

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>Marion - Science and Engineering Building</u>	Response Deadline	<u>10/20/2014</u>	<u>4/07/2014</u>	<u>2:00 p.m.</u>	local time
Project Location	<u>OSU Marion Campus</u>	Project Number	<u>OSU-150058</u>			
City / County	<u>Marion / Marion</u>	Project Manager	<u>Nikolina Sevis</u>			
Owner	<u>The Ohio State University</u>	Contracting Authority	<u>Local Higher Education</u>			
Delivery Method	<u>CM at Risk</u>	Prevailing Wages	<u>State</u>			
No. of paper copies requested (stapled, not bound)	<u>4</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 Nikolina Sevis at 400 Enarson Classroom Building, 2009 Millikin Rd, Columbus, OH 43210. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Nikolina Sevis at sevis.2@osu.edu 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

This project will construct a new 32,500 GSF Science and Engineering Building located on the Marion Campus. The project site is located south of Alber Student Center and west of the Library Classroom Building, and currently consists of an existing parking lot and open lawn and is outlined in the Marion Campus Framework Plan. This building, located in the Academic Core of campus will include teaching and research laboratories for biology, physics, earth sciences and engineering. This building will also include space for the Prairie laboratory and related functions, Greenhouse, Classrooms, Offices and support space, and informal study and gathering spaces throughout the building within lobby and corridors. The building will contain contiguous blocks of laboratories that promote teaching and clear connectivity that create opportunities for student collaboration. This building is conceptually conceived of 2 floors. The Architect shall evaluate massing for the location of the Greenhouse.

A Commissioning Agent and Construction Manager at Risk will be selected and contracted directly with the University. The Architect of Record will participate in the interview process of both disciplines and will be in an advisory role and will not have a vote for selection.

This project will be registered with the USBC for a minimum Silver LEED Certification.

A copy of the Marion Campus Framework plan can be located at http://osumarion.osu.edu/sites/default/files/marion_campus_framework_plan_june_2013.pdf

The Architect of Record will prepare the Program of Requirements (PoR) as an additional service.

B. Scope of Services

The successful Architect of Record will be expected to have strong leadership skills and experience in the successful delivery of large academic laboratory projects. They must demonstrate their ability in design of efficient and flexible space; landscape and civic realm improvements adjacent to the building and relationship with the central academic quad; pedestrian circulation and amenities such as benches and other outdoor seating; service & access including any changes to the Alber Student Center and Library Classroom Building; infrastructure relocations; streetscape-sidewalk; lighting; street trees; parking enabling project to relocate 111 parking spaces to maintain parking capacity on campus; parking space impact with the new campus west entry; 170 new parking spaces; swing space if needed. It is desired that the successful Architect have experience working in collaboration with a Construction Manager at Risk and experience and with Guaranteed Maximum Price. It is anticipated that this project will be delivered utilizing BIM and the model will transferred to the Construction Manager at Risk at construction and they will maintain the model.

The selected A/E team will develop the Basis of Design (BOD) and will coordinate with the Commissioning Agent during the design phase.

Request for Qualifications (Architect / Engineer) continued

The Marion Campus Framework Plan will provide guiding campus planning and design principals. The project is expected to be recognized for its quality of design, energy and functional efficiencies, and flexibility for future use. It is expected to be designed to advance the physical elements of the Framework Plan and contribute to the civic realm of the campus. The team will be expected to interface with the University Architect, University Landscape Architect, University Engineer, and governing Boards for Ohio State University Marion.

The development of the space program will be a collaborative process guided by Project Vision. The Architect of Record's key customer will be the University and will be asked by the University to work with the facility occupants to develop a program based on prioritized university space needs that will:

- 1) Replace aging science facilities in Morrill Hall
- 2) Expand to include facilities for engineering
- 3) Showcase science and engineering
- 4) Enhance the quality of our teaching and research environment
- 5) Provide friendly informal learning spaces
- 6) Allow for the development of academic programs taking advantage of the natural resources of the campus
- 7) Continue our sustainable efforts
- 8) Allow for greater efficiencies in use of space

Upon award of the agreement, the Architect will commence by developing the Program of Requirements in parallel with the conceptual design and will update the PoR at the completion of each of the design phases.

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/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. Required Professional Liability Insurance will be per Exhibit A – A/E Terms and Conditions Article 7.2.6.

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* for 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>.

The selected A/E will be required to sign the standard agreement. No modifications to the requirements in the agreement will be accepted.

During the construction period, provide not less than 20 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. Higher Education Laboratory Building
2. Design Excellence (third party endorsement i.e. design award)
3. BIM Experience with a Construction Manager at Risk
4. State of Ohio Administered Project

For the purpose of the selection of 10 Relevant Projects in Section F of the Statement of Qualification (Form F110-330), projects must be designed by the Lead Firm.

Request for Qualifications (Architect / Engineer) continued

C. Funding / Estimated Budget

Total Project Cost	<u>\$15,000,000.00</u>	State Funding	<u>\$0</u>
Construction Cost	<u>\$10,010,683.00</u>	Other Funding	<u>\$15,000,000.00</u>
Estimated A/E Fee	<u>6.5% to 6.8%</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>Structural Engineering</u>
	<u>Civil Engineering</u>
	<u>MEP Engineering, Fire Suppression</u>
	<u>Lab Planning</u>
	<u>Landscape Architecture</u>
	<u>Interior Design (for FF&E)</u>
Others	<u></u>

E. Anticipated Schedule

Professional Services Start (mm/yy)	<u>01 / 15</u>
Construction Stage Start (mm/yy)	<u>03 / 16</u>
Construction Stage Completed (mm/yy)	<u>06 / 17</u>
Professional Services Completed (mm/yy)	<u>09 / 17</u>

F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL A/E Fee	<u>5.0%</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 ORC Chapter 4703, (2) a landscape architect holding a license and certificate of authorization issued by the Ohio Landscape Architects Board pursuant to ORC 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 ORC 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.
- Design quality and demonstrated ability of prospective firm and its proposed consultants to provide design services which represent the University's *Design Values for Campus Development* fod.osu.edu/proj_del/ref/0200_Design_Values.pdf
- 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.

Interested A/E firms are required to address how they will implement Building Information Modeling ("BIM") on the project, experience and level of training of staff related to BIM, incorporation of team partners that have previous BIM experience, and an understanding of collaborative BIM processes. This project will utilize OSU Standard BIM requirements.

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) Section H. Additional Information 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 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>.

Request for Qualifications (Architect / Engineer) continued

The **EDGE Participation Statement of Intent to Contract and Perform** from Section H. Additional Information must also be submitted. 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.

Firms are requested to identify professional registrations, memberships and credentials including but not limited to: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, DBIA, CPE, and any other appropriate design and construction industry credentials. Identify that information on the resume page for individual in Block 22, Section E of the F110-330 form.

LEED Credentials: Leadership in Energy & Environmental Design (Green Building Certification Institute)

GA: Green Associate
AP: LEED AP (Legacy LEED Accredited Professional without specialty)
AP +: (see below):
LEED AP BD+C (Building Design and Construction specialty)
LEED AP ID+C (Interior Design and Construction specialty)
LEED AP O+M (Operations and Maintenance specialty)
LEED AP ND (Neighborhood Development specialty)
LEED AP Homes (Specialty for residential LEED construction)

Other Industry Credentials

ACEC: American Council of Engineering Companies
AIA or FAIA: American Institute of Architects
CCCA: Certified Construction Contract Administrator (CSI)
CCM: Certified Construction Manager (CMAA)
CCS: Certified Construction Specifier (CSI)
CDT: Construction Document Technologist (CSI)
CMAA: Construction Management Association of America
CPE: Certified Professional Estimator (American Society of Professional Estimators)
CSI or FCSI: Construction Specifications Institute
DBIA or Associate DBIA: Design-Build Institute of America (list credentials, not memberships)
NCARB: National Council of Architectural Registration Boards (list certification only)
NCIDQ: National Council for Interior Design Qualification
NSPE: National Society of Professional Engineers

Architect/Engineer Selection Rating Form

State of Ohio Standard Forms and Documents

Project Name Marion - Sciene and Engineering Building Proposer Firm _____
 Project Number OSU-150058 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 100 miles	5	
	100 miles to 150 miles	2	
	More than 150 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$200,000	2	
	\$200,000 to \$1,000,000	1	
	More than \$1,000,000	0	
c. Number of licensed professionals	Less than 2 professionals	1	Max = 3
	2 to 10 professionals	2	
	More 10 than professionals	3	
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	1 - 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 2 sample projects	1	Max = 3
	2 to 4 sample projects	2	
	More than 4 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 _____