Request for Qualifications (Architect / Engineer)
State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	Kottman Hall Renovation	Response Deadline	~~10/20/13~~ 10/21/2013	2:00 p.m.	local time
Project Location	2021 Coffey Road	Project Number	OSU-130501		
City / County	Columbus / Franklin	Project Manager	Bill Holtz		
Owner	The Ohio State University	Contracting Authority	Local Higher Education		
Delivery Method	CM at Risk	Prevailing Wages	State		
No. of paper copies requested (stapled, not bound)	5	No. of electronic copies requested on CD (PDF)	1		

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Bill Holtz at 400 Enarson Classroom Building, 2009 Millikin Rd, Columbus, Ohio 43210. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Bill Holtz at holtz.28@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

Kottman Hall is a 175,781 gross square foot building that was constructed in 1981. Kottman Hall provides services and accommodations for environmental sciences. The building contains classrooms, laboratories, faculty and grad student offices. The goals in this project is to improve the performance and reliability of the HVAC systems to improve the comfort conditions, provide a positive building pressure to eliminate air infiltration from the outside and provide a weather tight envelope. This request is for **Architect of Record** to provide project management for all phases – programming, schematic design, design development, construction documents, bidding, construction and post construction phases. The selected Architect of Record will participate in the interviews for the selection of the MEP Engineer, who will be selected by the University in collaboration with the selected Architect.

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 on the selected firm.

The primary HVAC systems are generally constant air volume. The exhaust air systems fans and some of the ductwork are deteriorated and need to be replaced. The supply air systems and distribution systems need to be tested to determine the magnitude of replacement or improvements that are needed. New heating hot water convertors (steam to HW) will be required to replace the existing convertors. New direct digital controls will be required for the air handling units, terminal units and exhaust air systems.

Also included in the project is the Midwest Chilled Water System Upgrade**,** which will focus on upgrades to, and possibly partial or total replacement of, the existing Howlett Headhouse chilled water plant and distribution systems. These systems provide chilled water to Kottman Hall, Howlett Hall and Parker Food Sciences. The current central plant system incorporates three (3) chillers for a total capacity of approximately 1200 tons of cooling. The goal of this project is to improve the performance and reliability of the central plant and distribution pumping and piping system, provide individual building chilled water metering and provide an integrated plant/building control system to allow optimization of control of the chilled water plant and distribution. This would include the addition of a chiller, pumps, cooling towers, piping distribution systems, system controls and upgrades to the overall system performance. A cost comparison of removing abandoned chiller located in Kottman and replacing with new versus replacing damaged chilled water line between Kottman and Howlett Headhouse along with a new chiller is needed.

Removal and recycling of the existing IRMA roofing system on the upper and lower roofs followed by the installation of a new roofing system to include fall and lightning protection. A cost comparison listing the pros and cons of several roofing system options will be required for presentation to the University to confirm budget, energy savings and the life expectancy of these systems (approx. 20 years). Testing of the existing lightweight concrete substrate and roof drains is required to confirm their integrity as well as to confirm adequate roof slopes can be achieved to eliminate ponding water.

Removal of existing double glazed windows and replacing them with new thermal aluminum windows with insulated low E glass on the third, fourth and part of the second floor. This will also include masonry, flashing repair and interior finishes surrounding the windows.

This will not be a LEED certified project.

B. Scope of Services

The selected Architect of Record will be expected to have strong leadership and experience in the successful delivery of renovation projects in occupied buildings that involve building envelope and architectural work associated with HVAC renovations. It is desired that the successful Architect have experience working in collaboration with a Construction Manager at Risk and experience with Guaranteed Maximum Price. The GMP will be established on 65% complete construction documents. It is anticipated that this project will be delivered utilizing BIM and the model will be transferred to the Construction Manager at Risk at construction and they will maintain the model.

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. Required Professional Liability Insurance will be $3,000,000 per claim and annual aggregate. (Please keep the insurance amount to reinforce the requirements of the AE Terms and Conditions.)

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 Architect of Record will be required to sign the standard agreement. No modifications to the requirements in the agreement will be accepted. (We do not want to include the suggested addition regarding the selected MEP Engineer.)

During the construction period, provide not less than 15 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. Window replacement
2. Roofing system replacement
3. Experience with Construction Manager at Risk project delivery
4. Collaborative BIM Experience with a Construction Manager at Risk
5. Higher education facility
6. State of Ohio Administered Project

C. Funding / Estimated Budget

Total Project Cost	$13,142,200	State Funding	$7,542,200
Construction Cost	$10,220,918	Other Funding	$5,600,000
Estimated A/E Fee	7% to 8% (includes Engineer)		

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	Architecture
Secondary	Hazardous Materials
Others	

E. Anticipated Schedule

Professional Services Start (mm/yy)	12 / 13
Construction Stage Start (mm/yy)	09 / 14
Construction Stage Completed (mm/yy)	09 / 15
Professional Services Completed (mm/yy)	11 / 15

F. EDGE Participation Goal

Percent of *initial* TOTAL A/E Fee	5%

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*
- 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 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, including but not limited to the *State of Ohio BIM Protocol* available at the OFCC website at http://ofcc.ohio.gov.

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.

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

Project Name Kottman Hall Renovation
Project Number OSU-130501
Proposer Firm
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 50 miles	5		
	50 miles to 100 miles	2		
	More than 100 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	0	Max = 3	
	2 to 10 professionals	1		
	More 10 than professionals	2		
2. Primary Firm Qualifications (Maximum 30 points)				
a. Project management lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10		
b. Project design lead	Experience / creativity of project designer to achieve owner's vision and requirements	0 - 5	Max = 20	
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 - 10		
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