

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>Moseley Hall Renovation</u>	Response Deadline	<u>5/20/15</u>	<u>2:00 pm</u>	local time
Project Location	<u>Bowling Green State University</u>	Project Number	<u>BGU-156115</u>		
City / County	<u>Bowling Green / Wood</u>	Project Manager	<u>Timothy Burns</u>		
Owner	<u>Bowling Green State University</u>	Contracting Authority	<u>Local Higher Education</u>		
Delivery Method	<u>CM at Risk</u>	Prevailing Wages	<u>State</u>		
No. of paper copies requested (stapled, not bound)	<u>3</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 BGSU Purchasing Office, 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 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 (the "Owner") is requesting interested firms to submit qualifications for full design and construction administration services as the Architect of Record for the renovations to occur on the Moseley Hall Renovation project.

Moseley Hall was built in 1913 and is 43,328 sf. The building is located adjacent to University Hall which it is connected with an enclosed breezeway corridor. The building is four stories tall, buff brick with limestone trim, and a flat roof. The building structure is brick masonry with a brick veneer exterior. Wall construction consists of masonry and plaster veneer. Roof and floor construction consists of a monolithic concrete slab and joists supported by concrete beams and load bearing walls. The ground floor consists of a combination of concrete slab-on-grade and grade beams. The building's foundation consists of concrete walls with spread footings and reinforced concrete piers bearing on bedrock. A campus utility tunnel exists at the perimeter of the building to provide some of the utility services to the building. The building has had some masonry restoration within the last few years. It is proposed to be a complete demo to the building with the exception to the exterior envelope, wall/floor structures (selective) and circulation stairs.

BGSU assembled a Master Planning Team which has provided a Concept Design Package for this project. This team worked with the end users, academic leadership and BGSU Facilities Planning to develop a program of requirements, a test fit of those requirements in the Moseley building and estimate of the proposed scope of work. The resultant Concept Design Major documents are attached herein for your reference. As the project progresses through the Construction Documentation this Master Plan team will continue to work with the selected Architect/Engineer to transfer historical knowledge and to ensure the Concept Design intent is maintained.

After the proposed renovation, the building will house the following:

The planned scope for Moseley Hall re-defines STEM education and research for the next generation. The new program will provide flexible, interdisciplinary lab and classroom environments for Chemistry, Biology, Medical Laboratory Science (MLS), Anatomy & Physiology and Forensics. Students from across the sciences will be able to take introductory courses in a flexible and collaborative new space that conforms and supports the new teaching and learning platform.

In 2014, BGSU received \$16 million from the State of Ohio and an additional \$6.6 million will be provided from University funds to support the work necessary to demo, renovate and transform Moseley Hall into a 21st century STEM facility. As an interdisciplinary science center, Moseley Hall will positively impact the academic experience of undergraduate students majoring in Health Science and Science as well as non-science majors satisfying their undergraduate science lab requirement.

Moseley Hall will be an active and exciting learning environment with formal and informal learning spaces that encourage group learning and interaction between faculty and students inside and outside the classroom. All

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laboratory space will be designed to maximize flexibility in use and scheduling. Lab planning will be based on best practice teaching pedagogies.

The following labs have been identified to be incorporated:

General flex labs (MLS), 24 seats
General Biology labs, 24 seats
Anatomy and Physiology labs, 24 seats
General Chemistry lab

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, the cost breakdown of the Architect/Engineer Agreement detailed cost components to address the Owner's project requirements. Participation in the Encouraging Growth, Diversity & Equity (EDGE) Program as required by statute and the Agreement is expected.

As required by the Agreement, and as properly authorized, provide for participation in the following categories: Organizational Meeting, Program Verification, Schematic Design, 50% 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, Travel will not be considered a reimbursable expense, include estimated travel in final fee calculation.

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>. 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 Respondent'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.

During the construction period, provide not less than 16 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 current intent for the Moseley Hall Renovation would be: a full assessment of the building envelope and structure with attention to current seismic and other appropriate building codes, identification and design of selective demolition required within the structure for the new work involved with the renovation, the complete replacement of all major utilities within the building, including full MEP systems, fire alarm, technology systems, etc. The scope will also include upgrades to current ADA requirements, elevator installation, and the addition of a fire suppression system and an emergency generator. All major utilities will be separately metered and monitored by the existing campus BAS (Schneider Controls). Repointing of exterior stone and some brick is probable as well as replacement of windows and roof.

It should be anticipated that all abatement work identified within the building will be completed under the A/E contract.

BGSU will provide the services of Jacobs Consulting to assist in the design of the lab space with preliminary and SD level design reviews.

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.

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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) Demonstrated successful projects with CMR Delivery
- 3) State of Ohio Higher Education project experience
- 4) Higher Education or undergraduate flexible science teaching labs to serve multidiscipline sciences
- 5) State of Ohio CMR project experience
- 6) LEED certified renovation projects
- 7) Structural analysis on an existing structure
- 8) BIM (Revit) usage and deliverables to Owner

C. Funding / Estimated Budget

Total Project Cost	<u>\$22,600,000.00</u>	State Funding	<u>\$16,000,000.00</u>
Construction Cost	<u>\$14,314,090.00</u>	Other Funding	<u>\$6,600,000.00</u>
Estimated A/E Fee	<u>8.0% to 9.0%</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>Architecture</u>
Secondary	<u>MEP Engineering</u>
	<u>Structural Engineering</u>
	<u>Civil Engineering</u>
	<u>AV / IT Design</u>
	<u>Interior Design</u>
Others	<u>Other Discipline(s)</u>

E. Anticipated Schedule

Professional Services Start (mm/yy)	<u>06 / 15</u>
Construction Stage Start (mm/yy)	<u>05 / 16</u>
Construction Stage Completed (mm/yy)	<u>07 / 17</u>
Professional Services Completed (mm/yy)	<u>10 / 17</u>

F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL A/E Fee	<u>5.0%</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.
- Proximity of prospective firms to the project site.

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

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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>.

Proposers shall also organize the RFQ response in such a manner that clearly documents team proficiency for each item stipulated as Selection Criteria on the CM at Risk Selection Rating Form. As an example the RFQ response can be indexed or tab denoting each of the sixteen (16) selection criteria.

(3) Paper copies of the Statement of Qualifications, submittals should be stapled. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary.

Electronic submittals (CD or Flash Drive) 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.

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 BGSU Purchasing Department website at <http://www.bgsu.edu/offices/purchasing/page85370.html> and/or OAKS Capital Improvements (OAKS CI) website at <http://ci.oaks.ohio.gov> on a regular basis until two days before the response deadline. The name of the party submitting a question will not be included on the Q&A document.

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 Moseley Hall Renovation Proposer Firm _____
 Project Number BGU-156115 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 \$500,000	2	
	\$500,000 to \$1,000,000	1	
	More than \$1,000,000	0	
c. Number of licensed professionals	Less than 5 professionals	3	Max = 3
	5 to 10 professionals	2	
	More than 10 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 4 projects	4 - 6	
	More than 4 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 3 projects	0 - 1	
	3 to 6 projects	2 - 3	
	More than 6 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 _____