Request for Qualifications (Architect / Engineer)
State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	SI - Interior Lab Renovations	Response Deadline	01/20/2015 2:00 pm local time
Project Location	2399 Euclid Avenue	Project Number	CLS-141432 / CP-1432
City / County	Cleveland / Cuyahoga	Project Manager	Dwayne Wilson
Owner	Cleveland State University	Contracting Authority	Local Higher Education
Delivery Method	CM at Risk	Prevailing Wages	State
No. of paper copies requested (stapled, not bound)	6	No. of electronic copies requested on CD (PDF)	1

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Dwayne Wilson at 1802 E. 25th Street, Rm 221, Cleveland, Ohio 44114. 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 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

Cleveland State University (CSU) is committed to developing the minds and talents of students from northeast Ohio to foster an academic environment promoting innovation, discovery and entrepreneurship. As part of this mission CSU is shifting its educational model to one emphasizing engagement that is focused on the student and the learning environment.

The University's Science Building (SI) was built in 1969, interior renovations will consist of new collaborative learning environments, repurposing existing space in the current building to build open, flexible, interactive learning environments for the physical sciences (Physics and Chemistry). The proposed renovations include multi-functional classroom and laboratory space. The renovations will be guided by the concept of Engaged Learning Laboratories, which is comprised of three major goals:

1. To integrate learning, research and innovation environments across the sciences and engineering.
2. To build interactive learning spaces with shared equipment and team taught cross-disciplinary classes.
3. To facilitate a major effort to make physical infrastructure improvements to the SI building which houses the College of Sciences and Health Professions.

The intent of the interior renovations will be to address areas on 4 floors (1st through 4th) of the Science Building (SI). The proposed project is envisioned to encompass approximately 16,670 asf (assignable square feet) of renovated area including a 1st floor physics lab, 2nd & 3rd floor biology labs and a 4th floor organic chemistry lab. The scope includes:

1. Reconfiguration of existing space (walls, ceilings, circulation, building systems, etc.)
2. Upgrade equipment to state of the art technology
3. Modernization of safety systems for code compliance

The scope will also need to address 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 possibly include new/ renovated 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 phased construction and multiple bid packages may be required. The successful firm will also be required to 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 understanding and commitment to LEED design and is responsible for the design and meeting LEED goals set forth by the University.

B. Scope of Services

The A/E will be 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 and its response to the existing building. 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 Office of the University Architect and University administration.

The development of an abbreviated POR will be a collaborative process and will be guided by the Office of the University Architect. The A/E will be expected to work with the College of Sciences and Health Professions 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

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 12 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 (Chemistry, Physics) teaching facilities design.
3. Higher education science/lab (Chemistry, Physics) research facilities design.
4. Higher education classroom facilities design.
5. Rehabilitation / retrofit of existing science/lab facilities in existing buildings while maintaining occupancy.
6. Multiple phase renovations of existing science facilities.
7. Mechanical / Electrical phased renovations of an existing science facility.
8. LEED Certified lab projects.
9. State Of Ohio Capital Project construction administration experience.

C. Funding / Estimated Budget

Total Project Cost	$6,500,000	State Funding	$6,500,000
Construction Cost	$4,960,000	Other Funding	$0
Estimated A/E Fee	8.0% to 9.0%		

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	Architecture
Secondary	Laboratory Planning / Design
	Structural Engineer
	MEPT Engineer
	Fire Suppression Engineer
Others	Hazardous Material

E. Anticipated Schedule

Professional Services Start (mm/yy)	05 / 15
Construction Stage Start (mm/yy)	05 / 16
Construction Stage Completed (mm/yy)	08 / 17
Professional Services Completed (mm/yy)	11 / 17

F. EDGE Participation Goal

Percent of *initial* TOTAL A/E Fee	5.0%

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.

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.

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 buildings on Thursday, January 8, 2015 from 1:30pm-3:00pm local time. The pre-proposal meeting will be held in the Plant Services Building, 1802 E. 25th 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, contact with the Dean or faculty of the College will be permitted**.

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, CPE, 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.

Architect/Engineer Selection Rating Form
State of Ohio Standard Forms and Documents

Project Name SI Interior Lab Renovations
Project Number CLS-141432 / CP-1432
Proposer Firm
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 100 miles	2		
	More than 100 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	2		
	More 10 than professionals	3		
2. Primary Firm Qualifications (Maximum 30 points)				
a. Project management lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10		
b. Project design lead	Experience / creativity of project designer to achieve owner's vision and requirements	0 - 15	Max = 20	
c. Technical staff	Experience / ability of technical staff to create fully coordinated construction documents	0 - 0		
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 5		
3. Key Consultant Qualifications (Maximum 20 points)				
a. Key discipline leads	Experience / ability of key consultants to perform effectively and collaboratively	0 - 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 2 projects	0 - 3		
	2 to 6 projects	4 - 6		
	More than 6 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 2 projects	0 - 1		
	2 to 4 projects	2 - 3		
	More than 4 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