

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>Corbett Center Theatre Improvements</u>	Response Deadline	<u>March 30, 2015 2:00 pm</u> local time
Project Location	<u>290 CCM Boulevard</u>	Project Number	<u>UCN-14047B</u>
City / County	<u>Cincinnati / Hamilton</u>	Project Manager	<u>Peter J Luken</u>
Owner	<u>University of Cincinnati</u>	Contracting Authority	<u>Local Higher Education</u>
Delivery Method	<u>Multiple Prime</u>	Prevailing Wages	<u>State</u>
No. of paper copies requested (stapled, not bound)	<u>four</u>	No. of electronic copies requested on CD (PDF)	<u>one</u>

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Peter J Luken at 51 Goodman Drive, Suite 600, Cincinnati, Ohio 45219. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Peter J Luken at lukenpj@uc.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 Corbett Center produces the performances on these stages. These performance venues serve as the laboratories for the performing arts and are in constant use, either for performance or rehearsal. Providing students, faculty, and staff safe work and performance environments is the impetus for the recommended improvements.

Corbett Auditorium is the largest of the performance spaces in the Corbett Center. The space is used primarily for orchestra and large ensembles, in additions to musical theater and opera productions.

- Installation of a new performance audio system
- Installation of a new performance video system
- Installation of a new performance support intercom system
- Installation of a new performance control system
- Installation of a new motorized rigging system
- Installation of new stage lighting and controls
- Replace and/or retrofit house architectural lighting
- Replace and/or retrofit house work/task lighting
- Replace and/or retrofit stage house work/task lighting
- Install new theatrical soft goods
- Replace stage floor
- Replace auditorium carpeting and repaint house floors
- Remove, re-furbish, and re-install all theater seating.
- Provide "clean" audio power and safe company switches
- Install new split system air conditioning unit to new equipment room

Patricia Corbett Theater is a 380-seat proscenium theater with a shallow thrust stage. The space is primarily used for theater and drama. However, the stage regularly hosts jazz groups and small ensembles.

- Installation of a new performance audio system
- Installation of a new performance video system
- Installation of new performance control system
- Replace and/or retrofit house architectural lighting
- Replace and/or retrofit house work/task lighting
- Provide "clean" audio power and company safe company switches.
- Replace carpet in lobby
- Improve acoustic performance
- Remove and replace two air handling units (AHU-1 + 2) and associated elements

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The Cohen Family Studio Theater is a transformational performance space used primarily for theater and drama. This space allows the opportunity for student-produced performances.

- Provide safe company switches
- Installation of a new performance audio system
- Installation of a new performance video system
- Replace and/or retrofit house architectural lighting
- Replace and/or retrofit house work/task lighting
- Provide “clean” audio power and company safe company switches

The Robert J. Werner Recital Hall is a music performance space, utilized solely for instrumental and voice recitals.

- Replace and/or retrofit house architectural lighting

Watson Hall is a 140 seat recital hall that also serves as a smart classroom.

- Install lighting controls

All Venues

- Installation of an inter-venue Technical Production Communication System

B. Scope of Services

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. The project will be bid to audio visual contractors, electrical contractors and stage rigging contractors (most likely a design build), with a general contractor to install the finishes and a mechanical contractor for the AHU replacement. It should be noted that the finishes in Corbett Auditorium will closely match the original finishes.

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 20 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. The work will be phased as to keep either, Patricia Corbett Theater or Corbett Auditorium operational.

Please list all major scope services needed to complete the selection process for successful project delivery. The specific scope of services must state particular building types, functional design or specialized professional services required to evaluate the level of experience of each applicant firm (e.g. Theatre lighting, audio, visual, house lighting). The scope of services should also define the types of basic and additional professional design and administration services necessary for the project (e.g. LEED credentials and experience, previous experience with local jurisdiction or similar sites, previous experience working with the State of Ohio, Building Information Modeling (“BIM”) experience and training, specific BIM and Owner-defined requirements, level of development to be achieved within BIM models, BIM deliverables, and Owner's intended use of BIM models after construction). This information will be used by each applicant to populate the Relevant Project Experience Matrix in Section F of Form F110-330.

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. Prior experience with professional theaters
2. Prior experience theater audio visual equipment and controls
3. Prior experience theater electric, power lighting and controls
4. Prior experience theater seating, carpeting and soft goods
5. Prior experience with theater rigging and controls
6. Prior experience with renovation of institutional buildings involving HVAC, electrical, stage lighting and controls.
7. Prior experience with available project delivery methods.
8. Prior experience in utilizing BIM and Revit in the preparation of the construction documents.
9. Prior experience in working on other State of Ohio projects.

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C. Funding / Estimated Budget

Total Project Cost	<u>\$15,000,000</u>	State Funding	<u>\$0</u>
Construction Cost	<u>\$12,000,000</u>	Other Funding	<u>\$15,000,000</u>
Estimated A/E Fee	<u>9.0% to 12%</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>Theatre Architect and Engineering</u>
Secondary	<u>Theatre Audio Visual</u>
	<u>Theatre Lighting</u>
	<u>Architectural</u>
	<u>MEP Engineering</u>
	<u>Acoustics</u>
Others	<u></u>

E. Anticipated Schedule

Professional Services Start (mm/yy)	<u>05 / 15</u>
Construction Stage Start (mm/yy)	<u>08 / 15</u>
Construction Stage Completed (mm/yy)	<u>08 / 16</u>
Professional Services Completed (mm/yy)	<u>12 / 16</u>

F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL A/E Fee	<u>2.0%</u>
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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 LEAN schedules and of using LEAN schedules as a project management resource.
- 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, 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

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Project Name Corbett Center Theatre Improvements Proposer Firm _____
 Project Number UCN-14047B 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 100 miles	5	
	100 miles to 250 miles	2	
	More than 250 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$1,000,000	2	
	\$1,000,000 to \$2,000,000	1	
	More than \$2,000,000	0	
c. Number of licensed professionals	Less than 3 professionals	1	Max = 3
	3 to 20 professionals	1	
	More than 20 than professionals	1	
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 - 20	
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 2 sample projects	1	Max = 3
	2 to 4 sample projects	2	
	More than 4 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 4 projects	0 - 3	
	4 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 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 _____