

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>BTSU 2nd Floor Career Center</u>	Response Deadline	<u>04/30/15</u>	<u>2:00 PM</u>	local time
Project Location	<u>Bowling Green State University</u>	Project Number	<u>BGU-156112</u>		
City / County	<u>Bowling Green / Wood</u>	Project Manager	<u>Brian Swope</u>		
Owner	<u>Bowling Green State University</u>	Contracting Authority	<u>Local Higher Education</u>		
Delivery Method	<u>General Contracting</u>	Prevailing Wages	<u>State</u>		
No. of paper copies requested (stapled, not bound)	<u>02</u>	No. of electronic copies requested on CD (PDF)	<u>01</u>		

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Beth Nagel at 103B Park Avenue Warehouse, Bowling Green State University, Bowling Green, OH 43403. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Beth Nagel at bnagel@bgsu.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 BGSU Career Center assists students in exploring options for their careers and academic majors, identifying and securing cooperative education intern experiences, and searching for job and graduate school opportunities. The Career Center also provides employers with a variety of recruiting services to connect with BGSU students, including job and internship fairs, on-campus interviews, resume referrals, and online job postings.

A permanent location for the Career Center on the 2nd floor of the Bowen Thompson Student Union has been identified as the preferred location after studying several options. Student Employment will also move to BTSU and be co-located with the career Center, creating a single destination that students will identify for employment needs.

The project will provide additional meeting rooms for employer/recruiter job interviews with students, in a professional setting. This project will also provide work space for all staff, as well as appropriate support space for reception, recruiter needs, and overall office operations. The location will improve access/visibility for students and employers.

The project will vacate the 2nd floor of the bookstore, infill the existing staircase, and relocate the bookstore offices elsewhere. Other enabling work may be required to address some of the changing bookstore needs.

B. Scope of Services

The project has a preliminary Program of Requirements (see attached) that will require validation by the selected Architect/Engineer.

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>.

Request for Qualifications (Architect / Engineer) continued

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

State of Ohio Standard Forms and Documents

Project Name BTSU 2nd Floor Career Center Proposer Firm _____
 Project Number BGU-156112 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 150 miles	2	
	More than 150 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$200,000	2	
	\$200,000 to \$500,000	1	
	More than \$500,000	0	
c. Number of licensed professionals	Less than 10 professionals	2	Max = 3
	10 to 20 professionals	3	
	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 - 10	
c. Technical staff	Experience / ability of technical staff to create fully coordinated construction documents	0 - 5	
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 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 7 projects	2 - 3	
	More than 7 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 _____



PROGRAMMING
Career Center / BTSU Expansion

04.17.2014

Office of Capital Planning
 601 Administration Building
 Bowling Green State University
 Bowling Green, Ohio 43403-0134

Identifications		Existing							Proposed							Requirements					
User Name	Function	Curent Room #	Current Building	Sq.Ft.	Space			Total Sq.Ft.	New Room #	New Building	Space			Sq.Ft.	Total Sq.Ft. Dept.	Shared Spaces			Misc. Items	Relationships / Proximities	
					Private	Open	Quantity				Private	Open	Quantity			Quantity	Occupancy Factor	Sq. Ft.			Total Sq.Ft. Shared.
Sally Bissell	Employer Developer	318C	Math Sci.	66		✓		66				✓	1	64	64				0		
Keisha Taylor	Assistant Director	318C	Math Sci.	66		✓		66				✓	1	120	120				0		Access to Small Mtg Rooms
Jeffery Jackson	Asst VP Enrlmnt Mgmt/Dir CC	318C	Math Sci.	99		✓		99				✓	1	180	180				0	Table for meeting with 6 people	
Jan Meyer	Administrative Assistant 1	318C	Math Sci.	80		✓		80				✓	1	64	64				0		Close to printer
Robbie Richards	Assistant Director	318C	Math Sci.	66		✓		66				✓	1	120	120				0		Access to Small Mtg Rooms
Jessica Turos	Associate Director, Career Cnt	318C	Math Sci.	66		✓		66				✓	1	120	120				0	Exist too small	Close to Jeff. Access to Small Mtg Rooms
Juanita Van Liere	Administrative Assistant 1	318C	Math Sci.	74		✓		74				✓	1	64	64				0		Visual connection to student reception
Susan Young	Assistant Director	318C	Math Sci.	66		✓		66				✓	1	120	120				0		Access to Small Mtg Rooms
Andrea (Andi) Gutierrez	Assistant Director	318C	Math Sci.	66		✓		66				✓	1	120	120				0		Access to Small Mtg Rooms
Kelly Shaffer	Coordinator, Empl Inter/Inttrns	318C	Math Sci.	66		✓		66				✓	1	64	64				0		
Maurice Washington	Coordinator, Empl Inter/Inttrns	318C	Math Sci.	66		✓		66				✓	1	64	64				0		
Heather Wilson	Coordinator, Empl Inter/Inttrns	318C	Math Sci.	66		✓		66				✓	1	64	64				0		
G.A. (Alva Ray Gibson)	Office	318C	Math Sci.	66		✓		66				✓	1	48	48				0		
G.A. (Joelle Fundaro)	Office	318C	Math Sci.	66		✓		66				✓	1	48	48				0		
G.A. (Kristen Anthony)	Office	318C	Math Sci.	84		✓		84				✓	1	48	48				0		
G.A. (Tara Miliken)	Office	318C	Math Sci.	66		✓		66				✓	1	48	48				0		
New Hire	Assistant Director			0				0				✓	1	120	120				0		
New Hire	Assistant Director			0				0				✓	1	120	120				0		
Employer Lounge				0				0				✓	1	400	400				0	Couch, chairs, table, sink, coffee, fridge, etc - 10 - 12 people.	Adjacent to Reception
	Phone station							0				✓	2	50	100				0	Private rooms for confidential calls	
Interview rooms		321	Math Sci.	111	✓		1	111				✓	1	100	100				0	Desk, chairs, lamp, computer. (5 to have video conferencing capacity.)	Adjacent to Reception
		323		155	✓		1	155				✓	1	100	100				0	Various Sizes	
		325		207	✓		1	207				✓	1	100	100				0		
		-					0					✓	1	100	100						
		-					0					✓	1	120	120						
		-										✓	1	120	120						
		-										✓	1	120	120						
		-										✓	1	120	120						

Preliminary

		-							✓		1	150	150						
		-				0			✓		1	150	150						
Reception/Student Waiting	Receptionist (Student Ambas.)	319	Math Sci.	118	✓		118		✓		2	36	72				0	Reception Desk	Student Waiting - adjacent to reception & interview rooms
	Waiting			120			120				1	200	200					Student Work Area (mail/printer/layout space)	
																		Check-in Kiosk (Card reader)	
																		Seating & tables for 8 to 10 students	
Library/Resource				0			0				1	150	150				0	(2) computers, (3) bookshelves, Reference table (4 to 5 occupants)	
Conference Room	Large (for 18 people)			0			0							1		510	510	Used 2 Hrs/Day	Could share w/ other departments if size and adjacency are appropriate
Conversation Room	Shared - Up to 4 occupants			0			0		✓		2	120	240				0	Shared by department - instead of extra meeting tables in private offices.	Near AD's offices &
Kitchen	Kitchen			33			33				1	60	60				0		
Staff Lounge				117			117										0	See Summary Sheet	Could share w/ other departments if size and adjacency are appropriate
Closet				0			0				1	25	25				0	For interview clothing	
Storage	Shared with Floor	318	Math Sci.	233			233				1	300	300				0	23 4H vert. file cabinets	
		323	Math Sci.	50			50										0		
Workroom				83			83				1	150	150				0	Counter, copier	
Reference Area				105			105				1	80	80				0	Literature	
Open Space.....	Common area for teaming/collaboration			0			0				1	200	200				0		Near staff offices

Preliminary

	2461		4753 S.F.		510 S.F.
	1.786		140.0% S.F.		160.0% S.F.
Exist. Department Program Footage	4395.346 S.F.	Departmental Grossing Factor	6654.2 S.F.	Shared Footage	816 S.F.