

Request for Qualifications (A/E)

The Ohio State University
Facilities Operations and Development
400 Central Classroom Building • 2009 Millikin Road • Columbus, OH 43210



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

Administration of Project: Local Administration

Project Name	<u>Veterinary Hospital Enhancement and Expansion- MEP</u>	Response Deadline	<u>10/05/2012</u>	<u>4:30</u>	local time
Project Location	<u>1601 Vernon Tharp Street</u>	Project Number	<u>OSU-120502</u>		
City / County	<u>Columbus / Franklin</u>	Project Manager	<u>Paul Lenz</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>6</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 the Project Manager at 2009 Millikin Road, room 400, Columbus, OH 43210. See Section H for additional submittal instructions.

Project Overview

A. Project Description

The Ohio State University is soliciting qualification for professional architect of record, Commissioning Authority, and Engineering services for an addition and interior renovation of the Veterinary Hospital. This request is for a MEP Engineer to provide Programming, Design, Construction Administration, Close Out and Warranty Phases. The selected Architect will participant in the interview for the selection of the MEP Engineer and the MEP Engineer form will be contract by the Architect.

A Construction Manager at Risk and Commissioning Authority will be selected and contracted directly with the University.

This project will be registered with the USGBC with the intent to satisfy the requirement for LEED certification with the minimum requirement for Silver Certification. This facility will also be commissioned to satisfy the requirements of Fundamental Commissioning and Enhanced Commissioning System under design review include but not HVAC, Electrical, Telecommunication, Plumbing, and Fire Protection.

This project is the planning and phasing that will support a 21st century model of Veterinary Hospital to create new clinical spaces, incorporate new technologies and optimize patient flow. The project will include an initial planning and confirmation of space program needs that will set the precedence and define the scope of work. The team will plan the overall site, design and implement an addition to the north and a primary and emergency entrance. This addition will serve the primary faculty offices, conference, administration for the Veterinary Medical center and support spaces. The available square footage relocated from the ground floor will expand the clinical spaces, patient intake/exam rooms, new registration, reception, holding, surgery, emergency care, triage, intermediate and intensive care, loading dock, cafeteria, central supply, pharmacy and patient holding. The team will evaluate expanded spaces that will be fully renovated and the configuration of the spaces within the lower level and ground floor. OSU will define the priorities that will be implemented.

The scope includes hazardous materials abatement, code analysis, modernization and additional stop to current elevator, new elevator, medical gases, MEP upgrades, power distribution, and telecommunications. The design will be required to meet healthcare standard for infection control, patient safety and state of the art medical technology. Telecommunications scope will be part of basis services and medical technology will be an additional service.

~~A space need analysis has been prepared as a guideline <http://fod.osu.edu/vendor/index>. The A/E team will validate the space needs and develop a completed program. The program will be updated at the end of each design phase~~
University will review the selected team and determine the need to add veterinary medical planning expertise.

A Town Hall meeting will be held on **Wednesday, September 26, 2012 at 2:00 p.m.** at the Veterinary Hospital Auditorium, 1601 Coffey Road (Use East Entrance) for all disciplines (Architect of Record, Engineering, Construction Manager at Risk, and Commissioning Authority). This meeting will provide an overview of the project and an opportunity for questions. Please **DO NOT** park in the North Patient parking.



Request For Qualifications (A/E) continued

Project Name Veterinary Hospital Enhancement and Expansion – MEP Project Number OSU-120502

B. Scope of Services

The selected AE team will be expected to have strong architectural design and campus planning skills, veterinary medical planning experience. The OSU master plan and the One Ohio State Framework Plan will provide guiding campus planning design principals. The project is expected to be recognized for its quality of design. The team will interface with the University Architect, Landscape Architect, Engineer and Design Review Board. The design team will be expected to present to the Design Review Board during the conceptual planning, schematic design and design development phase. The contract will be awarded through design services and will be evaluated by the University before proceeding to bidding. It is anticipated that this project will be a multi-phase, shift project and construction will occur within an occupied building and will not be able to interrupt services

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 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.

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. Veterinary Medical Facilities
2. Higher Education Academic Facility
3. Renovation in Occupied Buildings

C. Funding / Estimated Budget

Total Project Cost	<u>\$25,000,000.00</u>	State Funding	<u>\$None</u>
Construction Cost	<u>\$15,472,726.00</u>	Other Funding	<u>\$25,000,000</u>
Estimated A/E Fee	<u>7.5% (Team)</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.

Architect/Engineer Selection Rating

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



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Project Name Veterinary Hospital Enhancement and Expansion Proposer Firm _____
 Project Number OSU-120502 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 100 miles	4 - 5	
	100 to 200 miles	2 - 3	
	More than 200 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 6 licensed professionals	0-1	
	Medium = 6 to 10 licensed professionals	2-3	
	Large = More than 10 licensed professionals	4-5	
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 \$250,000	4 - 5	
	\$250,000 to \$500,000	2 - 3	
	More than \$500,000	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 - 5	
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 - 10	
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 _____