

Request for Qualifications (A/E)

Bowling Green State University
Office of Capital Planning
601 Administration Building
Bowling Green, OH 43403-0134



www.bgsu.edu/offices/cap-plan
V: 419-372-8591; f: 419-372-0331

Administration of Project: Local Administration

Project Name	Ohio Bureau of Criminal Identification and Investigation on the Bowling Green State University Campus	Response Deadline	October 4, 2012	12:00 noon	local time
Project Location	Bowling Green, Ohio	Project Number	BGU-125824		
City / County	Bowling Green / Wood	Project Manager	Robert M. Waddle		
Agency/Institution	Bowling Green State University	Contracting Authority	Bowling Green State University		
No. of paper copies requested (stapled, not bound)	10	No. of electronic copies requested on CD (PDF)	1		

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Beth Nagel at 103 Park Avenue Warehouse, Bowling Green, Ohio 43403. See Section H for additional submittal instructions.

Project Overview

A. Project Description

The Main campus of Bowling Green State University (BGSU) requests that architects submit written statements of qualifications for providing architectural services for the above project.

The project will be located somewhere on Bowling Green State University property, and will follow requirements for construction on State land. The building area will be approximately 40,000 sq ft and will include the following elements:

- o Administrative Space
- o Firearms / Tools Analysis (including Firing Range)
- o Chemistry Lab
- o Instruments Lab
- o Microanalysis / Trace Lab
- o Latent Prints Lab
- o Vehicle Investigation Room
- o Evidence Room
- o Evidence Storage
- o Polygraph Examinations
- o DNA Extraction
- o Supervisor Offices
- o Agents Cubicles
- o Various and Sundry Rooms for; Meetings, Seminars, Investigations, Conferences, etc.
- o Electronic Security & Surveillance
- o Redundant, Emergency HVAC and Power Supply

Additionally, the project may include forensic science teaching facilities within, adjoining or adjacent to the BCI Lab which may include the following elements:

- o Administrative Space
- o Teaching Labs
- o Classrooms
- o Mock Courtroom

Site amenities will include visitor parking and a secure parking area for agents and employees. The completed facility shall enhance the BGSU campus ambiance.

The projected project budget of the BCI facility (including all lab equipment) is approximately \$11,900,000. The projected project budget of the BGSU portion of the facility is undecided.

Request For Qualifications (A/E) continued



Project Name Ohio Bureau of Criminal Identification and Investigation on the Bowling Green State University Main Campus] Project Number BGU-125824

B. Scope of Services

The architect, with assistance from the University, will research existing site utility capacity to provide for the Lab's specific HVAC, electrical, data and plumbing requirements.

The architect will be responsible for engaging and coordinating all sub-consultants including but not limited to structural, electrical, mechanical, plumbing, life safety systems, LEED compliance, estimating and code compliance. The selected architect will develop the Building Program as well as the construction budget for the project based on the programmatic requirements and additional budget information developed during the Schematic Design phase. Project Programming will commence once the architect selection process is completed. The Schematic Design Phase will begin upon the successful completion of the Program (which is anticipated to be completed within two months). The University will be administering the project, and anticipates project delivery through the construction manager at risk process.

Demonstrated design experience on forensic lab projects of similar scale and value is a pre-requisite.

The architect will be required to attend several meetings with representatives of the BGSU Departments of Chemistry, Biology, Information Technology and various other campus committees during the design phase.

The architect should be knowledgeable of and have a proven track record of designing forensic lab buildings that comply with LEED requirements for sustainable design. The project intends to meet the requirements of Certification using the LEED system.

At the conclusion of each Design Phase; Schematic Design, Design Development, and Construction Documents, a cost estimate will be prepared by a professional estimator directly hired by the University, as well as one prepared by the CMR team. The project is expected to be substantially complete and occupied by spring of 2014.

The successful firm will be required to sign the University's Design Professional Agreement, which is available for review online.

C. Funding / Estimated Budget

Total Project Cost	<u>\$11,900,000.00 +</u>	State Funding	<u>\$11,900,000.00 +</u>
Construction Cost	<u>\$8,300,000.00</u>	Other Funding	<u>\$0.00</u>
Estimated A/E Fee	<u>8% to 10%</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>
	<u>Mechanical, Electrical, Plumbing, Structural engineering</u>
Secondary	<u>Civil, site and Landscaping</u>
	<u>LEED compliance</u>
	<u>Lab Planning</u>
Others	<u>Life safety systems</u>

E. Anticipated Schedule

A/E Services Start (mm/yy)	<u>11 / 12</u>
Construction Contracts Start (mm/yy)	<u>09 / 13</u>
Construction Contracts Completed (mm/yy)	<u>09 / 14</u>
A/E Services Completed (mm/yy)	<u>12 / 14</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 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.

Request For Qualifications (A/E) continued

Ohio Bureau of Criminal Identification and Investigation on
Project Name the Bowling Green State University Main Campus]

Project Number BGU-125824

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. 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 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 Ohio Facilities Construction Commission (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 should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary. Qualification statements should be brief – no more than ten pages – outlining specific, comparable project experience, including the scope, size and value of that work, with contact information, resumes of key staff that will be committed to the project on a day-to-day basis, and the firm's capability to start immediately and meet the proposed schedule.

Hard copy statements and an electronic copy on CD must be received at the address above no later than 12:00 noon on Thursday, October 4, 2012. 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.

After review, firms may be asked to provide more detailed information or may be invited for an interview at the University's option.

Bowling Green State University is an Equal Opportunity Employer. Every effort will be made to ensure that all persons, regardless to race, religion, sex, color, ethnicity and national origin have equal access to contracts and other business opportunities with the University.

Submit all questions regarding this RFQ in writing to Robert M. Waddle at rwaddle@bgsu.edu (with copy sent to Beth Nagel at bnagel@bgsu.edu) with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the OAKS Capital Improvements (OAKS CI) website at <http://ci.oaks.ohio.gov> on a regular basis until one week before the response deadline. The Question & Answer (Q&A) document can be found by downloading a new version of the RFQ or by clicking on the Q&A link to the right of the project listing. The name of the party submitting a question will not be included on the Q&A document.

Architect/Engineer Selection Rating

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Project Name Ohio Bureau of Criminal Identification and Investigation on the Bowling Green State University Main Campus Proposer Firm _____
Project Number BGU-125824 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 150 miles	4 - 5	
	150 to 250 miles	2 - 3	
	More than 250 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 5 licensed professionals	[0 - 1]	
	Medium = 5 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 \$100,000	4 - 5	
	\$100,000 to \$1,000,000	2 - 3	
	More than \$1,000,000	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 5 projects (Low)	0 - 1	
	5 to 10 projects (Average)	2 - 3	
	More than 10 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 5 projects (Low)	0 - 3	
	5 to 10 projects (Average)	4 - 6	
	More than 10 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 5 projects (Low)	0 - 3	
	5 to 10 projects (Average)	4 - 6	
	More than 10 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 _____