

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

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|--|------------------------------------|--|-------------------------------|-----------------------------|
| Project Name | <u>Mack - Restroom Renovations</u> | Response Deadline | <u>July 14, 2016</u> | <u>2:00 p.m.</u> local time |
| Project Location | <u>Mack Hall, 1698 Neil Avenue</u> | Project Number | <u>OSU-160464</u> | |
| City / County | <u>Columbus / Franklin</u> | Project Manager | <u>Nathaniel Thomas</u> | |
| Owner | <u>The Ohio State 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>2</u> | No. of electronic copies requested (PDF) | <u>1</u> | |

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Nathaniel Thomas at 400 Enarson Classroom Building, 2009 Millikin Rd, Columbus, OH 43210. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Nathaniel Thomas at thomas.2651@osu.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

This project is on the Columbus Campus of The Ohio State University. The scope will include the demolition and renovation of residence rooms, bathrooms, and electrical branch service and wiring in the A and B wings wiring of Mack Hall. The completed design will be consistent with the previous renovation of the C and D wings.

It is anticipated that B wing residence rooms (approx. 2-3 rooms) will be removed to accommodate the new private bathrooms and existing A wing bathrooms will be converted to residence rooms. No work is planned within the hall director apartment or in the Ground Floor bathrooms.

Creating private bathroom space is a priority and the design should incorporate a number of community sinks into all configurations. The goal bathroom counts will be a 1 to 6 ratio with ADA considerations. The design team will work closely with Student Life and FDC to ensure all needs are addressed and lessons learned from other recent projects are considered.

The electrical portion of the renovation is anticipated to allow for approximately 20A per pillow and in wall conduit. Panels located on each floor will need to be updated to accommodate the new branch wiring for each wing, as well as the additional power needs for the new bathrooms and residence rooms. The main switchgear is located on the ground floor and has been updated; it is not anticipated to be part of this renovation.

Hazardous material is anticipated to be encountered. After consultation with the Ohio State University a hazardous material consultant will be hired by the A/E.

The selected A/E will evaluate the project to determine if LEED Certification is attainable as a part of the basic services.

The selected A/E will evaluate the project to determine if designing and delivering within a collaborative BIM-enabled environment following The Ohio State University BIM Project Delivery Standards is beneficial. The Primary firm submitting for the project should have the BIM expertise capable of meeting the evaluating the project and performing the design with aforementioned standards. The Ohio State University BIM Project Delivery Standards can be accessed via the OSU FOD website: [ohio-state_bim_pds.pdf](#). Unless noted otherwise, the minimum required BIM Use Cases are outlined in Section 2.

**** NOTE: Interviews with the short-listed firms are expected to take place July 21, 2016 between 9am and 11am lasting no longer than 55 minutes each. ****

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B. Scope of Services

All work shall be performed in accordance with the OSU Building Design Standards. The POR has been developed, upon award of the contract the A/E team will be required to verify the POR, schedule, cost estimate, and commence with Design.

The selected 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. Required Professional Liability Insurance will be per Exhibit A – A/E Terms and Conditions Article 7.2.6.

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>. The selected A/E will be required to sign the standard agreement. No modifications to the requirements in the agreement will be accepted.

During the construction period, provide not less than 12 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. Experience with residence hall construction
2. Experience with construction within historic buildings
3. Experience with constrained construction duration

For the purpose of the selection of 10 Relevant Projects in Section F of the Statement of Qualification (Form F110-330), projects must be designed by the Lead Firm.

C. Funding / Estimated Budget

| | | | |
|--------------------|--------------------|---------------|--------------------|
| Total Project Cost | <u>\$4,229,739</u> | State Funding | <u>\$0</u> |
| Construction Cost | <u>\$3,365,505</u> | Other Funding | <u>\$4,229,739</u> |
| Estimated A/E Fee | <u>7.49%</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>Architecture</u> |
| Secondary | <u>MEP Engineering</u> |
| | <u>The following services will be selected in consultation with the University: Hazardous Materials Consultant</u> |
| | <u>Structural Engineer (if necessary)</u> |
| | <u> </u> |
| | <u> </u> |
| Others | <u>N/A</u> |

E. Anticipated Schedule

| | |
|------------------------------------|----------------|
| Professional Services Start | <u>09 / 16</u> |
| Construction Notice to Proceed | <u>05 / 17</u> |
| Substantial Completion of all Work | <u>07 / 17</u> |
| Professional Services Completed | <u>09 / 17</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.
- Design quality and demonstrated ability of prospective firm and its proposed consultants to provide design services which represent the University's *Design Guidelines for Buildings and Landscape* [buildings-landscape.pdf](#)
- 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.

Interested firms are required to address their BIM project delivery experience and how they will implement Building Information Modeling ("BIM") on the project by documenting:

- The ability for the entire team to effectively collaborate and share models and data.
- Each discipline model manager and their relevant experience.
- How you support a subcontractor that does not have sufficient BIM experience to meet the above expectations.

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) Section H. Additional Information 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.

Do not submit subconsultants for the following services as they will be selected in consultation with the University: Hazardous Materials, Testing, and Geotechnical Services. These subconsultants are not eligible for consideration in meeting the stated EDGE goals.

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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 Mack - Restroom Renovations Proposer Firm _____
 Project Number OSU-160464 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 100 miles | 2 | |
| | More than 100 miles | 0 | |
| b. Amount of fees awarded by Contracting Authority in previous 24 months | Less than \$200,000 | 2 | |
| | \$200,000 to \$1,000,000 | 1 | |
| | More than \$1,000,000 | 0 | |
| c. Number of licensed professionals | Less than 2 professionals | 1 | Max = 3 |
| | 2 to 20 professionals | 3 | |
| | More than 20 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 | Max = 20 |
| b. Project design lead | Experience / creativity of project designer to achieve owner's vision and requirements | 0 - 5 | |
| 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 - 10 | |
| 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 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 | |
| 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 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 ** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute | | Subtotal | |

Notes:

Evaluator:

Name _____

Signature _____

Date _____