

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Agency

Project Name	<u>West Campus Utility Infrastructure GIS</u>	Response Deadline	<u>11/26/2013</u>	<u>2:00 PM</u>	local time
Project Location	<u>Uptown Campus West</u>	Project Number	<u>UCN-13143A</u>		
City / County	<u>Cincinnati / Hamilton</u>	Project Manager	<u>Kit Pearson</u>		
Owner	<u>University of Cincinnati</u>	Contracting Authority	<u>Local Agency</u>		
No. of paper copies requested (stapled, not bound)	<u>5</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 Anne Stall at University of Cincinnati, Planning+Design+Construction, 51 Goodman Ave., Suite 640, Cincinnati, Ohio 45219. See Section H of this RFQ for additional submittal instructions.

Project Overview

A. Project Description

This project will consist of development and survey/design services to prepare a digital survey of existing utility infrastructure for the University's Uptown West campus. The project will evaluate existing University documents and interview staff in order to provide data that, as a minimum, show mapping accuracy for underground lines and appurtenances and survey accuracy for all visible infrastructure and visible/assessable appurtenances. The data will be required to be stamped by a certified professional land surveyor. The digital files will be created in Autodesk AutoCAD or ESRI ArcGIS and will be formatted and configured to the University file standards. The files will be formatted as to allow for easy importation/exportation between Autodesk Revit and ArcGIS.

The West campus may be segmented into various areas to allow for early completion of campus areas and for funding availability.

The utility and campus infrastructure with attributes will include, but is not limited to, the following project description:

- Steam (Supply and Condensate): Line- piping and point-valves
- Chilled Water (Supply and Return): Line-piping and point-valves
- Thermal Storage: Shape- tank
- Fuel Oil: Line-piping, point-devices and shape-tank
- Electrical High Voltage: Line-conduits & wires, point-switchgears, transformers, generators, and lights and shape-duct bank
- Electrical Low Voltage: Line- conduit & wire and point-lights
- Telecommunication: Line-conduits & wires, points-node rooms & help phones and shape-duct bank
- Water (GCWW & UC): Line-piping and point-valves, hydrants, hot boxes & drinking fountains
- Sewer (Storm, Sanitary, & Combined): Line-piping, point-manholes & catch basins and shape-detention/retention tanks
- Irrigation: Line-piping and point-valves * hot boxes
- Tunnels: Line-utility lines, point-devices and shape-tunnel
- Paved Surfaces (Roadways, Parking Lots, Sidewalks & Plazas): Shape-roadway, curb, parking lots, sidewalks & plazas
- Buildings: Point-entrances ground floor & utility entrances and shape-building
- Art Objects: Point-art object

Prevailing Wage requirements do not apply to this project.

B. Scope of Services

The selected Engineer/Land Surveyor (E/LS), 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 Engineer/Land Surveyor Agreement detailed cost components to address the Owner's project requirements.

As required by the Agreement, and as properly authorized, provide the following categories of services: program verification, construction document preparation, 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>.

Request for Qualifications (Architect / Engineer) continued

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 include a minimum of five 5 projects with similar size, complexity. The 5 projects can be university, commercial, industrial campuses.
- 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.
- Proposer's apparent resources and capacity to meet the needs of this project.
- The selected E/SL and all its consultants (if any) must have the capability to use the Internet within their normal business location(s) during normal business hours.

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.

Submit all questions regarding this RFQ in writing to Mr. Kit Pearson at kit.pearson@uc.edu 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 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)

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 West Campus Utility Infrastructure GIS Proposer Firm _____
 Project Number UCN-13143A 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 150 miles	5	
	150 miles to 200 miles	2	
	More than 200 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$500,000	2	
	\$500,000 to \$1,000,000	1	
	More than \$1,000,000	0	
c. Number of licensed professionals	Less than 5 professionals	1	Max = 3
	5 to 20 professionals	2	
	More than 20 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 - 10	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 0	
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 5 sample projects	1	Max = 3
	5 to 9 sample projects	2	
	More than 9 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 5 projects	0 - 3	
	5 to 9 projects	4 - 6	
	More than 9 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 5 projects	0 - 1	
	5 to 9 projects	2 - 3	
	More than 9 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 _____