

# Request for Qualifications (Architect / Engineer)

## State of Ohio Standard Forms and Documents

**Administration of Project:** Local Higher Education

Project Name	<u>General Qualifications for Prequalification List of Professional Services - 330, Part II</u>	Response Deadline	<u>11/15/13</u>	<u>2:00 p.m.</u> local time
Project Location	<u>Columbus and Branch Campuses</u>	Project Number	<u>Varies</u>	
City / County	<u>Varies / Varies</u>	Project Manager	<u>Varies</u>	
Owner	<u>The Ohio State University</u>	Contracting Authority	<u>Local Higher Education</u>	
Delivery Method	<u>N/A</u>	Prevailing Wages	<u>State</u>	
No. of paper copies requested (stapled, not bound)	<u>1</u>	No. of electronic copies requested on CD (PDF)	<u>0</u>	

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Bernie Costantino at 400 Enarson Classroom Building, 2009 Millikin Road, Columbus, OH 43210. See Section D of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Kathy Fortenbaugh at [fortenbaugh.1@osu.edu](mailto:fortenbaugh.1@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

The purpose of this request is to solicit firms that are interested in professional service contracts for new construction and renovation projects that commence in calendar year 2014. **Professional service firms who were pre-qualified for calendar year 2013 must re-apply to this RFQ to maintain their pre-qualification status.** The Ohio State University intends to place qualified firms on the Architectural, Engineering and Special Consultant list of pre-qualified professional service firms to provide services for projects that are not advertised through the Ohio Register.

Firms will be evaluated for qualification for specific project types and disciplines and will be placed on one or more of the **"List of Professionals"** by **project type and/or discipline**. Interested firms must submit **only Form #F110-330 part II. Provide a paper copy only.** There is no guarantee that any firm on The Ohio State University "List of Professionals" will be awarded a professional service contract as the result of the firm being on the list.

The Ohio State University initiates projects based on the needs of the University and project requirements. Contracts for projects will be awarded by using the **Qualifications Based Selection (QBS)** process to select a qualified firm from its "List of Professionals". OSU will short list candidates from the "List of Professionals" and request short listed candidates to submit Statement of Qualifications **Form #F110-330 parts I and II** to specific projects to demonstrate their experience and expertise regarding a proposed team, EDGE participation, consultants, approach to the project, and other factors described in the RFQ.

Firms responding to this request must identify office locations(s) and discipline(s) of professional services that they seek to be included in "List of Professionals" for contracts awarded through the QBS process. The disciplines (function codes) requiring professional services to be considered by The Ohio State University include:

01 – Acoustical Engineer/Consultant	42 – Mechanical Engineer
06 – Architect	47 – Planner: Urban/Regional
12 – Civil Engineer	55 – Soils Engineer
16 – Construction Manager	57 – Structural Engineer
18 – Cost Engineer/Estimator	60 – Transportation Engineer
21 – Electrical Engineer	OSU-63 - Curtain Wall Consultant
25 – Fire Protection Engineer	OSU-64 - Laboratory Planning & Design
26 – Forensic Engineer	OSU-65 – Hazardous Materials Consultant
27 – Foundation/Geotechnical Engineer	OSU-66 – Lighting Design Consultant
31 – Health Facility Planner	OSU-67 – Historic Preservation Consultant
37 – Interior Designer	OSU-68 – Graphic Designer
38 – Land Surveyor	OSU-69 – Communications System Engineer
39 – Landscape Architect	

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### B. Scope of Services

Only firms seeking prequalification for architectural services (function code 06 – Architect) must also indicate the building type (profile code) that they seek to be included in the “List of Professionals” for contracts awarded through the QBS process. All other firms need not indicate profile codes. The experience categories (profile codes) requiring professional services to be considered by The Ohio State University include:

A11 – Auditoriums and Theaters	H09 – Hospital and Medical Facilities
C05 – Child Care/Development Facilities	L01 – Laboratories; Medical Research Facilities
C13 – Computer Facilities; Computer Service	L04 – Libraries; Museums; Galleries
D07 – Dining Halls; Clubs; Restaurants	R04 – Recreation Facilities
E02 – Educational Facilities; Classrooms	R08 – Research Facilities
E05 – Elevators; Escalators; People-Movers	R12 – Roofing
F02 – Field Houses; Gyms; Stadiums	OSU-20 Student Housing
G01 – Garages; Vehicles Maintenance Facilities; Parking Decks	

The Ohio State University will determine qualification of firms responding to this announcement pursuant to Ohio Revised Code Section 153.69. Those firms considered for a specific project will be requested to identify additional qualifications and availability of personnel, specific consultants, if any, and project approach for final ranking, and selection.

**Project Specific Submittal(s):** As The Ohio State University determines the need for design services, it will issue a Request for Qualifications to a minimum of three firms from the **pre-qualified list(s)** indicating the anticipated scope of services, project schedule, budget, location, evaluation criteria for selection and other appropriate information.

Firms will be ranked based on the evaluation criteria for the specific project. This evaluation will be based on their response to the RFQ and conversations to clarify their qualifications.

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. Design must comply with the requirements of House Bill 251 Inter-University Council guidelines for energy use reduction and the University’s Green Build Policy. Required Professional Liability Insurance will be \$1,000,000 per claim and annual aggregate.

The Professional Services vary depending upon specific needs of the project. The firm may be required to 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 *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, the selected firm shall provide 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.

### C. Evaluation Criteria for Selection

**Response to this Request For Qualifications (RFQ):** Firms must submit a fully completed Part II SOQ on Form #F110-330. Cover sheets or introductory letters are neither necessary nor desired. Clearly indicate the applicant’s area of discipline or core business and, for architectural services, the building types described in Item A of this RFQ that is intended for the University’s evaluation of the SOQ. Applications are requested to identify professional registrations and certifications to include: Professional Registration(s), LEED-AP, CCCA, CCM, CCS, CDT and any appropriate certifications. Include your State of Ohio professional registration/certification number (2) on Section 2a. Also, clearly state in Section 5b whether your firm is EDGE and/or MBE certified.

The Ohio State University will approve the firms that will be included on the **pre-qualified “List of Professionals”** by **Project Type and Discipline** based on experience, expertise, capacity and resources to meet the anticipated needs for

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the area(s) of special expertise that the firm indicates in its Statement of Qualifications. Firms illustrating experience and qualifications in specific disciplines will be further ranked for specific projects as the University determines the need for services.

- 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/O200\\_Design\\_Values.pdf](http://fod.osu.edu/proj_del/ref/O200_Design_Values.pdf)).
- 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.

Selected 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.

### D. 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.

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, 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:

CCCA: Certified Construction Contract Administrator (CSI)

CCM: Certified Construction Manager (CMAA)

CCS: Certified Construction Specifier (CSI)

CDT: Construction Document Technologist (CSI)

DBIA: Design-Build Institute of America

**Architect/Engineer Selection Rating Form**  
State of Ohio Standard Forms and Documents

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