# Request for Qualifications (Architect / Engineer)
## State of Ohio Standard Forms and Documents

**Administration of Project:** Local Higher Education

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|---|---|---|---|---|---|
| Project Name | Ellis Hall Renovation - 2016 - MEP | Response Deadline | May 31, 2016 | 4:00 PM | local time |
| Project Location | Ohio University Main Campus | Project Number | OHU-160011 | | |
| City / County | Athens / Athens | Project Manager | Rick Swart | | |
| Owner | Ohio University | Contracting Authority | Local Higher Education | | |
| Delivery Method | General Contracting | Prevailing Wages | State | | |
| No. of paper copies requested (stapled, not bound) | 3 | No. of electronic copies requested (PDF) | 3 | | |

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Rick Swart at Ohio University, Architecture Design & Construction; 160 West Union St, Suite 280; Athens, Ohio 45701. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Rick Swart at swartr@ohio.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**

Ellis Hall is a 53,500 SF three story building, built in 1902. It is a general classroom and office building, used primarily by the College of Arts and Sciences. This project will provide a major upgrade to the building, including:

- Hazardous materials abatement;
- ADA upgrades, including the replacement of the existing elevator, upgrades to existing restrooms, installation of new single-user restrooms, and improvements to pathways within and accessing the primary building entries;
- Minor space reconfiguration in some areas of the building;
- Replacement of all exterior windows and doors; painting of exterior trim
- Upgrades to the building mechanical system, including air handlers, air distribution systems and controls; A new building chiller and cooling tower have recently been installed;
- Upgrades to the building electrical system, including both interior and exterior lighting; the existing service entry and switch gear to remain; new/upgraded generator
- Upgrades/replacement of all interior finishes, including doors and trim;
- Upgrades to the building plumbing system, including water distribution systems;
- Upgrade of the existing fire alarm and other life safety systems;
- Addition of a new building-wide fire suppression system

Project to be LEED silver

**B. Scope of Services**

This RFQ is for submission of qualifications for the project MEP Engineering services only. The University will select the (lead) Architectural firm, based on a separate RFQ, and contract with them. The selected Architectural consultant will participate with the University in the interviewing and selection of the MEP consultant, whose contract will be assigned to the Architectural consultant.

The selected MEP Consultant, as a portion of its required Scope of Services and prior to submitting its proposals, will discuss and clarify with the (lead) Architect (previously selected), the cost breakdown of the Engineering Agreement to address the Owner's project requirements. The MEP contract will be assigned to the selected Architect.

Participation in the Encouraging Growth, Diversity & Equity (EDGE) Program as required by statute will be the responsibility of the Architect, as leader of the design team.

As required by the Agreement, and as properly authorized, provide the following categories of services: Program Verification, Schematic Design; Design Development, Construction Document Preparation, Scheduling, Estimating, Bid

and Award Support, Conformed Documents, Construction Administration, Post-Construction Project Close-out, and Additional Services of all types.

The University will contract with a separate Building Commissioning consultant.

The project services will commence with Program Verification, Schematic Design, and verification of anticipated construction costs. Upon completion of this phase, the University will authorize procedure into Design Development, Construction Documents, Bidding, Conformed Documents and Construction Phase services pending verification of adequate funding availability.

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, the project team must 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 coordination of the on-site construction administration services will be the responsibility of the Architectural consultant

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. MEP Design of Higher Education Facilities
2. LEED Certification
3. Renovation / retrofit of existing buildings
4. Projects on a constricted-site College Campus
5. Scheduling and Estimating

**C. Funding / Estimated Budget**

| | | | |
|---|---|---|---|
| Total Project Cost | $12,000,000 | State Funding | $6,652,950 |
| Construction Cost | $9,126,000 | Other Funding | $5,347,050 |
| Estimated A/E Fee | 7.0% to 7.5% | | |

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 | MEP Engineering |
| Secondary | Estimating |
| | |
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| | |
| Others | |

**E. Anticipated Schedule**

| | |
|---|---|
| Professional Services Start | 08 / 16 |
| Construction Notice to Proceed | 10 / 17 |
| Substantial Completion of all Work | 09 / 18 |
| Professional Services Completed | 01 / 19 |

**F. EDGE Participation Goal**

| | |
|---|---|
| Percent of *initial* TOTAL A/E Fee | 5.0% |

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**

- .0Demonstrated 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).
- Past performance of prospective firm.
- Qualifications and experience of individuals directly involved with the project.
- 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 address how they will implement Building Information Modeling ("BIM") on the project, experience and level of training of staff related to BIM, incorporation of team partners that have previous BIM experience, and an understanding of collaborative BIM processes, including but not limited to the *State of Ohio BIM Protocol* available at the OFCC website at http://ofcc.ohio.gov.

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: Ellis Hall Renovation - 2016 - MEP
Project Number: OHU-160011
Proposer Firm: _____
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 250 miles | 2 | | |
| | More than 250 miles | 0 | | |
| b. Amount of fees awarded by Contracting Authority in previous 24 months | Less than $50,000 | 2 | | |
| | $50,000 to $500,000 | 1 | | |
| | More than $500,000 | 0 | | |
| c. Number of licensed professionals | Less than 4 professionals | 1 | Max = 3 | |
| | 4 to 10 professionals | 2 | | |
| | 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 | | |
| b. Project design lead | Experience / creativity of project designer to achieve owner's vision and requirements | 0 - 10 | Max = 20 | |
| 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 4 projects | 0 - 1 | | |
| | 4 to 8 projects | 2 - 3 | | |
| | More than 8 projects | 4 - 5 | | |
| | | | | |
| * Must be comprised of professional design services consulting firm(s) and NOT the lead firm<br>** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute | | **Subtotal** | | |

**Notes:**

**Evaluator:**

Name _____

Signature _____ Date _____