

# 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>Shriver Center: Phased Renovation</u>	Response Deadline	<u>9/30/13</u>	<u>2:00 pm</u>	local time
Project Location	<u>Miami University, Oxford Campus</u>	Project Number	<u>MUN-100037</u>		
City / County	<u>Oxford / Butler</u>	Project Manager	<u>Ted Christian</u>		
Owner	<u>Miami University</u>	Contracting Authority	<u>Local Higher Education</u>		
No. of paper copies requested (stapled, not bound)	<u>3</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.

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### Project Overview

#### A. Project Description

Miami University ("Owner") seeks responses from qualified firms to provide design and related services for phased renovations of the Shriver Center. The Shriver Center has served as Miami's University Center since its construction in 1957. With the relocation of many of the Shriver Center's operations to the new Armstrong Student Center (opening fall 2013), renovations are planned to re-purpose approximately 46,000 square feet of vacated space across 3 floors of the building. The project will also include accessibility improvements to the main entrance.

Program components include the following: FIRST FLOOR: new retail space, a Welcome Center and Admissions office suite with 200 seat auditorium, relocation of the housing and meal plan office suite. SECOND FLOOR: reconfiguration of the Shriver Center's business office suite, enhanced Pre-Function and Lobby spaces serving the existing multi-purpose conference and banquet rooms, enhanced restrooms including reconfiguration for separate family and accessible restrooms, reconfiguration of the existing catering kitchen, development of a new fashion design department. THIRD FLOOR: relocation of the Rinella Learning Center (a tutorial assistance program), relocation of the University's Office of Disability Resources, and creation of a combined testing center for use by both units.

The selected A/E will provide programming and schematic design services to cover all program components. The selected A/E will provide a full-scope of services for Phase 1 only. The selected A/E may be requested to provide full-scope services for subsequent phases contingent upon funding and satisfactory performance during Phase 1. The University's vision for Phase 1 consists of the third floor components identified above. As part of its Phase 1 services, the selected A/E will work with the University and the selected Construction Manager to develop subsequent phasing that will achieve the best overall value for the University. Phase 1 construction is anticipated to commence in the early summer of 2014.

An initial concept study consisting of floor plans, conceptual budget, and an HVAC scope narrative has been prepared and will be shared with short-listed firms prior to interviews. Selected AE will prepare a Program of Requirements as an additional service.

The anticipated project delivery method for this project is Construction Manager at Risk.

State Prevailing Wage requirements apply to this project.

#### B. Scope of Services

Upon award of the Architect/Engineer (A/E) Agreement, A/E will commence by working with the University to develop the Program of Requirements based upon the provided initial concept study. The A/E will also assist the Owner with selection of the Construction Manager.

The selected 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. The selected A/E will 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: 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 *Ohio Facilities Construction 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 16 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 project will require the following design and engineering disciplines: Architecture, interiors, retail display and fixturing design, environmental graphics, electrical, plumbing, mechanical, fire alarm, fire suppression, building automation controls, structural, civil, audio/visual systems, telecommunications (RCDD required), food service, and kitchen equipment. Experience with Ohio's Capital Improvement Process is preferred.

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 (not listed in order of importance):

1. College/University Student Center Experience
2. Complex Renovation Experience—Programming to Construction Administration
3. Interior Design
4. Phasing and Logistics in Occupied Facilities

### C. Funding / Estimated Budget

Total Project Cost	<u>\$4,200,000</u>	State Funding	<u>\$0</u>
Construction Cost	<u>\$3,000,000</u>	Other Funding	<u>\$4,200,000</u>
Estimated A/E Fee	<u>7.75% to 8.25%</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>Architecture</u>
Secondary	<u>M/E/P/FP/T Engineering</u>
	<u>Structural Engineering</u>
	<u>Interior Design</u>
	<u>Environmental Graphics</u>
	<u>Food Service/Kitchen Equipment</u>
Others	<u></u>

### E. Anticipated Schedule

Professional Services Start (mm/yy)	<u>11 / 13</u>
Construction Stage Start (mm/yy)	<u>06 / 14</u>
Construction Stage Completed (mm/yy)	<u>12 / 14</u>
Professional Services Completed (mm/yy)	<u>01 / 15</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 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.

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### G. Evaluation Criteria for Selection

- Demonstrated ability to meet Owner's 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 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.

Submit all questions regarding this RFQ in writing to Elizabeth Davidson at [davidsea@miamioh.edu](mailto:davidsea@miamioh.edu) with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the University's Facility Contracting Office's website at [www.pfd.muohio.edu/fco](http://www.pfd.muohio.edu/fco) and the OFCC website on a regular basis at <http://ofcc.ohio.gov/opportunities.aspx> until one week before the response deadline. The name of the party submitting a question will not be included on the Q&A document.

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, 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:

CCCA: Certified Construction Contract Administrator (CSI)

CCM: Certified Construction Manager (CMAA)

CCS: Certified Construction Specifier (CSI)

CDT: Construction Document Technologist (CSI)

DBIA: Design-Build Institute of America

# Architect/Engineer Selection Rating Form

## State of Ohio Standard Forms and Documents

Project Name Shriver Center: Phased Renovations Proposer Firm \_\_\_\_\_  
 Project Number MUN-100037 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 \$500,000	2	
	\$500,000 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 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 - 5	
c. Technical staff	Experience / ability of technical staff to create fully coordinated construction documents	0 - 10	
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	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 2 projects	0 - 3	
	2 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 5 projects	0 - 1	
	5 to 9 projects	2 - 3	
	More than 9 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 \_\_\_\_\_