

# 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>CAB Lower Level Rehab</u>	Response Deadline	<u>January 5, 2016 4:00 pm</u> local time
Project Location	<u>Miami University Oxford Campus</u>	Project Number	<u>MUN-100064</u>
City / County	<u>100063Oxford / Butler</u>	Project Manager	<u>Ted Christian</u>
Owner	<u>Miami 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 (PDF)	<u>1</u>

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Elizabeth Davidson at [davidsea@miamioh.edu](mailto:davidsea@miamioh.edu). See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Ted Christian at [christtn@miamioh.edu](mailto:christtn@miamioh.edu) with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the University's FCO Website at [www.pfd.miamioh.edu/fco](http://www.pfd.miamioh.edu/fco) and 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

Miami University ("Owner") seeks responses from qualified firms to provide design and related services for renovations of the Campus Avenue Building. The Campus Avenue Building (CAB) is formerly the McGuffey Laboratory School named for William Holmes McGuffey. From 1969 to 1978 this building was the elementary lab school for the School of Education. In 1995 the building was rehabilitated to house administrative offices which currently include the Division of Enrollment Management, Student Success, Parking Services, HOME, Rinella Learning Center, and Student Disability Services.

The CAB Lower Level Rehab project follows a separate project that is currently under construction across campus, the phased renovation of the Shriver Center. The renovated Shriver Center will house a new Welcome Center for prospective students and alumni which will be operated by the Division of Enrollment Management. The Shriver Center Renovation also includes new space for the Rinella Learning Center and Student Disability Services. Therefore, when the Shriver Center Renovation is complete in January of 2017 and those units have relocated, there will be a significant amount of vacated space at CAB, most of which is on the lower level of the building.

The CAB Lower Level Rehab project will allow the University to relocate and consolidate the offices of University Communications and Marketing within the majority of that vacated space. University Communications and Marketing is currently located in three separate buildings on campus: Glos Center, MacMillan Hall, and Williams Hall. The CAB project will also realign some of the remaining work groups within the Division of Enrollment Management and HOME, completing the University's goal of creating a one stop service building for students.

Construction in the CAB building will not commence until the relocations to Shriver Center are complete at the end of January, 2017. Portions of CAB not affected by the project will remain occupied during construction, and the construction may need to be phased to accommodate the work groups remaining in the building.

A Program of Requirements and preliminary space plans have been prepared by the University and will be shared with short-listed firms prior to interviews.

#### B. Scope of Services

Upon award of the Architect/Engineer (A/E) Agreement, A/E will commence by working with the University to verify the Program of Requirements.

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.

## Request for Qualifications (Architect / Engineer) continued

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 *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.

The project will require the following design and engineering disciplines: Architecture, interiors, environmental graphics, electrical, plumbing, mechanical, fire alarm, fire suppression, building automation controls, structural, audio/visual systems, and telecommunications (RCDD required). Experience with Ohio's Capital Improvement Process is preferred.

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 academic administrative office planning.
2. Experience with reconciling the needs of multiple constituencies within the same building.
3. Experience with complex renovations including MEP infrastructure.
4. Experience with planning and communicating phasing and logistics in occupied buildings under construction.
5. Experience delivering completed as-built BIM models to owners after construction.

### C. Funding / Estimated Budget

Total Project Cost	<u>\$1,500,000.00</u>	State Funding	<u>\$0.00</u>
Construction Cost	<u>\$1,000,000.00</u>	Other Funding	<u>\$1,500,000.00</u>
Estimated A/E Fee	<u>7.0% 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>Architecture</u>
Secondary	<u>Interior Design</u>
	<u>M/E/P/FP/T Engineering</u>
	<u>Structural Engineering</u>
	<u>Furniture Selection/Design</u>
	<u>Environmental Graphics</u>
Others	<u></u>

### E. Anticipated Schedule

Professional Services Start	<u>02 / 16</u>
Construction Notice to Proceed	<u>01 / 17</u>
Substantial Completion of all Work	<u>08 / 17</u>
Professional Services Completed	<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.

## Request for Qualifications (Architect / Engineer) continued

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- Past performance of prospective firm and its proposed consultants (including recent letters of recommendation).
- 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 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.

### 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>.

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 or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Acrobat, go to Advanced, then PDF Optimizer. Also, please label the CD or DVD and the sleeve with the project number and firm name if applicable.

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 and will be discarded without reading.

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

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

## State of Ohio Standard Forms and Documents

Project Name CAB Lower Level Rehab Proposer Firm \_\_\_\_\_  
 Project Number MUN-100064 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 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 \$2,000,000	1	
	More than \$2,000,000	0	
c. Number of licensed professionals	Less than 2 professionals	3	Max = 3
	2 to 20 professionals	3	
	More than 20 professionals	3	
<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 - 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	
<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 point for every 2 percent increase in professional services over the EDGE participation goal	0 - 5	
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
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	
<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 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 2 projects	0 - 1	
	2 to 4 projects	2 - 3	
	More than 4 projects	4 - 5	
		<b>Subtotal</b>	

\* 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

Notes:

Evaluator:

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_