

Request for Qualifications (Owner's MEP Representative)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>Fenn Hall Addition - Washkewicz College of Engineering</u>	Response Deadline	<u>12/03/2015</u>	<u>2:00 PM</u>	local time
Project Location	<u>1960 E. 24th Street</u>	Project Number	<u>LF-1334</u>		
City / County	<u>Cleveland / Cuyahoga</u>	Project Manager	<u>Jack Baumann</u>		
Owner	<u>Cleveland 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>6</u>	No. of electronic copies requested (PDF)	<u>1</u>		

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Jack Baumann at 1802 E. 25th Street, Rm 219, Cleveland, Ohio 44114. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Jack Baumann at j.l.baumann@csuohio.edu with the project number included in the subject line (no phone calls please). Questions will be answered and posted to 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

This request is for a Owner's MEP Representative specific to Mechanical, Electrical, and Plumbing expertise to provide preconstruction, construction, and post-construction Review/Inspection Services to Cleveland State University for all phases of the project. This Owner's MEP Representative will work directly for and on behalf of the Owner, as an extension of the CSU Facilities Team, to be certain that systems are designed and installed meeting the University's Campus Standards. The MEP Engineer is under separate contract through the selected A/E Firm. The University has hired a third-party Commissioning Agent and is committed to commissioning this facility to ensure that all systems are well designed, complete, and functioning properly upon occupancy, and that the University staff has adequate system documentation and training. The Owner's MEP Representative will work closely with the MEP Engineer and the Commissioning Agent.

The Washkewicz College of Engineering at Cleveland State University is developing a new model for engineering education which demands up-to-date learning environments in laboratories, classrooms, student spaces, circulation, support spaces, and public spaces. The college is currently housed in Fenn Hall, a structure built in 1924, with approximately 196,000 gsf. The new addition will be constructed and connected to Fenn Hall, to the north side, fronting Chester Avenue. The new addition will be an additional 100,000 gsf and will have 60,000 gsf developed in this phase of design and construction. The remaining 40,000 gsf will be left as shelled space for future interior development for program growth. The anticipated construction cost for the addition is \$31.6MM.

The existing Fenn Hall will remain occupied during construction, and a phased construction and multiple bid packages may be required. Work will be limited to the new 100,000 gsf addition, but some work may be required in the existing building to tie into systems, remove systems, or reroute systems to accommodate the addition.

The current phase of the project is Schematic Design.

The project will be registered with the USGBC for minimum Silver LEED Certification. Maximizing energy conservation is a critical component of the design and project goals to comply with House Bill 251. The MEP Representative must demonstrate a thorough understanding and commitment to LEED design and will coordinate with the A/E and CMR in meeting LEED goals as set forth by the University.

B. Scope of Services

The objective of the Owner's MEP Representative is to provide oversight, commentary, and inspections on behalf of Cleveland State University and to act as an extension of the Facilities Team. The MEP Representative will verify and document compliance with the University's Campus Standards throughout design, construction, start-up, initial period of operation, and after Owner move-in and occupancy. In addition, this Representative will confirm that all documentation is complete and submitted with regard to construction punch lists, operation and maintenance (O&M) manuals, as well as training on system operation. They will also be responsible in following up on open issues with the CMR during construction to outline deficiencies and create logs to close out items requiring closure.

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The Owner's MEP Representative will be involved throughout the project from design, and through the 12-month warranty phase. This MEP Representative and the Owner's Commissioning Agent will be responsible for reviewing and thoroughly documenting the Owner's Project Requirements (OPR) and Basis of Design (BOD) through interviews with representatives of the Office of the University Architect; Facilities Management and the end user.

The primary role of the MEP Representative during the design phase is to ensure proper execution of the CSU Standards to the design team plus a detailed review and commentary the design documents at key submissions (DD and CD) to ensure it meets the Owner's standards and objectives as well as LEED certification requirements. During construction, the MEP Representative will act on the Owner's behalf to review shop drawings, submittals, coordination drawings, and installed work to verify compliance with the Owner's standards. The MEP Representative is not responsible for design or general construction scheduling, cost estimating, or construction management, but shall identify issues or deficiencies and request correction from the A/E or CMR on behalf of the Owner and will have the authority to comment and reject submittals that do not comply.

The required expertise for this project will be based on the skill and experience set of the full team making the proposal. The MEP Representative will designate a specific member of the team that will coordinate the activities from the technical perspective, and assign them as the Project Manager. Subcontractor qualifications shall be included and clearly designated in the response to this RFQ.

During the construction period, provide (1) Representative attendee at weekly OACM meetings, (2) a written field report of each site visit inclusive of annotated photo documentation, and (3) Representative attendee at MEP Subcontractor meetings with the CMR. Time on-site, not including travel time, will not be less than 8 hours per week. It is understood that time spent on site at the beginning of construction will be limited and that more time per week may be spent as systems are installed.

The MEP Representative, at the time of contract negotiation, will be asked to separate their fee proposal into three parts, 1) Design Phase Services, 2) Construction Phase Services, and 3) Post-Construction Phase Services.

In addition to the scope noted above, the Representative will be also responsible for:

1. Review the locations of units/devices for proper locations and access
2. Understanding and review of medium voltage electrical systems
3. Understanding and review of PowerLogic & Square D systems
4. Understanding and review of Johnson Control Systems for HVAC and Lighting
5. Understanding and review of Simplex Fire Alarm Systems
6. Understanding and review of electronic security and door

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>.

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. HVAC, Plumbing, and Electrical design and engineering
2. Higher Education Engineering & Science Facilities
3. Life Safety and Ohio Building Code applications
4. Construction Manager at Risk project delivery experience
5. MEP Cross-disciplinary coordination and review
6. Building Information Modeling (BIM)
7. Role as an Owner's Representative
8. Experience working with State of Ohio and/or Cleveland State University
9. Building Commissioning experience
10. LEED Services

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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/flash drive 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.

Owner's MEP Representative Selection Rating Form

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Project Name Fenn Hall Addition - Washkewicz College of Engineering Proposer Firm _____
 Project Number LF-1334 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 \$50,000	2	
	\$50,000 to \$100,000	1	
	More than \$100,000	0	
c. Number of relevant professionals	Less than 5 professionals	0	Max = 3
	5 to 9 professionals	2	
	More than 9 professionals	3	
2. Primary 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 administration lead	Experience / ability to effectively administer project controls and processes	0 - 5	
c. Technical staff	Experience / ability of technical staff to verify fully coordinated construction documents	0 - 10	
d. Construction administration staff	Identify / 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 2 projects	0 - 1	
	2 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		Subtotal	
** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute			

Notes:

Evaluator:

Name _____

Signature _____ Date _____