

# Request for Qualifications (Architect / Engineer)

## State of Ohio Standard Forms and Documents

---

**Administration of Project:** Local Higher Education

Project Name	<u>Harshman/Centrex Load Center Electrical Conversions</u>	Response Deadline	<u>July 8, 2016</u>	<u>11:00 am</u> local time
Project Location	<u>Bowling Green State University</u>	Project Number	<u>BGU-166215</u>	
City / County	<u>Bowling Green / Wood</u>	Project Manager	<u>Robert Boucher/Dan Lemmerbrock</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 (PDF)	<u>(1) flash drive</u>	

Submit the requested number of Statements of Qualifications (Form F110-330) directly to BGSU Purchasing Dept., Attn: Beth Nagel at 1851 N. Research Drive, Bowling Green, Ohio 43403. See Section H 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.

---

### Project Overview

#### A. Project Description

Bowling Green State University (the "Owner") is requesting interested firms to submit qualifications for full design and construction administration services as the Engineer of Record for the conversion of identified buildings from 4.16kV power to 12.47kV power.

##### Harshman Load Center Scope of Work

This project consists of first converting primary electrical feed from 4160V to 12.47kV of (1) Fine Arts Building (2 feeds), (2) Mileti Alumni Center, (3) Kreischer Quadrangle, (4) Ice Arena, and (5) Perry Stadium and related peripherals. Upon completing conversions abandon and remove 4160V load centers located in Ice Arena and Perry Stadium. In addition, re-feed Conklin Hall from a different switch and provide new feeds from existing switches and new switches as required.

##### Centrex Load Center Scope of Work

This project consists of first converting primary electrical feed from 4160V to 12.47kV of (1) Business Administration, (2) Olscamp Hall, (3) Education Building, and (4) Memorial Hall. Upon completing conversions abandon and remove 4160V load centers located in Centrex Building. In addition, separate the East Hall feed from the Kohl Hall feed and re-feed East Hall on its own switch and provide new feeds from existing switches and new switches as required.

Attached drawings SU-EL8 and SU-EL9 are created to better depict intended scopes of work.

Abatement of hazardous building materials are included within this project.

#### B. Scope of Services

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 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.

As required by the Agreement, and as properly authorized, provide the following categories of services: Creation of an Owner approved Program of Requirements, Program Verification, Schematic Design, Design Development, Construction Document Preparation, Bid and Award Support, Conformed Documents, Construction Administration, Post-Construction, and Additional Services deemed necessary during the fee negotiation phase.

Reimbursable Expenses will be approved per the Agreement, including travel reimbursement and meal rates according to the Owner's Controlling Office (<http://www.bgsu.edu/finance-and-administration/controller/university-travel-and-business>).

## Request for Qualifications (Architect / Engineer) continued

[entertainment/university-travel-reimbursement-rates.html](#)). Mileage will not be paid for travel within 60 miles of the project site.

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 Firm'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 (16) 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.

Contract Documents shall be developed in a manner that facilitates separate bidding of Harshman Load Center and Centrex Load Center scopes of work.

BGSU will engage a Construction Manager (Adviser) to assist in overall construction project management.

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. Engineering experience in removing existing load centers and converting buildings to accept new incoming primary voltage.
2. Extensive project management experience in finitely sequencing and coordinating building shut-downs to accommodate power conversion.
3. Experience in presenting to vast array of affected end users the broader project vision.
4. Landscape architectural experience to design site restorative efforts and guide in positioning/screening of electrical equipment and accessories.
5. State of Ohio Higher Education project experience.
6. State of Ohio General Contracting delivery method experience.
7. All permitting/notifications for State of Ohio/EPA/AHJ/etc.
8. Utility survey and documentation
9. State of Ohio Special Inspection requirements

### C. Funding / Estimated Budget

Total Project Cost	<u>\$6,703,776.00</u>	State Funding	<u>\$4,443,776.00</u>
Construction Cost	<u>\$6,012,355.00</u>	Other Funding	<u>\$2,260,000.00</u>
Estimated A/E Fee	<u>7.0% to 9.0%</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., 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>Electrical Engineering</u>
Secondary	<u>Mechanical Engineering</u>
	<u>Civil Engineering</u>
	<u>Structural Engineering</u>
	<u>Architecture</u>
	<u>Landscape Architecture</u>
	<u>Hazardous Material Abatement</u>
Others	<u></u>

### E. Anticipated Schedule

Professional Services Start	<u>07 / 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>
---	-------------

## Request for Qualifications (Architect / Engineer) continued

---

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.
- 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 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 flash drive 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.

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 Harshman/Centrex Load Center Electrical Conversions Proposer Firm \_\_\_\_\_  
 Project Number BGU-166215 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 \$1,000,000	2	
	\$1,000,000 to \$2,000,000	1	
	More than \$2,000,000	0	
c. Number of licensed professionals	Less than 10 professionals	1	Max = 3
	10 to 20 professionals	2	
	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 - 5	
c. Technical staff	Experience / ability of technical staff to create fully coordinated construction documents	0 - 10	
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 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 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 4 projects	0 - 1	
	4 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		<b>Subtotal</b>	
** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute			

Notes:

Evaluator:

Name \_\_\_\_\_

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



