

# Request for Qualifications (Architect / Engineer)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Local Higher Education

Project Name	<u>Ohio University Heritage College of Osteopathic Medicine Utilities Phase I</u>	Response Deadline	<u>04/07/2017</u>	<u>2:00PM</u>	local time
Project Location	<u>Athens, OH</u>	Project Number	<u>OHU-170014</u>		
City / County	<u>Athens / Athens</u>	Project Manager	<u>Jon Cozad</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>3</u>	No. of electronic copies requested (PDF)	<u>1</u>		

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Jon Cozad at 160 W Union Ave Suite 280 Athens, OH 45701. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Richard Barnes at [barnesr1@ohio.edu](mailto:barnesr1@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.

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### Project Overview

#### A. Project Description

Ohio University will be implementing a project, under a separate consultant contract, to construct a new building and repurpose an additional building for the Heritage College of Osteopathic Medicine (HCOM) on the Athens Campus. The project being advertised on this RFQ will design and construct the infrastructure necessary to provide utilities to the new facility and upgrade the utilities to the repurposed facility. An additional component of this project is to coordinate the relocation of existing Ohio University owned and privately owned communications and utility infrastructure within and adjacent to the footprint of the new facility.

This project will require close coordination with Ohio University, the City of Athens, local utility companies, and the HCOM design team.

#### B. Scope of Services

The selected Architect/Engineer (A/E) will provide design and construction administration services to:

- Relocate existing utility company owned utilities outside of the new facility construction limits
- Relocate existing Ohio University owned utilities (steam, condensate, chilled water, and communications facilities) outside of the new facility construction limits
- Establish the following utilities for the new facility:
  - AEP Ohio electric service connections
  - Columbia Gas natural gas service connections
  - City of Athens water service connections
  - District chilled water from Ohio University's West Green Chilled Water Plant
  - Building based gas-fired heating
  - Building based gas-fired domestic hot water
- Establish the following utilities for the repurposed facility:
  - Transition from district steam to building based gas-fired heating
  - Building based gas-fired domestic hot water
  - Update chilled water connection to tie into chilled water piping at the new facility

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.

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.

## Request for Qualifications (Architect / Engineer) continued

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. Utility experience with building demolition and new building construction
2. Underground utility distribution systems in a campus environment
3. Experience coordinating with other consultants on large scale projects
4. Construction management of commercial mechanical/utility systems
5. Previous experience coordinating with multiple public entities
6. Experience with utility accommodations within a flood plane
7. Experience working in a Higher Education environment

### C. Funding / Estimated Budget

Total Project Cost	<u>\$4,370,000</u>	State Funding	<u>\$0</u>
Construction Cost	<u>\$3,300,000</u>	Other Funding	<u>\$4,370,000</u>
Estimated A/E Fee	<u>8.0%</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>Mechanical Engineering</u>
Secondary	<u>Electrical Engineering</u>
	<u>Civil Engineering</u>
	<u>Geotechnical Engineering</u>
	<u>Construction Administration</u>
	<u>Surveying</u>
	<u>Estimating and Scheduling</u>
Others	<u></u>

### E. Anticipated Schedule

Professional Services Start	<u>04 / 17</u>
Construction Notice to Proceed	<u>02 / 18</u>
Substantial Completion of all Work	<u>08 / 20</u>
Professional Services Completed	<u>12 / 20</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.

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### 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.
- Proximity of prospective firms to the project site.
- Proposer's apparent resources and capacity to meet the needs of this project.

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 Ohio University Heritage College of Osteopathic Medicine Utilities Phase I Proposer Firm \_\_\_\_\_  
 Project Number OHU-170014 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary Firm Location, Workload and Size (Maximum 10 points)</b>			
a. Proximity of firm to project site	Less than 150 miles	5	
	150 miles to 300 miles	2	
	More than 300 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$100,000	2	
	\$100,000 to \$200,000	1	
	More than \$200,000	0	
c. Number of licensed professionals	Less than 3 professionals	1	Max = 3
	3 to 6 professionals	2	
	More than 6 professionals	3	
<b>2. Primary Firm Qualifications (Maximum 30 points)</b>			
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 - 5	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 10	
<b>3. Key Consultant Qualifications (Maximum 20 points)</b>			
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	
<b>4. Overall Team Qualifications (Maximum 5 points)</b>			
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. Team organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
<b>5. Overall Team Experience (Maximum 35 points)</b>			
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 - 10	
d. Knowledge of Ohio Capital Improvements process	Less than 2 projects	0 - 1	
	2 to 3 projects	2 - 3	
	More than 3 projects	4 - 5	
* Must be comprised of professional design services consulting firm(s) and NOT the lead firm		<b>Subtotal</b>	

Notes:

Evaluator:

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_