

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

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|--|---|--|-------------------------------|------------------|------------|
| Project Name | <u>Moseley, Hanna, South, University Halls Infrastructure Engineering</u> | Response Deadline | <u>12/23/2013</u> | <u>2:00 p.m.</u> | local time |
| Project Location | <u>BGSU Main Campus</u> | Project Number | <u>BGU-135984r</u> | | |
| City / County | <u>Bowling Green / Wood</u> | Project Manager | <u>Bob Boucher</u> | | |
| Owner | <u>Bowling Green State 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>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 Beth Nagel at 103 B Park Ave. Warehouse, Bowling Green State University, Bowling Green, OH 43403, bnagel@bgsu.edu. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Beth Nagel at bnagel@bgsu.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.

Project Overview

A. Project Description

The purpose of this request is to obtain professional engineering services - design through construction, for the design of utility infrastructure support for the renovations of Moseley, South, Hanna, and University Halls. The renovations of these buildings are identified in the current BGSU Main Campus Masterplan for renovations and improvements to existing academic buildings. The existing mechanical, electrical and plumbing infrastructure services serving these buildings are antiquated, do not meet code, or in the case of air conditioning and fire suppression, are non-existent. In order to support the full renovations of these buildings, major improvements to these services are required. It is necessary to quickly contract for design engineering services in order to meet the varied in succession schedules for these renovations.

As part of the ongoing sustainability efforts to manage energy consumption, the options for heating and cooling distribution throughout Campus are being evaluated. This includes long-term system evaluations of the centralized steam and condensate systems and methodologies for providing building heating and cooling, including geothermal and condensing boiler options. Furthermore, as the next step in the ongoing upgrade of the University's aging electrical, these buildings need to be taken off of the old 4160 volt distribution system and connected to the newer 12,470 volt distribution loop.

The infrastructure providing water sources to these buildings are deteriorated and undersized for the future buildings' needs. For example, the volume of water required for adequate fire suppression and sprinkler systems cannot be met utilizing existing water sourcing. Existing sewers are currently combined (sanitary and storm together). Storm and sanitary sewer lines must be separated to meet current code and City of Bowling Green, Ohio requirements as buildings are being renovated.

Finally, infrastructure engineering study results may dictate the upgrade of some tunnels in order to adequately support the utility infrastructure distribution networks, construction of a precinct chiller plant, and possible geothermal sourced heating and cooling for these and other Campus buildings.

B. Scope of Services

The associate shall provide all required mechanical, electrical, plumbing, fire protection, separation of storm and sewer, civil, architectural, and any other design services required plus drawings and specifications for these buildings and associated possible longer term projects. The selected associate will be required to design the necessary utilities and possible precinct chiller plant in accordance with the Campus Infrastructure Update Study Project that is currently in progress for these buildings and overall Campus. Identification of the actual final scope of work and budget will be determined near completion of the study in early February 2014.

The construction may also be phased as schedules and future funding dictate. The total project and construction cost listed below in this RFQ is a preliminary estimate only at this time and may be adjusted as needed.

For projects advertised 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.

Request for Qualifications (Architect / Engineer) continued

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. Additional Services will be discussed as necessary during the negotiation phase. Reimbursable Expenses will be approved per the Agreement, including travel reimbursement and meal rates according to the Owner's Controlling Office website at <http://www.bgsu.edu/offices/controller/page8718.html>). Mileage will be reimbursed at the posted mileage rates for distances exceeding 60 miles from the principal place of business to the work site, on a pro-rated basis. Travel time shall not be reimbursed.

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 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. Higher education institutional experience – preferably State supported universities in Ohio.
2. Familiarity with OFCC requirements and procedures – design through construction.
3. Extensive previous experience and proven track record with accurate project budgeting and scheduling associated with this type of project.
4. University exterior campus utility infrastructure design, including natural gas, storm and sanitary sewer, domestic water, fire protection, chilled water, geothermal, compressed air, internet/phone/data network, and electrical distribution.
5. University utility tunnel located steam and condensate plus direct buried piping design.
6. Coordination of university type campus exterior building utility infrastructure new construction and renovations on an occupied campus.
7. Central precinct chiller plant design – conventional and geothermal

C. Funding / Estimated Budget

| | | | |
|--------------------|---------------------|---------------|---------------------|
| Total Project Cost | <u>\$15,000,000</u> | State Funding | <u>\$2,000,000</u> |
| Construction Cost | <u>\$11,000,000</u> | Other Funding | <u>\$13,000,000</u> |
| Estimated A/E Fee | <u>6.5% to 8.5%</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>Mechanical Engineering</u> |
| Secondary | <u>Plumbing Engineering</u> |
| | <u>Electrical Engineering</u> |
| | <u>Civil Engineering</u> |
| | <u>Fire Protection Engineering</u> |
| | <u>Geothermal Design</u> |
| Others | <u>Landscape Architecture and Architecture</u> |

E. Anticipated Schedule

| | |
|---|------------------|
| Professional Services Start (mm/yy) | <u>02 / 2014</u> |
| Construction Stage Start (mm/yy) | <u>07 / 2014</u> |
| Construction Stage Completed (mm/yy) | <u>07 / 2016</u> |
| Professional Services Completed (mm/yy) | <u>10 / 2016</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

G. Evaluation Criteria for Selection

- Demonstrated ability to meet Owner's programmed project vision, scope, budget, and schedule on previous projects.
- Previous experience – (minimum 7 years related to campus exterior utility infrastructure including chiller plant, condensing boiler, and geothermal systems design) 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, 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

State of Ohio Standard Forms and Documents

Project Name Moseley, Hanna, South, University Halls Proposer Firm _____
 Project Number BGU-135984r City, State, Zip _____

| Selection Criteria | | Value | Score |
|--|--|-----------------|----------|
| 1. Primary Firm Location, Workload and Size (Maximum 10 points) | | | |
| a. Proximity of firm to project site | Less than 50 miles | 5 | |
| | 50 miles to 250 miles | 2 | |
| | More than 250 miles | 0 | |
| b. Amount of fees awarded by Contracting Authority in previous 24 months | Less than \$200,000 | 2 | |
| | \$200,000 to \$1,000,000 | 1 | |
| | More than \$1,000,000 | 0 | |
| c. Number of licensed professionals | Less than 5 professionals | 1 | Max = 3 |
| | 5 to 10 professionals | 3 | |
| | More than 10 than professionals | 2 | |
| 2. Primary Firm Qualifications (Maximum 30 points) | | | |
| 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 - 5 | |
| 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 - 10 | |
| 3. Key Consultant Qualifications (Maximum 20 points) | | | |
| 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 | |
| 4. Overall Team Qualifications (Maximum 10 points) | | | |
| 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 | |
| 5. Overall Team Experience (Maximum 30 points) | | | |
| 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 8 projects | 4 - 6 | |
| | More than 8 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 8 projects | 2 - 3 | |
| | More than 8 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 | | Subtotal | |

Notes:

Evaluator:

Name _____

Signature _____ Date _____