

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>Research Laboratory Renovations Phase I</u>	Response Deadline	<u>June 10, 2016</u>	<u>4:30 PM</u>	local time
Project Location	<u>3000/3100 Transverse Drive</u>	Project Number	<u>UTO-171845</u>		
City / County	<u>Toledo / Lucas</u>	Project Manager	<u>Todd Marti</u>		
Owner	<u>The University of Toledo</u>	Contracting Authority	<u>Local Higher Education</u>		
Delivery Method	<u>Multiple Prime Contracting</u>	Prevailing Wages	<u>State</u>		
No. of paper copies requested (stapled, not bound)	<u>6</u>	No. of electronic copies requested (PDF)	<u>0</u>		

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Joy Martin at 2165 East Scott Park Drive, MS 460, Toledo OH 43607. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Daniel Klett at daniel.klett@utoledo.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 University of Toledo is soliciting qualifications for professional services for the renovation of research laboratories in the Health Science Building and the Health Education Building at UT's Health Science Campus. The Health Science Building (HSB) is a 169,000 GSF facility, originally constructed in 1970. It consists primarily of research laboratories and support spaces, core laboratories, instructional laboratories, and academic office space. The Health Education building (HEB) is a 259,000 GSF facility, originally constructed in 1973. It consists primarily of research laboratories and support spaces, instructional laboratories, classrooms, academic office space, and a laboratory animal research facility. Although both buildings have had additions in the last six years and some research laboratories in both buildings have been renovated recently, many of the "wet" research laboratories have not been updated since their construction in the 1970's. The research laboratories are part of the College of Medicine and Life Sciences.

This project is the first phase of what is expected to be a multi-year, multi-phase project to renovate research laboratories in HSB and HEB, including the laboratory animal research facility. Funding for Phase I is expected from the State Capital Bill for FY17-FY18. It is hoped that funding for future phases will be provided by future State Capital Bills. In addition to funding from State Capital Bills, other sources of funding for the multi-phase project might include "local" institutional funds and the ProMedica Health System, which recently entered into an affiliation agreement with UT's College of Medicine and Life Sciences.

The planning, design and construction of this multi-phase project must be done in a coordinated way. The intention is that this RFQ will enable the University to select a consultant to provide design services for Research Laboratory Renovation Phase I and to continue with the design services related to future phases of research laboratory renovation (including the laboratory animal research facility) at UT's Health Science Campus. Although the primary focus of the multi-phase project will be research facilities in HSB and HEB, there may be related renovations in other buildings at the Health Science Campus, which also are intended to be in the scope of services provided by the consultant selected through this RFQ. Likewise, there may be office space, support spaces, and service space – and renovations involved in domino moves involved in the multi-phase project – included in the scope of services.

B. Scope of Services

For projects advertised with an appropriately developed Program of Requirements (POR), upon award of the Agreement, commence with Design. For projects without such a POR, upon award of the Agreement, commence by developing the Program of Requirements.

This project does not have a POR. A preliminary list of areas to be renovated, with proposed year and conceptual cost estimate for each area, was developed in-house. This will be made available to the short-listed firms. CAD plans of HSB and HEB, and electronic copies of the construction documents of these buildings (original construction, renovations, and additions) will also be provided to the short-listed firms. There will be a mandatory pre-interview walk-through for the short-listed firms.

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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.

The Contracting Authority reserves the right to reject any or all submissions and cancel at any time for any reason this solicitation, any portion of this solicitation, or any phase of the Project. If Contracting Authority and the apparent chosen A/E are unable to reach agreement on the terms and conditions of the A/E Agreement, Contracting Authority reserves the right to reject the firm and utilize the short list to select an A/E. The Contracting Authority shall have no liability to any firm arising out of such cancellation or rejection. The Contracting Authority reserves the right to waive minor variations in the selection process.

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, if requested, should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary.

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

In Section H of Statement of Qualifications (Form F110-330), provide a summary of your firm's/team's qualifications in each of the selection criteria included on the Architect/Engineer Selection Rating score sheet included in the RFQ. Use the number system of the selection criteria on the score sheet to organize your response in Section H. Identify by name the individual(s) you are proposing to serve in the roles identified in selection criteria 2 and 3.

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 Research Laboratory Renovations Phase Proposer Firm _____
 I Project Number UTO-171845 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 75 miles	5	
	75 miles to 150 miles	2	
	More than 150 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$200,000	2	
	\$200,000 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 - 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	
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 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	
		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 _____