

# Request for Qualifications (Architect / Engineer)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Local Higher Education

Project Name	<u>Mid-Rise / Mixed-Use Facility</u>	Response Deadline	<u>10/6/14</u>	<u>2 PM</u>	local time
Project Location	<u>2911 Scioto Lane</u>	Project Number	<u>UCN-15018A</u>		
City / County	<u>Cincinnati / Hamilton</u>	Project Manager	<u>Dennis Funke</u>		
Owner	<u>University of Cincinnati</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>Six</u>	No. of electronic copies requested on CD (PDF)	<u>One</u>		

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Dennis Funke at University of Cincinnati; Planning+Design+Construction; University Hall, Suite 640; 51 Goodman Drive; Cincinnati, Ohio 45219-0186. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Dennis Funke at [dennis.funke@uc.edu](mailto:dennis.funke@uc.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.

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### Project Overview

#### A. Project Description

The Department of Campus Services - Housing & Food Services has determined that a mid-rise/mixed-use facility is to be constructed on the site south of Scioto Hall. The Mid-Rise/Mixed-Use Facility is located on the Uptown Campus - West, bordered by the University Ave. Parking Garage on the east, Scioto Hall on the north, Campus Green to the west and University Ave to the south. The former dormitory, Sawyer Hall, which was constructed in 1965 and demolished in 2006 sat on this site. The Sawyer Hall basement and foundations remain with a footprint that is 40 ft x 120 ft. The plan is to maintain the basement and the existing mechanical services which provide service to the adjacent Scioto and Morgens Halls.

The siting of the Mid-Rise/Multi Use Facility is at critical location on the border of Campus Green. This structure and its associated site improvements must be designed to a high standard. The intentions and concepts of the University of Cincinnati Campus Master Plan must be respected and responded to accordingly. The visual prominence of this new complex to the existing streetscape and the iconic buildings of Main Street dictate a high level of design sensitivity and creativity.

The Mid-Rise/Mixed-use Facility should be designed to house dormitory units for 200 students. These units are to be suite-style with 4 beds and a bathroom for each unit. The Housing management control office will be located in the adjacent Scioto Hall with a connector to the dormitory space in this new mid-rise structure. The Mid-Rise structure will provide new offices (approx. 9,600 SF) for Housing and Food Services. These University offices are to be located one floor above grade with an obvious public access. Anticipated hours of operation would be typical University business hours. There will also be a food service operation at grade-level which will serve the University community with a full-service operation supported with storage, refrigeration and kitchen equipment. Service access to this structure will be provided from Scioto Lane. The food service venue will provide less seating capacity than a full-service dining room and should be designed as a café style of operation.

The site restoration and improvements include the areas bordered by the University Ave. Parking Garage, Morgens Hall, Campus Green and University Ave. The design will enhance and continue the scheme of the adjacent Campus Green. There will need to be an early site restoration construction package for the site surrounding Scioto Hall to allow for that dormitory's earlier occupancy date of August 1, 2016.

The Architect-of-Record (AOR) selected for this project will be required to work with a Construction Manager at-Risk. The CMR is Messer Construction Company and their contract is presently being negotiated with the University.

The Mid-Rise/Mixed Use Facility must be designed, constructed and ready for occupancy as follows: The food service, dining facility and housing management control offices **no** later than November 1, 2016; the dormitory housing units **no** later than April 1, 2017.

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## B. Scope of Services

The University will be selecting a nationally recognized Design Architect to lead the planning and design efforts of this new Mid-Rise/Mixed-Use Facility. The University will also be selecting a nationally recognized Landscape Architect to work in collaboration with the AOR. Both the Design Architect and the Landscape Architect will be assigned to the AOR's contract as consultants.

Phased construction documentation will be required to allow early bid packages by a Construction Manager at-Risk for demolition, foundations, structure, façade systems and mechanical component sourcing prior to the issuance of a final construction document package. This is a fast-tracked project, with multiple-bid packages, of an approx. 2 year duration.

The University will provide an opportunity for all interested firms to view the Mid-Rise/Mixed-Use Facility site on Tuesday September 23, 2014, from 1:00 PM. until 3:00 PM. Interested firms should meet at the site of the former Sawyer dormitory.

The A/E will participate in the Encouraging Growth, Diversity & Equity (EDGE) Program as required by statute and the A/E Agreement.

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

During the construction period, provide not less than 40 hours (excluding travel time) on-site construction administration services each week by the Architectural firm, including (1) attendance at progress meetings, (2) an A/E written weekly field report (3) M.E.P. provide not less than 20 hours (excluding travel time) 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 Architect's Consultants will provide shop drawing review and site visits as needed to provide timely assurance that the design concepts are fulfilled.

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 work requirements for this RFQ:

1. Qualifications and experience with the design and preparation of construction bid documents and administering the construction phase of contracts following the State of Ohio, Department of Administrative Services, Guide for Capital Improvements and the Department of Industrial Compliance.
2. Qualifications and experience to utilize BIM and Revit in the preparation of the construction documents.
3. Qualifications and experience on past projects on the Campus of the University of Cincinnati which address the design and construction of a major new building which anchors the Residential Housing Zone and embraces an important public street frontage.
4. Qualifications and experience in the design of Mid-Rise/Mixed-Use projects which include mixed occupancies as defined by OBBC.
5. Qualifications and experience as the A/E project team member, working with a Construction Manager at-Risk to issue fast track, multi-phase bid documents, on time-critical projects. Coordination and design collaboration is required with the AOR of the adjacent Scioto Hall Renovation.
6. Qualifications and experience in the successful application of LEED design practices including all required documentation for the certification of a completed project.
7. Qualifications and experience in the application of the University Design Standards.

## C. Funding / Estimated Budget

Total Project Cost	<u>\$20,000,000.</u>	State Funding	<u>\$0.00</u>
Construction Cost	<u>\$15,650,000</u>	Other Funding	<u>\$20,000,000</u>
Estimated A/E Fee	<u>11.0% to 12.0%</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).

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

Primary	<u>Architect of Record</u>
Secondary	<u>Design Architect (assigned by the University)</u>
	<u>Landscape Architect (assigned by the University)</u>
	<u>Site / Civil, Structural</u>
	<u>Plumbing, Fire Protection, Mechanical, Electrical)</u>
	<u>LEED Design and Certification</u>
	<u>Commissioning</u>
Others	<u>Food Services and Dining Consultant</u>

### E. Anticipated Schedule

Professional Services Start (mm/yy)	<u>12 / 14</u>
Construction Stage Start (mm/yy)	<u>04 / 15</u>
Construction Stage Completed (mm/yy)	<u>04 / 17</u>
Professional Services Completed (mm/yy)	<u>09 / 17</u>

### F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL A/E Fee	<u>7.5%</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 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.

### 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.
- 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 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.

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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 Mid Rise / Mixed Use Facility Proposer Firm \_\_\_\_\_  
 Project Number UCN-15018A 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 \$100,000	2	
	\$100,000 to \$1,000,000	1	
	More than \$1,000,000	0	
c. Number of licensed professionals	Less than 3 professionals	1	Max = 3
	3 to 10 professionals	2	
	More than 10 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 3 sample projects	1	Max = 3
	3 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 3 projects	0 - 3	
	3 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 \_\_\_\_\_