

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>General Qualifications for Prequalification List of Professional Services - 330, Part II</u>	Response Deadline	<u>Dec. 28, 2012 2:00 pm</u> local time
Project Location	<u>Columbus and Branch Campuses</u>	Project Number	<u>Varies</u>
City / County	<u>Varies / Varies</u>	Project Manager	<u>Varies</u>
Owner	<u>The Ohio State 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 Bernie Costantino at Central Classroom Building, room 400, 2009 Millikin Road, Columbus OH 43210. See Section H of this RFQ for additional submittal instructions.

Project Overview

A. Project Description

The purpose of this request is to solicit firms that are interested in professional service contracts for new construction and renovation projects that commence in calendar year 2013. **Professional service firms who were pre-qualified for calendar years 2012 must re-apply to this RFQ to maintain their pre-qualification status.** The Ohio State University intends to place qualified firms on the Architectural, Engineering and Special Consultant list of pre-qualified professional service firms to provide services for projects that are not advertised through the Ohio Register.

Firms will be evaluated for qualification for specific project types and disciplines and will be placed on one or more of the **"List of Professionals"** by **project type or discipline**. Interested firms must submit **only Form #F110-330 part II. Provide a paper copy and an electronic copy in your submission.** There is no promise and no guarantee that any firm on The Ohio State University "List of Professionals" will be awarded a professional service contract as the result of the firm being on the list.

The Ohio State University initiates projects based on the needs of the University and program requirements. Contracts for projects will be awarded by using the **Qualifications Based Selection (QBS)** process to select a qualified firm from its "List of Professionals". OSU will short list candidates from the "List of Professionals" and request short listed candidates to submit Statement of Qualifications **form #F110-330 parts I and II** to specific projects to demonstrate their experience and expertise regarding a proposed team, EDGE participation, consultants and approach to the project.

Firms responding to this request must identify office locations(s) and discipline(s) of professional services that they seek to be included in "List of Professionals" for contracts awarded through the QBS process. The disciplines (function codes) requiring professional services to be considered by The Ohio State University include:

01 – Acoustical Engineer/Consultant	42 – Mechanical Engineer
06 – Architect	47 – Planner: Urban/Regional
12 – Civil Engineer	55 – Soils Engineer
16 – Construction Manager	57 – Structural Engineer
18 – Cost Engineer/Estimator	60 – Transportation Engineer
21 – Electrical Engineer	OSU-63 – Curtain Wall Consultant
25 – Fire Protection Engineer	OSU-64 – Laboratory Planning & Design
26 – Forensic Engineer	OSU-65 – Hazardous Materials Consultant
27 – Foundation/Geotechnical Engineer	OSU-66 – Lighting Design Consultant
31 – Health Facility Planner	OSU-67 – Historic Preservation Consultant
37 – Interior Designer	OSU-68 – Graphic Designer
38 – Land Surveyor	OSU-69 – Communications System Engineer
39 – Landscape Architect	

State Prevailing Wage requirements apply to these projects.

Request for Qualifications (Architect / Engineer) continued

B. Scope of Services

Firms seeking approval for architectural services (function code 06 – Architect) must also indicate the building type (profile code) that they seek to be included in the “List of Professionals” for contracts awarded through the QBS process. The experience categories (profile codes) requiring professional services to be considered by The Ohio State University include:

A11 – Auditoriums and Theaters	H09 – Hospital and Medical Facilities
C05 – Child Care/Development Facilities	L01 – Laboratories; Medical Research Facilities
C13 – Computer Facilities; Computer Service	L04 – Libraries; Museums; Galleries
D07 – Dining Halls; Clubs; Restaurants	R04 – Recreation Facilities
E02 – Educational Facilities; Classrooms	R08 – Research Facilities
E05 – Elevators; Escalators; People-Movers	R12 – Roofing
F02 – Field Houses; Gyms; Stadiums	OSU-20 Student Housing
G01 – Garages; Vehicles Maintenance Facilities; Parking Decks	

The Ohio State University will determine qualification of firms responding to this announcement pursuant to Ohio Revised Code Section 153.69. Those firms considered for a specific project will be requested to identify additional qualifications and availability of personnel, specific consultants, if any, and project approach for final ranking, and selection.

Project Specific Submittal(s): As The Ohio State University determines the need for design services, it will issue a Request for Qualifications to a minimum of three firms from the *pre-qualified list(s)* indicating the anticipated scope of services, project schedule, budget, location, evaluation criteria for selection and other appropriate information.

Firms will be ranked based on the evaluation criteria for the specific project. This evaluation will be based on their response to the RFQ and conversations to clarify their qualifications.

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, 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. Design must comply with the requirements of House Bill 251 Inter-University Council guidelines for energy use reduction and the University’s Green Build Policy. Required Professional Liability Insurance will be \$1,000,000 per claim and annual aggregate.

The Professional Services vary depending upon specific needs of the project. The firm may be required to provide the following categories of services: Program Verification, Schematic Design, Design Development, Construction Document Preparation, Bid and Award Support, Conformed Documents, Construction Phase, Post-Construction Phase, and Extra Services and Additional Services of all types.

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>.

The selected A/E will be required to sign the standard Agreement. No modifications to the requirements in the agreement will be accepted.

During the construction period, the selected firm shall provide on-site construction administration services, 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.

C. Funding / Estimated Budget

Total Project Cost	<u>\$Varies</u>	State Funding	<u>\$N/A</u>
Construction Cost	<u>\$Varies</u>	Other Funding	<u>\$N/A</u>
Estimated A/E Fee	<u>Varies% to Varies%</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).

Request for Qualifications (Architect / Engineer) continued

Technical Proposal. Both forms can be accessed at fod.osu.edu/vendor. The Intent 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) Part II 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 Kathy Fortenbaugh at fortenbaugh.1@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)

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