

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>Airport Enhancements</u>	Response Deadline	<u>12/10/2015</u>	<u>2:00 p.m.</u>	local time
Project Location	<u>2300 W. Case Road</u>	Project Number	<u>OSU-160195</u>		
City / County	<u>Columbus / Franklin</u>	Project Manager	<u>Nikolina Sevis</u>		
Owner	<u>The Ohio 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>3</u>	No. of electronic copies requested (PDF)	<u>1</u>		

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Nikolina Sevis at 400 Enarson Classroom Building, 2009 Millikin Rd, Columbus, OH 43210. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Nikolina Sevis at sevis.2@osu.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 Ohio State University is planning to construct new buildings and replace other existing buildings at Don Scott Airport which is situated seven miles north of the university's main campus, is home to 200 aircraft and sees and an estimated 75,000 flight operations per year. The program will include administrative, classroom, flight simulation, operations and airplane storage. The new buildings include Flight Education at 11,400 SF, Flight Education Hangar at 26,000 SF, Airport and Administration Building & Field Operations Buildings at 17,550 SF which will replace these existing facilities. The scope of this project will also include five leasable hangars each ranging from 10,000 SF – 16,800 SF. The need for swing space and possible enabling projects will be evaluated during design.

The site development for the new buildings includes demolition of the existing Administrative Building, Field Operations facility, and Flight Education Building, relocation and extension of existing site utilities, modifications to parking lots, vehicular access, pedestrian access and the development of green space surrounding the buildings within the project limits.

The Architect/Engineer ("A/E") will prepare the POR as an Additional Service. An Aviation Consultant will be selected in collaboration with the University.

A Commissioning Agent and Construction Manager at Risk will be selected and contracted directly with the University. The A/E may participate in the interview process of both disciplines and will be in an advisory role and will not have a vote for selection.

This project will be registered with the USBC for a minimum Silver LEED Certification.

This project has been approved for design services through completion of 75% construction documents. The university will amend the selected Architect/Engineer contract once approval for construction is available.

This project is required to be constructed and delivered within a collaborative BIM-enabled environment following The Ohio State University BIM Delivery Standards. The Primary CM firm submitting for the project will be required to have the BIM expertise capable of meeting the aforementioned standards.

B. Scope of Services

The successful A/E will be expected to have strong leadership skills and experience in the successful delivery of aviation projects. They must demonstrate their ability in design of efficient and flexible space; landscape and civic realm improvements adjacent to the building and relationship with existing busy teaching airport facility and one of the nation's leading general aviation facility; combined vehicular and pedestrian circulation and amenities such as academic research facilities, leasable hangars, teaching facilities, and way finding improvements.

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This project will include a minimum of two phases each with a Guaranteed Maximum Price (GMP) totaling the cost of construction advertised in this RFQ. The first phase will include construction of leasable hangars and associated site and utility work, and the second phase will include the balance of the project. Additional phases may be required which may be discovered during Conceptual Planning Phase.

The BIM Project Delivery Standards are required to be followed for this project. Unless noted otherwise, the minimum required BIM Use Cases are outlined in Section 2.

The selected A/E team will develop the Basis of Design (BOD) and will coordinate with the Commissioning Agent during the design phase.

The A/E will be required to prepare cost estimates as part of basic services at each phase of design and reconcile with the estimate prepared by the CM.

The A/E will be required to contract for material testing and inspection services as a reimbursable to their contract. The firm providing this service will be selected in conjunction with the University. The scheduling and coordination of the material testing and inspection firm will be the responsibility of the selected CM.

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.

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/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. Required Professional Liability Insurance will be per Exhibit A – A/E Terms and Conditions Article 7.2.6.

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 *OFC 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>.

The selected A/E will be required to sign the standard agreement. No modifications to the requirements in the agreement will be accepted.

During the construction period, provide not less than 12 hours to be allocated to each phase (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. Previous experience with airport planning and/or design of airports
2. Experience in working in a university/campus setting
3. Projects delivered in a collaborative BIM-enabled environment
4. Recognized Design Excellence (third party endorsement, i.e., design awards)

For the purpose of the selection of 10 Relevant Projects in Section F of the Statement of Qualification (Form F110-330), projects must be designed by the Lead Firm.

C. Funding / Estimated Budget

Total Project Cost	<u>\$20,000,000</u>	State Funding	<u>\$0</u>
Construction Cost	<u>\$15,300,000</u>	Other Funding	<u>\$20,000,000</u>
Estimated A/E Fee	<u>5.6% to 5.9%</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

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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.

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

Do not submit subconsultants for the following services as they will be selected in consultation with the University: Hazardous Materials, Testing, and Geotechnical Services. These subconsultants are not eligible for consideration in meeting the stated EDGE goals.

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 Airport Enhancements Proposer Firm _____
 Project Number OSU-160195 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 125 miles	5	
	125 miles to 250 miles	2	
	More than 250 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$200,000	2	
	\$200,000 to \$1,000,000	1	
	More than \$1,000,000	0	
c. Number of licensed professionals	Less than 2 professionals	0	Max = 3
	2 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 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 3 projects	0 - 3	
	3 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 _____