

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>Pomerene and Oxley Halls Renovation</u>	Response Deadline	<u>10/1/2014</u>	<u>2:00 p.m.</u>	local time
Project Location	<u>Columbus Main Campus</u>	Project Number	<u>OSU-150008</u>		
City / County	<u>Columbus / Franklin</u>	Project Manager	<u>Ruth Miller</u>		
Owner	<u>The Ohio State 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>5</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 Ruth Miller at 400 Enarson Classroom Building, 2009 Millikin Rd, Columbus, OH 43210. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Ruth Miller at miller.2495@osu.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

The Ohio State University is seeking an architectural firm to submit qualifications for the renovation of Pomerene and Oxley Halls, located on the Columbus campus. The two buildings will be renovated as one project to house the University's new Data Analytics Program. A third component of this project scope is the enabling project to renovate space in Baker Commons. This space will house the Office of Disability Services as they move out of Pomerene Hall. This request is for the **Architect of Record** to provide project management for all phases – programming, schematic design, design development, construction documents, bidding, construction and post construction phases. The MEP Engineer will be selected separately. The selected Architect of Record will participate in the interviews for the selection of the MEP Engineer in collaboration with the University and the MEP Engineer will be under the contract of the Architect of Record. The structural, civil, landscape, interiors disciplines will be selected as part of the Architect of Record's design team. The University reserves the right to select a separate design team for the Baker Commons renovation. This would be accomplished in collaboration with the Architect of Record as this design team would be under their contract.

Ohio State University is developing what is termed The Discovery Themes in order to leverage the University's special strengths to address the technological, social, and environmental stresses that define today's global world. As the nation's largest and most comprehensive public university, OSU can focus a breadth of expertise on the issues of Health and Wellness, Energy and Environment, and Food Production and Security. All three Discovery Themes will use large amounts of data and Pomerene Hall and Oxley Hall will be the hub of the first Discovery Theme initiative: Data Analytics. The new Data Analytics headquarters will house newly recruited faculty experts and research space dedicated to synthesizing and understanding big data across numerous disciplines. Pomerene and Oxley Halls are ideal locations for the Data Analytics Program because of their position on Neil Avenue and 12th Avenue where they are close to both the academic core and the health sciences districts.

Pomerene Hall is a 73,300 GSF, 3-story plus basement, brick Jacobethan Revival style building constructed in 1922. It was built to function as the women's student union. Oxley Hall is a 30,765 GSF, 3-story plus basement, brick English Renaissance style building constructed in 1908. It was built to function as the first women's dormitory on campus. The Baker Commons renovation will encompass 18,200 GSF. This project will require a major interior renovation of the buildings to provide space for faculty and staff offices, conference/meeting rooms, classrooms, computer labs, data storage and support areas. Both buildings have historical significance and the intent is to retain the original characteristics of the buildings. Exterior restoration work will also be required; therefore, a historical renovation consultant should be included on the Architect's project team. The Architect of Record will prepare a Program of Requirements and a planning phase scoping document as an additional service. The project will be registered with the USGBC for minimum Silver LEED certification.

B. Scope of Services

The Architect of Record (AOR) will be expected to have strong leadership and design capabilities with experience in the successful delivery of complex projects in a university setting. The selected AOR must have experience working in collaboration with multiple user groups and a sizable team of consultants. The AOR's design team must have strong

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collaboration and unison with the separately selected MEP Engineer, the Construction Manager at Risk, Commissioning Agent and experience with guaranteed maximum price.

Upon award of the Agreement, the AOR will commence by developing a scoping study and the Program of Requirements. The development of the PoR will be a collaborative process and the AOR will be expected to work with the designated University project team to develop a program based on prioritized space needs that will:

- Provide leading edge computer labs and classroom space
- Optimize shared interdepartmental space and adjacencies
- Maximize sustainable practices by the building and its occupants
- Create flexibility in design between individual buildings
- Provide efficient space utilization for offices, meeting, and instructional spaces
- Increase energy efficiency with the rehabilitation of exterior envelope and new building systems
- Determine and provide the required utilities to the buildings
- Define historically significant features of the buildings that should be retained

The AOR will be required to present the project to the University's Design Review Board at the conceptual design, schematic design, and design development phases.

The AOR will be required to include (as part of basic services) design for civic structure improvements that will be within the construction costs, but may be located outside the project site boundary.

The AOR will be required to prepare cost estimates through the Design Development phase and project design schedules. The AOR will participate in the estimate reconciliation process with the CM at Risk.

The AOR will be required to contract for material testing and inspection services as a reimbursable to their contract. The firm providing this service will be selected in conjunction with the University. The scheduling and coordination of the material testing and inspection firm will be the responsibility of the selected CM at Risk.

Design documents for the GMP submittal will be required to be 65-75% complete. The exact percentage will be determined by the University at a later date.

The selected Architect of Record, as a portion of its required Scope of Services and prior to submitting its proposals, will discuss and clarify with the Owner/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. Required Professional Liability Insurance will be \$2,000,000 per claim and \$4,000,000 annual aggregate.

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 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>.

The selected A/E will be required to sign the standard agreement. No modifications to the requirements in the agreement will be accepted.

During the construction period, provide not less than **70** hours (excluding travel time, 50 hours for architectural and 20 hours for MEP for Pomerene, Oxley and Baker Commons) 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.

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. Programming/design for higher education facilities
2. Historically significant renovations/ exterior envelope restoration
3. Design excellence (3d party endorsement)

For the purpose of the selection of 10 Relevant Projects in Section F of the Statement of Qualification (Form F110-330), projects must be designed by the lead firm or the architectural design consultant's firm.

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C. Funding / Estimated Budget

Total Project Cost	<u>\$58,950,339</u>	State Funding	<u>\$52,800,000</u>
Construction Cost	<u>\$43,263,878</u>	Other Funding	<u>\$6,150,339</u>
Estimated A/E Fee	<u>7.5% to 8.0%</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).

D. Services Required (see note below)

Primary	<u>Architectural</u>
	<u>MEP Engineering/AV/IT (selected separately in collaboration w/ University)</u>
Secondary	<u>Interior Design</u>
	<u>Civil Engineer, Structural Engineer</u>
	<u>Landscape Architect</u>
	<u>Material Testing (selected later)</u>
	<u>Environmental Consultant</u>
Others	<u>Historic Renovation Consultant</u>

E. Anticipated Schedule

Professional Services Start (mm/yy)	<u>02 / 15</u>
Construction Stage Start (mm/yy)	<u>06 / 16</u>
Construction Stage Completed (mm/yy)	<u>12 / 17</u>
Professional Services Completed (mm/yy)	<u>03 / 18</u>

F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL A/E Fee	<u>5.0%</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.
- 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
- Proximity of prospective firms to the project site.
- Proposer's apparent resources and capacity to meet the needs of this project.

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>. The A/E team will be required to follow the University's standards for BIM.

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) Section H. Additional Information 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 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>.

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The **EDGE Participation Statement of Intent to Contract and Perform** from Section H. Additional Information must also be submitted. 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

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Project Name Pomerene and Oxley Halls Renovation Proposer Firm _____
 Project Number OSU-150008 City, State, Zip _____

Selection Criteria		Value	Score
1. Primary Firm Location, Workload and Size (Maximum 10 points)			
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 \$200,000	2	
	\$200,000 to \$1,000,000	1	
	More than \$1,000,000	0	
c. Number of licensed professionals	Less than 2 professionals	1	Max = 3
	2 to 10 professionals	2	
	More than 10 than professionals	3	
2. Primary Firm Qualifications (Maximum 35 points)			
a. Project management lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	Max = 25
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 - 10	
3. Key Consultant Qualifications (Maximum 15 points)			
a. Key discipline leads	Experience / ability of key consultants to perform effectively and collaboratively	1 - 10	
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	
4. Overall Team Qualifications (Maximum 10 points)			
a. Previous team collaboration	Less than 2 sample projects	1	Max = 3
	2 to 4 sample projects	2	
	More than 4 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	
5. Overall Team Experience (Maximum 30 points)			
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		Subtotal	

Notes:

Evaluator:

Name _____

Signature _____

Date _____