

# 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>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>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 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.

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### Project Overview

#### A. Project Description

The Ohio State University is seeking an engineering 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 **MEP Engineer** to provide project management for all phases – programming, schematic design, design development, construction documents, bidding, construction and post construction phases. The selected Architect of Record will participate in the interviews for the selection of the MEP Engineer in collaboration with the University. The MEP Engineer will be under the contract of the Architect of Record.

The Ohio State 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 all 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 12<sup>th</sup> 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. The project will be registered with the USGBC for minimum Silver LEED certification.

#### B. Scope of Services

The MEP Engineer 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 MEP Engineer must have strong collaboration and unison with the Architect of Record's design team, the Construction Manager at Risk, Commissioning Agent and experience with guaranteed maximum price.

Upon award of the Agreement, the Architect of Record will commence by developing a scoping study and the Program of Requirements. The development of the PoR will be a collaborative process and the Architect of Record will be expected to

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work with the designated University project team as well as the MEP Engineer to develop a program based on prioritized space needs that will:

- Provide leading edge IT/AV for computer labs, classrooms and conference spaces
- Optimize space utilization in mechanical rooms and chases
- Maximize sustainable practices by the building and its occupants
- Create flexibility in design between individual buildings
- Integrating digital controls with building equipment
- Increase energy efficiency with the rehabilitation of exterior envelope and new building systems
- Determine and provide the required utilities to the buildings

The MEP Engineer should refer to the RFQ published for the Architect of Record for other requirements that may not be listed in this RFQ, but may affect their scope of services.

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>.

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. MEP design for major renovation
3. Proven track record of design within established budget
4. Technology integration into design
5. State of Ohio/Construction Manager at Risk

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.

### 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>Negotiated w/Architect</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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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 Pomerene and Oxley Halls Renovation Proposer Firm \_\_\_\_\_  
 Project Number OSU-150008 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 \$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	
<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 - 5	
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	
<b>3. Key Consultant Qualifications (Maximum 20 points)</b>			
a. Key discipline leads	Experience / ability of key consultants to perform effectively and collaboratively	1 - 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 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	
<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 \_\_\_\_\_