

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>Campus Hardscape Improvements 2013</u>	Response Deadline	<u>12/20/2012</u>	<u>4:00 PM</u>	local time
Project Location	<u>Miami University - Various Locations</u>	Project Number	<u>MUN-100029</u>		
City / County	<u>Oxford / Butler</u>	Project Manager	<u>Vincent Cirrito</u>		
Owner	<u>Miami University</u>	Contracting Authority	<u>Local Higher Education</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 181 Cole Service Building, Oxford, OH 45056, davidsea@miamiOH.edu. See Section H of this RFQ for additional submittal instructions.

Project Overview

A. Project Description

The Oxford campus encompasses more than 2,000 acres and with its distinctive modified Georgian architecture is widely regarded as one of the most beautiful campuses in America. The University embraces its reputation as one of the nation's most picturesque campuses and strives to ensure a physical environment for learning that continues the tradition of distinction in academics and its physical setting.

The University's system of walks and drives are extensive and are in varying condition of repair. Hand trowel concrete pavement along with brick and bluestone accented plazas characterize the pedestrian areas while asphalt covers the vast majority of vehicular zones. Under a yearly program renovating these pavements throughout campus, this year's project seeks to improve many highly visible locations including the following:

1. Bishop Woods Drive: Bordered by Upham Hall, Hughes Hall and the new Armstrong Student Center (opening 2014), Bishop Woods, a naturalized wooded area in the heart of campus, is currently surrounded by an oval asphalt drive and parking area. The concrete curb, asphalt pavement, and adjacent concrete sidewalk are in poor condition and in need of repair. Per the University's Circulation Master Plan, this project will transform this drive and parking area to a "Naked Street", closing the drive to all vehicles except emergency, service and those with Handicap placards. Scored concrete pavement along with new lighting, specialty paving, and pedestrian amenities are planned to further enhance this area for the anticipated increase in pedestrian traffic to the new student center. Sustainable goals will include the reuse of existing asphalt pavement for base material.
2. Upham Hall Archway and Terrace: The famed Upham Hall Arch, where Miami tradition says that couples who kiss under the Arch's lantern at the stroke of midnight are destined to marry, and terrace are one of the most visited and photographed sites on campus. The archway, when conceived and constructed in the late 1940's, was to connect the campus that already existed to the west to the part of Miami's campus not yet built to the east. The terrace, consisting of slate walks and garden plantings, overlooks Bishop Woods to the east. This project will repair and reconstruct deteriorated pavements and walls. Pavement work will include the full replacement of slate pavement in the archway and selective removal and replacement of bluestone pavement in the garden area. Flanking stairs (concrete and limestone) and brick walls will be repaired and/ or replaced and the existing balustrade will be reset and grouted. Improvements to drainage at stairs and landscape enhancements in the garden area are also planned.
3. King Library Entry Plaza: Situated at the main entrance to the University's main library, the entrance plaza is constructed of concrete pavement and is in need of enhancements to better signify this important campus gathering space. Specialty paving, new lighting, and seating are planned.
4. Yager Stadium: Home of Miami's football team and the site of commencement festivities, Yager Stadium hosts various other events drawing vehicular and foot traffic to the area. This project will enhance the west entry gates of the stadium through thoughtful repair and/ or replacement of concrete and asphalt pavements. Drainage improvements are also planned.
5. Miscellaneous Pavement Work: Replacement of concrete sidewalks along Campus Avenue, replacement of various residence hall service drive asphalt pavements, and new asphalt pavement at the Equestrian Center are planned.

The selected firm will be responsible for verifying the design parameters and budgets included in the University developed 2013 Walks and Drives Improvement Plans. Short listed firms will be provided a copy of this document for reference and in preparation of interviews.

The anticipated project delivery method for this project is General Contracting. State Prevailing Wage requirements apply to this project.

Miami University is the "Owner" and the "Contracting Authority" as such terms are used in this RFQ.

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 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.

Submit all questions regarding this RFQ in writing to Vincent Cirrito at cirritv@miamiOH.edu with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the Facilities Contracting Office's website at www.pfd.muohio.edu and 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)

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

Architect/Engineer Selection Rating Form

State of Ohio Standard Forms and Documents

Project Name Campus Hardscape Improvements 2013 Proposer Firm _____
 Project Number MUN-100029 City, State, Zip _____

Selection Criteria		Value	Score
1. Primary A/E Firm Location, Size, and Workload (Maximum 10 points)			
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 60 miles from project site	4 - 5	
	60 miles to 120 miles from project site	2 - 3	
	More than 120 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 7 licensed professionals	0-3	Max = 3
	7 to 20 licensed professionals	0-3	
	More than 20 licensed professionals	0-3	
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 \$500k in previous 24 months	2	
	\$500k to \$1mil in previous 24 months	1	
	More than \$1 mi in previous 24 months	0	
2. Primary A/E Qualifications (Maximum 30 points)			
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 - 5	
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	
3. Key Consultant Qualifications (Maximum 20 points)			
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	
4. Overall Team Qualifications (Maximum 10 points)			
a. Previous Collaboration of the Project Team (sample projects on which a significant number of individual team members have worked together)	Less than 3 sample projects	1	
	3 to 6 sample projects	2	
	More than 6 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	
5. Overall Team Experience (Maximum 30 points)			
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 6 projects	4 - 6	
	More than 6 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 <i>The OFC Manual</i> , the Standard Requirements, and ORC Chapter 153)	Less than 1 projects	0 - 1	
	1 to 2 projects	2 - 3	
	More than 2 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		Subtotal	

Notes:

Evaluator:

Name _____

Signature _____

Date _____