

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>Bowen Thompson Student Union Space Study</u>	Response Deadline	<u>May 5, 2015 12:00 Noon local time</u>
Project Location	<u>Bowling Green, Ohio</u>	Project Number	<u>BGU-156113</u>
City / County	<u>Bowling Green / Wood</u>	Project Manager	<u>Robert M. Waddle</u>
Owner	<u>Bowling Green State University</u>	Contracting Authority	<u>Local Higher Education</u>
Delivery Method	<u>Select Delivery Method</u>	Prevailing Wages	<u>State</u>
No. of paper copies requested (stapled, not bound)	<u>6</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 Beth Nagel at 103 Park Avenue Warehouse, Bowling Green, Ohio 43403. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Robert M. Waddle at rwaddle@bgsu.edu and copy 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

Bowling Green State University, Bowling Green, Ohio (BGSU) is seeking letters of interest and a listing of qualifications for consulting firms to provide professional design services for a use and space study of the Bowen Thompson Student Union (BTSU). The result of this study may lead to specific project(s), which would incorporate the findings of the study. The intent of this request is to identify the appropriate professional design firm to complete this study, and then proceed with the appropriate services to fully implement the end project(s) as the University deems necessary.

The need for the study is the result of the implementation of the first \$200,000,000 of project work that resulted from the last University Master Plan. While not part of the \$200,000,000 allocation, the desired movement of a number of University operations into the BTSU serves as both an enhanced location for a number of student support operations, as well as serving as enabling work for the larger Master Plan implementation. A key element in these plans is the creation of a "one stop shop" that will include elements or expertise from the Registrar, Bursar and Financial Aid operations in one location in support of Student service.

The existing BTSU was expanded and renovated in 2001, and is approximately 190,000 square feet. It currently houses the University Bookstore, food operations (including a food court concept, Pub, Starbucks and convenience store), Event Planning offices, Dean of Students offices, Undergraduate Student Senate, Graduate Student Senate, University Activities Organization, a suite housing roughly 25 student organization spaces, Multicultural Lounge, Commuter Student Lounge, various open lounge areas including the Prout Family Lounge, movie/presentation theater, Presidential Suite (including a dining room, conference room, and hoteling space), ballroom, multipurpose room, 12 meeting rooms of various sizes, banking and ID services, and a front information desk that also handles on-campus student package delivery.

The areas that will be considered for inclusion within the building will include the Office of the Bursar, Financial Aid, Multicultural Affairs, Registrar, Vice President for Student Affairs, Student Legal Services, TRIO and the Women's Center. These operations have been programmed to have an impact of 35,370 GSF. There is presently a project underway that is looking to condense the existing Bookstore space and renovate for both the Career Center and Student Employment, which depending on the timing of this work and the current considerations for Bookstore management, may still have an impact on the size of this study.

B. Scope of Services

The intent of the scope of this project will begin with the verification of our existing program requirements for the operations targeted for movement into the building. It will also require a review and understanding of the needs and operations of the current occupants. The study should then prepare space plans to accommodate those operations, recognizing that the University will require an appropriate number of options which may include the identification of any additional building square footage required to accommodate all departments, potential plans to separate operations appropriately (with the associated space needs or potential relocation plans for those unable to fit within the building) to stay within the current confines of the building, and the potential reallocation of spaces toward different uses and the

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potential economic impact those changes would create. The appropriate project estimates would be a critical part of each option, along with the economic impact analysis on the operations of and within the building.

If the initial study is successful in identifying an appropriate project(s), the Associate shall provide full architectural and engineering basic services to complete the project and provide all Schematic Design, Design Development and Construction Documents, Bid and Award support, and Construction Administration (During the construction period, provide: not less than 12 hours (excluding travel time) on-site each week, including attendance at weekly progress meeting(s), a brief written report of each site visit, on-site representation comprised of A/E and its consultant staff involved in the primary design of the project, all having relevant and appropriate type(s) of Construction Administration experience.) The Associate shall include in their ADM-330 response, a resume of the proposed project manager and construction administrator for this project. Provide a review of the project at the end of the warranty period. Upon selection through consultation with the University, the selected firm shall add all remaining consultants to form the completed A/E Team under one contract. Those consultants include, but are not limited to all engineering disciplines (mechanical, electrical, plumbing, civil and structural), a Construction Manager for estimating, scheduling and constructability, and hazardous materials consultants may be added later after consultation with the University.

Special services will include the development of a final POR and associated final project budgeting. Upon award of the Agreement, the Associate will commence services by developing the final Program of Requirements.

As required by the Agreement, and as properly authorized, provide the following categories of services: Programming, Conceptual Development, Schematic Design, Design Development, Construction Document Preparation, Bid and Award Support, Construction Phase Project Administration, Post-Construction Phase oversight, and Extra Services and Additional Services of all types. As required by the Agreement, and as properly authorized, provide for participation in the following categories: Organizational Meeting, Program Verification, Schematic Design, Design Development, GMP Proposal and Amendment, Construction Documents, Construction Stages, and Closeout Deliverables. Additional Services will be discussed as necessary during the negotiation phase. Reimbursable Expenses will be approved per the Agreement, including travel reimbursement and meal rates according to the Owner's Controlling Office (<http://www.bgsu.edu/offices/controller/page8718.html>). Mileage will not be paid for travel within 120 miles of the project site.

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>. Note that all respondents to this RFQ will be responsible for, and held to, the terms of the standard Agreement and Exhibits as completed by the Owner. Any clarification or requested modifications to the same should be identified in the Firm's response to this RFQ. No modifications to the requirements in the Agreement or Exhibits will be accepted at time of negotiation or technical proposal.

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. Major facility renovation of similar vintage and make-up
2. State of Ohio Higher Education project experience
3. State of Ohio CMR project experience
4. LEED certified renovation projects
5. Structural and utility analysis on an existing structure
6. BIM (Revit) usage and deliverables to Owner
7. Financial analysis of auxiliary operations in a University setting

C. Funding / Estimated Budget

Total Project Cost	<u>TBD</u>	State Funding	<u>\$0</u>
Construction Cost	<u>TBD</u>	Other Funding	<u>TBD</u>
Estimated A/E Fee	<u>70,000 for initial study phase</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).

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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 Bowen-Thompson Student Union Space Study Proposer Firm _____
 Project Number BGU-156113 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 150 miles	2	
	More than 150 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$100,000	2	
	\$100,000 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 than 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	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 - 5	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 10	
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 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 5 projects	0 - 3	
	5 to 9 projects	4 - 6	
	More than 9 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 6 projects	0 - 1	
	6 to 9 projects	2 - 3	
	More than 9 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 _____