

# Request for Qualifications (Architect / Engineer)

## State of Ohio Standard Forms and Documents

---

**Administration of Project:** Local Higher Education

Project Name	<u>Athlete Performance Center</u>	Response Deadline	<u>Sept 30, 2014</u>	<u>2:00 P.M.</u>	local time
Project Location	<u>Miami University - Main Campus</u>	Project Number	<u>MUN-100046</u>		
City / County	<u>Oxford / Butler</u>	Project Manager	<u>Kevin Morris</u>		
Owner	<u>Miami University</u>	Contracting Authority	<u>Local Higher Education</u>		
Delivery Method	<u>CM at Risk</u>	Prevailing Wages	<u>State</u>		
No. of paper copies requested (stapled, not bound)	<u>4</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 Elizabeth Davidson at 181 Cole Service Building, 101 South Fisher Drive, Miami University, Oxford, OH, 45056. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Kevin Morris at [morris88@miamioh.edu](mailto:morris88@miamioh.edu) with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the Opportunities page on the OFCC website at <http://ofcc.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.

---

### Project Overview

#### A. Project Description

This project will construct a new, approximately 45,800 gross square-foot Athlete Performance Center. The project site is between the new Indoor Sports Center, currently under construction, and the north end of Yager Stadium on the north end of Miami University's Oxford campus. The facility will house new office, locker room, coaching, meeting, and related facilities for varsity football as well as providing rehab and physical training facilities. A program, conceptual design and schematic design package have already been developed for the project. This request is for Architect/Engineer (A/E) to provide design and project management for all post-schematic design phases, utilizing the already established schematic design concept and beginning with design development, through construction documents, bidding, construction and post-construction phases. The project has been approved for design services through design development documents. The university will amend this A/E contract upon approval for construction documents, bidding, construction contract administration and post-construction services.

Engineering Consultants will be selected and contracted by the A/E and must be part of the AE team evaluated under the RFQ.

A Commissioning Agent and Construction Manager at Risk will be selected and contracted directly with the University. The A/E shall, at the University's discretion, participate in the interview process for a Construction Manager and for a Commissioning Agent in an advisory role and will not have a vote for selection.

This building will include football weight room, locker room for football, training and rehab facilities, meeting rooms, a central lobby and related support spaces.

This building has been designed as two above grade floors plus partial third floor mechanical spaces. It will abut and connect to the new Indoor Sports Center to the immediate north as well as the north stands of Yager Stadium to the immediate south.

This project will not be registered with the USGBC, but design shall follow principals required to meet or exceed a minimum Silver LEED Certification.

The project delivery method is Construction Manager at Risk.

State Prevailing Wage requirements apply.

The University will not be accepting individual meeting requests regarding this project.

Only firms shortlisted for interviews will be provided the schematic design concept.

#### B. Scope of Services

Upon award of the Agreement, project shall commence with Design Development utilizing the direction set forth in schematic design drawings, specifications, narratives and program.

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.

## Request for Qualifications (Architect / Engineer) continued

As required by the Agreement, and as properly authorized, provide the following categories of services: Design Development, Construction Document Preparation, Bid and Award Support, Conformed Documents, Construction Administration, Post-Construction, and Additional Services of all types.

Refer to the *OFC Manual* for additional information about the type and extent of services required for each. A copy of the standard Agreement can be obtained at the OFCC website at <http://ofcc.ohio.gov>.

During the construction period, provide not less than 18 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.

The A/E team shall provide the following services: Civil Engineering, Architectural Design, Interior Design, Structural Engineering and Design, M/E/P/FP engineering, and Construction Administration service. Special Inspections may be required as an additional service. For purposes of completing the Relevant Project Experience Matrix in Section F of the Statement of Qualifications (Form F110-330), below is a list of relevant scope of services requirements for this RFQ:

1. Division 1 University sports facilities/Sports Venue design
2. Sports Administration and support facilities
3. State of Ohio Higher Education facilities
4. Medical rehab and/or athletic training facilities
5. Previous State of Ohio construction contract work experience by Architect.
6. For Engineering firms, previous projects performed with the Architect as lead
7. LEED silver-certified project experience.
8. B.I.M.- (Building information modeling) experience.
9. MEP Systems
10. Fire Protection Systems
11. Data/Telecom Systems (RCDD Certified)
12. Structural Engineering

### C. Funding / Estimated Budget

Total Project Cost	<u>\$15,900,000-\$19,800,000</u>	State Funding	<u>\$0</u>
Construction Cost	<u>\$12,000,000-\$14,600,000</u>	Other Funding	<u>\$19,800,000</u>
Estimated A/E Fee	<u>6.0% to 7.5%</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).

### D. Services Required (see note below)

Primary	<u>Ohio Registered Architect/LEED AP</u>
Secondary	<u>Structural Engineering</u>
	<u>Interior Design/Sports Venue Design</u>
	<u>MEP&amp;FP Engineering</u>
	<u>Code Consultant</u>
	<u>Civil Engineering</u>
	<u>Data/Telecom Systems (RCDD Cert.)</u>
Others	<u>Graphic Design, Landscape Design</u>

### E. Anticipated Schedule

Professional Services Start (mm/yy)	<u>10 / 14</u>
Construction Stage Start (mm/yy)	<u>05 / 15</u>
	<u>11 / 16 pending</u>
Construction Stage Completed (mm/yy)	<u>CMR input</u>
Professional Services Completed (mm/yy)	<u>02 / 17</u>

### F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL A/E Fee	<u>5.0%</u>
---	-------------

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

## Request for Qualifications (Architect / Engineer) continued

---

### 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 type.
- 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.
- 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 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>.

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.

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.

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, CPE, 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  
ACEC: American Council of Engineering Companies  
AIA or FAIA: American Institute of Architects

CCCA: Certified Construction Contract Administrator (CSI)  
CCM: Certified Construction Manager (CMAA)  
CCS: Certified Construction Specifier (CSI)  
CDT: Construction Document Technologist (CSI)  
CMAA: Construction Management Association of America  
CPE: Certified Professional Estimator (American Society of Professional Estimators)  
CSI or FCSI: Construction Specifications Institute  
DBIA or Associate DBIA: Design-Build Institute of America (list credentials, not memberships)  
NCARB: National Council of Architectural Registration Boards (list certification only)  
NCIDQ: National Council for Interior Design Qualification  
NSPE: National Society of Professional Engineers

# Architect/Engineer Selection Rating Form

## State of Ohio Standard Forms and Documents

Project Name Athlete Performance Center Proposer Firm \_\_\_\_\_  
 Project Number MUN-100046 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary Firm Location, Workload and Size (Maximum 10 points)</b>			
a. Proximity of firm to project site	Less than 50 miles	5	
	50 miles to 100 miles	2	
	More than 100 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$1,000,000	2	
	\$1,000,000 to \$2,000,000	1	
	More than \$2,000,000	0	
c. Number of licensed professionals	Less than 10 professionals	1	Max = 3
	10 to 20 professionals	2	
	More than 20 than professionals	3	
<b>2. Primary Firm Qualifications (Maximum 30 points)</b>			
a. Project management lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	Max = 20
b. Project design lead	Experience / creativity of project designer to achieve owner's vision and requirements	0 - 10	
c. Technical staff	Experience / ability of technical staff to create fully coordinated construction documents	0 - 5	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 5	
<b>3. Key Consultant Qualifications (Maximum 20 points)</b>			
a. Key discipline leads	Experience / ability of key consultants to perform effectively and collaboratively	0 - 15	
b. Proposed EDGE-certified Consultant participation*	One additional point for every 2 percent increase in professional services over the advertised EDGE participation goal	0 - 5	
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
a. Previous team collaboration	Less than 4 sample projects	1	Max = 3
	4 to 6 sample projects	2	
	More than 6 sample projects	3	
b. LEED** Registered / Certified project experience	Registered projects	1	Max = 2
	Certified projects	2	
c. BIM project experience	Training and knowledge	1	Max = 3
	Direct project experience	3	
d. Team organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
<b>5. Overall Team Experience (Maximum 30 points)</b>			
a. Previous team performance	Past performance as indicated by evaluations and letters of reference	0 - 10	
b. Experience with similar projects / delivery methods	Less than 4 projects	0 - 3	
	4 to 6 projects	4 - 6	
	More than 6 projects	7 - 10	
c. Budget and schedule management	Performance in completing projects within original construction budget and schedule	0 - 5	
d. Knowledge of Ohio Capital Improvements process	Less than 3 projects	0 - 1	
	3 to 6 projects	2 - 3	
	More than 6 projects	4 - 5	
* Must be comprised of professional design services consulting firm(s) and NOT the primary firm ** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute		<b>Subtotal</b>	

Notes:

Evaluator:

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_