

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>MMAC HVAC System Upgrade</u>	Response Deadline	<u>11/27/2012</u>	<u>3:30pm</u>	local time
Project Location	<u>Moore Musical Arts Building</u>	Project Number	<u>BGU-125842</u>		
City / County	<u>Bowling Green / Wood</u>	Project Manager	<u>Robert Boucher</u>		
Owner	<u>Bowling Green State University</u>	Contracting Authority	<u>Local Higher Education</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 Beth Nagel at 103 Park Avenue Warehouse, Bowling Green, Ohio 43403. See Section H of this RFQ for additional submittal instructions.

Project Overview

A. Project Description

The purpose of this proposal is to obtain professional engineering services, design through construction, plus commissioning and measurement and verification as part of a major HVAC upgrade project. The project is comprised of mechanical equipment replacements, building automation system (BAS) upgrades, and installation of a new building wide humidification system at the Moore Musical Arts Building on the BGSU Main Campus.

The objective of this project is to replace the existing heavily deteriorated 14 HVAC air handling units plus existing fan coils and VAV boxes with new along with adding a new replacement building humidification system. The HVAC replacements and upgrades will be done to create a building environment acceptable to house and store Steinway pianos. One of the most important climate control criteria to house Steinway pianos requires the HVAC system have the ability and hold temperature and humidity levels at a constant state. This project will improve these environmental conditions in addition to reducing energy and maintenance costs.

The Moore Musical Arts Center was constructed in the late 1970s (construction completed in 1979). The building was divided into classrooms, performance halls, and office areas. The HVAC system for the facility included its own chiller plant with the steam for heating being supplied by the campus steam loop. Air conditioning systems were broken up in a fashion to match building occupancy and to isolate the large areas or rooms with their own air systems, and thus, the building ended up with approximately 14 separate air handling systems. Large areas such as the Recital Hall, Rehearsal Hall, Auditorium & Stage and Large Instrument Hall have their own constant volume air handlers (both indoor and outdoor units). For some of the small interior office areas and medium-sized classrooms, variable air volume systems were utilized. For the smaller studios, offices, and practice rooms, a four pipe fan coil system was used with fan coils being supplemented with conditioned fresh air ducts and air devices to meet outdoor air requirements.

The facility included its own chiller plant with heating provided by the district (campus) steam loop. Campus steam at 125 psi was brought into building and then the pressure was reduced from the 125 psi to 25 psi and distributed to the steam to hot water heat exchanger for heating and to steam humidifiers for humidification. Due to the quality of steam being distributed by the campus loop (dirty steam) and the excessive maintenance required to keep humidifiers working properly, the use of steam humidification was abandoned. Chillers and a cooling tower for the building were also abandoned and the building is now fed off the district central chiller plant CCP-1 chilled water loop.

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

State Prevailing Wage requirements apply to this project.

B. Scope of Services

The associate shall provide all required mechanical, electrical, architectural, and any other design and testing services required plus drawings, specifications, and construction management for the scope of work. In addition, the associate shall be experienced in commissioning, measurement, verification, and development of corrective action plans for failed functional tests and increased energy usage. The selected associate will be required to integrate the BGSU Campus Utility Master Plan/Energy Audit/Energy Design Standards into the design process.

Request for Qualifications (Architect / Engineer) continued

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 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 *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 8 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.

Replace all the existing air handlers while adding humidification back into the building. However, replacing the air handlers is not as simple as replacing the existing units in kind (same size). With new ASHRAE 62.1, 2010 and mechanical code requirements for outdoor air quantities to spaces, the new units' total air increases along with the outside air quantity. For instance, for AHU-7 the original unit total air was 4,920 CFM, with outside air of 1,480 CFM. The new total air would be 5,400 CFM with 3,920 CFM of outdoor air. The other factor that increases the total air volume of the units is the lower room or space temperature setting. The original design called for a 75°F room setting. The new standard for a Steinway environment is 68°-70°F. The new air handlers selected would imitate the components provided by the existing units, with the exception of humidifier sections, fans with VFDs, and DDC control modules (Lon). Each air handling unit will have the following sections:

1. Mixing box section with associated dampers and outdoor airflow measuring station.
2. Heating coil section.
3. Access section.
4. Cooling coil section.
5. Access section.
6. Humidifier section.
7. Access section for humidifier dispersion.
8. Fan section.
9. Depending on unit and its location, possible discharge section.

As noted above, it is not only the air handlers that need to be replaced, but also the existing fan coils and VAV boxes. The new fan coils would help to achieve the new space temperatures but also would help in the dehumidification of spaces. The new VAV boxes should include hot water coils as well as new electronic controls (DDC). Additionally, other associated work shall include duct cleaning, new building management system, and replacement of windows in rooms Large Instrumental 1012 and Large Choral Rehearsal 1040.

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. Musical arts type building HVAC system replacements, energy saving, commissioning, and measurement and verification.
2. Musical arts type building HVAC system building automation system upgrades, replacements, and integrations with campus type central BAS controller.
3. Musical arts type building state of the art humidification systems and control design.
4. Higher education institutional experience – preferably State supported universities in Ohio.
5. Experience with complex scheduling/phasing of HVAC system construction renovations in occupied buildings.

C. Funding / Estimated Budget

Total Project Cost	<u>\$3,051,650</u>	State Funding	<u>\$3,051,650</u>
Construction Cost	<u>\$2,416,829</u>	Other Funding	<u>\$0</u>
Estimated A/E Fee	<u>8% to 10%</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

Request for Qualifications (Architect / Engineer) continued

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 Beth Nagel at bnagel@bgsu.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 MMAC HVAC System Upgrade Proposer Firm _____
 Project Number BGU-125842 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 50 miles from project site	4 - 5	
	50 miles to 250 miles from project site	2 - 3	
	More than 250 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 5 licensed professionals	1	Max = 3
	5 to 10 licensed professionals	3	
	More than 11 licensed professionals	2	
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 \$100,000 in previous 24 months	2	
	\$100,000 to \$1,000,000 in previous 24 months	1	
	More than \$1,000,000 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 - 10	
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 5 sample projects	1	
	5 to 10 sample projects	2	
	More than 10 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 5 projects	0 - 3	
	5 to 10 projects	4 - 6	
	More than 10 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 5 projects	0 - 1	
	5 to 10 projects	2 - 3	
	More than 10 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 _____