

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Ohio Facilities Construction Commission

Project Name	School of Hospitality Management and Culinary Arts	Response Deadline	July 8, 2016	4:00 pm	local time
Project Location	CSCC Columbus Campus	Project Number	CTI-170001		
City / County	Columbus / Franklin	Project Manager	Thomas Baker		
Owner	Columbus State Community College	Contracting Authority	OFCC		
Delivery Method	CM at Risk	Prevailing Wages	State		
No. of paper copies requested (stapled, not bound)	0	No. of electronic copies requested via email (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

Columbus State Community College seeks to build a signature building on its Columbus campus – a symbolic front door. The building will feature a state-of-the-art School of Hospitality Management and Culinary Arts that includes a teaching restaurant, with the goal of at least doubling the School's enrollment to meet the workforce needs of Central Ohio's hospitality industry. The culinary program, currently housed in outdated and cramped space in the basement of a 47-year old building, is regarded by *FSR* magazine as one of the top 20 culinary programs in the United States. *FSR* serves the full-service restaurant industry, from fine dining to casual cafes, national chains to locally-owned landmark restaurants.

A preliminary program contemplates multi-purpose academic classrooms and labs, cooking and baking kitchens, and faculty offices. Additionally, the program contemplates at least 25,000 square feet of general office space to support partnership opportunities, conference space, and a board room. The program may also include exterior dining and green space.

The project budget will be within a range of \$25-30 million. A specific program of requirements plus the size and cost of the building will be determined during Phase I of this two-phase process.

B. Scope of Services

The Scope of Services will comprise two phases. Only Phase I will be contracted at this time.

Phase I: Upon award of the Agreement, the initial study phase will commence with the Architect/Engineer ("A/E"), at the direction of the Senior Advisor to the President in cooperation with the College's Facilities Management Department, developing the Program of Requirements, conceptual design alternatives, cost estimates, and building and site analysis. During this phase the A/E will coordinate with the College's effort to address specific parking needs for this new building. An independent cost analysis will be conducted to by the Ohio Facilities Construction Commission as part of Phase I.

The A/E will also prepare high quality presentation material suitable for use in private fundraising. This includes visuals to support solicitation of naming rights of specific physical areas of the building and site.

Phase II: At the discretion of the owner, and contingent on funding, the project may proceed towards construction of a new building, engaging the selected A/E as the Associate. If the project proceeds into full design and construction, as required by the Agreement and as properly authorized and funded, the Associate will provide the following category of services: Schematic Design, Design Development, Construction Document Preparation, Bid and Award Support, Conformed Documents, Construction Phase, Post-Construction Phase, and Extra Services and Additional Services of all types as authorized.

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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 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.

The selected Associate, as a portion of its required scope of services and prior to submitting its proposals, will consult and clarify with the Owner the cost breakdown of the Architect/Engineering Agreement detailed cost components to address the Owner's project requirements.

Please list all major scope services needed to complete the selection process for successful project delivery. The specific scope of services must state particular building types, functional design or specialized professional services required to evaluate the level of experience of each applicant firm (e.g. parking garage, kitchen design, correctional facility, medical facility). The scope of services should also define the types of basic and additional professional design and administration services necessary for the project (e.g. LEED credentials and experience, previous experience with local jurisdiction or similar sites, previous experience working with the State of Ohio, Building Information Modeling ("BIM") experience and training, specific BIM and Owner-defined requirements, level of development to be achieved within BIM models, BIM deliverables, and Owner's intended use of BIM models after construction). This information will be used by each applicant to populate the Relevant Project Experience Matrix in Section F of Form F110-330.

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 services requirements for this RFQ:

1. Project Delivery Method (MP, GC, CMR, DB)
2. Role on Project (AE, OA, CMA, CMR, DB, GC, Trade)
3. Program Documents
4. State of the Art Higher Education Academic/Instructional Culinary Spaces
5. State of the Art Higher Education Classrooms, Lecture Spaces, Conference Spaces, and Office Spaces
6. Restaurant Design
7. Parking Solution Coordination
8. Probable Project Cost Estimating
9. Probable Project Activity Scheduling
10. Higher Education Campus Master Planning

C. Funding / Estimated Budget

Total Project Cost	<u>\$25 - 30 million</u>	State Funding	<u>\$10 million</u>
Construction Cost	<u>\$TBD</u>	Other Funding	<u>\$15 - 20 million</u>
Estimated A/E Fee	<u>6.00% to 6.65%</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>Architectural</u>
Secondary	<u>Structural & Civil Engineering</u>
	<u>MEP Engineering</u>
	<u>IT/AV Engineering</u>
	<u>Food Service Consultant</u>
	<u>Interior Design</u>
Others	<u>Estimating</u>

E. Anticipated Schedule

Professional Services Start	<u>08 / 16</u>
Construction Notice to Proceed	<u>09 / 17</u>
Substantial Completion of all Work	<u>12 / 18</u>
Professional Services Completed	<u>01 / 19</u>

F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL A/E Fee	<u>5.0%</u>
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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.
- 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

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Project Name School of Hospitality Management and Culinary Arts Proposer Firm _____
 Project Number CTI-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 150 miles	5	
	150 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 5 professionals	0	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 - 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 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 2 projects	0 - 1	
	2 to 4 projects	2 - 3	
	More than 4 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 _____