u>
	<u>Fire Protection</u>
	<u>Telecommunications</u>
Others	<u>BIM Modeling</u>

E. Anticipated Schedule

Criteria A/E Services Start (mm/yy)	<u>09 / 12</u>
Construction Contracts Start (mm/yy)	<u>03 / 13</u>
Construction Contracts Completed (mm/yy)	<u>05 / 14</u>
Criteria A/E Services Completed (mm/yy)	<u>05 / 14</u>

F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL A/E Fee	<u>5%</u>
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NOTE: The primary C-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

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. Apparent resources and capacity to meet the needs of this project. The selected C-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 C-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. If the 5% goal is not met, the selected A/E will be asked to submit a "Good Faith Effort" form to document efforts it undertook to utilize EDGE-certified businesses. Both forms can be accessed via the SAO website at <http://ohio.gov/sao> (click on Forms).

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Prior to executing the Architect/Engineer Agreement Form, the selected C-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 form that it will submit to the Owner.

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> (click on Forms).

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.

Submit all questions regarding this RFQ in writing to Ted Christian at christtn@muohio.edu with reference to the project name in the subject line (no phone calls, please). Questions will be answered in an RFQ Clarification on the Miami University Facilities Contracting Office's website at www.pfd.muohio.edu/fco. If the RFQ is posted on the OAKS Capital Improvements (OAKS-CI) website <http://ci.oaks.ohio.gov/> then the RFQ Clarification will also be posted to the OAKS-CI website. The name of the party submitting a question will not be included on the Q&A document.

Criteria A/E Selection Rating

Miami University
 Physical Facilities Department/Facilities Contracting Office
 181 Cole Service Building, 101 South Fisher Drive
 Oxford, Ohio 45056



davidsea@muohio.edu
 Phone 513.529.2453

Project Name Anderson & McFarland Hall Renovations Proposer Firm _____
 Project Number MUN-100020 City, State, Zip _____

Selection Criteria		Value	Score
1. C-A/E Firm Location (5 points)			
Proximity of primary C-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 125 miles	4 - 5	
	More than 125 miles	4 - 5	
2. C-A/E Firm Size (5 points)			
Number of relevant licensed professionals within primary C-A/E firm available to perform the work.	Small = Less than 5 licensed professionals	0 - 1	
	Medium = 5 to 10 licensed professionals	2 - 3	
	Large = More than 10 licensed professionals	4 - 5	
3. Current Workload (5 points)			
Amount of fees awarded by the Contracting Authority to the primary C-A/E Firm in the previous 24 months (exclude projects on hold)	Less than \$250K	4 - 5	
	\$250K to \$500K	2 - 3	
	More than \$500K	0 - 1	
4. Primary A/E Qualifications (30 points)			
a. Project Management Lead	Experience / ability of C-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 4 projects (Low)	0 - 1	
	4 to 7 projects (Average)	2 - 3	
	More than 7 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 including Design-Build Delivery Method	Less than 4 projects (Low)	0 - 3	
	4 to 7 projects (Average)	4 - 6	
	More than 7 projects (High)	7 - 10	
c. Past Performance	Level of performance as indicated by past evaluations / letters of reference	0 - 5	
d. Knowledge of State of Ohio Capital Project Administration Process	Less than 4 projects (Low)	0 - 3	
	4 to 7 projects (Average)	4 - 6	
	More than 7 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 _____