

Request for Qualifications (Criteria A/E)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>Kottman Hall Fume Hood Repairs</u>	Response Deadline	<u>01/16/2013</u> <u>4:00 p.m.</u> local time
Project Location	<u>The Ohio State University</u>	Project Number	<u>315-2005-922 / OSU-050922</u>
City / County	<u>Columbus / Franklin</u>	Project Manager	<u>Bill Holtz</u>
Owner	<u>The Ohio State University</u>	Contracting Authority	<u>Local Higher Education</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 Bill Holtz at 400 Central Classroom Building, 2009 Millikin Road, Columbus, Ohio 43210. See Section H of this RFQ for additional submittal instructions.

Project Overview

A. Project Description

Kottman Hall is a 169,664 square foot building that was occupied in 1981. The goal of the Kottman Fume Hood Repair is to improve the performance and reliability of the HVAC systems to improve the comfort conditions and provide a positive building pressure to eliminate air infiltration from the outside.

Kottman Hall provides services and accommodations for environmental sciences. The building contains classrooms, laboratories, faculty and grad student offices. The building has been in use for over two decades. The primary HVAC systems are generally constant air volume. The exhaust air systems fans and some of the ductwork are deteriorated and need to be replaced. The supply air systems and distribution systems need to be tested to determine the magnitude of replacement or improvements that are needed. New heating hot water convertors (steam to HW) will be required to replace the existing convertors. New direct digital controls will be required for the air handling units, terminal units and exhaust air systems.

The anticipated project delivery method for this project is Design-Build.

State Prevailing Wage requirements apply to this project.

B. Scope of Services

The Criteria A/E's services will include preparing conceptual plans and specifications to assist the Owner in connection with the establishment of the design criteria for the Project. The Criteria A/E's services may also include serving as a representative of the Owner and providing other project-related design and construction administration services on behalf of the Owner, including but not limited to, confirming that the design prepared by the design-build team reflects the original design intent established in the design criteria package.

The Criteria A/E's services will be set forth in more detail in the Criteria A/E's agreement with the Owner.

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 in order of importance. Projects should represent the work of the primary firm, not consultants.

1. HVAC systems renovations
2. Integrating digital controls with existing and new building equipment
3. Retro-Commissioning & Commissioning
4. Laboratory building systems.

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>.

Request for Qualifications (Criteria A/E) continued

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 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.

Provide a copy of the firm's certificate of insurance showing the firm's current limits of liability for commercial general liability, employer's liability, business automobile liability, and professional liability.

Submit all questions regarding this RFQ in writing via email to Bill Holtz at holtz.28@osu.edu with the project number included in the subject line (no phone calls please). Answers to any questions shall be in writing and shall be sent to all firms who have received this RFQ.

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

Criteria A/E Selection Rating Form

State of Ohio Standard Forms and Documents

Project Name Kottman Hall Fume Hood Repairs Proposer Firm _____
 Project Number 315-2005-922 / OSU-050922 City, State, Zip _____

Selection Criteria		Value	Score
1. Primary Firm Location, Size, and Workload (Maximum 10 points)			
a. Proximity of primary firm's office where the majority of work will be performed to the principal project site, and knowledge of local conditions	Less than 50 miles from project site	4 - 5	
	50 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 firm available to perform the work (based on Part II of F110-330)	Less than 5 licensed professionals	0	Max = 3
	5 to 10 licensed professionals	3	
	More than 10 licensed professionals	1	
c. Amount of fees awarded by the Contracting Authority to the primary firm in the previous 24 months (exclude projects on hold)	Less than \$250,000 in previous 24 months	2	
	\$250,000 to \$500,000 in previous 24 months	1	
	More than \$500,000 in previous 24 months	0	
2. Primary Criteria A/E Qualifications (Maximum 30 points)			
a. Project Manager (e.g., education, experience, credentials, effective communication skills)	Experience / ability of 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 2 sample projects	1	
	2 to 4 sample projects	2	
	More than 4 sample projects	3	
b. LEED*** Training / Professional Accreditation (demonstrated either by the primary 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 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 C-A/E evaluations and letters of reference	0 - 10	
b. Experience with similar projects and anticipated project delivery method (Design-Build)	Less than 3 projects	0 - 3	
	3 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 3 projects	0 - 1	
	3 to 6 projects	2 - 3	
	More than 6 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 firm

*** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute

Notes:

Evaluator:

Name _____

Signature _____ Date _____

Subtotal