

# Request for Qualifications (Architect / Engineer)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Local Higher Education

Project Name	<u>Olscamp Central Chiller Plant CCP-3</u>	Response Deadline	<u>12/1/15</u>	<u>2:00 pm</u>	local time
Project Location	<u>Bowling Green State University</u>	Project Number	<u>BGU-156158</u>		
City / County	<u>Bowling Green / Wood</u>	Project Manager	<u>Bob Boucher</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>3</u>	No. of electronic copies requested on USB Flash Drive (PDF)	<u>1</u>		

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Beth Nagel at BGSU Purchasing Department, 1851 N. Research Drive, Bowling Green, OH 43403. See Section I of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Beth Nagel at [bnagel@bgsu.edu](mailto: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.

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### Project Overview

#### A. Project Description

The purpose of this request is to obtain professional engineering services, design through construction, including commissioning, for the design of a third centralized precinct chiller plant (CCP-3) to initially support two (2) existing buildings – Olscamp Hall and the Business Administration Building. These two buildings have various failing cooling system components in need of replacement. The plant will be designed with expansion capabilities to support up to four (4) additional existing buildings in the future. This project is the next step in the continuing development of regional Campus chilled water plants with direct buried chilled water distribution piping between buildings, as part of ongoing Campus sustainability efforts to manage and reduce energy consumption, and consolidate and reduce maintenance expenses. This new plant will compliment Central Chiller Plant #1 (CCP-1) which has been in service for a few years, and Central Chiller Plant #2 (CCP-2) currently under construction which will be put into service for the 2016 cooling season.

The university recently completed an engineering study to evaluate various options for the location, buildings to be served, and the capacity of this plant which will become Central Chiller Plant #3 (CCP-3). The specifics of this project will include:

1. Central Chiller Plant #3 will be located in Olscamp Hall existing basement mechanical room. There is an existing chiller plant in Olscamp, which currently serves only Olscamp, which consists of two (2) 240 ton chillers. There is an existing deteriorated approximately 500 ton cooling tower located on the roof.
2. The initial scope is to expand the existing plant with the addition of one (1) 500 ton chiller and the replacement of the existing cooling tower with two (2) new 500 ton cooling towers, including new support platform. Piping, pumping, controls, etc. are to be designed for a final plant size of 1,500 tons which will ultimately require replacement of the two (2) existing chillers with 500 ton chillers and the addition of a third cooling tower.
3. Chilled water piping to be extended from CCP-3 to the Business Administration Building. Piping between the buildings to be direct buried HDPE piping.
4. Renovate the chilled water system in the Business Administration Building to accept chilled water from CCP-3. All existing chillers, cooling towers, etc. are to be removed from the Business Administration Building.
5. All distribution piping to be designed with capacity, taps, etc. for the future connection of Hayes Hall, Eppler, Memorial Hall, and the Education Building.
6. Installation and integration of new BAS controls for both Olscamp Hall and the Business Administration Building with the existing Campus BAS control system.

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## 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 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. Additional services and reimbursable expenses 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 Controllers Office website at <http://bgsu.edu/offices/controller/page8718.html>. Mileage will be reimbursed at the posted mileage rates for distances exceeding 60 miles from the principal place of business to the work site, on a pro-rated basis. Travel time shall not be reimbursed.

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 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 8 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.

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

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.

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) Experience with the design and commissioning of new/upgraded central precinct chiller plants and HVAC systems.
- 2) Experience with the design of direct buried chilled water piping.
- 3) Experience with the design of HVAC system BAS controls upgrades, replacements, and integration with campus wide type central BAS controller.
- 4) Familiarity and demonstrated experience with State of Ohio OFCC requirements and procedures.
- 5) Demonstrated experience with State of Ohio General Contracting Delivery method.
- 6) State of Ohio Higher Education project experience – State of Ohio universities comparable to BGSU.
- 7) BIM (Revit) usage and deliverables to Owner.

## C. Funding / Estimated Budget

Total Project Cost	<u>\$2,400,000</u>	State Funding	<u>\$2,152,500</u>
Construction Cost	<u>\$1,900,000</u>	Other Funding	<u>\$247,500</u>
Estimated A/E Fee	<u>9.0% to 11.0%</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).

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**D. Services Required** (see note below)

Primary	<u>Mechanical/BAS Controls/Electrical Engineering</u>
Secondary	<u>Structural Engineering</u>
	<u>Civil Engineering</u>
	<u>Architectural Design Services</u>
	<u>Commissioning</u>
	<u> </u>
	<u> </u>
Others	<u>Hazardous Materials</u>

**E. Anticipated Schedule**

Professional Services Start (mm/yy)	<u>01 / 16</u>
Construction Stage Start (mm/yy)	<u>10 / 16</u>
Construction Stage Completed (mm/yy)	<u>05 / 17</u>
Professional Services Completed (mm/yy)	<u>07 / 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 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.

## Request for Qualifications (Architect / Engineer) continued

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### H. RFQ Evaluation Schedule

Activity	Anticipated Date
RFQ Responses Due	December 1, 2015
Short-Listed Firms Notified	December 9, 2015
Interview Date	December 17, 2015
Preferred Firm Selection	December 21, 2015
Contract Award	January 20, 2016

### I. 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.

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 (Flash Drive preferred) 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 flash drive 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](mailto: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 the Opportunities page on the OFCC website at <http://ofcc.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

## State of Ohio Standard Forms and Documents

Project Name Olscamp Central Chiller Plant (CCP-3) Proposer Firm \_\_\_\_\_  
 Project Number BGU-156158 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary Firm Location, Workload and Size (Maximum 10 points)</b>			
a. Proximity of firm to project site	Less than 100 miles	5	
	100 miles to 200 miles	2	
	More than 200 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	1	Max = 3
	5 to 10 professionals	3	
	More than 10 than professionals	2	
<b>2. Primary Firm Qualifications (Maximum 30 points)</b>			
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	
<b>3. Key Consultant Qualifications (Maximum 20 points)</b>			
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	
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
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	
<b>5. Overall Team Experience (Maximum 30 points)</b>			
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 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		<b>Subtotal</b>	

Notes:

Evaluator:

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_