

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Ohio Facilities Construction Commission

Project Name	<u>WGB Rear Lobby Renovations</u>	Response Deadline	<u>Oct 21, 2014</u>	<u>4:00 pm</u>	local time
Project Location	<u>30 W. Spring St., Columbus, Oh 43215</u>	Project Number	<u>BWC-150001</u>		
City / County	<u>Columbus / Franklin</u>	Project Manager	<u>Nick Cassidy</u>		
Owner	<u>Ohio Bureau of Workers' Compensation</u>	Contracting Authority	<u>OFCC</u>		
Delivery Method	<u>General Contracting</u>	Prevailing Wages	<u>State</u>		
No. of paper copies requested (stapled, not bound)	<u>0</u>	No. of electronic copies requested on CD (PDF)	<u>2</u>		

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Tasheena Duresky at 30 West Spring Street, 4th Floor, Columbus, Ohio 43215. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Tasheena Duresky at tasheena.duresky@ofcc.ohio.gov with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the Opportunities page on the OFCC website at <http://ofcc.ohio.gov> on a regular basis until one week before the response deadline. The name of the party submitting a question will not be included on the Q&A document.

Project Overview

A. Project Description

The Ohio Bureau of Workers' Compensation (BWC) is seeking teams of architectural and engineering (A/E) firms to prepare full construction documents for renovations of the rear lobby of the William Green Building. Said documents will be used for purposes of securing competitive bids for this project, which is to start construction in summer 2016.

The Ohio Bureau of Workers' Compensation is headquartered in the William Green Building (WGB) at 30 West Spring Street in Columbus, Ohio. Built for both the BWC and the Ohio Industrial Commission (OIC) between 1988 and 1991, the WGB has 33 above grade stories and two basement levels. The building is just over 981,500 gross square feet.

On the north, the WGB is connected to an atrium which is shared with Nationwide Insurance. The rear (north) lobby of the WGB leads to this atrium, and it originally also served as the main access point to BWC's second level cafeteria on the west and to an auditorium on the east. As part of the original building construction, two sets of escalators were installed to move people from the rear lobby to these second floor amenities.

When the second floor cafeteria ceased operations several years ago, the corresponding area on the second floor was converted to office and meeting space. Since the demand to move people to the second level has been so greatly reduced, this project will remove the two original sets of escalators and replace them with ornamental stairs on both the east and west sides. In addition, two fountain basins that are no longer in use will also be removed, and the recessed portions of the floors in-filled to create usable space.

Below the set of west escalators, there is a small retail kiosk that is operated by a vendor through the Opportunities for Ohioans with Disabilities' (OOD) Bureau of Services for the Visually Impaired (BSVI). This kiosk will be relocated into a new retail venue in an area that is now an existing fountain basin. The successful A/E team will be expected to work closely with BSVI to create a retail environment that is both accessible to those who are visually impaired and dynamic in its presentation of retail sundries to the WGB employees and visitors.

The lobby renovations will also include soft-seating areas, so there is also a substantial interior design component to this project. The lobby currently serves as simply a pass-through space, and this project seeks to convert it into an area that can be used for informal meetings so that the space can be more fully utilized by the WGB occupants. The successful design team will be expected to select FF&E items such as furniture, rugs, etc., and establish budgets for these items so that BWC can purchase these items outside of the construction contract.

Lastly, in order to serve the vertical transportation needs of the auditorium and meeting rooms, this project will require that several of the existing passenger elevators be modified so that they access the second floor. The WGB is served by a total of sixteen passenger elevators (eight on the high rise, and eight on the low rise), and it is anticipated that four of each group will be modified so that they stop at the second floor. While the high rise elevators currently by-pass a front-of-house corridor that can easily be converted into an elevator lobby, the low rise elevators will require that a back-of-house storage area be converted to a front-of-house elevator lobby.

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In addition to the physical modifications to the elevator hoist ways and the creation of the second floor elevator lobbies, the A/E team will be expected to work with ThyssenKrupp to reprogram the elevators, which are access-controlled. In 2010, the WGB's elevators were modernized to include ThyssenKrupp's Destination Dispatch system. This system interfaces with Honeywell's Prowatch system, which enables the elevators to be controlled via card key access. This interface requires extensive third-party integration so that all systems communicate properly. As such, the successful A/E team must coordinate between ThyssenKrupp, Honeywell, and BWC's Security staff to insure that access control is maintained and fully operational throughout the project and at its conclusion.

The construction documents must convey all necessary phasing so that the rear lobby remains open to pedestrian traffic throughout the project. In addition, the existing retail kiosk must be relocated prior to the removal of the west escalators. Besides serving as the main entry point to the Nationwide atrium to the north, the rear lobby serves those attending meetings on the second level. Those meetings include the monthly BWC's Board of Directors meeting, so this project will be highly visible to all BWC executives and all WGB agencies' staff and their visitors. Proper phasing of this project and maintaining pedestrian traffic flow through the lobby during construction will be critical.

Besides serving as the corporate headquarters for both the BWC and the OIC, the William Green Building also houses the following state agencies:

- The Ohio Administrative Knowledge System (OAKS)
- The Ohio Facilities Construction Commission (OFCC)
- The Ohio Department of Youth Services (DYS)
- The Ohio Ethics Commission (OEC)

With the exception of the sixth floor which is currently vacant, the building is fully occupied. Including contract workers, the building typically houses around 1,550 employees on a daily basis. With the added occupant load of injured workers attending hearings at the OIC and other walk-in traffic, the building has a total daily population of approximately 2,000.

The qualified firms or teams must demonstrate recent experience (i.e. within the past five years) with the following:

- Design and construction support of renovation work in fully-occupied buildings
- Design and structural expertise pertaining to ornamental stairs
- Retail, interiors, and lighting design
- Knowledge of vertical transportation systems (especially destination-based systems)
- Knowledge of access control systems

B. Scope of Services

The selected firm shall perform the necessary site investigations, surveys and assessments to complete the design of the lobby renovations. This information shall be used to prepare cost estimates, the preparation of bidding documents for construction, and construction administration services.

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 and/or the Contracting Authority, 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 Administration, Post-Construction, and Additional Services of all types.

Refer to the *OFC Manual* additional information about the type and extent of services required for each. A copy of the standard Agreement can be obtained at the OFCC website at <http://ofcc.ohio.gov>.

During the construction period, provide not less than 2 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.

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- 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.
- This project is not anticipated to have a LEED component, and as such, LEED credentials will not impact the evaluation of each firm.
- This project will not require BIM, and BIM expertise will not impact the evaluation of each firm.

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.

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, if requested, should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary.

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.

Facsimile or e-mailed copies of the Statement of Qualifications will not be accepted.

Architect/Engineer Selection Rating Form

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Project Name WGB Rear Lobby Renovations Proposer Firm _____
 Project Number BWC-150001 City, State, Zip _____

Selection Criteria		Value	Score
1. Primary Firm Location, Workload and Size (Maximum 10 points)			
a. Proximity of firm to project site	Less than 25 miles	5	
	25 miles to 50 miles	2	
	More than 50 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$cc	2	
	\$100,000 to \$500,000	1	
	More than \$500,000	0	
c. Number of licensed professionals	Less than 4 professionals	3	Max = 3
	4 to 6 professionals	2	
	More 6 than professionals	1	
2. Primary Firm Qualifications (Maximum 30 points)			
a. Project management lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	Max = 20
b. Project design lead	Experience / creativity of project designer to achieve owner's vision and requirements	0 - 10	
c. Technical staff	Experience / ability of technical staff to create fully coordinated construction documents	0 - 5	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 5	
3. Key Consultant Qualifications (Maximum 20 points)			
a. Key discipline leads	Experience / ability of key consultants to perform effectively and collaboratively	0 - 15	
b. Proposed EDGE-certified Consultant participation*	One additional point for every 2 percent increase in professional services over the advertised EDGE participation goal	0 - 5	
4. Overall Team Qualifications (Maximum 10 points)			
a. Previous team collaboration	Less than 3 sample projects	1	Max = 3
	3 to 6 sample projects	2	
	More than 6 sample projects	3	
b. LEED** Registered / Certified project experience	Registered projects	1	Max = 2
	Certified projects	2	
c. BIM project experience	Training and knowledge	1	Max = 3
	Direct project experience	3	
d. Team organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
5. Overall Team Experience (Maximum 30 points)			
a. Previous team performance	Past performance as indicated by evaluations and letters of reference	0 - 10	
b. Experience with similar projects / delivery methods	Less than 3 projects	0 - 3	
	3 to 6 projects	4 - 6	
	More than 6 projects	7 - 10	
c. Budget and schedule management	Performance in completing projects within original construction budget and schedule	0 - 5	
d. Knowledge of Ohio Capital Improvements process	Less than 3 projects	0 - 1	
	3 to 6 projects	2 - 3	
	More than 6 projects	4 - 5	
* Must be comprised of professional design services consulting firm(s) and NOT the primary firm ** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute		Subtotal	

Notes:

Evaluator:

Name _____

Signature _____

Date _____