

# 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>Architect Pre-Qualified Consultant List</u>	Response Deadline	<u>12/7/2012</u> <u>2:00 p.m.</u> local time
Project Location	<u>Cleveland State University</u>	Project Number	<u>CLS-131322 / LF-1322A</u>
City / County	<u>Cleveland / Cuyahoga</u>	Project Manager	<u>Melanie Boyd</u>
Owner	<u>Cleveland State University</u>	Contracting Authority	<u>Local Higher Education</u>
No. of paper copies requested (stapled, not bound)	<u>4</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 Melanie Boyd at 1802 East 25<sup>th</sup> Street, Cleveland, Ohio 44115. See Section H of this RFQ for additional submittal instructions.

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### Project Overview

#### A. Project Description

Cleveland State University, Office of the University Architect (CSU) intends to pre-qualify firms to provide architectural services for projects that are not advertised through the Ohio Register, or other media. This pre-qualification process will determine the list of firms that will be eligible for award of contracts for the period covering December 15, 2012 – June 30, 2014.

Services will be in support of CSU design of projects, as well as support Local Administration of projects. Consultants are utilized for small projects or specialized tasks in which the A/E selection process would be unnecessarily cumbersome.

Upon completion of the selection process, where appropriate, CSU will seek Controlling Board approval for total contract awards to each pre-qualified firm up to the amount of \$250,000 for two-year period. Each individual assignment may range in the amount of \$25,000 - \$75,000 per project; however, there are exceptions where fees for an individual assignment exceed \$75,000.

The number of pre-qualified architectural services consultants selected through this process is within the discretion of CSU. While the pre-qualified status means that a firm is eligible for award of contracts, there is no guarantee that a firm will be awarded any work or representation of the amount of work a firm may receive within the two-year period.

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

State Prevailing Wage requirements apply to this project.

#### B. Scope of Services

Work assignments may include, but are not limited to, specialty design (any architectural discipline including landscape design); interior design, review or creation of a Program of Requirements; various studies; conceptual building design; preparation of bidding and construction documents; preparation of cost estimates; validation of existing site conditions, pre-design investigations; code required special inspections and testing.

Services will be provided in accordance with a standard form of agreement. As a project is identified for services, CSU will notify a pre-qualified firm or firms for the project and provide a scope of work. Only the firm selected for an assignment will be requested to provide a fee proposal. The scope of work and schedule for a specific project will be described in an exhibit document attached to the agreement.

For projects with an appropriately developed Program of Requirements (POR), upon award of the agreement, commence with Design. For projects without such a POR, upon award of the Agreement, commence by developing the Program of Requirements.

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>.

CSU will initiate contract negotiations directed toward:



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### 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 Melanie Boyd at [m.boyd@osu.edu](mailto:m.boyd@osu.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)

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

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Project Name Architect Pre-Qualified Consultant List Proposer Firm \_\_\_\_\_  
 Project Number CLS-131322 / LF-1322A 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 120 miles from project site	4 - 5	
	120 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 20 licensed professionals	2	
	More than 20 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 \$100,000 in previous 24 months	2	
	\$100,000 to \$300,000 in previous 24 months	1	
	More than \$300,000 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 - 10	
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 - 5	
<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 7 sample projects	2	
	More than 7 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 2 projects	0 - 3	
	2 to 4 projects	4 - 6	
	More than 4 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 the <i>OFC Manual</i> , the Standard Requirements, and ORC Chapter 153)	Less than 2 projects	0 - 1	
	2 to 4 projects	2 - 3	
	More than 4 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 \_\_\_\_\_