

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>Glass Bowl East Stands Renovations</u>	Response Deadline	<u>July 2, 2015</u>	<u>4:30pm</u>	local time
Project Location	<u>1745 Stadium Drive</u>	Project Number	<u>0031-16-132/UTO-160132</u>		
City / County	<u>Toledo / Lucas</u>	Project Manager	<u>Jason Toth</u>		
Owner	<u>The University of Toledo</u>	Contracting Authority	<u>Local Higher Education</u>		
Delivery Method	<u>Multiple Prime Contracting</u>	Prevailing Wages	<u>State</u>		
No. of paper copies requested (stapled, not bound)	<u>6</u>	No. of electronic copies requested (PDF)	<u>0</u>		

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Joy Martin at 2801 W. Bancroft Street, Mail Stop 216, Toledo, Ohio 43606. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Jason Toth at jason.toth@utoledo.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 University of Toledo is soliciting qualifications for professional services for the renovation of the East Stands of the Glass Bowl to improve the fan experience at UT football games. The original parts of the Glass Bowl were constructed in 1937. The 2,500 GSF restrooms under the south end of the East Stands were built in 1971. The 2,350 GSF restrooms under the north end of the East Stands were built in 1989. The concession stands under the East Stands were built in 1989. In addition to renovating the restrooms and concession stands, the project is envisioned to improve the flow of spectators through the area and provide better gathering spaces for fans at the stadium. The project might include a souvenir shop. The project might also include creating a 150-200 seat dining area with serving area and full prep kitchen to provide a training table for all UT varsity athletes. Such a dining area and associated food service facilities could also be used to host events for other university and community groups.

The primary focus of the project will be to upgrade the area under and adjacent to the 21,500 GSF East Stands -- renovating the restrooms and concession areas to improve the fans' game day experience. The dining facilities are to be considered as part of the initial design work, but the construction of these facilities might be done as a later phase of construction. The initial thinking is that the dining facilities would be constructed under the East Stands, but this location should be compared with other possibilities -- including under the West Stands, other locations near the Glass Bowl, and other sites on campus. The intention is that this RFQ will enable the University to select a consultant to assist in site selection for the Training Table facility and continue with the design services related to the Training table, even if it is not located at the Glass Bowl.

B. Scope of Services

For projects advertised with an appropriately developed Program of Requirements (POR), upon award of the Agreement, commence with Design. For projects without such a POR, upon award of the Agreement, commence by developing the Program of Requirements.

This project does not have a POR. A conceptual design package was developed for upgrading the restrooms, concession areas, and spectator flow at the East Stands. This will be made available to the short-listed firms. CAD plans of the Glass Bowl and surrounding site, and copies of construction documents of the East Stands restrooms/concessions will also be provided to the short-listed firms. There will be a non-mandatory pre-interview walk-through for the short-listed firms.

The selected 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.

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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.

Selected A/E is to provide 3D computer modeling for design exploration and for creation of presentation renderings.

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>.

During the construction period, provide not less than 6 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.

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. Design of collegiate athletic facilities.
2. Design of support facilities (restrooms, concessions, souvenir shop, etc.) to enhance the fan experience at collegiate athletic facilities.
3. Design of Training Table and related facilities for collegiate athletes.
4. Experience managing projects with tight design and construction schedules.
5. Engineering for infrastructure/building system upgrades in renovations.
6. Previous experience working with identified sub-consultants.
7. Previous experience working with UT.
8. Previous experience working with State of Ohio.

C. Funding / Estimated Budget

Total Project Cost	<u>\$3,500,000</u>	State Funding	<u>\$0</u>
Construction Cost	<u>\$2,685,000</u>	Other Funding	<u>\$3,500,000</u>
Estimated A/E Fee	<u>6.5% to 7.5%</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</u>
Secondary	<u>Structural</u>
	<u>Mechanical</u>
	<u>Electrical</u>
	<u>Plumbing</u>
	<u>Technology/AV/Data</u>
	<u>Civil</u>
Others	<u></u>

E. Anticipated Schedule

Professional Services Start	<u>08 / 15</u>
Construction Notice to Proceed	<u>12 / 15</u>
Substantial Completion of all Work	<u>08 / 16</u>
Professional Services Completed	<u>10 / 16</u>

F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL A/E Fee	<u>12.5%</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.

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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 (CPM) schedules and of using CPM schedules as a project management resource.
- 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.

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.

The Contracting Authority reserves the right to reject any or all submissions and cancel at any time for any reason this solicitation, any portion of this solicitation, or any phase of the Project. If Contracting Authority and the apparent chosen A/E are unable to reach agreement on the terms and conditions of the A/E Agreement, Contracting Authority reserves the right to reject the firm and utilize the short list to select an A/E. The Contracting Authority shall have no liability to any firm arising out of such cancellation or rejection. The Contracting Authority reserves the right to waive minor variations in the selection process.

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.

Facsimile copies of the Statement of Qualifications will not be accepted.

In Section H of Statement of Qualifications (Form F110-330), provide a summary of your firm's/team's qualifications in each of the selection criteria included on the Architect/Engineer Selection Rating score sheet included in the RFQ. Use the number system of the selection criteria on the score sheet to organize your response in Section H. Identify by name the individual(s) you are proposing to serve in the roles identified in selection criteria 2 and 3.

Firms are requested to identify professional registrations, memberships and credentials including: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, CPE, DBIA, 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 Glass Bowl East Stands Renovations Proposer Firm _____
 Project Number 0031-16-132/UTO-160132 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 150 miles	5	
	150 miles to 300 miles	2	
	More than 300 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 5 professionals	1	Max = 3
	5 to 10 professionals	2	
	More than 10 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 - 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 point for every 2 percent increase in professional services over the EDGE participation goal	0 - 5	
4. Overall Team Qualifications (Maximum 10 points)			
a. Previous team collaboration	Less than 3 sample projects	1	Max = 3
	3 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 4 projects	0 - 3	
	4 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 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 lead firm ** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute		Subtotal	

Notes:

Evaluator:

Name _____

Signature _____

Date _____