

Request for Qualifications (A/E)

Bowling Green State University
Office of Capital Planning
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>Doyt Perry Stadium Study</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-125825</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

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

The architect, with assistance from the University, will validate previous study and corresponding cost estimates of the overall condition of the Doyt Perry Stadium; update the study for selected areas if warranted; and provide focused study and recommendations on three important aspects of the facility: (a) the structural integrity of the stadium, (b) the potential for enhancement of the existing support functions, and (c) options for the addition to and/or renovation of existing "premium seating."

In addition to that report on the existing facility, the University desires a conceptual program and estimate for the construction of a new stadium.

B. Scope of Services

Study of Existing Stadium

1. Validation of previous study:

The facility assessment that was conducted as part of the campus master plan is available (in summary form) at <http://www.bgsu.edu/downloads/finance/file108159.pdf> . The selected firm or team will review the study and validate its conclusions and recommendations for Doyt Perry Stadium. In areas where findings are outdated, the firm or team may be directed to update the study. The University does not intend for this to be a completely new study of conditions.

2. Structural Integrity:

The east wall of the stadium suffers from cracking and spalling of the concrete. These conditions were documented in a petro-graphic analysis performed by TTL Associates (Toledo) in a study performed by Schooley Caldwell Associates (Columbus) in March 2012. Recommendations for the repair of these conditions were made at that time. The repair work has not been done.

There may be other, as yet unidentified, problem areas. The University would like to undertake a thorough, full-scale structural analysis of the facility to identify all locations in the stadium which exhibit structural distress or compromise.

The successful firm will test and document the condition of typical existing site-cast and pre-cast concrete members, as well as associated steel reinforcements, welds, bolts, fasteners, base plates, etc. and issue an overall report on the condition of the stadium.

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The successful firm will also recommend short-term remedial methods and long-term solutions for all structural problems.

3. Enhancement of Support Functions:

a) The existing *public support functions* have fallen into a state of disrepair. Their condition is not commensurate with comparable contemporary sports facilities.

The successful firm will document the condition of *public support functions* and make recommendations of a conceptual / schematic nature for their enlargement and/or enhancement.

- o Retail Spaces
- o Concessions
- o Public Toilet Rooms
- o Ticketing
- o Public Access, Circulation and Way Finding

b) The existing *maintenance and operations support functions* have also fallen into a state of disrepair. Their condition is not commensurate with comparable contemporary sports facilities.

The successful firm will document the condition of *maintenance and operations support functions* and make recommendations of a conceptual / schematic nature for their enhancement.

- o Tool & Equipment Storage
- o Staff/Coach Offices
- o Building & Grounds Offices
- o Equipment Room Operations
- o Locker Rooms

4. Addition to and/or Renovation of Existing Premium Seating:

Existing premium seating is inadequate and outdated. Identify options for the maximization of premium viewing accommodations, including the design exploration of additional tiers (stories) of sky boxes, as well as their renovation and possible relocation or re-orientation.

- o Suites and Club Areas
- o Media Areas
- o Press Boxes
- o Game Operations
- o Coaching Box

Cost for Study for New Stadium

1. Conceptual Program for New Stadium:

The selected firm or team will prepare a conceptual program for the design and construction of a new stadium. This conceptual program will take into account the latest trends in stadium construction for major intercollegiate football (using recently constructed facilities such as University of Central Florida, Stanford, University of Akron, etc.) as well as agreed-upon options for stadium size and amenities.

2. Conceptual Estimate for New Stadium Design and Construction:

Based on the above program options, the selected firm or team will prepare conceptual estimates for the design and construction of a new stadium.

The architect will be required to attend several meetings with representatives of the BGSU Campus Operations Department, the Office of Design & Construction, the Office of Capital Planning, the Athletics Department and other interested parties during the phases of information gathering and analysis.

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At the conclusion and presentation of the final report, cost estimates will be prepared by a professional estimator directly hired by the University, as well as one prepared by the architect's team. The structural analysis and design options must be complete by mid-April 2013.

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>\$0.00</u>	State Funding	<u>\$0.00</u>
Construction Cost	<u>N/A</u>	Other Funding	<u>\$0.00</u>
Estimated A/E Fee	<u>\$50,000.00</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>
Secondary	<u>Cost Estimating Specialist</u>
	<u>Mechanical, Electrical, Plumbing, Structural Engineering</u>
	<u>Civil, Site and Landscaping</u>
	<u> </u>
	<u> </u>
Others	<u> </u>

E. Anticipated Schedule

A/E Services Start (mm/yy)	<u>10 / 12</u>
Construction Contracts Start (mm/yy)	<u>N/A /</u>
Construction Contracts Completed (mm/yy)	<u>N/A /</u>
A/E Services Completed (mm/yy)	<u>05 / 13</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.

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 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.

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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. Include at least three (3) references outlining specific, comparable project experience, including the scope, size and value of that work, with contact information. Also, include 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.

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.

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.

Submit all questions regarding this RFQ in writing to Robert M. Waddle at rwaddle@bgsu.edu (with copy sent to Beth Nagel @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

Bowling Green State University
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Project Number BGU-125825- City, State, Zip Bowling Green, Ohio 43403-0134

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 N/A miles	4 - 5	N/A
	N/A to N/A miles	2 - 3	
	More than N/A 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 (Average) 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 _____