

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>Basic Renovation-Prequalification List</u>	Response Deadline	<u>01/27/2016</u>	<u>4:00 p.m.</u>	local time
Project Location	<u>Main and Regional Campuses</u>	Project Number	<u>OHU-2014-001</u>		
City / County	<u>Various / Various</u>	Project Manager	<u>Various</u>		
Owner	<u>Ohio University, Design & Construction</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>2</u>	No. of electronic copies requested on CD (PDF)	<u>1</u>		

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Richard J. Shultz at 160 W. Union St. Ste. 154, Athens, Ohio 45701. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Dick Planisek at planisek@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.

Project Overview

A. Project Description

Qualifications are requested from professional design firms for Basic Renovation/Deferred Maintenance Projects. The improvement projects may involve one or several of the following: Architectural, Landscape, Civil, Mechanical, Electrical, Plumbing, Roofing, Structural, Geotechnical, Scheduling and Constructability, Construction Materials testing, and Hazmat, disciplines/expertise. These projects include ADA Improvements, Utility Upgrades, Exterior Lighting, Fire Alarm Improvements, Emergency Generator Installations, HVAC, High Voltage Electrical Distribution, Landscaping, Small Architectural Renovations, and Building Envelope Renovations (Masonry Repairs/Renovations, Roofing, Doors and Windows) for the main and regional campuses of Ohio University. Any firm submitting qualifications may be considered for one or more of the Basic Renovation Projects at the discretion of the owner

B. Scope of Services

All projects will typically have an appropriately-developed Program of Requirements (POR), and upon award of the Agreement, the projects will commence with Design. The selected Architect/Engineer (A/E), as a portion of its required Scope of Services, and prior to submitting its proposal, will discuss and clarify with the Owner the expected Scope of Services and the expected cost breakdown of the Architect/Engineer Agreement components to address the Owner's project requirements. The A/E is expected to participate in the EDGE Program as required by statute and the Agreement.

As required by the Agreement, and as properly authorized, the selected A/E will provide some or all of the following categories of services, as dictated by the project scope: Conceptual Development, Schematic Design, Design Development, Construction Document Preparation, Bid and Award Support, Construction Phase, Post-Construction Phase, and Extra Services and Additional Services of all types.

Refer to the *Ohio Facilities Construction Manual* for additional information about the type and extent of services required. A copy of the standard Agreement can be obtained at the OFCC website at <http://ofcc.ohio.gov>.

During the construction period, provide 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. General Building Renovations
2. Building HVAC and Electrical Systems Improvements
3. Utility Infrastructure Improvements

Request for Qualifications (Architect / Engineer) continued

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.

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>.

Paper copies of the Statement of Qualifications should utilize two-sided printing, and be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary.

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 label the CD and the CD cover with the project number and firm name.

Facsimile or e-mailed copies of the Statement of Qualifications will not be accepted.

Firms are requested to identify professional registrations, memberships and credentials including but not limited to: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, DBIA, CPE, 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 Basic Renovation-Prequalification List Proposer Firm _____
 Project Number OHU-2014-001 City, State, Zip _____

Value Definition	Value Criteria
Outstanding	Up to the maximum score
Above Average	Mid range score
Average	Low range score
Non-responsive to RFP Requirements	Zero

Evaluation Criteria	Value Parameter	Score
1. Location		
Location of firm	Ohio Firm = 5	0 - 5
2. EDGE		
EDGE business enterprises participation for professional design and information technology services. Commitment to assist other EDGE program participants by achieving or exceeding the 5% EDGE goal of Ohio University.	2 points for being EDGE and an additional 3 points for agreeing to meet or exceed EDGE goal	0 - 5
4. Qualifications & Ability		
Competence to perform the required professional design services as indicated by the technical training, education, and experience of the firm's personnel, especially the technical training, education, and experience of the employees within the firm who would be assigned to perform the services. Include all potential team members for consideration.	Maximum score = 15 points	0 - 15
Budget and scheduling ability and other relevant factors determined by Ohio University to show performance on sample projects completed within the last 2 years. Provide information clearly and completely.	Maximum score = 15 points	0 - 15
Past performance of the firm, as reflected by Ohio University's prior experience with the firm and evaluations of previous clients with respect to such factors as control of costs, quality of work, meeting of deadlines and performance on similar projects.	Maximum score = 5 points	0 - 5
Ability of the firm in terms of its workload and the availability of qualified personnel, equipment, and facilities to perform the required professional design services or design-build services competently and expeditiously.	Maximum score = 5 points	0 - 5
		TOTAL SCORE:

Notes:

Evaluator:

Name _____

Signature _____ Date _____