

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>DAAP Woodshop Improvements</u>	Response Deadline	<u>04/29/2016</u>	<u>2:00 PM</u>	local time
Project Location	<u>3000 Level Wolfson Center, DAAP</u>	Project Number	<u>UCN-16091A</u>		
City / County	<u>Cincinnati / Hamilton</u>	Project Manager	<u>Jack Schnieder</u>		
Owner	<u>University of Cincinnati</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>4</u>	No. of electronic copies requested (PDF)		<u>1</u>	

Submit the requested number of Statements of Qualifications (Form F110-330) directly to:
Jack Schnieder, University of Cincinnati, Planning+Design+Construction,
University Hall Suite 600, 51 Goodman Drive
Cincinnati, Ohio 45221-0186
See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Jack Schnieder at John.Schnieder@uc.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

The proposed Improvements will reconfigure and enlarge the 3000 Level shop areas of Wolfson Center, DAAP. Due to growing enrollment and shop usage, the existing facilities for woodworking, welding, sculpting, painting, machining and foundry have become overcrowded and less than ideal in terms of work flows and student/staff safe operating perimeters. The areas to receive upgrades and safety improvements total approximately 13,000 SF. The reconfigured shop area is documented in a Concept Design Study by KZF Design in August 2015. This study will be made available to all shortlisted teams.

B. Scope of Services

Reconfigure the DAAP Workshop in accordance to the *DAAP Workshop Study* presented by KZF Design to provide safe operation perimeters around each equipment item and segregate tools by use and power ratings. This will significantly increase the shop size and will displace the adjacent Fine Arts Sculpture Studio. The Shop will be divided into Heavy Duty Tools (Wood Shop), Light Duty Tools (Assembly), Machining, Welding, Foundry, & CNC Tools. The tool crib and office zone will be relocated adjacent to the main student entrance. Shop storage areas will be expanded and made accessible within the space and adjacent to the loading dock. Architecturally, the reconfiguration requires wall demolition and construction, including part-high walls, glazed openings, and new doors. Two scenarios have been presented to increase usable space: Option 1 creates a Mezzanine Studio in the High Bay room; Option 2 creates a partial canopy over the Work Court. Further investigation is needed to determine if either will be included in the final scope.

The mechanical dust collection systems will be replaced with a unified system, sized appropriately to serve the additional tool areas. The proposed system will remain near the existing dock and dumpster. Improved air quality will be supplied through a new, make-up air unit and will provide 100% outdoor air.

The electrical system will be upgraded and designed in accordance with the applicable provisions in the latest version of the NEC, NFPA, IESNA, Ohio Building Code, International Building Code, ASHRAE 90.1, and the University of Cincinnati Standards. Existing light fixtures in areas with minor architectural work will be relocated to serve the new layout. In new areas where existing light fixtures cannot be reused, new light fixtures and light switches will be provided. Existing circuit breaker panels will remain and will be used to provide power to new equipment. Existing circuits for relocated equipment will be adjusted/ extended to new equipment locations. New fire alarm devices will be added to the existing fire alarm system as required, and existing fire alarm devices on demolished walls will be removed or relocated.

All work arising out of or resulting from performance of the work shall be performed in accordance with current standards of the industry and in accordance with the most stringent UC guidelines, federal, state and local laws, rules, regulations, codes, requirements and recommendations and in accordance with the University Master Plan. All contracting for this project shall follow Ohio Revised Code section 153.

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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 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. Prior experience of the design team working with the University of Cincinnati
2. Prior experience preparing construction documents and administration on similar State of Ohio projects.
3. Prior experience working with the proposed team members selected for this project.
4. Prior experience with LEED renovation projects.
5. Prior experience with BIM/Revit interior renovation projects.
6. Prior experience in the application of UC Design Standards.
7. Prior experience working within fully occupied buildings.

C. Funding / Estimated Budget

Total Project Cost	<u>\$2,100,000</u>	State Funding	<u>\$0</u>
Construction Cost	<u>\$1,400,000</u>	Other Funding	<u>\$2,100,000</u>
Estimated A/E Fee	<u>9.0% to 11.0%</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>Architecture</u>
Secondary	<u>MEP Engineering</u>
	<u>Structural Engineering</u>
	<u>Fire Protection Engineering</u>
	<u>Building Code Issues</u>
	<u>Dust Collection System Design</u>
Others	<u>Wood/Metal Shop Planning</u>

E. Anticipated Schedule

Professional Services Start	<u>07 / 16</u>
Construction Notice to Proceed	<u>03 / 17</u>
Substantial Completion of all Work	<u>08 / 17</u>
Professional Services Completed	<u>12 / 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

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- 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.
- 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 DAAP Woodshop Improvements Proposer Firm _____
 Project Number UCN-16091A 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 \$100,000	2	
	\$100,000 to \$500,000	1	
	More than \$500,000	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	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 - 10	
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 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	
		Subtotal	

* 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

Notes:

Evaluator:

Name _____

Signature _____

Date _____