

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	General Qualifications for Prequalification List of Professional Services - 330	Response Deadline	04/22/2016	4:00pm	local time
Project Location	Youngstown State University Campus	Project Number	YSU-Prequal		
City / County	Youngstown / Mahoning	Project Manager	Varies		
Owner	Youngstown State University	Contracting Authority	Local Higher Education		
Delivery Method	N/A	Prevailing Wages	State		
No. of paper copies requested (stapled, not bound)	2	No. of electronic copies requested (PDF)	1		

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Richard White at Youngstown State University, One University Plaza, c/o Facilities, Youngstown, Ohio 44555. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Richard White at rmwhite@ysu.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 involve Architectural, Landscape, Civil, Mechanical, Electrical, Plumbing, Structural, Geotechnical, Construction Materials Testing, and Roofing disciplines. These projects include minor classroom and office improvements, ADA improvements, utility upgrades, exterior lighting, fire alarm improvements, emergency generator improvements, HVAC upgrades and renovations, high-voltage electrical distribution repairs and upgrades, steam and chilled water distribution, landscaping, and masonry repairs/renovations. Any firm submitting qualifications may be considered for one or more of the basic renovations projects at the discretion of the owner.

B. Scope of Services

All projects will have an appropriately developed Program of Requirements (POR) and upon award of the Agreement, the projects will commence with design. For projects without such a POR, upon award of the Agreement, commence by developing the Program of Requirements. The selected Associate, as a portion of the required Scope of Services and prior to submitting its proposals, will discuss and clarify with the Owner, the cost breakdown of the Associate Agreement detailed cost components to address the Owner's project requirements. Participation in the EDGE Program will be as required by statute and the Agreement.

As required by the Agreement, and as properly authorized, provide the following categories of services: 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 SAO Manual for additional information about the type and extent of services required for each.

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 N/A 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.

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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/ADA Upgrades
2. Building Plumbing, HVAC and Electrical Systems Improvements
3. Utility Infrastructure – Steam, Chilled Water, High Voltage Electrical
4. Elevator Systems and Controls
5. Landscaping
6. Building Envelope Improvements
7. Commercial Roofing
8. Testing Services
9. Technology Infrastructure, Data Cabling and Systems
10. Construction Administration (budgeting, scheduling, construction observation)

C. Funding / Estimated Budget

Total Project Cost	<u>\$TBD</u>	State Funding	<u>\$TBD</u>
Construction Cost	<u>\$TBD</u>	Other Funding	<u>\$TBD</u>
Estimated A/E Fee	<u>6.0% 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>Various and as noted in the description</u>
Secondary	<u>_____</u>
	<u>_____</u>
	<u>_____</u>
	<u>_____</u>
	<u>_____</u>
Others	<u>_____</u>

E. Anticipated Schedule

Professional Services Start	<u>04 / 16</u>
Construction Notice to Proceed	<u>04 / 16</u>
Substantial Completion of all Work	<u>04 / 17</u>
Professional Services Completed	<u>04 / 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.
- 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.

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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

State of Ohio Standard Forms and Documents

Project Name General Qualifications for Prequalification List of Professional Services - 330 Proposer Firm _____
 Project Number YSU-Prequal 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 \$50,000	2	
	\$50,000 to \$100,000	1	
	More than \$100,000	0	
c. Number of licensed professionals	Less than 3 professionals	1	Max = 3
	3 to 6 professionals	1	
	More than 6 professionals	1	
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 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 5 projects	0 - 3	
	5 to 9 projects	4 - 6	
	More than 9 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 2 projects	0 - 1	
	2 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 _____