

Request for Qualifications (A/E)

The University of Toledo

2801 W. Bancroft Street
Toledo OH 43606



www.utoledo.edu
Phone 419-530-1427

Administration of Project: Local Administration

Project Name	University Hall Renovations (Roof Replacements and Masonry Restoration)	Response Deadline	Oct. 12, 2012 4:30pm local time
Project Location	University Hall	Project Number	0001-13-853/UTO-130853
City / County	Toledo / Lucas	Project Manager	Tim Kreft
Agency/Institution	The University of Toledo	Contracting Authority	The University of Toledo
No. of paper copies requested (stapled, not bound)	4	No. of electronic copies requested on CD (PDF)	0

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Joy Martin at 2801 W. Bancroft, MS 216, Toledo OH 43606. See Section H for additional submittal instructions.

Project Overview

A. Project Description

The University of Toledo is soliciting qualifications for professional services for the University Hall Renovations (Roof Replacement and Masonry Restoration) project on the Main Campus. This building has multiple roofs that vary in ages, some exceeding 25 years old. Deteriorated roofs are allowing water into classrooms and offices, creating interior/exterior damage, as well as an unhealthy environment for students, faculty, and staff.

B. Scope of 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 Ohio Facilities Construction Manual* for additional information about the type and extent of services required for each.

During the construction period, provide not less than 4 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 (Form #F110-330), below is a list of relevant scope of work requirements for this RFQ:

1. Design of Built-up Roofing Systems
2. Experience in Design of Damp-proofing and Exterior Wall Restoration.
3. Previous experience working with UT
4. Previous experience working with the State of Ohio
5. Previous experience working with sub consultants

Request For Qualifications (A/E) continued



University Hall Renovations (Roof Replacements and
Project Name Masonry Restoration)

Project Number 0001-13-853/ UTO-130853

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 (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.

In Section H of Statement of Qualifications (Form F110-330), provide a summary of your firm's/team's qualifications in each of the selection criteria included on the Architect/Engineer Selection Rating score sheet included in this RFQ. Use the numbering system of the selection criteria on the score sheet to organize your response in Section H. Identify by name the individual(s) you are proposing to serve in the roles identified in selection criteria 4 and 5.

Submit all questions regarding this RFQ in writing to Tim Kreft at Timothy.Kreft@utoledo.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

The University of Toledo
 2801 W. Bancroft Street
 Toledo OH 43606



www.utoledo.edu
 Phone 419-530-1427

Project Name UH (Roof Replacements and Masonry Restoration) Proposer Firm _____
 Project Number 0001-13-853/ UTO-130853 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	4 - 5	
	Medium = 5 to 10 licensed professionals	2 - 3	
	Large = More than 10 licensed professionals	1 - 2	
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 \$200,000	4 - 5	
	\$200,000 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 3 projects (Low)	0 - 1	
	3 to 6 projects (Average)	2 - 3	
	More than 6 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 5 projects (Average)	4 - 6	
	More than 5 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 5 projects (Average)	4 - 6	
	More than 5 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 _____