

Request for Qualifications (A/E)



Ohio University - Design & Construction
Ridges Building #19, Suite 220
Athens, Ohio 45701

www.facilities.ohiou.edu/design_construction
Phone 740-593-2727

Administration of Project: Local Administration

Project Name	<u>Roof Replacements, Various Buildings</u>	Response Deadline	<u>08/28/2012</u> <u>4:00 PM</u> local time
Project Location	<u>Ohio Univ, Main & Regional Campuses</u>	Project Number	<u>OHU-07112012</u>
City / County	<u>Athens / Belmont/Ross</u>	Project Manager	<u>Mike West</u>
Agency/Institution	<u>Ohio University</u>	Contracting Authority	<u>Ohio 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 Mike West at westm@ohio.edu. See Section H for additional submittal instructions.

Project Overview

A. Project Description

This project involves the replacement of roofing on several buildings on the Athens campus, plus two others on regional campuses. The work may involve as many as 16 different structures. The scope of work will range from total or partial replacement of roofing to upgrades of flashings, gutters, and downspouts. Most of the roofs involved are flat, with membrane systems. Upgrades to some shingled roofs and clay tile roofs may also be included. Any proposer may be selected for some or all of the projects.

The buildings currently being considered for work are:

Grosvenor Hall	Clippinger Hall	Edwards Accelerator Laboratory
Chubb Hall	Seigfred Hall	Sing Tao House
Bentley Hall	Lasher Hall	Radio-TV Communications Building
Memorial Auditorium	Aquatic Center	Convocation Center
Irvine Hall	Stocker Center	Shoemaker Center at Chillicothe Campus
Shannon Hall at Eastern Campus		

NOTE: NEITHER ROOFING CONDITION REPORTS NOR INSPECTIONS OF ANY OF THE INVOLVED BUILDINGS WILL BE GRANTED TO ANY PROPOSER FOR THIS REQUEST FOR PROPOSAL PHASE.

B. Scope of Services

Evaluate existing roof conditions. Design repairs/replacements as needed. Provide complete construction documents package. Coordinate bidding and construction administration. The number of construction contracts required to do the work will be determined by the University and the consultant, and consideration may be given to bidding multiple projects in a bundle to one contractor.

For projects advertised with an appropriately developed Program of Requirements (POR), upon award of the Agreement, commence with Design. For projects without such a POR, upon award of the Agreement, commence by developing the Program of Requirements.

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 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 Verification, Schematic Design, Design Development, Construction Document Preparation, Bid and Award Support, Conformed Documents, Construction Phase, Post-Construction Phase, 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.

During the construction period, provide on-site construction administration services each week, including (1) attendance at 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

Request For Qualifications (A/E) continued

Project Name Roof Replacements, Various Buildings

Project Number OHU-07112012

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>).

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. Two-sided printing is preferred. 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 Mike West at westm@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 Question & Answer (Q&A) document can be found by downloading a new version of the RFQ or by clicking on the Q&A link to the right of the project listing. The name of the party submitting a question will not be included on the Q&A document.

Architect/Engineer Selection Rating



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Project Name Roof Replacements, Various Buildings Proposer Firm _____
 Project Number OHU-07112012 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 100 miles	4 - 5	
	100 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	1	
	Medium = 6 to 10 licensed professionals	3	
	Large = More than 10 licensed professionals	3	
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 \$300,000	4 - 5	
	\$300,000 to \$800,000	2 - 3	
	More than \$800,000	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 3 projects (Low)	0 - 1	
	3 to 6 projects (Average)	2 - 3	
	More than 6 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 4 projects (Low)	0 - 3	
	4 to 8 projects (Average)	4 - 6	
	More than 8 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 _____