

Request for Qualifications (A/E)

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



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

Administration of Project: Local Administration

Project Name	<u>Reactor Building Improvements</u>	Response Deadline	<u>09/13/2012 4:30 pm</u> local time
Project Location	<u>1298 Kinnear Rd</u>	Project Number	<u>OSU-110216</u>
City / County	<u>Columbus / Franklin</u>	Project Manager	<u>Rick Van Deusen</u>
Agency/Institution	<u>The Ohio State University</u>	Contracting Authority	<u>The Ohio State University</u>
No. of paper copies requested (stapled, not bound)	<u>5</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 Rick Van Deusen at 2009 Millikin Road, room 400, Columbus, OH 43210. See Section H for additional submittal instructions.

Project Overview

A. Project Description

The Nuclear Reactor Lab was built in 1960 and is approximately 3850 SF. A contract for funding has been awarded to proceed with the design of an entry foyer, parking lot, and multiple security upgrades as part of the Global Threat Reduction Initiative (GTRI). The entry foyer footprint will be approximately 26' x 29' containing restrooms and the addition will be connected on the southwest side of the existing building. Security improvements to the existing building will include a custom remote monitoring system as well as the addition of a number of devices to the existing OSU alarm and video monitoring systems, including cameras, access-control devices, intrusion-detection devices, anti-tamper devices and duress switches. In addition, there will be installation of intrusion-prevention devices including doors, locks, vehicle and pedestrian gates, custom grates and bars on existing openings and features to limit vehicle access. The existing Reactor Building exterior paint coating contains asbestos that will require abatement if disturbed.

Any contractor personnel working on this project who will have access to security related information regarding the Nuclear Reactor Laboratory must pass a background check as described at:

<http://ehs.osu.edu/RadSafety/IncreasedControls.aspx>

Individuals who can provide documentation from a recent similar background check may be able to expedite this process.

A detailed scope of work has been established by the granting agency and will be provided to A/E firm that is awarded a contract. The scope will be used to develop a Program of Requirements that will be reviewed and approved by multiple parties prior to the start of Schematic Design.

B. Scope of Services

Upon award of the Agreement, commence by developing the Program of Requirements for distribution, review, and approval.

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, 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 not less than 5 hours (excluding travel time) 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 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. Projects should represent the work of the primary firm, not consultants.

1. Similar building types in high security areas
2. Advanced security upgrades design
3. State of Ohio projects of similar size and scope

C. Funding / Estimated Budget

Total Project Cost	<u>\$866,038</u>	State Funding	<u>\$0</u>
Construction Cost	<u>\$581,795</u>	Other Funding	<u>\$866,038</u>
Estimated A/E Fee	<u>9.36%</u>		

NOTE: The design 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). Required Professional Liability Insurance will be \$1,000,000 per claim and annual aggregate.

D. Services Required (see note below)

Primary	<u>Architecture</u>
Secondary	<u>MEP Engineering</u>
	<u>Security Consultant</u>
	<u>Landscape Architect</u>
	<u>Hazardous Materials Consultant</u>
	<u>Civil Engineering</u>
Others	<u></u>

E. Anticipated Schedule

A/E Services Start (mm/yy)	<u>11 / 12</u>
Construction Contracts Start (mm/yy)	<u>05 / 13</u>
Construction Contracts Completed (mm/yy)	<u>10 / 13</u>
A/E Services Completed (mm/yy)	<u>12 / 13</u>

F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL A/E Fee	<u>5%</u>
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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

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. Design quality and demonstrated ability of prospective firm and its proposed consultants to provide design services which represent the University's *Design Values for Campus Development* (fod.osu.edu/proj_del/ref/0200_Design_Values.pdf). Specification writing credentials and experience. Experience and capabilities of using Critical Path Method (CPM) schedules as a project management resource. 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 will be required to sign the Professional Design Services Agreement, which can be accessed at fod.osu.edu/vendor. No modifications to the requirements in the contract will be accepted.

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

Request For Qualifications (A/E) continued

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be attached to the A/E's Technical Proposal. Both forms can be accessed at fod.osu.edu/vendor. 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 (www.homelandsecurity.ohio.gov/dma/dma_forms.asp).

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 via email to Rick Van Deusen at van-deusen.2@osu.edu with the project number included in the subject line.

Architect/Engineer Selection Rating

The Ohio State University
2009 Millikin Rd, 400 Central Classroom Building
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Project Name Reactor Building Improvements Proposer Firm _____
Project Number OSU-110216 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 5 licensed professionals	4 - 5	
	Medium = 5 to 10 licensed professionals	2 - 3	
	Large = More than 10 licensed professionals	0 - 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 \$100,000	4 - 5	
	\$100,000 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 - 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 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 _____