

Request for Qualifications (A/E)

The Ohio State University
2009 Millikin Rd, 400 Central Classroom Building
Columbus, OH 43210



www.fod.osu.edu
Phone 614-292-4458

Administration of Project: Local Administration

Project Name	<u>Lima Campus – New Student Life Building</u>	Response Deadline	<u>09/28/2012</u> <u>4:30pm</u> local time
Project Location	<u>4240 Campus Drive</u>	Project Number	<u>OSU-071557</u>
City / County	<u>Lima / Allen County</u>	Project Manager	<u>Nikolina Sevis</u>
Agency/Institution	<u>The Ohio State University</u>	Contracting Authority	<u>The Ohio State University</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 Nikolina Sevis at 2009 Millikin Road, room 400, Columbus, OH 43210. See Section H for additional submittal instructions.

Project Overview

A. Project Description

This project will provide a new 15,000 SF Student Life Building at The Ohio State University's regional campus in Lima, Ohio. The program will include a 10,000 SF wellness center, 5,000 SF of student soft space, café with full service kitchen area and seating, and locker rooms with rest rooms. The new building will have fire protection, fire alarm and security system. The building site location is to be confirmed, but will include an access road and surface parking lot for a minimum of 36 cars, irrigation, landscape and planting. The project will need to tie into existing domestic water line, and will require new sanitary, storm sewer, and new gas line. The selected Architect/Engineer (A/E) will be required to utilize Building Information Modeling (BIM).

The Architect/Engineer (A/E) will prepare a Program of Requirements (POR) as an Additional Service. A kitchen consultant may be added and selected in collaboration with the University.

The project has been approved for design services through construction documents. The university will amend the selected Architect/Engineer contract once approval for construction is available. The project will be delivered utilizing Construction Manager at Risk.

B. Scope of Services

The building will include new HVAC, Electrical, Plumbing, and Telecommunications. A/E will provide coordination of Audio/Visual (A/V) systems within the base scope. A/V selection and preparation of specifications if required will be an Additional Service. Rough in for future LENEL security system may be required in the project electrical scope. Project team web communication and on-line meeting system (Web-X or GoTOMeeting) with a standard call-in number are recommended.

For projects advertised with an appropriately developed Program of Requirements (POR), upon award of the Agreement, commence with Design. For projects without such a POR, upon award of the Agreement, commence by developing the Program of Requirements.

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, 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.

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 Phase, Post-Construction Phase, and Extra Services and Additional Services of all types. Refer to *The SAO Manual* for additional information about the type and extent of services required for each.

During the construction period, provide not less than 25 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.

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For purposes of completing the Relevant Project Experience Matrix in Section F of the Statement of Qualifications (SAO Form #F110-330), below is a list of relevant scope of work requirements for this RFQ. Projects should represent the work of the primary firm, not consultants.

1. Higher Education
2. Student Life Buildings at Higher Education Setting
3. Recognized for Design Excellence (third party validation i.e. design award)
4. Wellness Center at a Higher Education Setting

C. Funding / Estimated Budget

Total Project Cost	<u>\$3,617,847.00</u>	State Funding	<u>\$2,500,000.00</u>
Construction Cost	<u>\$2,150,571.00</u>	Other Funding	<u>\$1,117,847.00</u>
Estimated A/E Fee	<u>7.6%</u>		

NOTE: The design 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). Required Professional Liability Insurance will be \$1,000,000 per claim and annual aggregate.

D. Services Required (see note below)

Primary	<u>Architecture</u>
	<u>Mechanical, Electrical, HVAC,</u>
Secondary	<u>Telecommunications, Structural</u>
	<u>Civil</u>
	<u>Interior Design</u>
	<u>Landscape</u>
	<u>Kitchen Consultant</u>
Others	<u></u>

E. Anticipated Schedule

A/E Services Start (mm/yy)	<u>12 / 2012</u>
Construction Contracts Start (mm/yy)	<u>12 / 2013</u>
Construction Contracts Completed (mm/yy)	<u>09 / 2014</u>
A/E Services Completed (mm/yy)	<u>11 / 2014</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 O.R.C. Chapter 4703, (2) a landscape architect holding a license and certificate of authorization issued by the Ohio Landscape Architects Board pursuant to O.R.C. 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 O.R.C. 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). Specification writing credentials and experience. Experience and capabilities of using Critical Path Method (CPM) schedules as a project management resource. 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 will be required to sign the Professional Design Services Agreement, which can be accessed at fod.osu.edu/vendor. No modifications to the requirements in the contract will be accepted.

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

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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 at fod.osu.edu/vendor. 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 Ohio Facilities Construction Commission website at <http://ofcc.ohio.gov>.

Paper copies of the Statement of Qualifications 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.

Submit all questions regarding this RFQ in writing via email to Nikolina Sevis at sevis.2@osu.edu with the project number included in the subject line (no phone calls please).

Architect/Engineer Selection Rating

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Project Name Lima Campus-New Student Life Building Proposer Firm _____
 Project Number OSU-071557 City, State, Zip _____

Selection Criteria		Value	Score
1. A/E Firm Location (5 points)			
Proximity of primary A/E firm office where majority of work is to be performed in relationship to project site	Less than 50 miles	4 - 5	
	50 to 100 miles	2 - 3	
	More than 100 miles	0 - 1	
2. A/E Firm Size (5 points)			
Number of relevant licensed professionals within primary A/E firm available to perform the work.	Small = Less than 4 licensed professionals	2 - 3	
	Medium = 4 to 12 licensed professionals	4 - 5	
	Large = More than 12 licensed professionals	0 - 1	
3. Current Workload (5 points)			
Amount of fees awarded by the Contracting Authority to the primary A/E Firm in the previous 24 months (exclude projects on hold)	Less than \$100,000	4 - 5	
	\$100,000 to \$250,000	2 - 3	
	More than \$250,000	0 - 1	
4. Primary A/E Qualifications (30 points)			
a. Project Management Lead	Experience / ability of A/E project manager to manage scope / budget / schedule / quality	0 - 10	
b. Project Design Lead	Experience / creativity of lead designer to meet needs of owner	0 - 10	
c. Technical Staff	Experience / ability of technical staff to develop quality construction documents	0 - 5	
d. Construction Administration	Experience / ability of field representative to identify / solve issues during construction	0 - 5	
5. A/E Consultant Qualifications (10 points)			
Key Discipline Leads	Experience / ability of all key discipline leads to effectively perform the work	0 - 10	
6. Project Team Qualifications (15 points)			
a. Previous Team Collaboration Number of projects that a majority of the team members have worked together	Less than 2 projects (Low)	0 - 1	
	2 to 4 projects (Average)	2 - 3	
	More than 4 projects (High)	4 - 5	
b. LEED* Experience within Team	LEED AP(s)** on Team	0 - 1	
	LEED Registered Project(s)	0 - 2	
	LEED Certified Project(s)	0 - 2	
	Satisfies ALL above Criteria	Sum = 0 - 5	
c. Team Organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
7. Overall Project Team Experience (30 points)			
a. Budget and Schedule Management	Performance in completing projects within original budget and schedule limitations	0 - 5	
b. Experience with Similar Project Type	Less than 3 projects (Low)	0 - 3	
	3 to 6 projects (Average)	4 - 6	
	More than 6 projects (High)	7 - 10	
c. Past Performance	Level of performance as indicated by past A/E evaluations / letters of reference	0 - 5	
d. Knowledge of State of Ohio Capital Project Administration Process	Less than 3 projects (Low)	0 - 3	
	3 to 6 projects (Average)	4 - 6	
	More than 6 projects (High)	7 - 10	
		Subtotal	

* LEED = Leadership in Energy & Environmental Design developed by the U.S. Green Building Council
 ** LEED AP = LEED Accredited Professional credential by the Green Building Certification Institute

Notes:

Evaluator:

Name _____

Signature _____ Date _____