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

**Administration of Project:** Local Higher Education

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|---|---|---|---|---|
| Project Name | Ohio University- Alden Library Chiller Replacement Project | Response Deadline | 07/19/2016 | 2:00 P.M. local time |
| Project Location | Athens, Ohio | Project Number | OHU-160021 | |
| City / County | Athens / Athens | Project Manager | Brody Bauers | |
| Owner | Owner | Contracting Authority | Local Higher Education | |
| 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 Brody Bauers at bauersb@ohio.edu. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Brody Bauers at bauersb@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**

The Ohio University- Athens Campus is developing a project at the Alden Library where existing building chiller systems need replaced, based on thorough assessments of performance, condition, and age. Replacement of chiller systems will be assessed and executed as appropriate.

**B. Scope of Services**

This scope of work includes, but is not limited to, the replacement of a Building-Based Chiller System.

The project scope will be established in coordination with the OU Facilities Maintenance staff.

Associated material abatement scope may be required as part of the work activities and are anticipated to be part of this contract. Early equipment pre-purchase contracts are anticipated for maintaining appropriate university schedules.

The project will be evaluated for applicable scope, including possible alternates for functions most suitable for the existing facilities/system.

The selected Architect/Engineer (A/E), as a portion of its required Scope of Services and prior to submitting its proposals, will discuss and clarify with the Owner and/or 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. Develop feasible scope to allow the effective replacement of existing chillers and associated systems.

2. Preparation of bid documents, perform bid evaluations, recommend contract award, and administer pre-bid meetings
3. Extensive previous experience with campus distribution mechanical system design
4. Construction management of commercial mechanical/electrical system upgrades and replacements
5. Previous State of Ohio experience
6. Experience with an institution of higher education

### C. Funding / Estimated Budget

| | | | |
|---|---|---|---|
| Total Project Cost | $3,000,000 | State Funding | $0 |
| Construction Cost | $2,000,000 | Other Funding | $3,000,000 |
| Estimated A/E Fee | 7.0% to 9.0% | | |

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 | Mechanical Engineer |
| Secondary | Electrical Engineer |
| | Material Abatement |
| | Structural Engineer |
| | |
| | |
| | |
| Others | |

### E. Anticipated Schedule

| | |
|---|---|
| Professional Services Start | 09 / 16 |
| Construction Notice to Proceed | 02 / 17 |
| Substantial Completion of all Work | 06 / 17 |
| Professional Services Completed | 06 / 17 |

### 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

- 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: OU- Alden Library Chiller Replacement Project
Project Number: OHU-160021
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 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 $100,000 | 2 | | |
| | $100,000 to $200,000 | 1 | | |
| | More than $200,000 | 0 | | |
| c. Number of licensed professionals | Less than 5 professionals | 1 | Max = 3 | |
| | 5 to 10 professionals | 2 | | |
| | More than 10 professionals | 3 | | |
| **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 - 5 | Max = 20 | |
| c. Technical staff | Experience / ability of technical staff to create fully coordinated construction documents | 0 - 10 | | |
| 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 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 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<br>** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute | | **Subtotal** | | |

**Notes:**

**Evaluator:**

Name _____

Signature _____ Date _____