

# 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>Ohio University- Boiler Permit Consultant</u>	Response Deadline	<u>11/26/2014</u>	<u>10:00 am</u>	local time
Project Location	<u>Ohio University</u>	Project Number	<u>OHU-151500</u>		
City / County	<u>Athens / Athens</u>	Project Manager	<u>Brody Bauers</u>		
Owner	<u>Ohio University</u>	Contracting Authority	<u>Local Higher Education</u>		
Delivery Method	<u>N/A</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 Brody Bauers at 160 W. Union St., Suite 154, Athens, Ohio 45701. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Brody Bauers at [bauersb@ohio.edu](mailto:bauersb@ohio.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

Ohio University is making revisions to the existing boiler plant at the Athens, Ohio campus, as part of a commitment to cease coal burning operations by December 31, 2015 and hence comply with MACT regulations.

It is the University's intent to:

- a. Largely convert to natural gas as an interim primary heating fuel, with a gradual decrease in its carbon footprint and shift to sustainable energy sources.
- b. Utilize rental oil/natural gas boilers until permanent dual fuel boilers can become operational.
- c. Investigate the conversion of the existing coal boilers to burn biomass.
- d. Investigate the installation of on-site electrical generation, inclusive of combustion turbines and natural gas fueled reciprocating engine generators.
- e. Add backup emergency electrical generation to key facilities

This project is to retain a permitting consultant to guide the University and its utility master planning consultant in matters pertaining to the existing licensure, existing potentials to emit, and selecting future equipment sizes and fuels relative to existing license modification, PSD requirements, NSPR, environmental impact statements, and all other matters pertaining to federal, state and local emissions permits for the work.

Be advised the Ohio University is a Title V license holder and the proposed work will require modifications to that license.

It is the University's desire to establish the requirements for new boilers ASAP, so that rental equipment can be reserved for 2016-2017 and permanent boilers can be procured.

#### B. Scope of Services

- a. Review all existing licenses and environmental permits to make sure the existing equipment is properly licensed and in compliance with current State and Federal regulations
- b. Establish the existing potentials to emit under the existing licenses for the various pollutants.
- c. Establish applicable actual baseline emissions for the various pollutants. Determine if the existing licenses on the coal boilers should be surrendered or modified to accommodate biomass.
- d. Determine what the emissions and heat input thresholds for the oil/gas boilers, future on-site electrical generation, utilizing both combustion turbines with heat recovery and natural gas fueled reciprocating engine generators ( with or without heat recovery) and additional emergency generation would be for triggering a PSD or NSPR action.

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- e. Advise on how the various processes leading to a statement of environmental impact, in accordance with Ohio and Federal law, would evolve for the various equipment selections, sizes and fuel inputs.
- f. Specifically examine during December 2014 the expected requirements of rental boiler equipment, permanent boiler equipment and any restrictions on the type or quantity of #2 fuel oil to be burned.
- g. Advise on what the permitting and emissions and clean-up requirements for any rental equipment would be, with particular focus on how sizing and operating hours might impact those requirements.
- h. Advise on what the permitting and emissions and clean-up requirements for any permanent equipment would be, again with particular focus on how sizing and operating hours might impact those requirements.
- i. Advise on the permits needed, or operational restriction for new emergency power generation
- j. Evaluate any changes needed to the Title V license for the proposed rental and permanent equipment.
- k. Prepare interim reports on the rental boilers, license recommendations for the coal boilers, interim licensing and permitting.
- l. Devise permitting strategies to assist the Utility Master Planning consultant in evaluating equipment options.
- m. Prepare a permitting report for inclusion in the Utility Master Plan, which is due in September, 2015.
- n. Attend regular meetings with the University, the Utility Master Planning consultant, and State and Federal regulators.

The data collection, temporary and permanent boiler emissions requirements, permitting strategies and interim reports will be completed no later than January 30, 2015. Other components will be completed as needed by the Utility Master Planning consultant.

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 *OFC 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>.

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. Experience with the Ohio and Federal EPA
2. Knowledge to present and future Ohio and Federal emissions regulations
3. Previous university permitting experience in Ohio
4. Previous university permitting experience in the midwest or northeast
5. Previous Ohio University permitting experience
6. Experience with Title 5 Facilities (EPA)
7. Experience with the Ohio EPA application process
8. Experience with bio-mass combustion permitting
9. Experience with coal combustion permitting
10. Experience with combined heat and power, combustion turbines and reciprocating engines
11. Experience with rental boilers
12. Experience with standby or emergency generators emissions and permitting

### C. Funding / Estimated Budget

Total Project Cost	<u>\$400,000</u>	State Funding	<u>\$0</u>
Construction Cost	<u>N/A</u>	Other Funding	<u>\$400,000</u>
Estimated A/E Fee	<u>N/A</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).



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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, CPE, 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

ACEC: American Council of Engineering Companies  
AIA or FAIA: American Institute of Architects  
CCCA: Certified Construction Contract Administrator (CSI)  
CCM: Certified Construction Manager (CMAA)  
CCS: Certified Construction Specifier (CSI)  
CDT: Construction Document Technologist (CSI)  
CMAA: Construction Management Association of America  
CPE: Certified Professional Estimator (American Society of Professional Estimators)  
CSI or FCSI: Construction Specifications Institute  
DBIA or Associate DBIA: Design-Build Institute of America (list credentials, not memberships)  
NCARB: National Council of Architectural Registration Boards (list certification only)  
NCIDQ: National Council for Interior Design Qualification  
NSPE: National Society of Professional Engineers

# Architect/Engineer Selection Rating Form

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Project Name Ohio University- Boiler Permit Consultant Proposer Firm \_\_\_\_\_  
 Project Number OHU-151500 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 100 miles	5	
	100 miles to 200 miles	2	
	More than 200 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$200,000	2	
	\$200,000 to \$500,000	1	
	More than \$500,000	0	
c. Number of licensed professionals	Less than 4 professionals	1	Max = 3
	4 to 8 professionals	2	
	More 8 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	0 - 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 3 projects	0 - 3	
	3 to 6 projects	4 - 6	
	More than 6 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 ** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute		<b>Subtotal</b>	

Notes:

Evaluator:

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_