

Request for Qualifications (Commissioning Agent)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>Jefferson Hall Renovation</u>	Response Deadline	<u>12/17/2015</u>	<u>4:00 pm</u>	local time
Project Location	<u>Athens, Ohio</u>	Project Number	<u>OHU-140005</u>		
City / County	<u>Athens / Athens</u>	Project Manager	<u>Terry Baxter-Potter</u>		
Owner	<u>Ohio 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>3</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 Terry Baxter-Potter at 160 West Union Street, Suite 280, Athens, OH 45701. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Terry Baxter-Potter at baxtert@ohio.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

Jefferson Hall is a 4 story, 140,000 GSF building, originally constructed in 1957. The current building use is residence hall (approx. 80,000 GSF), a dining hall (approx. 16,000 GSF), and basement-level garage (approx. 44,000 GSF). The University will commence with the programming of the facility, in conjunction with a recently selected A/E consultant. The Construction Manager at Risk is expected to join the project team at the beginning of the schematic design phase.

The project includes renovation of the entire building, including addressing current non-conforming issues regarding ADA access and 100 year flood plain conformance. Major mechanical and electrical systems will be moved out of the garage portion of the building. The dining hall portion will be renovated as a retail food market with a café component. The residence hall portion will be renovated as a residence hall with living/learning community components

Ohio University (the "Owner") is requesting interested firms to submit proposals to provide Enhanced Commissioning Services for the Jefferson Hall Renovation Project.

The Owner intends to pursue LEED Silver certification for this Project.

Professional design services have been acquired by the Contracting Authority under a separate contract.

The Jefferson Hall Renovation Project will be executed using a CM at Risk approach.

State Prevailing Wage requirements apply to this project.

All aspects of the Project and related issues will be implemented and operated consistent with the Contracting Authority and/or Owner's policies and procedures.

B. Scope of Services

The objective of commissioning is to provide documented confirmation that a facility fulfills the functional performance requirements of the building owner, occupants, and operators.

The selected Commissioning Agent ("CxA"), 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 Consultant 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, Verification Documents follow OU Design Standards, Construction Administration, Post-Construction, and Additional Services of all types. Verify

Refer to the *Exhibit B – Consultant Scope of Services (Commissioning)* for additional information about the type and extent of services required. A copy of the standard Agreement can be obtained at the OFCC website at <http://ofcc.ohio.gov>.

During the construction period will attend progress meetings and also provide not less than two (2) hours (excluding travel time) on-site construction administration services each week, including (1) a written field report of each site visit, (2) on-site representation comprised of the CxA 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. Higher Education Building
2. Residence Halls Renovation Work
3. Retail, Food Market, Café (including hoods)
4. Experience working with State of Ohio and/or State Universities
5. Enhanced Commissioning
6. Measurement and Verification
7. Commissioning the Building Envelope
8. Building Automation System, Direct Digital Controls

C. Funding / Estimated Budget

Total Project Cost	<u>\$38,500,000</u>	State Funding	<u>\$0</u>
Construction Cost	<u>\$30,000,000</u>	Other Funding	<u>\$38,500,000</u>
Estimated CxA Fee	<u>0.3% to 0.4%</u>		

NOTE: The CxA fee percentage for this project includes all professional design services, and consultant services necessary for proper completion of the commissioning services for the successful completion of the project.

D. Services Required (see note below)

Primary	<u>Commissioning Agent</u>
Secondary	<u></u>
	<u></u>
	<u></u>
	<u></u>
	<u></u>
Others	<u></u>

E. Anticipated Schedule

Professional Services Start	<u>2 / 15</u>
Construction Notice to Proceed	<u>5 / 15</u>
Substantial Completion of all Work	<u>7 / 17</u>
Professional Services Completed	<u>7 / 18</u>

F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL CxA Fee	<u>5.0%</u>
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G. Evaluation Criteria for Selection

Ohio University will evaluate each Statements of Qualifications (SOQ) with respect to the following:

- Demonstrated ability to meet Owner's project requirements.
- 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.
- Approach to and success of using partnering and Alternative Dispute Resolution.

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- Proximity of prospective firms to the project site.
- Proposer's apparent resources and capacity to meet the needs of this project.
- The selected CxA and all its consultants must have the capability to use the Internet within their normal business location(s) during normal business hours.

Interested CxA 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 CxA'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 CxA'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>.

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 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.

Commissioning Agent Selection Rating Form

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Project Name Jefferson Hall Renovation Proposer Firm _____
 Project Number OHU-140005 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 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 \$200,000	2	
	\$200,000 to \$500,000	1	
	More than \$500,000	0	
c. Number of relevant professionals	Less than 2 professionals	1	Max = 3
	2 to 6 professionals	2	
	More than 6 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 - 5	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 10	
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 3 sample projects	0	
	3 to 7 sample projects	2	
	More than 7 sample projects	5	
b. Team organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
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 5 projects	0 - 3	
	5 to 9 projects	4 - 6	
	More than 9 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 9 projects	2 - 3	
	More than 9 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 _____