

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>Hanna Hall Renovation/Addition</u>	Response Deadline	<u>03/03/2017</u>	<u>2:00 pm</u>	local time
Project Location	<u>Bowling Green State University</u>	Project Number	<u>BGU-176257</u>		
City / County	<u>Bowling Gree / Wood</u>	Project Manager	<u>Michael Schuessler/Kristi Peiffer</u>		
Owner	<u>Bowling Green State University</u>	Contracting Authority	<u>Local Higher Education</u>		
Delivery Method	<u>CM at Risk</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 Beth Nagel at BGSU Purchasing Office, 1851 North Research Drive, Bowling Green, Ohio 43403. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Beth Nagel at bnagel@bgsu.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

Bowling Green State University (the "Owner") is requesting interested firms to submit qualifications for Architectural/Engineering ("A/E") services for the complete renovation and major addition to Hanna Hall for BGSU's College of Business Administration.

BGSU's College of Business Administration (CBA) offers Undergraduate, Graduate and Executive degrees through six (6) departments, fourteen (14) specialization areas, five (5) Centers and Institutes and an Entrepreneurship program for both business and non-business students. The new building will be designed to create a culture of engagement, innovation and creativity. Cutting-edge innovation labs, active learning classrooms, and collaboration spaces will be grouped around a multi-story forum that will encourage interaction and collaboration among students, faculty, alumni, members of the business community and other visitors.

The College of Business Administration is currently housed on Main Campus in the Business Administration building, a 3 story 69,000 SF building, constructed in 1980 and the B.A. Annex, a single story 37,000 SF addition built in 1986. The existing building is a typical classroom and corridor building with lecture halls, isolated departments and rows of faculty offices separated from students and void of any areas for engagement and collaboration.

The CBA will relocate to a signature, highly visible location on the Traditions Quadrangle in the academic core of campus. Hanna Hall, originally constructed in 1921 will be expanded and transformed into the new College of Business Administration. The west façade of Hanna Hall, fronting the Traditions Quadrangle, will remain with its traditional style, completing the formal end of the Quad. The interior will be gutted with a significant addition to the east, creating a "front door" for the College on a new campus forecourt opening onto Wooster Street. The interior, new 3-story addition and forum, will be bright and open, with active spaces, classrooms and open office elements for faculty, students and business professionals to engage, collaborate and grow. The approximately 74,000 SF new and renovated building (46,850 SF new, 27,400 SF renovated) will showcase 21st century teaching pedagogy, corporate officing strategies and latest thinking and research on engaged experiential learning.

In the fall of 2011, the BGSU Board of Trustees approved the hiring of an Executive Team (Architect/Program Manager/Construction Manager) to develop and implement a campus core Master Plan. This Executive Team consists of Perkins Eastman Architects, Jones Lang LaSalle and The Lathrop Turner Company. The new College of Business Administration in Hanna Hall will complete this Master Plan. The Executive Team has worked closely with the University's Senior Leadership and the College of Business Administration to complete a concept Design Package for this project, including program, concept floor plans and elevations, and a cost model. The Executive Team will work with the Delivery Team (A/E, CMA, CMR) to ensure that the design, construction, schedule and budget for this project aligns with the University's expectations and commitments. As the Design Concept Architect, Perkins Eastman will provide leadership to the A/E for maintaining "big ideas," design intent and bridge legacy planning through the delivery process.

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The selected A/E team will be responsible for the further development and advancement of the Concept Design Package to complete the renovation and new addition to Hanna Hall. In addition, the selected A/E will coordinate with a change management initiative involving the CBA faculty and staff, from design through move in, embracing cultural change for open and shared office strategies, collaborative work areas and teaching pedagogies for successful learning.

BGSU intends to construct a prototype for the anticipated faculty office, collaboration and department zones of the building. As proposed, the prototype will be constructed in the existing Business Administration building for the benefit of faculty, students and administrators to "test" various configurations and furnishings. The selected A/E will work with the college to understand what ideas and components should be incorporated into the new building.

Prior to submitting qualifications, all interested A/E firms should attend an A/E RFQ preproposal meeting to be held on Thursday, February 23, 2017 from 1:00pm-3:00pm in Room 228, Bowen-Thompson Student Union, Bowling Green State University, Bowling Green, Ohio. During this preproposal meeting, the Executive Team will present the Concept Design and participants may tour Hanna Hall and the existing College of Business Administration building.

B. Scope of Services

The scope of services for the Hanna Hall Renovation and Addition includes: a full assessment of the building envelope and structure with attention to current seismic and other appropriate building codes, identification and design of selective demolition required within the structure for the new work involved with the renovation, the complete replacement of all major utilities within the building, including full MEP systems, fire alarm, and technology systems. The scope will also include upgrades to current ADA requirements, elevator installation, and the addition of a fire suppression system and an emergency generator. All major utilities will be separately metered and monitored by the existing campus BAS. Exterior work includes new windows, doors, roof, repointing of exterior masonry as required, landscaping and hardscaping. A/E shall provide exhaustive forensic study of existing facility to expose and account for unforeseen risks with existing structure and envelope.

BGSU has assembled various teams to ensure continued continuity with the concept design and University building standards. These teams include:

- 1) BGSU Senior Leadership Team
- 2) Executive Team
- 3) Design and Construction Implementation Team
- 4) Institutional Workgroups:
 - a. Design & Layout
 - b. Class/Office/Collaboration Spaces
 - c. Sustainability/LEED/Energy
 - d. Budget/Schedule/Quality Assessment
 - e. Building Systems
- 5) Business Administration End-User Team

Selected A/E shall engage methods to successfully integrate these Owner teams into the design process without causing schedule impedances.

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.

As required by the Agreement, and as properly authorized, provide for participation in the following categories: Organizational Meeting, Concept Design transition meeting, Schematic Design, 50% Design Development, Design Development, GMP Proposal and Amendment, Construction Documents, Construction Stages, and Closeout Deliverables. In addition, A/E shall assume six (6) formal presentations to BGSU faculty and students. Costs for these six presentations are considered part of basic services.

Additional Services will be discussed as necessary during the negotiation phase. Reimbursable Expenses will be approved per the Agreement. Travel will not be considered a reimbursable expense, include estimated travel in final fee calculation.

This project is required to be designed and delivered within a collaborative BIM-enabled environment. The selected A/E must share the model openly with no qualifications.

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This project shall be registered with USGBC for a minimum LEED Silver certification. The selected A/E is responsible for leading an eco-charrette with all project stake-holders at start of design to select credits and suggest pathways for earning higher certification rating.

Intended project delivery model is Construction Manager Advisor throughout design and construction stages for estimating, constructability reviews, procurement, and quality assessment. A Construction Manager at Risk selected by best value selection and competitive Guaranteed Maximum Price shall be hired at approximately when Construction Documents are 50% finished.

Selected A/E shall strictly follow and incorporate all BGSU standards and closeout requirements located at this address <http://www.bgsu.edu/design-and-construction.html>. Any and all proposed deviations from standards and requirements shall be forthrightly communicated to the Project Managers for consideration. The A/E and its consultants shall be aware that the BGSU standards and requirements take priority over any specifications the A/E and its consultants might have created for past projects.

Bowling Green State University will provide direction on interior finishes, furnishings, telecommunications and audio-visual design. It is incumbent upon the A/E to schedule meetings with BGSU subject matter experts in these specific areas to complete the drawings and specifications.

Selected A/E shall have demonstrated technical competency in designing buildings where a portion of existing façade is removed and a sizable addition is attached. Concerns center on joining two different building structures and creating a water-tight enclosure.

Following the RFQ submission, BGSU will short list 3 or more firms who will then be invited to make an on campus presentation of their skills and expertise. Shortlisted A/E firms will have an opportunity for a one-hour private meeting with the BGSU selection team to answer any questions that will help formulate a more responsive presentation.

Architect of Record shall be located in Ohio. Hired consultants are not subject to this requirement.

BGSU will engage a hazardous material abatement consultant directly.

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 16 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. Major facility renovation with addition of similar vintage and make-up
2. Corporate office design
3. Higher Education classroom, office spaces and collaboration spaces
4. Building design and layout involving cultural change in corporate or higher education
5. Successful projects working with Construction Manager at Risk with multiple GMP's
6. LEED silver or above renovation projects
7. Structural analysis on an existing building
8. Building Envelope Technical Competency

C. Funding / Estimated Budget

Total Project Cost	<u>\$44,200,000.00</u>	State Funding	<u>\$0.00</u>
Construction Cost	<u>\$28,700,000.00</u>	Other Funding	<u>\$44,200,000.00</u>
Estimated A/E Fee	<u>8.0% to 9.0%</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

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Activity	Date
Pre-Proposal Meeting	February 23, 2017
RFQ Responses Due	March 3, 2017
Short-Listed Firms Notified	March 17, 2017
A/E Pre-Interview Meeting	March 22-23, 2017
Interview Dates	April 11-12, 2017
Preferred Firm Selection	April 14, 2017
Technical Proposal Due	April 28, 2017
Contract Executed	May 19, 2017

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 flash drive with the project number and firm name.

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 Hanna Hall Renovation/Addition Proposer Firm _____
 Project Number BGU-176257 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 125 miles	5	
	125 miles to 200 miles	2	
	More than 200 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 5 professionals	0	Max = 3
	5 to 10 professionals	1	
	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 4 sample projects	1	Max = 3
	4 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 5 projects	0 - 3	
	5 to 7 projects	4 - 6	
	More than 7 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 5 projects	0 - 1	
	5 to 7 projects	2 - 3	
	More than 7 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 _____