

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Ohio Facilities Construction Commission

Project Name	Hallie Q. Brown Memorial Library Structural Repair and Modernization Phase II	Response Deadline	08/22/2016	4:00 PM	local time
Project Location	1400 Brush Row Road	Project Number	CSU-TBD		
City / County	Wilberforce / Greene	Project Manager	Jean Hale		
Owner	Central State University	Contracting Authority	OFCC		
Delivery Method	General Contracting	Prevailing Wages	State		
No. of paper copies requested (stapled, not bound)	0	No. of electronic copies requested (PDF)	1		

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Sarah Haight at sarah.haight@ofcc.ohio.gov. 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

Central State University is soliciting qualifications from professional architectural design firms for planning and design services related to the updating and modernization of the Hallie Q. Brown Memorial Library. The Library is located within the Henderson-Brown Building, which was constructed in 1981 and has an approximate total of 181,000 square feet of space on two floors and a basement level located at 1400 Brush Row Road, Wilberforce, OH. The space in the Brown-Henderson Building is dedicated to Administrative Offices, Classrooms, Computer Labs, and the Campus' Main Library.

It is anticipated that this project will involve close coordination and participation of top leadership staff of the University.

State of Ohio, Capital Improvements Funding will be used to complete the Design and Construction of this project.

The project may be designed and bid in up to 3 separate bid packages.

- Roof Replacement
- HVAC Upgrades
- Library Modernization

ROOF REPLACEMENT

Preliminary investigation of roof conditions has been performed as part of a prior project. This project will include an evaluation of that investigation and design and construction of a new roof.

HVAC UPGRADES

Preliminary investigation of the current HVAC system was performed as part of a prior project. As a result of that investigation, 2 air handling units and 1 chiller are being currently being replaced. Replacement of the remaining 5 air handlers and a second chiller, along with associated ductwork and electrical work, are anticipated as the scope of work for this project.

LIBRARY MODERNIZATION

The third phase of work requires a team that understands both the history of library services and has a unique ability to visualize what technological changes might hold for the future of libraries. The team will be expected to challenge current concepts in service delivery to bring the Library into the 21st century in a multi-use facility serving students, faculty, and staff. The new library should be an inspirational space with a vibrant environment incorporating traditional stacks with new technologies, creation of collaborative spaces where students can interact, provision of meeting and teaching spaces, and design of quiet areas for concentrated study.

The planning portion of the project scope will include space analysis of the entire building to determine how to better utilize the spaces within the building; evaluation of current library functions and how potential changes might impact building use; and analysis of any areas potentially not meeting current ADA and other requirements (restrooms, elevator, etc.)

The design and construction portions of work will include design of the options selected from the POR as budgeted for FY-17/18 and construction administration for the work.

Request for Qualifications (Architect / Engineer) continued

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 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 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.

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 Hallie Q. Brown Memorial Library Structural Repair and Modernization Phase II Proposer Firm _____
 Project Number CSU-TBD 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 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 \$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 10 professionals	3	
	More than 10 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 3 sample projects	1	Max = 3
	3 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	
* Must be comprised of professional design services consulting firm(s) and NOT the lead firm		Subtotal	
** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute			

Notes:

Evaluator:

Name _____

Signature _____ Date _____