

# 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>Withrow Hall Deconstruction</u> | Response Deadline                              | <u>12/ 8/14</u>               | <u>2:00 PM</u> | local time |
| Project Location                                   | <u>201 Tallawanda Avenue</u>       | Project Number                                 | <u>MUN-100051</u>             |                |            |
| City / County                                      | <u>Oxford / Butler</u>             | Project Manager                                | <u>John Seibert</u>           |                |            |
| Owner  | <u>Miami University</u>            | Contracting Authority                          | <u>Local Higher Education</u> |                |            |
| Delivery Method                                    | <u>General Contracting</u>         | Prevailing Wages                               | <u>State</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 101 S. Fisher Drive Oxford, Ohio 45056. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Elizabeth Davidson at davidsea@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

As part of long-range master planning, Withrow Hall (built 1931) has been slated for deconstruction since the Rec Center became the home of student recreational activities in 1994. Since then, limited resources have been allocated to keep the facility in place long enough to recognize its full life cycle and to await enabling projects to move remaining "tenants" in the facility. Now that the new Baseball Team Legacy facility and the Indoor Practice Center facility are under construction, a few smaller enabling projects which are part of this scope remain. This project will include design, construction documentation and construction administration enabling to move Archives to a consolidated King Libraries Rare Books and Archives Center on the third floor of King Library, to move remaining Rec Sports Offices and related remaining recreational and club sports functions, to move IT area support offices, record retention files and other ancillary functions to other locations on campus. Many of these moves will require modest rework and interior renovations of existing spaces to accept the new tenants. Short listed firms will be provided a copy of the program of requirements outlining the scope and type of enabling projects anticipated. Subsequent deconstruction, utility removal, and site restoration of the Withrow Hall site will take place. The site will be land baked as a future academic or residential opportunity for the campus and careful reconnected circulation and landscaping of the site will need to occur in the interim and as part of this project. Relocation of tenants via enabling projects is to occur Spring 2016 with any renovation to new spaces prior. Deconstruction of Withrow Hall is to occur over the summer of 2016 and needs to be complete by August 15, 2016 / ahead of student move in for the fall 2016 academic year with the exception of any specialty landscape plantings / grounds work requiring more favorable fall weather.



# Request for Qualifications (Architect / Engineer) continued

## B. Scope of Services

Upon award of the Agreement, the Architect will commence by verifying the Program of Requirements for the areas currently housed in Withrow which include portions of these groups: Intercollegiate Athletics, Recreational Sports and Clubs, Human Resources record retention, Police Bike Storage, MU Archives, IT North quad service, and ICA/Rec Sport shared areas.

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 as requested and as appropriate for this project. Estimating construction costs and developing project budget and schedules are included in these services.

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.

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. Previous experience with deconstruction / demolition with green principled landfill diversion
2. Previous experience managing multiple simultaneous "smaller" enabling architecture projects
3. Interior Design & Space Planning of both athletic and office interiors
4. Move Management experience
5. Site utility systems removal / MEP design experience in both enabling and site clearing projects
6. Civil engineering, especially site restoration work
7. Responsive Campus Landscape Architecture design
8. Previous Experience working with Miami University or similar State of Ohio higher education institutions

## C. Funding / Estimated Budget

|                    |                     |               |                    |
|--------------------|---------------------|---------------|--------------------|
| Total Project Cost | <u>\$3,000,000</u>  | State Funding | <u>\$0</u>         |
| Construction Cost  | <u>\$2,300,000</u>  | Other Funding | <u>\$3,000,000</u> |
| Estimated A/E Fee  | <u>6.5% to 7.5%</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</u>           |
| Secondary | <u>Interior Design</u>        |
|           | <u>MEP Design</u>             |
|           | <u>Fire Protection Design</u> |
|           | <u>Landscape Architecture</u> |
|           | <u>Civil Engineering</u>      |
| Others    | <u>Move Management</u>        |

## E. Anticipated Schedule

|   |                           |
|---|---------------------------|
| Professional Services Start (mm/yy)     | <u>12 / 14</u>            |
| Construction Stage Start (mm/yy)        | <u>11 / 15 (enabling)</u> |
| Construction Stage Completed (mm/yy)    | <u>09 / 16 (site)</u>     |
| Professional Services Completed (mm/yy) | <u>11 / 16</u>            |

## F. EDGE Participation Goal

|   |             |
|---|-------------|
| Percent of <i>initial</i> TOTAL A/E Fee | <u>5.0%</u> |
|---|-------------|

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.

## Request for Qualifications (Architect / Engineer) continued

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### 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.

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, 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

## State of Ohio Standard Forms and Documents

Project Name Withrow Court Deconstruction Proposer Firm \_\_\_\_\_  
 Project Number MUN-100051 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 \$100,000  | 2               |          |
|  | \$100,000 to \$500,000   | 1               |          |
|  | More than \$500,000  | 0               |          |
| c. Number of licensed professionals  | Less than 4 professionals  | 1               | Max = 3  |
|  | 4 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                                     | 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<br>** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute |  | <b>Subtotal</b> |          |

Notes:

Evaluator:

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_