

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Ohio Facilities Construction Commission

Project Name	Main Building HVAC and Lighting Systems Upgrades	Response Deadline	11/07/2012	1:00 pm	local time
Project Location	120 Fox-Shannon Place	Project Number	BTC-130009		
City / County	St. Clairsville / Belmont	Project Manager	Jeff Kring		
Owner	Belmont College	Contracting Authority	OFCC		

No. of paper copies requested (stapled, not bound) 2 No. of electronic copies requested on CD (PDF) 1

Submit the requested number of Statements of Qualifications (Form F110-330) directly to OFCC, Attention: Christina Ringley, 4200 Surface Road, Columbus, Ohio 43228. See Section H of this RFQ for additional submittal instructions.

Project Overview

A. Project Description

The purpose of this Request for Qualifications (RFQ) is to obtain Professional Architectural/Engineering (A/E) services for the design and replacement of the existing HVAC and Lighting systems within the Belmont College Main Classroom/Administration Building located at 120 Fox-Shannon Place in St. Clairsville, OH. The Main Classroom/Administration building is approximately 94,000 square feet and is comprised of five separate buildings/additions (the Original Building, the Annex, the Applied Technology and Innovation Center, Horizon Hall and the Faculty Addition). The building is owned by Belmont College.

The **Original Building** was constructed in 1970 and has approximately 47,000 square feet of space dedicated to Administrative Offices, Classrooms, Labs and the Learning Resource Center (Library). The **"Annex"** was constructed in 1984 and has approximately 12,000 square feet of space dedicated to the Childcare Center, the Bookstore and the Kitchen with adjacent Dining Area and Student Lounge space. The **Applied Technology and Innovation Center (ATIC)** was constructed in 1989 and has approximately 22,000 square feet of space dedicated to Offices, Engineering Labs and the Student Success Center. **Horizon Hall** was constructed in 1991 and has approximately 10,000 square feet of space dedicated to a large Multi-Purpose Room with operable walls for subdivision into separate classrooms. A new Entry Vestibule was also included at the time of this building addition. The **Faculty Addition** was constructed in 1996 and has approximately 3,300 square feet of space dedicated to Faculty Offices and Building Maintenance.

The scope of work related to the Main Building HVAC and Lighting Systems Upgrades project includes, the design for replacement of all heating, cooling and lighting systems within the building (including, but not limited to Boilers, Chillers, Rood Top Units, Air Handling Units, Controls, Light Fixtures, and etc.). It is not anticipated that the Boilers in the Horizon Hall expansion will be replaced in this project.

Other work anticipated to be included with the associated project scope listed above may include, but is not limited to replacement or patch and repair of existing ductwork, replacement of existing ceiling tile and grid systems, patch and repair of the existing roof systems (related to new mechanical systems roof top equipment removal and/or installation) and the probable implementation of temporary heating and cooling systems to allow the College to operate "business as usual" during an extended systems shut-down.

The development of a complete Program of Requirements (POR) will also be included as part of the Professional Design as an Additional Service. The development of the POR will include a comprehensive survey/field investigation of existing building systems and HVAC component conditions in order to evaluate their suitability for potential adaptation and/or re-use with new systems. This evaluation will include load calculations of the existing system and new system design. The POR stage scope will also include evaluation of the building envelope, with the primary consideration given to replacement of existing exterior entry door systems. The project scope will be evaluated, prioritized and defined to align with the project budget. Evaluation of the project construction schedule will also be a part of the POR stage.

A combination of State of Ohio Basic Renovations Funding and Local Funding will be used to complete the Design and Construction of this project.

All aspects of the project and related issues will be implemented and operated consistently with Belmont College policies and procedures.

The anticipated project delivery method for this project is General Contracting.

State Prevailing Wage requirements apply to this project.

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B. Scope of 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 Development, 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 *Ohio Facilities Construction 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>.

During the construction period, provide not less than 4 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. Development of Program of Requirements.
2. Evaluation/resolution of Project Scope in relation to Project Budget and Schedule.
3. Experience with major HVAC and Lighting systems renovations/upgrades.
4. Experience with major renovations in occupied buildings.
5. Experience with Project Phasing.
6. Experience with Utilities incentive programs (ie: AEP GridSmart, etc.).
7. Experience with projects required to meet HB251 standards.
8. Experience with College or university Academic Building projects.
9. Experience with State of Ohio Capital Project requirements.
10. Experience with OAKS CI.

C. Funding / Estimated Budget

Total Project Cost	<u>\$2,180,000.00</u>	State Funding	<u>\$250,000.00</u>
Construction Cost	<u>\$1,665,000.00</u>	Other Funding	<u>\$1,930,000.00</u>
Estimated A/E Fee	<u>10.0% to 10.39%</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>Mechanical Engineering</u>
Secondary	<u>Electrical Engineering</u>
	<u>Architecture</u>
	<u>Cost Estimating</u>
	<u>Scheduling</u>
	<u>Structural Engineering</u>
	<u>Commissioning</u>
Others	<u>Environmental</u>

E. Anticipated Schedule

Professional Services Start (mm/yy)	<u>04 / 2013</u>
Construction Contracts Start (mm/yy)	<u>12 / 2013</u>
Construction Contracts Completed (mm/yy)	<u>08 / 2014</u>
Professional Services Completed (mm/yy)	<u>09 / 2014</u>

F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL A/E Fee	<u>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.
- Ability and willingness to work with Project/Facilities Planning staff to develop a Total, Overall Project Budget which includes the College's non-construction cost.
- Previous experience compatible with the proposed project (e.g., type, size), including knowledge of the State of Ohio's requirements as well as other government authorities having jurisdiction.
- 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 including Project Manager, Project Designer, Technical Staff and Construction Administration Staff.
- Proposer's previous experience (numbers of projects, sizes of projects) when working with its proposed consultants; this shall be limited to the last five years.
- 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 of 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>.

It is NOT the intention of Belmont College to seek LEED certification for this project. However, it is expected that Sustainable Design principles will be a part of the Basic Services, including design to meet HB 251.

As prescribed in ORC 123.152 and ORC 3345.011, two-year State College defined as an "Institution of Higher Education" is not required to participate in the Encouraging Diversity, Growth and Equity (EDGE) program.

The EDGE participation goal for Belmont College is 0%, but the use of EDGE certified consultants and subcontractors is encouraged by Belmont College and the Ohio Facilities Construction Commission.

A/E firms interested in providing EDGE participation above the defined percentage goal shall submit the Commitment to Participate in the EDGE Business Assistance Program form in its Statement of Qualifications (Form F110-330) submitted in response to this 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 shall be attached to the A/E's 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, 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 name the PDF file and label the CD and the CD cover with the project number and firm name.

Submit all questions regarding this RFQ in writing to Christina Miller at Christina.Miller@ofcc.ohio.gov 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.

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)

LEED AP ND (Neighborhood Development specialty)
LEED AP Homes (Specialty for residential LEED construction)

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)

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

