

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>Campus Signage & Wayfinding</u>	Response Deadline	<u>07/09/2015</u>	<u>2:00 pm</u>	local time
Project Location	<u>Terra State Community College</u>	Project Number	<u>TTC-150003</u>		
City / County	<u>Fremont / Sandusky</u>	Project Manager	<u>Elaine D. Rosengarten</u>		
Owner	<u>Terra State Community College</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>5</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 Elaine D. Rosengarten at 2830 Napoleon Road, Fremont, OH 43420. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Elaine D. Rosengarten at purchasing@terra.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

Terra State Community College is seeking statements of qualifications from interested firms to develop, design and implement an exterior master signage and wayfinding program for the College. The successful proposer will be providing services that will include, but not be limited to the following: programming and analysis, design concept and schematic designs for each of the signage types identified, construction drawings and specifications, bid documents, cost estimates and prioritization of the work in phases over a period of time. The programming and analysis shall include, but not be limited to, an assessment of existing conditions and needs, review of the Campus signage, and review of the College's Master Plan. The selected firm will develop and present to the College a Master Signage and Wayfinding Standards program which will include the final and approved design concept and guidelines for all Campus signage intended. The standards and guidelines will be used as a framework to make informed decisions for good, clear and consistent visual communications across the campus as well as include information for the maintenance and management of the campus signage.

The anticipated project delivery method for this project is General Contracting.

State Prevailing Wage requirements apply to this project.

B. Scope of Services

Upon execution of the signed A/E Agreement, the A/E team will commence its services by performing a wayfinding and signage analysis and developing the Program of Requirements for the project. This project will establish master signage and wayfinding standards for the College, design new main campus entrance signage and landscaping and external building and directional signage. Considerations during the analysis and design process will include spatial planning, articulation of form-giving features, circulation systems and environmental communication. The outcome will be to create and implement a comprehensive, clear and consistent visual communication system with concise messaging showing the relevant information to the space, location and/or navigation path.

Wayfinding may include, but not limited to: Entrance Signage, Directional, Building Identification, Information, Regulatory, Traffic Control and Event Sign System Planning.

The existing wayfinding system has been in place for over 30 years. The integrity of the plan has been compromised over the years with changes in permitted vehicular traffic, maturing trees, several new constructed buildings and several renovated buildings, and other developed areas. Several identify logos, name changes, branding changes and administration changes have occurred during this time. Comprehensive master planning has occurred in the past five years that significantly affects the existing wayfinding systems. Items to be considered as part of the scope of work include:

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- Campus Entrance Signage and Landscaping:
 - Design new architecturally distinct, branded gateway signs for the college's two campus entrances incorporating landscape as part of the design element. Design concepts should consider illumination of signage.
- Ronald L. Neeley Conference and Hospitality Center:
 - Design building signage for the College's conference center. Design concepts should consider illumination of signage.
- Wayfinding:
 - Building Identification – Establish design standards and design building signage to identify all campus buildings: academic, athletic, future residential, dining, and administrative. Specifically, locate the building identification standard for each one of these building types in conjunction with other campus plans (landscape plan, circulation plan, etc.). Design concepts should consider illumination of signage.
 - Directional, Traffic and Parking Signage – Establish design standards, text and locations of directional signs for vehicular traffic as per existing circulation path with flexibility incorporated into the design for growth and changes as per the college's Campus Master Plan. This also includes design standards and signage for all campus driveways, parking lots, cross walks, etc
 - Event Directional Signage – Design a system for wayfinding for multiple special events that may occur on-campus simultaneously.
- All design standards and signage shall incorporate ADA guidelines, coordination with ODOT, and inclusion of specific regulatory signage, as applicable.

The Phases of the project shall include, but not be limited to:

- Analysis, Planning, and Program Develop:
 - Wayfinding and Signage Study
 - Review of best practices from existing projects
 - Determination of sign typology
 - Analyzing pedestrian and vehicular circulation routes
 - Survey(s) of field conditions and analysis of existing sign messaging protocols
 - Interviews with college stakeholders – visitors, students, administration, faculty and staff
 - Environmental analysis with respect to sign placement, lighting and landscaping
 - Program of Requirements – recommendations for the design, implementation and management of program.
 - Preliminary Design Concept Report and Mapping – includes route and circulation plans, location map of all signs, all design elements, landscaping, material specifications, technologies and construction processes, and message schedules.
- Design Development Phase
 - Concept Design – A minimum of three (3) conceptual designs displaying placement of elements, landscaping, magnitude of the final built product, budgeting, material selection and design standards.
 - Design Development – Typography, colors, materials, regulatory review, value engineering, mockups and testing.
 - Review and Approvals
- Pre-Production Phase
 - Construction Documents and Bid Specifications for public bid (General Contractor delivery method)
- Implementation
 - Bidding (request for prototypes to be included with bid submissions)
 - Project Administration
 - Fabrication
 - Installation
 - Design Deliverables – design and shop drawings for review, as-built drawings, adobe illustrator files of any signage that has been significantly modified, signage and wayfinding standards book to serve as a management and maintenance tool for the system moving forward.

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.

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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 and/or the Ohio School Design 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 an average of 4 hours (excluding travel time) on-site construction administration services per 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.

Submit all questions regarding this RFQ in writing to Elaine D. Rosengarten at erosengarten@terra.edu with the project number included in the subject line (no phone calls please). Questions will be answered and emailed to firms who requested a copy of this advertisement.

Please include with your Statement of Qualifications the following documents:

1. Current copy of Bureau of Worker's Compensation Certificate
2. Current copy of Certificate of Insurance

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. Project Delivery Method (MP, GC, CMR, DB)
2. Role on Project (AE, C-AE, AOR, CMA/OA, CMR, DB, GC, Trade)
3. Ohio Capital Improvement Process (State of Ohio Contracts)
4. Ohio Facilities Construction Manual and Procedures (Specific to public institutions of Higher Education)
5. Traffic Engineering
6. Signage and Wayfinding Document Design
7. Environmental Analysis (Landscaping planning & design)
8. Campus Master Planning (Specific to Higher Education)
9. Project Cost Estimating and Budgeting

C. Funding / Estimated Budget

Total Project Cost	<u>\$400,000</u>	State Funding	<u>\$0</u>
Construction Cost	<u>\$375,000</u>	Other Funding	<u>\$400,000</u>
Estimated A/E Fee	<u>6.0% to 8.0%</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>Architectural/Wayfinding</u>
Secondary	<u>Landscape Architecture</u>
	<u>Electrical Engineering</u>
	<u>Structural Engineering</u>
	<u>Civil Engineering</u>
Others	<u></u>

E. Anticipated Schedule

Professional Services Start (mm/yy)	<u>07 / 15</u>
Construction Stage Start (mm/yy)	<u>11 / 15</u>
Construction Stage Completed (mm/yy)	<u>05 / 16</u>
Professional Services Completed (mm/yy)	<u>06 / 16</u>

F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL A/E Fee	<u>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 **similar** 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 with respect to similar projects.
- Qualifications and experience of individuals directly involved with the project (including consultants).
- Proposer's previous experience (numbers of projects, sizes of projects) when working with its proposed consultants.
- Specification writing credentials and experience.
- Approach to and success of using partnering and Alternative Dispute Resolution.
- Proximity of prospective firms to the project site.
- 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.
- Approach to the project and work tasks
- Schedule for Completion

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>.

H. Submittal Instructions

Firms are required to submit the **current** version of Statement of Qualifications (**Form F110-330-v0814**) 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 Campus Signage & Wayfinding Proposer Firm _____
 Project Number TTC-150003 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 75 miles	5	
	75 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 \$500,000	1	
	More than \$500,000	0	
c. Number of licensed professionals	Less than 5 professionals	1	Max = 3
	5 to 10 professionals	3	
	More than 10 than professionals	2	
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 4 sample projects	1	Max = 3
	4 to 8 sample projects	2	
	More than 8 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 5 projects	0 - 1	
	5 to 8 projects	2 - 3	
	More than 8 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 _____