

# 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>RH - Renovations Summer 2013</u>	Response Deadline	<u>11/29/12</u>	<u>2:00 pm</u>	local time
Project Location	<u>Miami University</u>	Project Number	<u>MUN-100026</u>		
City / County	<u>Oxford / Butler</u>	Project Manager	<u>Robert Bell</u>		
Owner	<u>Miami 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 Elizabeth Davidson at 181 Cole Service Building, 101 South Fisher Drive, Miami University, Oxford OH, 45056. See Section H of this RFQ for additional submittal instructions.

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### Project Overview

#### A. Project Description

Miami University ("Owner") seeks responses from qualified firms to provide design and related services for various types of upgrades to nine Residence Halls during the summer of 2013. The Residence Halls serve students who live on campus with a place to live, study, and socialize. These upgrades will update systems and finishes to increase life safety, functionality, energy efficiency, and appearance of the Residence Halls.

The Residence Halls involved in this Project are Dodds, Emerson, Havighurst, McKee, Moris, Peabody, Porter Tappan and Thomson.

The anticipated upgrades include, without limitation, the following: fire suppression, HVAC, electrical, lighting, bathroom equipment, finishes, kitchen renovations, bathroom renovations, built-in furniture removal, and ceiling replacement. The Architect/Engineer ("A/E") will prepare a POR as an Additional Service for this project.

The anticipated project delivery method for this project is Construction Manager at Risk.

State Prevailing Wage requirements apply to this project.

#### B. Scope of Services

Upon award of the A/E Agreement, the A/E's services will commence with the development of the Program of Requirements. The A/E will also assist the Owner with selection of the Construction Manager.

The selected A/E, as a portion of its required Scope of Services and prior to submitting its proposals, will discuss and clarify with the Owner, the cost breakdown of the 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, Project Close-out, Post-Construction, and 11 Month Warranty Review.

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, the A/E is to provide not less than 32 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.

This Project will require the following disciplines: Architecture, electrical, plumbing, mechanical, fire alarm, fire suppression. The Project will include the installation of new fire suppression systems in two buildings, all new electrical service and distribution and devices for two buildings, HVAC upgrades for one building, replacement of light fixtures in nine buildings, renovation of advisor suites including kitchens in five buildings, painting of student rooms in two buildings, replacement of ceilings in limited areas of four buildings, replacement of flooring in student rooms of one building,

## Request for Qualifications (Architect / Engineer) continued

installation of window contact switches for HVAC control in one building, replacement of water softener system in one building, removal of built-in furniture and rehabilitation of finishes in student rooms of one building, and miscellaneous smaller-scale scope improvements.

The buildings involved in this Project are scattered throughout the Oxford Campus. All are residence halls. Most of these halls will be occupied during a portion of the construction period and therefore the A/E should pay particular attention to the scheduling and phasing of the Work to minimize occupant disruption and to coordinate safety details for areas in close proximity to the Work.

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. HVAC upgrade
2. Fire Suppression
3. Electrical/Lighting Upgrades
4. Kitchen renovation
5. General University Dormitory Room Renovation

### C. Funding / Estimated Budget

Total Project Cost	<u>\$4,999,200</u>	State Funding	<u>\$0</u>
Construction Cost	<u>\$Dollar Amount</u>	Other Funding	<u>\$4,999,200</u>
Estimated A/E Fee	<u>6% to 7%</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>Architecture, Electrical, Mechanical</u>
Secondary	<u>Fire Suppression</u>
	<u>Plumbing</u>
	<u>Fire alarm</u>
	<u>_____</u>
	<u>_____</u>
Others	<u>_____</u>

### E. Anticipated Schedule

Professional Services Start (mm/yy)	<u>12 / 12</u>
Construction Contracts Start (mm/yy)	<u>03 / 13</u>
Construction Contracts Completed (mm/yy)	<u>08 / 13</u>
Professional Services Completed (mm/yy)	<u>09 / 13</u>

### F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL A/E Fee	<u>5%</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.
- 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.

## Request for Qualifications (Architect / Engineer) continued

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- 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>. The University will utilize the forms and documents prescribed by the OFCC for the Construction Manager at Risk delivery method, including the forms and documents specific to A/E services performed for Construction Manager at Risk projects. A/E firms are encouraged to review the governing OFCC documents (available on the OFCC website).

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 Elizabeth Davidson at [davidsea@muohio.edu](mailto:davidsea@muohio.edu) with the project number included in the subject line (no phone calls please). Questions will be answered and posted on the University's Facilities Contracting Office at [www.pfd.muohio.edu](http://www.pfd.muohio.edu) and 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)

Other Industry Credentials

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)

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 RH- Renovations Summer 2013 Proposer Firm \_\_\_\_\_  
 Project Number MUN-100026 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary A/E Firm Location, Size, and Workload (Maximum 10 points)</b>			
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 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 3 licensed professionals	1	Max = 3
	3 to 8 licensed professionals	2	
	More than 8 licensed professionals	3	
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 \$50K in previous 24 months	2	
	\$50K to \$200K in previous 24 months	1	
	More than \$200K in previous 24 months	0	
<b>2. Primary A/E Qualifications (Maximum 30 points)</b>			
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 - 10	
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 - 15	
<b>3. Key Consultant Qualifications (Maximum 20 points)</b>			
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	
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
a. Previous Collaboration of the Project Team (sample projects on which a significant number of individual team members have worked together)	Less than 4 sample projects	1	
	4 to 8 sample projects	2	
	More than 8 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	
<b>5. Overall Team Experience (Maximum 30 points)</b>			
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 4 projects	0 - 3	
	4 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 3 projects	0 - 1	
	3 to 6 projects	2 - 3	
	More than 6 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		<b>Subtotal</b>	

Notes:

Evaluator:

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_