

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Ohio Facilities Construction Commission

Project Name	<u>FY-17 Main Building Improvements</u>	Response Deadline	<u>08/22/2016</u>	<u>4:00 PM</u> local time
Project Location	<u>68094 Hammond Road</u>	Project Number	<u>BTC-170001</u>	
City / County	<u>St. Clairsville / Belmont</u>	Project Manager	<u>Jeff Kring</u>	
Owner	<u>Belmont College</u>	Contracting Authority	<u>OFCC</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 Sarah Haight at sarah.haight@ofcc.ohio.gov. Please submit paper copies to: Ohio Facilities Construction Commission, 30 West Spring Street, 4th Floor, Columbus, OH 43215, Attn: Sarah Haight. See Section H of this RFQ for additional submittal instructions.

Please submit all questions regarding this RFQ in writing to Sarah Haight 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 purpose of this Request for Qualifications (RFQ) is to obtain Professional Architectural/Engineering (A/E) services for the design of various improvements within the Belmont College Main Classroom/Administration Building located at 68094 Hammond Road in St. Clairsville, OH. The Main Classroom/Administration building is approximately 94,000 square feet and is comprised of five separate buildings/additions (the original Main Building, the Annex, the Applied Technology and Innovation Center, Horizon Hall and the Faculty Addition). The building is owned by Belmont College.

The original, **Main Building** was constructed in 1970 and has approximately 47,000 square feet of space dedicated to Administrative Offices, Classrooms, Labs and the Learning Resource Center (Library). The "**Annex**" was constructed in 1984 and has approximately 12,000 square feet of space dedicated to the Bookstore and the Kitchen with adjacent Dining Area and Student Lounge space. The **Applied Technology and Innovation Center (ATIC)** was constructed in 1989 and has approximately 22,000 square feet of space dedicated to Offices, Engineering Labs and the Student Success Center. **Horizon Hall** was constructed in 1991 and has approximately 10,000 square feet of space dedicated to a large Multi-Purpose Room with operable walls for subdivision into separate classrooms. A new Entry Vestibule was also included at the time of this building addition. The **Faculty Addition** was constructed in 1996 and has approximately 3,300 square feet of space dedicated to Faculty Offices and Building Maintenance.

A major portion of the FY-17 Main Building Improvements scope of work will be related to the completion of a previously completed HVAC and Lighting Systems Upgrades project. The new HVAC scope of work is expected to include, but may not be limited to replacement of boilers serving the Main Building, the Annex, and Horizon Hall; replacement of Air Handling Units 1 and 2 located in the Main Building penthouse, potentially sized to add the Annex and the Faculty Addition to their service area with the goal of eliminating excess roof top units; replacement of all duct board throughout the entire building; as well as upgrading the entire HVAC system controls, and tying the upgrades into the current BAS. The new Lighting scope of work should include new interior lights throughout the Main Building, Learning Resource Center (LRC), and Faculty Office Areas, all controlled by occupancy sensors. The interior lighting scope should also include emergency lighting with battery back-up (areas impacted by interior HVAC and Lighting work should receive new ceiling tile and grid). The exterior lighting scope is expected to include building wall-packs and parking lot lighting tied back to the current lighting control system, and strategically placed emergency "blue light" kiosks. Other related work includes the evaluation of the current fire alarm system for code required updates, and consideration for an emergency back-up generator.

Other interior building improvements include upgrades to the three public restroom areas; aesthetic updates to the "student street" area; reprogramming/redesign of the current student lounge, bookstore, boardroom, learning resource center (LRC); evaluation of the College's student admission process, including the incorporation of a "one-stop" concept; and completion of a previous door hardware and keying replacement project.

Exterior and building envelope improvements will include a new roof for the entire facility; repairs of existing skylight leaks; upgrades to the exterior metal building fascia; window and door replacement; and the study of a potential new pedestrian

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entrance that will improve and enhance wayfinding, the Belmont College identity and a more prominent, identifiable front door to the Main Building.

The development of a complete Program of Requirements (POR) will also be included as part of the Professional Design as an Additional Service. The development of the POR will include a comprehensive survey/field investigation of the existing building, and building systems. This evaluation will include load calculations of the existing system and new system design to integrate and adapt the new design to the existing BAS. The project scope will be evaluated, prioritized and defined to align with the project budget. Evaluation of the project construction schedule will also be a part of the POR stage.

A combination of State and Local Funding will be used to complete the Design and Construction of this project.

All aspects of the project and related issues will be implemented and operated consistently with Belmont College policies and procedures.

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 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.

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 **8** 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.

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 Higher Education / Belmont College experience.
2. Experience with HVAC/Lighting renovation projects and integrating new to existing systems/controls.
3. Experience designing Higher Education Learning Resource Centers/21st Century Library.
4. Experience designing Higher Education Admissions offices/"one-stop" concept.
5. Experience reprogramming/restacking Higher Education program elements.
6. Experience managing design and construction of major/complex building renovations in occupied buildings.
7. Experience designing branded signage and integrated wayfinding.
8. Experience designing projects with multiple bid packages/multiple bid events and phased construction.
9. Experience with State of Ohio Capital improvements projects.
10. Experience with OAKS CI.

C. Funding / Estimated Budget

Total Project Cost	<u>\$7,910,000.00</u>	State Funding	<u>\$2,100,000.00</u>
Construction Cost	<u>\$6,100,000.00</u>	Other Funding	<u>\$5,810,000.00</u>
Estimated A/E Fee	<u>7.0% to 7.5%</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 Architecture

Secondary Mechanical Engineering

E. Anticipated Schedule

Professional Services Start 11 / 16

Construction Notice to Proceed 07 / 17

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a scanner. If possible, please reduce the file size of the PDF. In Adobe Acrobat Professional, go to Advanced, then PDF Optimizer. Also, please insert the project number and firm name followed by "SOQ" in the e-mail submit line.

Statements of Qualifications are to be submitted electronically by e-mail. Submittals are to be limited to a maximum of one e-mail with the total file size of 25 MB 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.

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 FY-17 Main Building Improvements Proposer Firm _____
 Project Number BTC-170001 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 licensed professionals	Less than 5 professionals	1	Max = 3
	5 to 20 professionals	3	
	More than 20 professionals	2	
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 - 5	
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 - 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 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 4 sample projects	1	Max = 3
	4 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	
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 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 3 projects	0 - 1	
	3 to 6 projects	2 - 3	
	More than 6 projects	4 - 5	
		Subtotal	

* 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 _____