

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	<u>Organic Chemistry Lab Renovation</u>	Response Deadline	<u>October 4, 2012</u>	<u>12:00 noon</u>	local time
Project Location	<u>Bowling Green, Ohio</u>	Project Number	<u>BGU-125826</u>		
City / County	<u>Bowling Green / Wood</u>	Project Manager	<u>Robert M. Waddle</u>		
Agency/Institution	<u>Bowling Green State University</u>	Contracting Authority	<u>Bowling Green State University</u>		
No. of paper copies requested (stapled, not bound)	<u>8</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 Beth Nagel at 103 Park Avenue Warehouse, Bowling Green, Ohio 43403. See Section H for additional submittal instructions.

Project Overview

A. Project Description

ARCHITECTURAL SERVICES

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

The project will be the complete renovation of an existing Organic Chemistry Lab, which is obsolete and insufficient to meet student and instructor needs. Room 317A(263 sq.ft.), Room 318(1,295 sq.ft.), and Room 318A(127 sq.ft.) in the Physical Sciences Building will have all existing lab equipment, HVAC ductwork, electrical power, electric lighting and finishes, such as flooring and ceiling systems removed as part of this project's scope. In its place, a new and efficient Organic Chemistry Lab will be created.

The successful firm will be involved with this project from the creation of the Program through the Construction Administration Phase, and Project Closeout working in close cooperation and communication with representatives of the Chemistry Department, Office of Design & Construction, Office of Capital Planning and others. Several meetings with those parties will be required.

B. Scope of Services

The architect, with assistance from the University, will be charged with five important tasks relating to this project;

1. development of the project program,
2. design of the room layout,
3. engineering of infrastructure,
4. specification of equipment,
5. creation of a project budget.

1. Development of the Project Program:

The successful firm will work with the Chemistry Department to establish their project goals, collect and analyze all pertinent information, and generate a clear statement of the problem (Project Program).

2. Design of Room Layout:

The successful firm will generate an efficient layout of lab benches, exhaust hoods, storage and equipment for 22 – 24 students, working in close cooperation and communication with representatives of the Organic Chemistry Department. The design will facilitate the instructor's supervision of students and provide a classroom-type projection / presentation system.

Request For Qualifications (A/E) continued

Project Name Organic Chemistry Lab Renovation]

Project Number BGU-125826

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 Organic Chemistry Lab Renovation Proposer Firm _____
Project Number BGU-125826 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 150 miles	2 - 3	
	More than 150 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 _____