

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>Central Quad Tunnel Top Replacement</u>	Response Deadline	<u>11/9/2012</u>	<u>4:00 PM</u>	local time
Project Location	<u>Miami University - Central Quad</u>	Project Number	<u>MUN-100024</u>		
City / County	<u>Oxford / Butler</u>	Project Manager	<u>Vincent Cirrito</u>		
Owner	<u>Miami University</u>	Contracting Authority	<u>Local Higher Education</u>		
No. of paper copies requested (stapled, not bound) <u>1</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 Elizabeth Davidson at 181 Cole Service Building, Oxford, OH 45056, davidsea@miamiOH.edu. See Section H of this RFQ for additional submittal instructions.

Project Overview

A. Project Description

Miami University's Central Quad is located on the Oxford campus of Miami University and is surrounded by Minnich, Scott, MacCracken, Richard, and Hamilton Halls. The quad houses four sorority chapters including Alpha Chi Omega, Chi Omega, Kappa Alpha Theta, and Kappa Delta and is host to many important gatherings for the University community including the Convocation Ceremony kicking off the academic year and Alumni Weekend. Central Quad's vista from the Sundial to MacCracken Hall is one of the most photographed areas on campus.

Miami University has an extensive network of utility tunnels throughout the Oxford campus constructed in phases as the campus expanded. The tunnels house many of the main utility lines for the University. Chilled water, hot water, and high pressure steam lines are mounted to and run along the walls of the tunnel system, distributing to the various buildings. In addition to these large pipes, some electrical and telecommunications lines also run within and across the tunnel system.

The utility tunnels located in Central Quad were constructed around 1958. The tunnels are entirely cast-in-place concrete construction and are composed of a base slab (which also serves as the footing), walls, and a lid slab designed and constructed in such a manner that the top of the tunnel lids were left exposed to also serve as pedestrian walks. The exposed lids were originally designed to accommodate pedestrian traffic, however, in addition to the pedestrian traffic, the exposed tunnel lids are also used for maintenance vehicular traffic and increasingly heavy truck traffic from University contractors. Additionally, more recent codes and regulations are requiring that emergency vehicles have multiple access points to buildings, resulting in fire trucks and ambulances crossing the tunnels at multiple points. The current tunnel design does not have the ability to accommodate these large loads and the ability of the University to police the access routes for the contractors and emergency vehicles is limited.

Over the years, as the lids have deteriorated, sections of tunnel lids have been repaired or replaced. Replacement sections have been performed with "in-kind" construction to replace extremely deficient sections of slab without additional consideration to the durability of the structure. The repairs that have been performed are typically surface patches that were placed to remediate safety hazards. These repairs were typically not intended to restore structural integrity or increase the longevity and durability of the structural slab section, as is typically done in a structural restoration. As such, the University recently completed a Condition Review and Proposed Master Plan of many utility tunnels throughout campus for lid slab removal and replacement.

The project will remove and replace approximately 2,000 linear feet of lid slab within Central Quad with a precast structural slab, buried waterproofing system, and topping slab to serve as the pedestrian walkway and traffic bearing surface. Lid slab replacement will require minor relocations of electrical conduit for lighting and temporary bracing of the walls. In addition, the anticipated increase in lid slab elevation will require area grading and storm water management improvements.

The selected firm will be responsible for verifying the design parameters and budget included in the Master Plan document. Short listed firms will be provided a copy of the Condition Review and Proposed Master Plan Document and the University's Storm Water Master Plan document for reference and in preparation of interviews.

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

State Prevailing Wage requirements apply to this project.

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 (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. 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 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.

Submit all questions regarding this RFQ in writing to Vincent Cirrito at cirritv@miamiOH.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)

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

Architect/Engineer Selection Rating Form

State of Ohio Standard Forms and Documents

Project Name Central Quad Tunnel Top Replacement Proposer Firm _____
 Project Number MUN-100024 City, State, Zip _____

Selection Criteria		Value	Score
1. Primary A/E Firm Location, Size, and Workload (Maximum 10 points)			
a. Proximity of primary A/E firm's office where the majority of work will be performed to the principal project site, and knowledge of local conditions	Less than 60 miles from project site	4 - 5	
	60 miles to 120 miles from project site	2 - 3	
	More than 120 miles from project site	0 - 1	
b. Number of relevant licensed professionals within primary A/E firm available to perform the work (based on Part II of F110-330)	Less than 7 licensed professionals	0-5	Max = 3
	7 to 20 licensed professionals	0-5	
	More than 20 licensed professionals	0-5	
c. Amount of fees awarded by the Contracting Authority to the primary A/E firm in the previous 24 months (exclude projects on hold)	Less than \$500k in previous 24 months	2	
	\$500k to \$1 mi in previous 24 months	1	
	More than \$1 mi in previous 24 months	0	
2. Primary A/E Qualifications (Maximum 30 points)			
a. Project Manager (e.g., education, experience, credentials, effective communication skills)	Experience / ability of A/E project manager to manage scope / budget / schedule / quality	0 - 10	
b. Project Designer (e.g., design awards, publications, appropriateness, innovation)	Experience / creativity of project designer to achieve owner's vision and requirements	0 - 5	
c. Technical Staff (e.g., BIM/CAD operator / specifier education, experience, CDT or CCS* credentials)	Experience / ability of technical staff to create fully coordinated construction documents	0 - 5	
d. Construction Administration Staff (e.g., education, experience, CDT or CCCA* credentials)	Experience / ability of field representative to identify and solve issues during construction	0 - 11	
3. Key Consultant Qualifications (Maximum 20 points)			
a. Key Consultants (e.g., civil, mechanical, or electrical engineering, specialty consultants)	Experience / ability of key consultants to perform effectively and collaboratively	1 - 15	
b. Proposed EDGE-certified Consultant Participation** (fully executed Statements of Intent to Contract and Perform with relevant EDGE firms)	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 Collaboration of the Project Team (sample projects on which a significant number of individual team members have worked together)	Less than 3 sample projects	1	
	3 to 6 sample projects	2	
	More than 6 sample projects	3	
b. LEED*** Training / Professional Accreditation (demonstrated either by the primary A/E firm or relevant consultant)	LEED*** Credentials* (Maximum 3 points)	GA	1
		AP	2
		AP+	3
c. LEED*** Registered / Certified Project Experience (demonstrated either by the primary A/E firm or relevant consultant)	LEED*** Registered Projects (RP) or LEED*** Certified Projects (CP) (Maximum 2 points)	RP	1
		CP	2
d. Team Organization (showed formal relationships between owner, contracting authority, consultants)	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
5. Overall Team Experience (Maximum 30 points)			
a. Past Performance of the Project Team (provided reference letters from sample project contacts)	Past performance as indicated by A/E evaluations and letters of reference	0 - 10	
b. Experience with similar projects and anticipated project delivery method (e.g., Multiple-Prime, General Contracting, CM at Risk, Design-Build)	Less than 2 projects	0 - 3	
	2 to 6 projects	4 - 6	
	More than 6 projects	7 - 10	
c. Budget and Schedule Management (included data on estimate versus bid and original contract sum & time versus change orders for sample projects)	Performance in completing projects within original construction budget and schedule	0 - 5	
d. Knowledge of Ohio Capital Improvements Process (e.g., experience following <i>The OFC Manual</i> , the Standard Requirements, and ORC Chapter 153)	Less than 1 projects	0 - 1	
	1 to 2 projects	2 - 3	
	More than 2 projects	4 - 5	
* Refer to list of applicable credentials in Section H of the RFQ ** Must be comprised of professional design services consulting firm(s) and NOT the primary A/E firm *** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute		Subtotal	

Notes:

Evaluator:

Name _____

Signature _____

Date _____