

# Request for Qualifications (Planning Services)

## State of Ohio Standard Forms and Documents

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### Administration of Project: Local Agency

Project Name	<u>Corbett Center Theater Improvements</u>	Response Deadline	<u>January 10, 2014 2:00 pm</u> local time
Project Location	<u>UC - Corbett Performing Arts Center</u>	Project Number	<u>UCN-14047A</u>
City / County	<u>Cincinnati / Hamilton</u>	Project Manager	<u>Dennis Funke</u>
Owner	<u>University of Cincinnati</u>	Contracting Authority	<u>Local Agency</u>
Delivery Method	<u>N/A</u>	Prevailing Wages	<u>None</u>
No. of paper copies requested (stapled, not bound)	<u>Five</u>	No. of electronic copies requested on CD (PDF)	<u>One</u>

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Dennis Funke at University Hall, Suite 640, 51 Goodman Drive, Cincinnati, OH, 45219 or Dennis.Funke@uc.edu. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Dennis Funke at Dennis.Funke@uc.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 Corbett Center Theater Improvements will replace theatrical equipment that is not performing up to current theatrical and instructional standards, is outdated and/or reached the end of its useful life, or poses safety concerns. In addition, infrastructure improvements are necessary to provide proper power requirements for new AV, communication and motorized rigging systems. Relocation of some components may be required to provide adequate area for the new components and proper area, working clearances and/or expansion capabilities. Additional improvements in the Corbett Auditorium include replacement of the stage floor, house aisle carpet replacement, and re-painting of the floor beneath the seating. The initial study phase of the project will provide programming, existing conditions analysis, recommended equipment system descriptions and proposed equipment locations, construction phasing recommendations, and an opinion of probable construction cost.

The work in this project includes primarily the replacement of existing theatrical equipment, and the upgrading of electrical, structural, and additional systems as necessary to support this new equipment. Theater equipment and planning assessment and recommendations for state of the art equipment replacement is the primary focus of this project. Electrical upgrades are needed to support the new equipment and locations, and electrical improvements are necessary to eliminate crossover communication issues that occur between theaters with the present systems.

The College Conservatory of Music anticipates the work will include, but may not be limited to the following:

1. Corbett Performing Arts Center & Mary Emery Hall:
  - New internal communication system incorporating both audio and visual systems to serve four performance venues [Corbett Auditorium (CA), Patricia Corbett Theater (PCT), Cohen Family Studio Theater, Robert J. Werner Recital Hall], dressing rooms, paging locations and designated offices.
  - Power upgrades and redistribution, including the addition/or relocation of local disconnects where none are present, or are not installed in the appropriate locations.
  - Scene shop power upgrades.
  - HVAC evaluation.

The anticipated scope in each performance venue is as follows:

2. Corbett Auditorium:
  - Communications and power upgrades (see item #1 above)
  - Replace house dimming system
  - Replace rigging system with motorized system (evaluate structure for support capacity of new system)
  - Remove and replace wood stage flooring
  - Remove and replace aisle carpeting
  - Prep and repaint concrete floor under seating area

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- Planning and infrastructure preparation for venue and support spaces to accommodate the following equipment upgrades in the near future:
  - Optional equipment scope items:
    - Replace draperies (soft goods)
    - Lighting
      - Integrate advanced dimming system
      - Replace lighting console
      - Replace house lighting with LED fixtures
    - Add HD projectors
    - Sound equipment
      - Add high-end digital speakers
      - Add line array loudspeaker system
    - Upgrade computers, wireless microphone system, cabling

### 3. Patricia Corbett Theater:

- Communications and power upgrades (see item #1 above)
- Planning and infrastructure preparation for venue and support spaces to accommodate the following equipment upgrades in the near future:
  - Optional equipment scope items:
    - Replace draperies (soft goods)
    - Lighting
      - Integrate advanced dimming system
      - Replace lighting console
      - Replace house lighting with LED fixtures
    - Add HD projectors
    - Sound equipment
      - Add high-end digital speakers
      - Add line array loudspeaker system
    - Upgrade computers, wireless microphone system, cabling

### 4. Cohen Family Studio Theater:

- Communications and power upgrades (see item #1 above)

### 5. Robert J. Werner Recital Hall:

- Communications and power upgrades (see item #1 above)

## B. Scope of Services

UC is soliciting consulting services of **an Engineering firm with a Theatre Consultant** ~~a Theater Consultant and Consulting Engineers~~ to provide – conditions assessment of theatrical equipment and supporting infrastructure; programming; construction phasing recommendations; and estimates of probable construction costs.

The selected **Engineering firm and Theatre Consultant** ~~Theater Consultant and Consulting Engineers~~, as a portion of its required Scope of Services and prior to submitting its proposals, will discuss and clarify with the Owner and/or Contracting Authority, the cost breakdown of the Consultants Agreement's detailed cost components to address the Owner's project requirements.

As required by the Agreement, and as properly authorized, provide the following categories of services: Assessments of, and recommendations for, the replacement and/or upgrade of theatrical and communication systems and their supporting infrastructures. Evaluation and report of the conditions and expected remaining useful life of existing HVAC systems.

Refer to the *OFC Manual* for additional information about the type and extent of services required. A copy of the standard Agreement can be obtained at the OFCC website at <http://ofcc.ohio.gov>.

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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 compatible with the proposed project (e.g. compatible scope of services and details on similar theatrical equipment upgrades)
2. Relevant past work of prospective firm's proposed consultants
3. Past performance of prospective firm and its consultants
4. Qualifications and experience of individuals directly involved with the project
5. Proximity of prospective firms to the project site
6. Proposer's apparent resources and capacity to meet the needs of this project

Work process and minimum deliverables:

1. Investigate all facilities within the project jurisdiction.
2. Interview University and theater user representatives to assess use requirements.
3. Prepare and submit a program document defining the user's needs.
4. Develop recommendations for improvements, including long-term operational effects of system upgrades where applicable.
5. Prepare draft report of all recommendations for review. Include in the report:
  - a. An opinion of both probable construction cost and total project cost.
  - b. Construction schedule and duration estimates with options for single or multiple phases with recommendations coordinating with the Colleges' performance season and educational calendar of needs.
6. Meet with University representatives to review and discuss draft report.
7. Prepare final report for review.
8. Submit final report.

### C. Funding / Estimated Budget

Total Project Cost	<u>\$95,000</u>	State Funding	<u>\$0.00</u>
		Other Funding	<u>\$95,000</u>

### D. Services Required (see note below)

Primary	<u>MEP Engineer Theater Consulting</u>
Secondary	<u>Theatre Consultant Electrical Engineering</u>
	<u>Mechanical Engineering</u>
	<u>Structural Engineering</u>
Others	<u>Audio Visual Consulting</u>

### E. Anticipated Schedule

Planning Services Start (mm/yy)	<u>03 / 14</u>
Planning Services Completed (mm/yy)	<u>07 / 14</u>

### F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL Fee	<u>0%</u>
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### Notes:

- a. The primary Engineering consultant shall be (1) 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, or (2) a registered architect holding a license and certificate of authorization issued by the Ohio Architects Board pursuant to ORC Chapter 4703.
- b. The scope of the work for the team to be selected for this "Planning Services" Phase of the "Corbett Center Theater Improvements" project concludes with the establishment of a building program, budget, and estimated schedule. The University of Cincinnati, solely at its discretion, may choose to negotiate with this selected team, for professional services for the subsequent Design and Construction phases of the project; or, it may choose to conclude the relationship, and seek a new team, for implementation of future phases.

Participation in the EDGE Business Assistance Program is not required in this Phase I – "Planning Services", but will be required of the selected team for subsequent phases of Design and Construction.

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### G. Evaluation Criteria for Selection (see attached Rating Form)

- Demonstrated ability to meet Owner's budget, and schedule on previous projects.
- Demonstrated ability to manage the project consisting of engineering system upgrades, and the planning efforts of specialty consultants including lighting, A/V, communications, and structural systems.
- 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.
- Proximity of prospective firms to the project site.
- Proposer's apparent resources and capacity to meet the needs of this project.
- The selected firm and all its consultants must have the capability to use the Internet within their normal business location(s) during normal business hours.

### 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, 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)

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)

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

# Planning Services Selection Rating Form

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Project Name Corbett Center Theater Improvements Proposer Firm \_\_\_\_\_  
 Project Number 14047Ar City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Firm Location, Workload and Size (Maximum 15 points)</b>			
a. Proximity of firm to project site	Less than 50 miles	5	
	50 to 150 miles	2	
	More than 150 miles	0	
b. Amount of fees awarded by Contracting Authority	Less than \$50,000	5	
	\$50,000 to \$500,000	2	
	More than \$500,000	0	
c. Number of relevant professionals	Less than 5 planning professionals	2	Max = 5
	5 to 9 planning professionals	4	
	More than 9 planning professionals	5	
<b>2. Primary Qualifications (Maximum 30 points)</b>			
a. Master Planning Lead	Experience / ability of MP Lead to manage visioning / capital improvement plans	0 - 10	Max = 20
b. Assessment Lead	Experience / ability of lead to manage assessors of various disciplines	0 - 5	
c. Planning Staff	Experience / ability of planning staff to develop long range master plans	0 - 10	
d. Technical Staff	Experience / ability of assessors to accurately collect and evaluate systems and components	0 - 10	
<b>3. Sub-Consultant Qualifications (Maximum 10 points)</b>			
Key Discipline Leads	Experience / ability of all key discipline leads to effectively perform the work	0 - 10	
<b>4. Project Team Qualifications (Maximum 15 points)</b>			
a. Previous team collaboration	Less than 3 projects (Low)	0	Max = 5
	3 to 6 projects (Average)	2	
	More than 6 projects (High)	5	
b. LEED* Registered / Certified consultant participation	No projects	0	Max = 5
	Registered	2	
	Certified	5	
c. Team Organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
<b>5. Overall Project Team Experience (Maximum 30 points)</b>			
a. Criteria development and prioritization	Performance in establishing owner criteria for capital improvement plans	0 - 10	
b. Experience with similar projects / delivery methods	Less than 3 projects (Low)	0 - 3	
	3 to 9 projects (Average)	4 - 6	
	More than 9 projects (High)	7 - 10	
c. Past performance	Level of performance as indicated by past evaluations / letters of reference	0 - 10	
* LEED = Leadership in Energy & Environmental Design developed by the U.S. Green Building Council		<b>Subtotal</b>	

Notes:

Evaluator:

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_