

# Request for Qualifications (Architect / Engineer)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Local Higher Education

|                                                    |                                 |                                                |                               |                |            |
|----------------------------------------------------|---------------------------------|------------------------------------------------|-------------------------------|----------------|------------|
| Project Name                                       | <u>Shideler Hall Renovation</u> | Response Deadline                              | <u>11/20/13</u>               | <u>4:00 PM</u> | local time |
| Project Location                                   | <u>Miami University</u>         | Project Number                                 | <u>MUN-100041</u>             |                |            |
| City / County                                      | <u>Oxford / Butler</u>          | Project Manager                                | <u>Connie McCarthy</u>        |                |            |
| Owner                                              | <u>Miami University</u>         | Contracting Authority                          | <u>Local Higher Education</u> |                |            |
| Delivery Method                                    | <u>CM at Risk</u>               | Prevailing Wages                               | <u>State</u>                  |                |            |
| No. of paper copies requested (stapled, not bound) | <u>3</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 Betsy Davidson at 181 Cole Service Building, 101 S. Fisher Dr. Oxford, OH 45056. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Connie McCarthy at [mccartc@miamioh.edu](mailto:mccartc@miamioh.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.

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### Project Overview

#### A. Project Description

Shideler Hall, built in 1967, located on Miami University's Oxford campus, houses the Geography and Geology Departments. This complete rehabilitation of the 67,000 square foot building and approximately 20,000 square foot addition will include new energy efficient mechanical systems, plumbing, lighting, electrical distribution, data/telecommunications, life safety systems, and ADA accessibility upgrades.

Laboratory and classroom areas will be reconfigured as required to meet the current curriculum and code requirements. Flexible teaching and research laboratories, instrumentation laboratories and a highly interactive GIS studio are planned. New finishes, laboratory casework and equipment will be included. Rehabilitation of the building envelope may also be required, including new windows, masonry restoration, roofing and foundation waterproofing, landscaping and sidewalks.

The procurement of a CM has not yet occurred and is anticipated to be advertised shortly after the AE is under contract. The AE will participate in the selection of the CM.

The project shall meet or exceed the minimum requirements for LEED Silver Certification.

The successful firm will provide a study to evaluate existing STEM and associated lab spaces on campus for the purpose of assisting the University in the development of long term capitol planning. The successful firm will also assist in identifying and laying out temporary swing space for the departments of Geography and Geology.

#### 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 of Requirements, 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* and/or the *Ohio School Design 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 24 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.



## Request for Qualifications (Architect / Engineer) continued

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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 Shideler Hall Renovation Proposer Firm \_\_\_\_\_  
 Project Number MUN-100041 City, State, Zip \_\_\_\_\_

| Selection Criteria                                                                                                                                                                                           |                                                                                                                        | Value           | Score    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|-----------------|----------|
| <b>1. Primary Firm Location, Workload and Size (Maximum 10 points)</b>                                                                                                                                       |                                                                                                                        |                 |          |
| 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 \$1,000,000                                                                                                  | 2               |          |
|                                                                                                                                                                                                              | \$1,000,000 to \$2,000,000                                                                                             | 1               |          |
|                                                                                                                                                                                                              | More than \$2,000,000                                                                                                  | 0               |          |
| c. Number of licensed professionals                                                                                                                                                                          | Less than 10 professionals                                                                                             | 1               | Max = 3  |
|                                                                                                                                                                                                              | 10 to 20 professionals                                                                                                 | 2               |          |
|                                                                                                                                                                                                              | More than 20 than professionals                                                                                        | 3               |          |
| <b>2. Primary Firm Qualifications (Maximum 30 points)</b>                                                                                                                                                    |                                                                                                                        |                 |          |
| 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 - 5           |          |
| d. Construction administration staff                                                                                                                                                                         | Experience / ability of field representative to identify and solve issues during construction                          | 0 - 5           |          |
| <b>3. Key Consultant Qualifications (Maximum 20 points)</b>                                                                                                                                                  |                                                                                                                        |                 |          |
| 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           |          |
| <b>4. Overall Team Qualifications (Maximum 10 points)</b>                                                                                                                                                    |                                                                                                                        |                 |          |
| a. Previous team collaboration                                                                                                                                                                               | Less than 3 sample projects                                                                                            | 1               | Max = 3  |
|                                                                                                                                                                                                              | 3 to 6 sample projects                                                                                                 | 2               |          |
|                                                                                                                                                                                                              | More than 6 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           |          |
| <b>5. Overall Team Experience (Maximum 30 points)</b>                                                                                                                                                        |                                                                                                                        |                 |          |
| 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 4 projects                                                                                                   | 0 - 3           |          |
|                                                                                                                                                                                                              | 4 to 7 projects                                                                                                        | 4 - 6           |          |
|                                                                                                                                                                                                              | More than 7 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<br>** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute |                                                                                                                        | <b>Subtotal</b> |          |

Notes:

Evaluator:

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_