

# 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>Stilwell Hall Alterations</u>	Response Deadline	<u>01-03-2014</u>	<u>2:00PM</u>	local time
Project Location	<u>Stilwell Hall - 1960 East 24<sup>th</sup> Street</u>	Project Number	<u>CLS-131334 / LF-1334A</u>		
City / County	<u>Cleveland / Cuyahoga</u>	Project Manager	<u>Dwayne Wilson</u>		
Owner	<u>Cleveland State University</u>	Contracting Authority	<u>Local Higher Education</u>		
Delivery Method	<u>CM at Risk</u>	Prevailing Wages	<u>State</u>		
No. of paper copies requested (stapled, not bound)	<u>6</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 Dwayne Wilson at 1802 East 25<sup>th</sup> Street. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Dwayne Wilson at [d.d.wilson17@csuohio.edu](mailto:d.d.wilson17@csuohio.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

The Fenn College of Engineering at Cleveland State University is developing a new model for engineering education which demands up-to-date learning environments in laboratories, classrooms, student spaces, circulation, support spaces, and public spaces. The College is housed in Stilwell Hall, a structure built in the 1920's as the Ohio Motors Building, was renovated in the late 1950's and has seen patchwork renovation over the past six decades. The upgrade will necessitate a major renovation encompassing interior and exterior refurbishments.

The total area of the building is approximately 196,000 gsf. The amount of this area used for renovations will be determined as part of the planning/programming phase. It is during this phase, that the A/E will develop a Program of Requirements (POR) setting the priorities for the project. Also, during the planning/programming phase, the A/E shall determine what additional scope may be developed that can be utilized as a "master plan" for the College of Engineering within Stilwell Hall, and plan the following phases accordingly to accommodate future program and renovations.

The interior renovations will address areas on all five floors of the building (Lower Level through 4<sup>th</sup> Floor). The A/E will need to repurpose the existing spaces to create engaged learning laboratories which consist of a cluster of laboratories and learning spaces where students will interact across disciplines and across classes.

Exterior renovations will include the restoration and re-supporting the failing existing stone skin on the east façade; masonry restoration, new east entry that conveys a new image for the College; replacement of existing windows/curtain wall systems on all facades; new north entry and façade on Chester Avenue that conveys a new image for the College; roof replacement on lower roofs and pedestrian bridge; and site work that ties into the surrounding campus walks and integrates the new entries and perimeter work. Exterior assessments were performed from 2010 to 2012 for the building envelope. Work done as part of this contract, restoring the existing exterior facades to remain, will be done through the University's Envelope Consultant, already under contract. The A/E will coordinate the project with this consultant.

Also, the scope of work will focus on replacement of aging and failing infrastructure and systems that coincide with the reorganization of program spaces. Some upgrades may also be necessary outside of the parameters of the reorganized spaces. The infrastructure and system needs will include new air handling equipment, heating and plumbing piping replacement, HVAC controls, fire suppression, electrical systems, fire alarm, telecommunications, and audio/visual systems. Assessments of systems will be performed by the A/E during the planning/programming phase in conjunction with the anticipated programmatic need for the College. The space planning will consider the reassignment and reuse of existing spaces as much as practical. In interior areas to be renovated, new finishes and laboratory casework are required. The building will remain occupied during construction, and a phased construction and multiple bid packages may be required. The successful firm will also assist in identifying and laying out temporary swing space for the departments.

The goal of the University is for all projects to be registered with the USGBC for minimum Silver LEED Certification. Maximizing energy conservation is a critical component of the design goals. The A/E must demonstrate a thorough

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understanding and commitment to LEED design and is responsible for the design and meeting LEED goals set forth by the University.

This project will utilize the Construction Manager at Risk project delivery method.

### B. Scope of Services

The A/E is expected to have strong leadership and design skills with experience in the successful delivery of complex laboratory projects in a campus setting. The successful A/E must have experience in working in collaboration with a complex consulting team and complex user groups.

The project is expected to be recognized for its quality of design; its response to the existing building, site and surrounding campus buildings; connection to campus open space; and contribute to the image of the College on campus and to the City. The A/E will provide study models and 3D renderings during the schematic design and design development phases.

The team will be expected to interface and collaborate with the Planning, Design, and Construction office and University administration in developing the design aesthetic.

The development of the POR will be a collaborative process and will be guided by the Planning, Design and Construction office. The A/E will be expected to work with the College of Engineering and the facility's occupants to develop a program based on prioritized space needs that will:

1. Provide state of the art instructional lab space
2. Optimize shared interdepartmental space and adjacencies including collaborative research opportunities
3. Maximize sustainable practices by the building and its occupants
4. Create flexibility in lab design with modularity
5. Provide efficient space utilization
6. Increase energy efficiency with the replacement of exterior envelope and new building systems

This project does not have a fully developed Program of Requirements. Upon award of the Agreement, commence by developing the Program of Requirements.

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>.

During the construction period, provide not less than 24 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. Programming for higher education science/lab/classroom facilities
2. Higher education science/lab teaching facilities
3. Higher education science/lab research facilities
4. Higher education classroom facilities
5. Rehabilitation / retrofit of existing science/lab facilities
6. Exterior envelope rehabilitation/restoration
7. Multiple phase renovations of existing science facilities
8. Mechanical / Electrical phased renovations of an existing science facility
9. Building additions that enhance and update campus architectural aesthetic
10. LEED Certified lab projects

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### C. Funding / Estimated Budget

Total Project Cost	<u>\$17,700,000.00</u>	State Funding	<u>\$12,500,000</u>
Construction Cost	<u>To be determined</u>	Other Funding	<u>\$5,200,000</u>
Estimated A/E Fee	<u>7% to 8%</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>Laboratory Planning / Design</u>
	<u>Civil /Landscape Design</u>
	<u>Structural Engineering</u>
	<u>MEPT Engineering</u>
	<u>Fire Suppression Engineering</u>
Others	<u>Hazardous Materials Consulting</u>

### E. Anticipated Schedule

Professional Services Start (mm/yy)	<u>02 / 2014</u>
Construction Stage Start (mm/yy)	<u>12 / 2014</u>
Construction Stage Completed (mm/yy)	<u>02 / 2015</u>
Professional Services Completed (mm/yy)	<u>04 / 2015</u>

### F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL A/E Fee	<u>5.0%</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.
- 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 address how they will implement Building Information Modeling ("BIM") on the project, experience and level of training of staff related to BIM, incorporation of team partners that have previous BIM experience, and an understanding of collaborative BIM processes, including but not limited to the *State of Ohio BIM Protocol* available at the OFCC website at <http://ofcc.ohio.gov>.

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.

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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. Pre-Proposal Meeting

The Office of the University Architect will present an overview of the Project and Contract requirements, followed by a tour of the site on **Monday, December 9, 2013 from 1:30 pm - 3:00 pm local time**. The pre-proposal meeting will be held in the Plant Services Building, 1802 E. 25<sup>th</sup> Street, Cleveland, Ohio 44115 in Room 242. This pre-proposal meeting will provide the only public forum for potential applicants and team members to view the site and ask questions of the client and Office of the University Architect prior to the submission deadline. **Other than this meeting, no personal tours or contact with the Dean or faculty of the College will be permitted.**

### I. 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, 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 Stilwell Hall Alterations Proposer Firm \_\_\_\_\_  
 Project Number CLS-131334 / LF-1334A 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 5 professionals	0	Max = 3
	5 to 10 professionals	2	
	More than 10 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	1 - 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 7 sample projects	2	
	More than 7 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 5 projects	0 - 3	
	5 to 7 projects	4 - 6	
	More than 7 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 5 projects	0 - 1	
	5 to 9 projects	2 - 3	
	More than 9 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 \_\_\_\_\_