

# 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>Seigfred Hall Renovation - 2017 - MEP</u>	Response Deadline	<u>August 19, 2016 4:00 PM</u> local time
Project Location	<u>Ohio University Main Campus</u>	Project Number	<u>OHU-170002-MEP</u>
City / County	<u>Athens / Athens</u>	Project Manager	<u>Lynnette Clouse</u>
Owner	<u>Ohio 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 Lynnette Clouse 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 Lynnette Clouse at [clouse@ohio.edu](mailto:clouse@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

Seigfred Hall, an 87,200 SF five-story building, was constructed in 1962 and has not received any major upgrades. This building is the center of activity for the visual arts at Ohio University, housing the studios, classrooms and offices of the School of Art and Design. The facility is in need of significant deferred maintenance upgrades and improvements to programmatic spaces. The programmatic needs include providing program and basic functional improvements to modernize learning. The following spaces will have programmatic upgrades: 2<sup>nd</sup> and 3<sup>rd</sup> floor Maker Spaces (used campus wide), 5<sup>th</sup> floor studio and classroom improvements, and the relocation of the Interior Architecture program from Grover Center.

This project will provide a major upgrade to the building, including:

- Hazardous materials abatement;
- ADA upgrades to existing restrooms and installation of new single-user restrooms
- Minor space reconfiguration in some areas of the building;
- Upgrades to the building mechanical system, including air handlers, air distribution systems and controls
- Upgrades to the building electrical system, including interior lighting; the existing service entry and switch gear to remain; new/upgrade 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.

This project will be to develop a facility assessment and program study for the renovation of Seigfred Hall. This study will identify the scope of work included within the two renovation phases. The consultant will initially be hired for the study with the option to continue on for construction documents and administration for both phase two (2) and phase three (3). The phase one (1) window and roof improvement project is under contract and construction will begin in September 2016.

#### 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.

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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 20 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. Architectural 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	<u>\$10,600,000 - Phase 2, \$7,000,000 - Phase 3</u>	State Funding	<u>\$4,300,000 Phase 2 only</u>
Construction Cost	<u>\$9,540,000 Phase 2 only</u>	Other Funding	<u>\$6,300,000 Phase 2 only</u>
Estimated A/E Fee	<u>8.0% to 9.0%</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>Mechanical, Electrical and Plumbing</u>
Secondary	<u>Estimating</u>
	<u>_____</u>
	<u>_____</u>
	<u>_____</u>
	<u>_____</u>
Others	<u>_____</u>

### E. Anticipated Schedule

Professional Services Start	<u>10 / 16</u>
Construction Notice to Proceed	<u>Fall / 17</u>
Substantial Completion of all Work	<u>Fall / 18</u>
Professional Services Completed	<u>Fall / 19</u>

### F. EDGE Participation Goal

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

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- 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

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Project Name Seigfred Hall Renovation - MEP - 2017 Proposer Firm \_\_\_\_\_  
 Project Number OHU-170002-MEP 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 150 miles	5	
	150 miles to 300 miles	2	
	More than 300 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	
<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 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	
<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 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 ** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute		<b>Subtotal</b>	

Notes:

Evaluator:

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_