

# Request for Qualifications (Architect / Engineer)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Local Higher Education

Project Name	<u>Central Quad MV Conversion</u>	Response Deadline	<u>09/21/2016</u>	<u>4:00 PM</u>	local time
Project Location	<u>Miami University - Oxford Campus</u>	Project Number	<u>MUN-100068</u>		
City / County	<u>Oxford / Butler</u>	Project Manager	<u>Joel Fellman</u>		
Owner	<u>Miami 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</u>		

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Elizabeth Davidson at [davidsea@miamioh.edu](mailto:davidsea@miamioh.edu). See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Joel Fellman at [fellmajl@miamioh.edu](mailto:fellmajl@miamioh.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.

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### Project Overview

#### A. Project Description

Miami University ("Owner") seeks responses from qualified firms to provide design and related services for electrical service upgrades and distribution modifications to King Library, Irvin Hall, and Hall Auditorium. Also included in this project is a new service feeder and stepdown distribution transformer for Bachelor Hall.

King Library was built in 1966 and was named for Edward Weld King who was responsible for the development of Miami University's Library from 1922 to 1956. The facility has been renovated several times since with major and minor electrical upgrades. In 1971, Phase II project began construction which added a second Unit Substation to the building. The Unit Substations only have the capability to be fed from 4,160 Volts. The new distribution voltage will be 12,470 Volts upon project completion with a single HVL and MV Transformer for the building. Secondary branch feeds between existing loads will be required. King Library poses a challenge as it is the primary Library for the Oxford campus and is in service year round and houses a rare book collection that must have climate control at all times.

Irvin Hall construction was started in 1925 and took approx. 3 years to complete. Named for Horace A. Irvin who served as Chairman of the Building Committee of the Board of Trustees until the time of his death in 1925, Irvin Hall was designed as the perfect recitation building with faculty offices on the inside corridor and classrooms on the outside. The building was rehabilitated in 1993 and the lighting was upgraded with LED in 2016. Irvin Hall is an Academic building housing foreign language departments. The main electrical room, located in the basement, could pose a potential obstacle as its size may not accommodate the NEC requirements for clearances. The Substation only has the capability to be fed from 4,160 Volts. The new distribution voltage will be 12,470 Volts upon project completion. Propose replacing the HVL and Transformer only.

Hall Auditorium was constructed in 1908. In 1992 this facility was renovated for \$6.5 million. The main electrical room contains the unit substation fed from the 4,160 Volt primary. The new distribution voltage will be 12,470 Volts upon project completion.

Bachelor Hall is located at 301 South Patterson Drive and was built in 1978. This portion of the project will simply install a new duct bank, primary feeder, and a stepdown transformer to re-feed the existing unit substation from a different S&C switch. This work will free up the S&C Switch currently feeding Bachelor and allow this switch to be repurposed to feed King, Bishop, and Alumni Halls. Existing electrical vault to have top removed and replaced with custom top to accommodate S&C Switch. (Note that this part of the project is still undetermined if this portion will be included herein.)

Re-working, splicing, extending existing feeders, both 4,160 and 12,470 volt will be required to be designed herein.

A Program of Requirements and existing floor plans showing existing systems and electrical rooms have been prepared by the University and will be shared with short-listed firms prior to interviews.



## Request for Qualifications (Architect / Engineer) continued

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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 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 Central Quad MV Conversion Proposer Firm \_\_\_\_\_  
 Project Number MUN-100068 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 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 \$100,000	2	
	\$100,000 to \$500,000	1	
	More than \$500,000	0	
c. Number of licensed professionals	Less than 2 professionals	3	Max = 3
	2 to 10 professionals	3	
	More than 10 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 - 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	
<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 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	
<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 2 projects	0 - 1	
	2 to 4 projects	2 - 3	
	More than 4 projects	4 - 5	
		<b>Subtotal</b>	

\* 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 \_\_\_\_\_