

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>Basic Renovation-Prequalification List</u>	Response Deadline	<u>03/03/2017</u>	<u>4:00 p.m.</u>	local time
Project Location	<u>Main and Regional Campuses</u>	Project Number	<u>OHU-170010</u>		
City / County	<u>Various / Various</u>	Project Manager	<u>To Be Determined</u>		
Owner	<u>Ohio 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 Richard J. Shultz at 160 W. Union St. Ste. 154, Athens, Ohio 45701. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Dick Planisek at planisek@ohio.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

Statements of Qualifications are requested from professional design firms for Basic Renovation/Deferred Maintenance Projects. These improvement projects may involve one or several of the following disciplines/expertise: Architectural, Landscape, Civil, Mechanical, Electrical, Plumbing, Roofing, Structural, Geotechnical, Estimating, Scheduling and Constructability, Construction Materials Testing, and Hazmat. These projects include ADA Improvements, Utility Upgrades, Exterior Lighting, Fire Alarm Improvements, Emergency Generator Installations, HVAC and Electrical Upgrades, High Voltage Electrical Distribution, Landscaping, Small Architectural Renovations, and Building Envelope Renovations (Masonry Repairs/Renovations, Roofing, Doors and Windows). Projects may be located at the main campus and/or regional campuses of Ohio University. Any firm submitting qualifications may be considered for one or more of the Basic Renovation Projects at the discretion of the owner.

Most consultant selections utilizing the submitted SOQ will use the "direct assign" or "pick three" process. The maximum consultant fee that can be expected from these projects is \$250,000, but the fee will always vary per the actual project budget. Projects larger than this will utilize other consultant selection processes.

B. Scope of Services

All projects will typically have an appropriately-developed Program of Requirements (POR), and upon award of the Agreement, the projects will commence with Design. The selected Architect/Engineer (A/E), as a portion of its required Scope of Services, and prior to submitting its proposal, will discuss and clarify with the Owner the expected Scope of Services and the expected cost breakdown of the A/E Agreement components to address the Owner's project requirements. The A/E is expected to participate in the EDGE Program as required by statute and the Agreement. For smaller scope projects, EDGE participation may be waived at the discretion of the Owner.

As required by the Agreement, and as properly authorized, the selected A/E will provide some or all of the following categories of services, as dictated by the project scope: 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 OFC Manual for additional information about the type and extent of services required for each.

Refer to the *OFC 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, the selected consultant(s) may be required to provide on-site construction administration services, 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. The scope of required construction administration services will be determined on a project-by-project basis.

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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, including Building Envelope Upgrades (Roofing, Windows, Masonry)
2. Building Plumbing, HVAC, and Electrical Systems Improvements
3. Infrastructure Improvements (Utility Systems, Drainage, Paving)
4. Hazardous Materials Abatement
5. ADA Upgrades; Elevator Upgrades
6. Landscaping Improvements
7. Surveying
8. Building Commissioning
9. Project Budgeting and/or Scheduling and/or Constructability Reviews
10. Design/Build Capabilities for limited scope projects in any of the above categories

Submitters should indicate in Section H of the Statement of Qualifications the specific project types that they feel they are most qualified and experienced to perform, including a listing of specific projects (with a total project cost not exceeding \$1,000,000) within each category, that have been completed in the past five years.

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>8.0% to 12.0%</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., creation of a Program of Requirements, 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, as noted in the description</u>
Secondary	<u>Various, only if within primary firm</u>
	<u> </u>
	<u> </u>
	<u> </u>
	<u> </u>
Others	<u> </u>

E. Anticipated Schedule

Professional Services Start (mm/yy)	<u>2017 / 2018</u>
Construction Stage Start (mm/yy)	<u>2017 / 2018</u>
Construction Stage Completed (mm/yy)	<u>2017 / 2018</u>
Professional Services Completed (mm/yy)	<u>2017 / 2018</u>

F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL A/E Fee	<u>TBD per project</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 with small and medium sized projects in a University context.
- Past performance of prospective firm.
- Qualifications and experience of individuals directly involved with typical University projects.
- 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(s).

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- Proposer's apparent resources and capacity to meet the needs of this project.
- **Since the requested SOQ is not project specific, and since the specific scope of any project to which the proposer may be assigned cannot be determined at this time, the proposer should not submit the listing of any proposed sub consultants or specific EDGE participating firms. If a specific project for which the proposer is being considered requires the services of sub-consultants, or EDGE participation, identification of the sub-consultant(s) will be made at the time of the project assignment.**
- **All SOQs will be evaluated and scored by Ohio University Architecture, Design & Construction, and then filed for later use as individual projects are initiated. Submitters will not be sent notifications of scores at the time of submittal.**

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, for projects determined by the Owner to require this. The Intent to Contract and to Perform form will be a required submission at the Fee Proposal stage.

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 should utilize plain bond paper, two-sided printing, and be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary.

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 Professional or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Adobe Acrobat Professional, go to Advanced, then PDF Optimizer. Also, please label the CD and the CD cover or thumb drive with the project number and firm name.

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

Architect/Engineer Selection Rating Form

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Project Name Basic Renovation-Prequalification List Proposer Firm _____
 Project Number OHU-170010 City, State, Zip _____

Selection Criteria	Value	Score
1. Primary Firm Location (Maximum 5 points)		
a. Location of Firm	Ohio Firm = 5	0 - 5
2. EDGE (Maximum 5 points)		
a. EDGE business enterprises participation got professional design and information technology services. Commitment to assist other EDGE program participants by achieving or exceeding the 5% EDGE goal of Ohio University.	2 points for being EDGE and an additional 3 points for agreeing to meet or exceed EDGE goal	0 - 5
3. Qualifications & Ability (Maximum 40 points)		
a. Competence to perform the required professional design services as indicated by the technical training, education, and experience of the employees within the firm who would be assigned to perform the services. Include all potential team members for consideration.	Maximum score = 15	0 - 15
b. Budget and scheduling ability and other relevant factors determined by Ohio University to show performance on sample projects completed within the last 2 years. Provide information clearly and completely.	Maximum score = 15	0 - 15
c. Past performance of the firm, as reflected by Ohio University's prior experience with the firm and evaluations of previous clients with respect to such factors as control of costs, quality of work, meeting of deadlines, and performance on similar projects.	Maximum score = 5	0 - 5
d. Ability of the firm in terms of its workload and the availability of qualified personnel, equipment, and facilities to perform the required professional design services or design-build services competently and expeditiously.	Maximum score = 5	0 - 5
		Subtotal

Notes:

Evaluator:

Name _____

Signature _____ Date _____