



John R. Kasich / Governor
State of Ohio

Robert Blair / Director
Ohio Department of Administrative Services

OhioDAS

General Services
State Architect's Office

Ohio Register

Information of Interest for the
Architectural, Engineering and Construction Industry

Issue Number 211

March 2011

Response Deadline:

Varies by project

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Ohio Register: <http://ci.oaks.ohio.gov>
State Architect's Office website: <http://ohio.gov/sao>

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Ohio Register General Information and Requirements



Ohio Department of Administrative Services
General Services Division
State Architect's Office • 4200 Surface Road • Columbus, Ohio 43228-1395

<http://ohio.gov/sao>
StateArchOff@das.state.oh.us
Phone 614.466.4761

General Requirements for Submittals of the Statement of Qualifications

Firms are required to submit the current State of Ohio version of Statement of Qualifications (SAO Form F110-330) available via the SAO website at <http://ohio.gov/sao> (click on Forms). The Federal version of the SF330 form will not be accepted.

Cover letters and transmittals are not necessary. Please place the appropriate project number in the space provided on the form.

Due to limited storage space, we request that paper copies, if requested, be stapled and please refrain from submitting three-ring binders, spiral binders and booklets. SAO requests that supplemental material not be submitted with the Statement of Qualifications. The use of a computerized or typed Statement of Qualifications form is preferred.

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 with the project number and firm name.

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

Reminders

SAO no longer requires an annual submittal of Part II of the Statement of Qualifications form for professional design services. However, professional design firms and construction managers responding to a request for qualifications for State of Ohio projects must submit Part II of the Statement of Qualifications (SAO Form #F110-330) for each firm on its team.

SAO Form #F110-330 (Statement of Qualifications) officially replaced both the ADM-0255 and ADM-0254 forms on March 1, 2008. The ADM-0255 and ADM-0254 forms are no longer accepted.

Declaration Regarding Material Assistance / Non-assistance to a Terrorist Organization

As a result of Ohio Senate Bill 9 (effective April 14, 2006) applicants seeking certain state issued business contracts and funding must fill out new forms indicating that they have not provided financial assistance or support to a terrorist organization.

Prior to executing the Architect/Engineer (A/E) agreement, the selected A/E must represent and warrant that it has not provided any material assistance, as that term is defined in ORC Section 2909.33 (C), to an organization that is identified by, and included on, the United States Department of State Terrorist Exclusion List and that it has truthfully answered "no" to every question on the Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization, and that it has provided or shall provide such to the Contracting Authority and/or the Ohio Business Gateway at <https://ohiobusinessgateway.ohio.gov/OBG/Membership/Security.mvc>.

All DMA forms and reference information, including a list of licenses subject to DMA and the Terrorist Exclusion List, can be found on the Ohio Homeland Security website at http://homelandsecurity.ohio.gov/dma/dma_forms.asp.

The Contracting Authority is responsible for either directing applicants to the forms on the Web site or printing and providing hard copies to the applicant. The Contracting Authority will retain the completed forms along with the application.

Anyone with questions can contact Ohio Homeland Security by calling the DMA hotline number at 614.644.3892 or by email at dma-info@dps.state.oh.us.

ORC 9.24 – Auditor of State Unresolved Findings for Recovery

Effective June 1, 2004, Ohio Revised Code (ORC) 9.24 prohibits the State of Ohio from awarding a contract to any individual or organization against whom the [Auditor of State](#) has issued a findings for recovery if the findings for recovery is unresolved at the time of award of contract.

For more information about how this new statute requirement pertains to Associates, Construction Managers, Consultants, Contractors and Owners, visit the SAO website at: <http://ohio.gov/sao> (click on Auditor of State Findings for Recovery under the Hot Links section.)

EDGE Participation Required on State Design and Construction Projects

The Encouraging Diversity, Growth and Equity (EDGE) program became law July 1, 2003, when Section 123.152 of the Ohio Revised Code was enacted. The program creates a business development program for economically and socially disadvantaged Ohio businesses.

The EDGE business participation goal is usually 5 percent. Proposers for professional services agreements as well as Bidders on construction contracts must demonstrate actual participation in the EDGE program, or provide a demonstration of their good faith efforts (with a letter requesting a waiver of the advertised EDGE participation goal on its letterhead and supporting evidence) to participate in the EDGE program, or both, as indicated in the Ohio Revised Code (123.152) and the Ohio Administrative Code (123:2-16-09).

Interested A/E firms are required to submit the Commitment to Participate in the Edge Business Assistance Program form in its Statement of Qualifications (SAO 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 SAO website at <http://ohio.gov/sao> (click on Forms). 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 the name that will participate in the delivery of the proposed professional services solicited in the RFQ.

To learn more about the qualifications for EDGE certification, the process to become an EDGE-certified business, and to find existing EDGE-certified businesses, go to <http://EDGE.ohio.gov>.

Ohio Ethics Law Provision

All professionals that submit or intend to submit proposals for consideration of a contract for professional design services with the state of Ohio are reminded that, as applicable, no sole proprietor, partner, shareholder or other principal of the Architect/Engineer or the spouse of such principal has made, as an individual, at any time within the two previous calendar years, one or more contributions totaling in excess of \$1,000.00 to the Governor or to the Governor's campaign committee, consistent with Section 3517.13 of the Ohio Revised Code.



Professional Design Opportunities

Short List Report

Page last updated: March 31, 2011

Published Date	Project Name	Total Project Cost	Short-listed A/E Firms <i>*Indicates selected firm</i>	Negotiated A/E Fee
2/14/2010 OR #210 Locally Administered	UCN-10016B Primary Electric Substation University of Cincinnati Cincinnati, Ohio	\$7,300,000	NEW GDP Group *Patrick Engineering RMF Engineering	TBD: Contact Agency / Institution
2/9/2010 OR #210 Locally Administered	UCN-11096A Crosley Tower - Air Handling Unit Replacement University of Cincinnati Cincinnati, Ohio	\$1,500,000	Fosdick & Hilmer *HAWA Incorporated Motz Engineering URS	TBD: Contact Agency / Institution
01/04/2010 OR #209 Locally Administered	BGU-015585 PSLB HVAC Upgrades & Fume Hood Replacement Bowling Green State University Bowling Green, Ohio	\$3,000,000	NEW Buehrer Group Architecture & Engineering Heapy Engineering Korda Engineering *URS Corporation	TBD: Contact Agency / Institution
12/17/2010 OR #208 Locally Administered	UCN-09080A CARE Roof Fan Support Modifications University of Cincinnati Cincinnati, Ohio	\$450,000	Jezerinac Geers Associates *Steven Schaefer Associates THP Limited	TBD: Contact Agency / Institution
12/15/2010 OR #208 Locally Administered	UCN-04132B MSB Rehabilitation - Phase 4 (CM) University of Cincinnati Cincinnati, Ohio	\$82,944,661	Bovis Lend Lease Hunt Construction Group Messer Construction Company	TBD: Contact Agency / Institution
12/17/2010 OR #208 Locally Administered	UCN-09080A CARE Roof Fan Support Modifications University of Cincinnati Cincinnati, Ohio	\$450,000	Jezerinac Geers Associates Steven Schaefer Associates THP Limited	TBD: Contact Agency / Institution
12/17/2010 OR #208 Locally Administered	OSU-110215 Street and Bridge Maintenance - Phase 1 Ohio State University Columbus, Ohio	\$2,146,000	*American Structurepoint Korda/Nemeth Engineering Prime Engineering & Architecture Resource International	TBD: Contact Agency / Institution
11/22/2010 OR #207 Locally Administered	Project Number TBD 2010 Building Infrastructure Improvements: Computer Services Center (CSC) HVAC Improvements Ohio University Athens, Ohio	\$824,000	DLZ *Kramer Engineers SHP Leading Design W.E. Monks	TBD: Contact Agency / Institution
11/22/2010 OR #207 Locally Administered	Project Number TBD 2010 Building Infrastructure Improvements: Voight Hall, Electrical and Access Improvements and Gamertsfelder Hall Fire Alarm Improvements Ohio University Athens, Ohio	\$1,420,000	DLZ Kramer Engineers SHP Leading Design *W.E. Monks	TBD: Contact Agency / Institution
10/21/2010 OR #206 Locally Administered	CLS-101007 Main Classroom - Roof Replacement Cleveland State University Cleveland, Ohio	\$4,400,000	Architectural Vision Group Domokur Architects *Makovich & Pusti Architects mbi-k2m Architecture	TBD: Contact Agency / Institution
10/05/2010 OR #206 Locally Administered	UTO-111538 Clinical Simulation Center The University of Toledo Toledo, Ohio	\$1,000,000	*BHDP Architecture SmithGroup, Inc. SSOE, Inc.	TBD: Contact Agency / Institution
09/21/2010 OR #205 Locally Administered	YSU-111202 Fifth Avenue Athletic Fields Youngstown State University Youngstown, Ohio	\$2,100,000	GPD Group James Burkart Associates JJR	TBD: Contact Agency / Institution
09/09/2010 OR #205 Locally Administered	UTO-111564 UMC 3rd Floor Renovations The University of Toledo Toledo, Ohio	\$4,100,000	*CBLH Design Hasenstab Architects URS	TBD: Contact Agency / Institution
09/28/2010 OR #205 Locally Administered	UCN-10093A Siddall MarketPointe Renovation University of Cincinnati Cincinnati, Ohio	\$2,300,000	*Champlin Architecture FRCH Design MSA Architects	TBD: Contact Agency / Institution

09/27/2010 OR #205 Locally Administered	OSU-108001 BRT-Site Electrical Improvements The Ohio State University Columbus, Ohio	\$2,700,000	Heapy Engineering *Korda/Nemeth Engineering M-Engineering	TBD: Contact Agency / Institution
09/21/2010 OR #205 Locally Administered	OSU-100398 McC Campbell Hall - Ambulatory Modifications The Ohio State University Columbus, Ohio	\$10,500,000	Bostwick Design Partnership CBLH Design Inc. *DesignGroup Perspectus Architecture LLC	TBD: Contact Agency / Institution
09/30/2010 OR #205 Locally Administered	UTO-10656R (readvertised) Center for Biosphere Restoration Research: Bowman-Oddy Laboratories and Wolfe Hall Renovations (CM at Risk) The University of Toledo Toledo, Ohio	\$7,888,000	AMEC E&C Services, Inc. *The Lathrop Company, Inc. The Whiting-Turner Contracting Company	TBD: Contact Agency / Institution
08/30/2010 OR #204 Locally Administered	YSU-111204 M1 & M2 Parking Deck Repair/Restoration Youngstown State University Youngstown, Ohio	\$5,200,000	Carl Walker, Inc. DESMAN Associates Walker Parking Consultants	TBD: Contact Agency / Institution
08/31/2010 OR #204 Locally Administered	WSU-110006 Rinzler Athletic Complex Wright State University Fairborn, Ohio	\$4,400,000	Annette Miller Architects Lorenz Williams, Inc. McGill Smith Punshon MSA Architects	TBD: Contact Agency / Institution
08/31/2010 OR #204 Locally Administered	WSU-090025 Concert Hall Renovation Wright State University Dayton, Ohio	\$4,228,000	H3 Hardy Collaboration Hardlines Design Company GBBN Architects Richard Fleischman	TBD: Contact Agency / Institution
07/01/2010 OR #203 Locally Administered	OSU-090468 Howlett - Kottman Steam Upgrades The Ohio State University Columbus, Ohio	\$1,982,907	Korda/Nemeth Engineering *RMF Engineering SSOE, Inc. Varo Engineers, Inc.	\$168,801.02
07/01/2010 OR #203 Locally Administered	OSU-100738 Pomerene - History of Art Renovation The Ohio State University Columbus, Ohio	\$400,000	Braun & Steidl Hardlines Design *Miller Watson Architects	\$45,548
06/18/2010 OR #202 Locally Administered	UTO-100656 Center for Biosphere Restoration Research: Bowman-Oddy Laboratories and Wolfe Hall Renovations (C/M at Risk), The University of Toledo Toledo, Ohio	\$7,888,000	Bostleman Mosser, LLC The Lathrop Co. Messer Construction	N/A: Project was readvertised on 09/30/2010 (see OR #205 above)
05/21/2010 OR #201 SAO Administered	DRC-090040 Roof Replacement - Ohio State Penitentiary Youngstown, Ohio	\$1,685,000	N/A - Project Cancelled	N/A - Project Cancelled
05/21/2010 OR #201 SAO Administered	DRC-090053 HVAC Upgrade 2010 - Warren Correctional Institution Lebanon, Ohio	\$2,500,000	DLZ Ohio, Inc. Kramer Engineers *Prater Engineering Associates Scheeser Buckley Mayfield LLC	TBD / Contract not finalized
05/28/2010 OR #201 Locally Administered	MUN-100014 Harris Dining Hall HVAC Replacement Miami University Oxford, Ohio	\$1,400,000	Heapy Engineering KLH Engineers Prater Engineering	TBD: Contact Agency / Institution
05/28/2010 OR #201 Locally Administered	OSU-081047 John Herrick Drive Rebuild Phase 1 The Ohio State University Columbus, Ohio	\$6,300,000	DLZ Ohio, Inc. EMH&T Kleingers & Associates MS Consultants	TBD: Contact Agency / Institution
05/27/2010 OR #201 Locally Administered	DMR-100003 NODC Paving 2010 Northwest Ohio Developmental Center Toledo, Ohio	\$400,000	The Mannik & Smith Group Chevevey & Piccin *Buehrer Group	\$25,611
04/02/2010 OR #200 SAO Administered	CSU-100010 (CM at Risk) Emery Hall Preservation & Restoration Phase IV Central State University Wilberforce, Ohio	\$1,780,000	Messer Construction Co. *Miles-McClellan Construction Thomas & Marker Construction	TBD / Contract not finalized
02/24/2010 OR #198 Locally Administered	OSU-100266 Stone Lab Green Energy Program Ph 1 The Ohio State University Gibraltar Island Put-in-Bay, Ohio	\$320,000	*Metro DC Engineering, LLC Santee Consulting Services Poggemeyer Design Group	\$46,798
02/19/2010 OR #198 Locally Administered	OSU-080338 College of Medicine Renovation/Addition Hazardous Material Abatement The Ohio State University Columbus, Ohio	\$13,000,000	*Electro-Analytical Inc (dba EA Group) Lawhon & Associates Gandee & Associates	\$15,040
12/07/2009 OR #196 Locally Administered	DRC-090047 Domestic Water & Boiler Replacement Ohio Department of Rehabilitation and Correction Lebanon, Ohio	\$1,425,003	Advanced Engineering Consultants *Kramer Engineers Roger D. Fields & Associates	TBD: Contact Agency / Institution
12/07/2009 OR #196 Locally Administered	DRC-090049 Exterior Door Replacement - Warren Correctional Ohio Department of Rehabilitation and Correction	\$1,360,000	*eS Architecture & Development KZF Design Renouveau Design	TBD: Contact Agency / Institution

Administered	Lebanon, Ohio			
12/23/2009 OR #196 Locally Administered	OSU-090445 Dreese Exterior Sealant Repair The Ohio State University Columbus, Ohio	\$1,270,000	Abbot Studios Architects & Planners *Shremshock Architects, Inc. CTL Engineering	\$112,649.93
12/23/2009 OR #196 Locally Administered	UTO-010656 New Science Building University of Toledo Toledo, Ohio	\$30,000,000	BHDP Architecture *SSOE The Collaborative	TBD: Contact Agency / Institution
11/18/2009 OR #196 Locally Administered	OSU-091575 Patent Cafe Food Kitchens Renovation (Food Service Consultant) The Ohio State University Columbus, Ohio	\$10,747,694	*JEM Associates (NJ) Robert Rippe & Associates (MN) The Hysen Group (MI)	TBD: Contact Agency / Institution
12/07/2009 OR #196 Locally Administered	OSU-091576 Morehouse Parking Garage - Demolish and Construct Surface Lots The Ohio State University Columbus, Ohio	\$2,209,149	*EMH&T Jobes Henderson & Associates Resource International	\$226,551
11/05/2009 OR #195 Locally Administered	UCN-08085A Kettering North Demolition The University of Cincinnati Cincinnati, Ohio	\$3,000,000	*Champlin Architecture JL Bender TRIAD Architects	TBD: Contact Agency / Institution
11/04/2009 OR #195 Locally Administered	UCN-06040C Morgens Hall Renovation and Scioto Decommissioning The University of Cincinnati Cincinnati, Ohio	\$27,748,000	GBBN Moody Nolan *Richard Fleischman + Partners Architects	TBD: Contact Agency / Institution
11/18/2009 OR #195 Locally Administered	OSU-091575 Patent Cafe Food Kitchens Renovation (A/E) The Ohio State University Columbus, Ohio	\$10,747,694	*FRCH Design Worldwide Hendon & Redmond M+A Architects Perspectus Architecture	\$1,217,199
11/18/2009 OR #195 Locally Administered	OSU-100217 Mason Hall - First and Second Floor Renovations The Ohio State University Columbus, Ohio	\$5,974,259	Champlin Architecture *Kallmann McKinnell & Wood Architects (MA) with Bialosky + Partners Architects Phillip Markwood Architects Westlake Reed Leskosky	\$400,500
11/10/2009 OR #195 Locally Administered	OSU-090581 Chemical and Biomolecular Engineering and Chemistry Building - <i>Design Architect</i> The Ohio State University Columbus, Ohio	\$126,000,000	Bohlin Cywinski Jackson (PA) David Brody Bond Aedas (NY) Ellenzweig (MA) FLAD Architects (WI) Payette (NY) Pelli Clark Pelli (CT) Perkins + Will (IL) Pohlshek Partnership (NY) SmithGroup (MI) Tsoi-Kobus & Associates (MA) Wilson Architects (NY) Zimmer Gunsul Frasca (NY)	TBD: Contact Agency / Institution
11/10/2009 OR #195 Locally Administered	OSU-090581 Chemical and Biomolecular Engineering and Chemistry Building - <i>Architect of Record</i> The Ohio State University Columbus, Ohio	\$126,000,000	Anshen + Allen BHDP Braun & Steidl/IKM *Burt Hill Champlin Architecture NBBJ	\$8,425,000
11/10/2009 OR #195 Locally Administered	OSU-090581 Chemical and Biomolecular Engineering and Chemistry Building - <i>Commissioning</i> The Ohio State University Columbus, Ohio	\$126,000,000	*Four Seasons FTC&H Heapy Engineering Horizon Engineering	\$393,333.54
11/10/2009 OR #195 Locally Administered	OSU-090581 Chemical and Biomolecular Engineering and Chemistry Building - <i>MEP</i> The Ohio State University Columbus, Ohio	\$126,000,000	Affiliated Engineers (WI) ARUP (NY) HAWA (OH) M/E Engineering (NY) RMF (MD) Vanderweil (MA)	TBD: Contact Agency / Institution
11/24/2009 OR #195 Locally Administered	OSU-081230 William H. Hall Complex Expansion, Phase 2 - Commissioning The Ohio State University Columbus, Ohio	\$33,056,494	*Four Seasons Environmental Horizon Engineering Associates Scheeser Buckley Mayfield	\$68,088.05
11/24/2009 OR #195 Locally Administered	OSU-071589 Hopkins Hall Mechanical Improvements The Ohio State University Columbus, Ohio	\$5,668,290	Advanced Engineering DLZ Kramer Engineering *Prater Engineering	\$398,170
10/09/2009 OR #194 Locally Administered	OHU-091500 Clippinger Lab - Phase 2b-3 Ohio University Athens, Ohio	\$6,900,000	Burt Hill URS W.E. Monks & Co. Westlake, Reed, Leskosky	TBD: Contact Agency / Institution
10/19/2009 OR #194 Locally Administered	WSU-100012 Master Plan - Land Use and Development Wright State University	\$200,000	Burt Hill NBBJ	TBD: Contact Agency / Institution

Administered	Dayton, Ohio		Sasaki	
09/21/2009 OR #193 SAO-Administered	NEM-090001 (CM) Campus Research and Academic Expansion NEOUCOM Rootstown, Ohio	\$37,930,000	Bovis Lend Lease, Inc. Donley's Inc. *The Ruhlin Company Wely Building Company	TBD / Contract not finalized
09/11/2009 OR #193 SAO-Administered	BWC-100001 BWC Chiller/Ice Tank Replacement Columbus, Ohio	\$1,550,000	DLZ Ohio, Inc. Korda/Nemeth Engineering Motz Engineering *Star Consultants	\$141,260
09/02/2009 OR #193 SAO-Administered	DOT-100001 Noble County Maintenance Facility / ODOT Caldwell, Ohio	\$4,800,000	*Jerome M. Scott Architects ms consultants, inc. Schorr Architects, Inc. Wachtel & McAnally Architects/Planners, Inc.	\$403,171
08/28/2009 OR #192 Locally Administered	WSU-090041 Halon Replacement Project Wright State University Dayton, Ohio	\$500,000	Heapy Engineering Helmig-Lienesch Engineers *Prater Engineering	TBD: Contact Agency / Institution
08/28/2009 OR #192 Locally Administered	WSU-090034 Elevator Upgrades Wright State University Dayton, Ohio	\$500,000	JL Bender Oregon Group Architects *Stilson & Associates, Division of DLZ	TBD: Contact Agency / Institution
08/28/2009 OR #192 Locally Administered	WSU-090038 Health Science Roof Replacement Wright State University Dayton, Ohio	\$317,000	Annette Miller Architects eS Architecture and Development *SFA Architects	TBD: Contact Agency / Institution
08/28/2009 OR #192 Locally Administered	WSU-090029 Rike Hall Second Floor HVAC and General Renovation Wright State University Dayton, Ohio	\$520,000	*Annette Miller Architects Schorr Architects TRIAD Architects	\$50,000
07/14/2009 OR #191 SAO-Administered	NEM-090001 (A/E) Campus Research and Academic Expansion NEOUCOM Rootstown, Ohio	\$37,930,000	Burt Hill, Inc. Hasenstab Architects *TC Architects URS	TBD / Contract not finalized
06/15/2009 OR #190 Locally Administered	UCN-09101A Radiology Office Building The University of Cincinnati Cincinnati, Ohio	\$2,100,000	BSA LifeStructures *GBBN PFB Architects	TBD: Contact Agency / Institution
06/18/2009 OR #190 SAO-Administered	DRC-090026 Fire Alarm Upgrade Lebanon Correctional Institution Lebanon, Ohio	\$3,125,500	*Advanced Engineering Consultants DLZ Ohio KZF Design Kramer Engineers Roger D. Fields & Associates	\$235,213
06/18/2009 OR #190 SAO-Administered	DRC-090050 Roof Replacement Correctional Reception Center Orient, Ohio	\$2,604,199	*Archatas, Inc. Asebrook & Co. Architecture eS Architecture and Development Schorr Architects	\$199,750
06/18/2009 OR #190 SAO-Administered	DRC-090052 Medical/Dental Addition Lorain Correctional Institution Grafton, Ohio	\$1,735,000	Kaczmar Architects Incorporated *mbi k2m Architecture Ziska Architecture	\$268,125
05/06/2009 OR #189 SAO-Administered	EXP-090003 North Parking Lot Improvements Ohio Expositions Commission Columbus, Ohio	\$5,000,000	Kabil Associates, Inc. *Korda/Nemeth Engineering, Inc. Star Consultants, Inc.	\$345,975
04/09/2009 OR #189 SAO-Administered	DAS-010100 North High Street Complex Renovation, Phase 4 Ohio Dept. of Administrative Services Columbus, Ohio	\$52,505,945	*Acock Associates Architects Feinknopf Macioce Schappa Architects Schooley Caldwell Associates	\$4,005,429
04/09/2009 OR #188 SAO-Administered	OHU-071730 Scripps College of Communication - Phase 1 Ohio University Athens, Ohio	\$18,000,000	Feinknopf Macioce Schappa Architects Moody Nolan, Inc. NBBJ Schooley Caldwell Associates *The Collaborative, Inc.	\$1,159,650
02/12/2009 OR #186 SAO-Administered	DYS-050133 ORVJCF Classroom Addition - Phase 2 Ohio River Valley Juvenile Correctional Facility	\$6,800,000	KZF Design, Inc. Shremshock Architects, Inc. *Wachtel & McAnally Architects/Planners, Inc.	\$668,827
02/04/2009 OR #186 SAO-Administered	DOT-090005 Rest Areas Renovation Various locations throughout Ohio	\$12,000,000	Feinknopf Macioce Schappa Architects KZF Design *Shremshock Architects	\$889,360
01/30/2009 OR #185 SAO-Administered	CTI-090001 ERC Renovation (Columbus Hall) Columbus State Community College	\$5,400,000	Acock Associates Architects *BHDP Architecture McDonald, Cassell & Bassett Schooley Caldwell Associates	\$389,226
12/15/2008 OR #184 SAO-Administered	DMR-090010 Various Improvements Northwest Ohio & Tiffin Developmental Centers	\$1,655,500	Archatas Bodner & Kerik Architects, Inc. *Buehrer Group Architecture & Engineering, Inc.	\$107,200

12/18/2008 OR #184 SAO- Administered	DMR-090013 Various Improvements Southwest Ohio Developmental Center	\$1,260,000	Archatas *eS Architecture and Development Star Consultants, Inc.	\$158,802
12/01/2008 OR #184 SAO- Administered	DOT-090003 District 11 Re-roof Ohio Department of Transportation New Philadelphia, Ohio	\$4,800,000	Makovich & Pusti Architects, Inc. *Schorr Architects, Inc. Shremshock Architects, Inc.	\$389,000
11/18/2008 OR #183 SAO- Administered	EXP-090002 2008 Electrical Upgrades Ohio Expositions Commission	\$2,100,000	Advanced Engineering Consultants *Bennett Engineering, Inc. DLZ Ohio, Inc. Star Consultants, Inc.	\$180,892
11/10/2008 OR #183 SAO- Administered	EXP-090001 Sheep and Swine Barn Renovations Ohio Expositions Commission Columbus, Ohio	\$11,900,000	Davis Wince, Ltd. McDonald, Cassell & Bassett, Inc. *Schorr Architects, Inc. Star Consultants, Inc.	\$898,244
07/24/2008 OR #179 SAO- Administered	ADJ-090001 Delaware Training and Community Center Adjutant General's Department Delaware, OH	\$21,553,840	KZF Design, Inc. Maddox-NBD, Inc. *Poggemeyer Design Group	\$801,724



Request for Qualifications (A/E)

Bowling Green State University
Office of Design & Construction
Bowling Green, Ohio 43403



www.bgsu.edu/offices/architect/
v:419.372.2511

Administration of Project: Local Administration

Project Name	<u>Architectural Services Consultant List</u>	Response Deadline	<u>4/4/2011</u>	<u>4:30pm</u>	local time
Project Location	<u>Bowling Green State University</u>	Project Number	<u>BGU-115603</u>		
City / County	<u>Bowling Green / Wood</u>	Project Manager	<u>varies</u>		
Agency/Institution	<u>Bowling Green State University</u>	Contracting Authority	<u>Bowling Green State University</u>		
No. of paper copies requested (stapled, not bound)	<u>3</u>	No. of electronic copies requested on CD (PDF)	<u>1</u>		

Submit the requested number of Statements of Qualifications (SAO Form F110-330) directly to Beth Nagel at 103 Park Avenue Warehouse, Bowling Green, Ohio 43403. See Section H for additional submittal instructions.

Project Overview

A. Project Description

Bowling Green State University (BGSU) Offices of Design & Construction and Capital Planning intend to pre-qualify firms to provide architectural services for projects that are not advertised through the Ohio Register. In order for any firm on the previous list to be considered in the pre-qualification process for future projects, they must reapply.

This pre-qualification process will determine the list of firms that will be eligible for award of contracts for the period beginning July 1, 2011 and ending June 30, 2013. The current consultant list expires on June 30, 2011.

Consultant services will be utilized for small projects or specialized tasks in which the A/E selection process would be unnecessarily cumbersome. Upon completion of the selection process, BGSU will seek Controlling Board approval for total contract awards to each pre-qualified firm up to the amount of \$250,000 for two-year period. Each individual assignment may range in the amount of \$25,000 - \$75,000 per project. However there are exceptions where fees for an individual assignment exceed \$75,000.

The number of pre-qualified Architectural Services Consultants selected through this process is within the discretion of BGSU. While the pre-qualified status means that a firm is eligible for award of contracts, there is no guarantee that a firm will be awarded any work or representation of the amount of work a firm may received within the two-year period

B. Scope of Services

Work assignments may include: architectural, landscape architectural, and related specialty consulting services including but not limited to facility evaluation and master planning services, review or creation of Program of Requirements, various studies, preparation of cost estimates, prototype building design, quality assurance testing during construction, preparation of bidding and construction documents and pre-design investigations.

Services will be provided in accordance with a standard form of consultant agreement. As a project is identified for services, BGSU will notify a pre-qualified firms or firms of the project and provide a scope of work. Only the firm selected for an assignment will be requested to provide a fee proposal. The scope of work and schedule for a specific project will be described in an exhibit document attached to the agreement.

Continued on next page...

Request For Qualifications (A/E) continued

Project Name Architectural Services Consultant List Project Number BGU-115603

BGSU will initiate contract negotiations directed toward;

- (1) Ensuring that the firm and the agency have a mutual understanding of the essential requirements involved in the providing of the required services;
- (2) Determining that the firm will make available the necessary personnel, equipment and facilities to perform the services within the required time; and
- (3) Agreeing upon fair and reasonable compensation, taking into account the estimated value, scope complexity and nature of the services.

Upon failure to negotiate a contract with an identified pre-qualified firm, BGSU will inform the firm in writing of the termination of negotiations and enter into negotiations with another firm on the pre-qualified list.

C. Funding / Estimated Budget

Total Project Cost	<u>varies with project</u>	State Funding	<u>varies</u>
Construction Cost	<u>varies with project</u>	Other Funding	<u>varies</u>
Estimated A/E Fee	<u>TBD</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>Architecture</u>
Secondary	<u>Landscape Architecture</u>
	<u>Schedule Consulting</u>
	<u>Quality Control Consulting</u>
	<u>Roofing Consultant</u>
	<u>Cost Consulting</u>
	<u>Commissioning</u>
Others	<u>Studies</u>

E. Anticipated Schedule

A/E Services Start (mm/yy)	<u>07 / 11</u>
Construction Contracts Start (mm/yy)	<u>varies</u>
Construction Contracts Completed (mm/yy)	<u>varies</u>
A/E Services Completed (mm/yy)	<u>varies</u>

F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL A/E Fee	<u>5%</u>
-----------------------------------------	-----------

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 O.R.C. Chapter 4703, (2) a landscape architect holding a license and certificate of authorization issued by the Ohio Landscape Architects Board pursuant to O.R.C. 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 O.R.C. 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 (SAO Form #F110-330) submitted in response to the RFQ, to indicate its intent to

Request For Qualifications (A/E) continued

Project Name Architectural Services Consultant List

Project Number BGU-115603

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 SAO website at <http://ohio.gov/sao> (click on Forms). The Intent to Contract and to Perform form is again required at the Fee Proposal stage.

Prior to executing the Architect/Engineer Agreement, the selected A/E must represent and warrant that it has not provided any material assistance, as that term is defined in O.R.C. Section 2909.33(C), to an organization that is identified by, and included on, the United States Department of State Terrorist Exclusion List and that it has truthfully answered "no" to every question on the Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization, and that it has provided or shall provide such to the Contracting Authority and/or the Ohio Business Gateway (<https://ohiobusinessgateway.ohio.gov/OBG/Membership/Security.mvc>).

All Questions regarding this RFQ are to be submitted in writing (absolutely no answers will be provided to phone inquires) to Beth Nagel at bnagel@bgsu.edu, attention of "RFQ BGU-115603". Questions will be answered on a regular basis until one week before the time of proposal submittal.

The number of firms that will be determined to be pre-qualified is within the discretion of BGSU.

H. Submittal Instructions

Firms are required to submit the current version of Statement of Qualifications (SAO Form F110-330) available via the SAO website at <http://ohio.gov/sao>.

Paper copies of the Statement of Qualifications should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary. Paper copies or submittals that are emailed or faxed will NOT be accepted.

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 with the project number and firm name.

The following special instructions apply to completing the SAO-F110-330 form for this selection:

- Firms are requested to list the Project No. (indicated on page 1 of this RFQ) on the first page of Part I and on Part II of the SAO-F110-330.
- Firms are requested to indicate their EDGE-certified business status as either "Certified" or "Non-certified" on Part I, Section C (Proposed Team).

Continued on next page...

- Firms performing current Consultant List projects should identify those projects as Page 1 of Section F (example of projects, which best illustrates proposed firms qualifications for this contract)
- Do not submit Page 2 of Section F (relevant projects experience matrix)
- Do not submit Page 3 of Section H (commitment to participate in the EDGE Business Assistance Program)
- Firms are requested to identify their experience, preparedness, software, and training relevant to their use of building information modeling (BIM) authoring and analysis tools. This information is being collected for statistical purposes and will not be used as criteria for scoring submissions. Provide in narrative form in Section H of the SAO-F110-330 form.
- Firms are requested to identify professional registrations, memberships and certifications including but not limited to CCCA, CCM, CCS, CDT, LEED, LEED AP, LEED AP+, and any other design and construction industry certifications. Identify this information on the resume page of each individual in Block 22, Section E of SAO-F110-330 form.

Architect/Engineer Selection Rating

Bowling Green State University
Office of Design & Construction
Bowling Green, Ohio 43403



www.bgsu.edu/offices/architect/
v:419.372.2511

Project Name Architectural Services Consultant List Proposer Firm _____
Project Number BGU-115603 City, State, Zip _____

Selection Criteria		Value	Score
1. A/E Firm Location (5 points)			
Proximity of primary A/E firm office where majority of work is to be performed in relationship to project site	Less than 120 miles	4 - 5	
	120 to 250 miles	2 - 3	
	More than 250 miles	0 - 1	
2. A/E Firm Size (5 points)			
Number of relevant licensed professionals within primary A/E firm available to perform the work.	Small = Less than 3 licensed professionals	4 - 5	
	Medium = 3 to 5 licensed professionals	2 - 3	
	Large = More than 5 licensed professionals	0 - 1	
3. Current Workload (5 points)			
Amount of fees awarded by the Contracting Authority to the primary A/E Firm in the previous 24 months (exclude projects on hold)	Less than \$100,000.00	4 - 5	
	\$100,000.00 to \$300,000.00	2 - 3	
	More than \$300,000.00	0 - 1	
4. Primary A/E Qualifications (30 points)			
a. Project Management Lead	Experience / ability of A/E project manager to manage scope / budget / schedule / quality	0 - 10	
b. Project Design Lead	Experience / creativity of lead designer to meet needs of owner	0 - 5	
c. Technical Staff	Experience / ability of technical staff to develop quality construction documents	0 - 5	
d. Construction Administration	Experience / ability of field representative to identify / solve issues during construction	0 - 10	
5. A/E Consultant Qualifications (10 points)			
Key Discipline Leads	Experience / ability of all key discipline leads to effectively perform the work	0 - 10	
6. Project Team Qualifications (15 points)			
a. Previous Team Collaboration Number of projects that a majority of the team members have worked together	Less than 4 projects (Low)	0 - 1	
	4 to 7 projects (Average)	2 - 3	
	More than 7 projects (High)	4 - 5	
b. LEED* Experience within Team	LEED AP(s)** on Team	0 - 1	
	LEED Registered Project(s)	0 - 2	
	LEED Certified Project(s)	0 - 2	
	Satisfies ALL above Criteria	Sum = 0 - 5	
c. Team Organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
7. Overall Project Team Experience (30 points)			
a. Budget and Schedule Management	Performance in completing projects within original budget and schedule limitations	0 - 5	
b. Experience with Similar Project Type	Less than 2 projects (Low)	0 - 3	
	2 to 4 projects (Average)	4 - 6	
	More than 4 projects (High)	7 - 10	
c. Past Performance	Level of performance as indicated by past A/E evaluations / letters of reference	0 - 5	
d. Knowledge of State of Ohio Capital Project Administration Process	Less than 2 projects (Low)	0 - 3	
	2 to 4 projects (Average)	4 - 6	
	More than 4 projects (High)	7 - 10	
		Subtotal	

* LEED = Leadership in Energy & Environmental Design developed by the U.S. Green Building Council
** LEED AP = LEED Accredited Professional credential by the Green Building Certification Institute

Notes:

Evaluator:

Name _____

Signature _____ Date _____

Request for Qualifications (A/E)

Ohio Department of Natural Resources
2045 Morse Road Bldg. E-3
Columbus, Ohio 42229-6693



www.dnr.state.oh.us
v: 614-265-6948 • f:614-262-2197

Project Name	<u>Horace R. Collins Laboratory Renovation</u>	Response Deadline	<u>April 5, 2011</u>	<u>4:30 p.m. local time</u>
Project Location	<u>Alum Creek State Park</u>	Project Number	<u>DNR-100001</u>	
City / County	<u>Delaware County, Ohio</u>			

Local Administration

Agency/Institution	<u>Division of Engineering</u>	Agency/Institution	<u>Division of Engineering</u>
			<u>Beth Pratt, P.E.</u>
Project Manager	<u>Larry Robinson</u>	Inquiries to **	<u>Assistant Chief Engineer</u>
Street	<u>2045 Morse Road, Building E-3</u>	Street	<u>2045 Morse Road, Building E-3</u>
City	<u>Columbus</u> Ohio	City	<u>Columbus</u> Ohio
Zip	<u>43229-6693</u>	Zip	<u>43229-6693</u>
Phone	<u>614/265-6967</u> Fax <u>614/262-2197</u>	Phone	<u>614-265-6957</u> Fax <u>614-262-2197</u>
E-mail	<u>larry.robinson@dnr.state.oh.us</u>	E-mail	<u>beth.pratt@dnr.state.oh.us</u>

**** Mail 2 copies of the most current version of the Statement of Qualifications (SAO Form #F110-330 Part I available via the State Architect's Office Web site at <http://www.ohio.gov/sao/>) directly to this contact. DO NOT send to them to SAO.**

Project Overview

A. Project Description

Professional architectural and engineering services are requested to evaluate and design renovations to the existing Horace R. Collins Lab building, located at Alum Creek State Park, in order to improve the building's energy efficiency and its functionality. Currently, the building consists of a 2,000-square foot concrete block, classroom with a maximum ceiling height of 30 feet, a 700-square foot lobby, offices and laboratory space.

B. Scope of Services

As part of the scope of services, the selected consultant will provided a Program of Requirements and upon approval, proceed with Pre-Design, Schematic Design, Design Development, Construction Document Preparation, and Construction Administration services.

For purposes of completing the Relevant Project Experience Matrix in Section F of the Statement of Qualifications (SAO form #F110-330), below is a list of relevant scope of work requirements for this RFQ:

1. Experience in design and renovation of existing structures with energy conservation improvements.
2. Experience as a LEED consultant for the design and construction of LEED certified projects.
3. Experience with interior space renovation, including the integration of public use space with private use space.
4. Experience with construction administration and management in occupied spaces.
5. Experience working with governmental agencies as the customer.
6. Experience in applying for and obtaining building and utility permits, approvals and inspections.

Request For Qualifications continued

Project Name Horace R. Collins Lab Renovation Project No. DNR-100001

C. Funding / Estimated Budget

Total Project Cost	<u>\$297,000.00</u>	State Funding	<u>ODNR Capital Improvement Budget</u>
Initial Contract Value	<u>\$30,000.00</u>	Other Funding	<u></u>
Estimated Fee Percentage	<u>10%</u>		

NOTE: The estimated fee percentage for this project includes all professional design services (including sub-consultant services) necessary for providing the deliverables as specified in the contract. Fees may be negotiated and allocated for additional services (via Supplemental Agreement) as necessary

D. Services Required

Primary	<u>Architectural</u>
	<u>Civil Engineering</u>
Secondary	<u>Mechanical (HVAC)</u>
	<u>Structural</u>
	<u>Electrical</u>
	<u>Plumbing</u>
	<u></u>
	<u></u>
	<u></u>

E. Anticipated Schedule

Professional Services Start	<u>October 2011</u>
Construction Contracts to Start	<u>August 2012</u>
Construction Contracts Completed	<u>March 2013</u>
Professional Services Completed	<u>April 2013</u>

F. EDGE Participation Goal

Percent of *initial* TOTAL Design Fee 5%

G. Evaluation Criteria for Selection

Previous experience compatible with the proposed project (e.g., type, size), including relevant past work of the prospective firm's proposed staff, sub-consultants or other team members; past performance of prospective firm and its proposed sub-consultants for ODNR and others; dollar value of ODNR and State of Ohio contracts in the previous three years; and proximity of prospective firms to the project site.

Firms must be pre-qualified with ODNR for FY 2011-2012 to be considered for this project. ODNR will accept pre-qualification information (SAO Form #F110-330 Part II and the attached ODNR Supplemental Information) prior to or at the time of the submission of Part I for a particular announcement. Firms who have already submitted a standard pre-qualification information package to ODNR for 2011-2012 need only submit Part I of the SAO Form #F110-330. Please contact Beth Pratt, P.E., with the ODNR Division of Engineering at 614/265-6957, if you have any questions on the Supplemental Information.

Firms responding to this Request for Qualifications shall include with their SF 330 information on their intent to comply with the EDGE Participation Goal listed above, including proposed certified EDGE business enterprise(s) to be utilized on the project and/or a demonstration of its good faith efforts (with supporting evidence) to contract with and to use certified EDGE business enterprise(s) as a part of the project team. Additional detailed information on EDGE compliance and evidence of affirmative action in employment practices may be required during the technical proposal stage of the selection process.

In accordance with Section 9.24 of the Ohio Revised Code, ODNR is prohibited from awarding a contract for goods, services, or construction, paid for in whole or in part with state funds, to a person against whom a finding for recovery has been issued by the auditor of state, if the finding for recovery is unresolved. In preparing a short list recommendation for this project, ODNR shall verify each consultant's compliance with the requirements of Section 9.24.

Prior to executing a contract, the selected firm must submit to ODNR a fully completed and signed Declaration Regarding Material Assistance / Non-Assistance to a Terrorist Organization (DMA) form, published by the Ohio Department of Public Safety. All DMA forms and reference information, including a list of licenses subject to DMA and the Terrorist Exclusion List, can be found on the Ohio Homeland Security Web site at www.homelandsecurity.ohio.gov/dma.asp.

Selection of Professional Services Firms

Ohio Department of Natural Resources Division of Engineering Evaluation of Statements of Interest

PROJECT: Horace R. Collins Lab Renovation

Alum Creek State Park

PROJECT NUMBER: DNR-100001

EVALUATOR: _____

FIRM: _____

EVALUATION DATE: _____

CITY, STATE: _____

		Value	Rating	Weight	Score
A. FIRM'S LOCATION Proximity of office where Project Manager will be located to project site. _____ miles (Estimated)	0-50 miles	5		2.0	
	51-100 miles	4			
	101-150 miles	3			
	151-200 miles	2			
	over 200 miles	1			
B. SIZE OF PROJECT TEAM 1. Size from Statement of Interest: Firm _____ Sub-consultants _____ 2. Coordination with sub-consultants	Score based on size of team, firm, sub-consultants, as compared to project size and scope.	1-5		2.0	
	Score based on role, location and number of sub-consultants.	1-5		1.5	
C. QUALIFICATIONS OF TEAM 1. Appropriate professional disciplines provided _____ 2. Relative project experience	Project Manager	1-5		2.0	
	Firm's staff and sub-consultants	1-5		1.5	
	Firm	1-5		2.0	
	Project Manager	1-5		2.0	
	Team Members (Firm, Staff and Sub-consultants)	1-5		1.5	
D. STATE WORK AWARDED RECENTLY 1. ODNR Contracts (fees) awarded in past 3 years: \$ _____ 2. Total State of Ohio Contracts (fees) awarded in past 3 years: \$ _____	\$0 - \$99k	5		1.0	
	\$100k - \$249k	4			
	\$250k - \$499k	3			
	\$500k - \$750k	2			
	> \$750k	1			
\$0 - \$249k	5		0.5		
\$250k - \$499k	4				
\$500k - \$749k	3				
\$750k - \$1 mil.	2				
> \$1 mil.	1				
E. GENERAL IMPRESSIONS OF FIRM 1. Quality of Statement of Interest 2. Prior performance for ODNR & Others		1-5		2.0	
		1-5		2.0	
TOTAL SCORE					

**STATE OF OHIO
DEPARTMENT OF NATURAL RESOURCES
SUPPLEMENTAL INFORMATION FOR PREQUALIFICATION
FY 2011 – 2012**

FIRM NAME: _____

PRIMARY CORPORATE OFFICE

STREET ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

COUNTY: _____

TELEPHONE: _____ **FAX:** _____

PRIMARY OHIO OFFICE (IF PRIMARY CORPORATE OFFICE IS OUT OF STATE)

STREET ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

COUNTY: _____

TELEPHONE: _____ **FAX:** _____

SUMMARY OF PROFESSIONAL SERVICES FEES RECEIVED IN THE THREE CALENDAR YEARS LISTED (Insert Index Numbers From Table Below):

	<u>2009</u>	<u>2008</u>	<u>2007</u>
Direct State of Ohio Contract Work:	_____	_____	_____
State of Ohio Subcontract Work:	_____	_____	_____
All Other Work:	_____	_____	_____
Total Fees	_____	_____	_____

INDEX:	
1. Less than \$250,000	4. \$1,000,001 - \$5 million
2. \$250,001 - \$500,000	5. \$5,000,001 - \$10 million
3. \$500,001 - \$1,000,000	6. Greater than \$10 million

The following information is supplemental to Standard Form 330 (Architect-Engineer Qualifications, Part II General Qualifications) submitted to the Division of Engineering, Ohio Department of Natural Resources, for prequalification for professional services as defined in Rule 1501-3-01 of the Administrative Code.

- OHIO CERTIFICATE(S) OF AUTHORIZATION:** Indicate the certificate number(s) of the appropriate certificate(s) issued to your firm by the Board of Registration (Engineers and Surveyors) or Board of Examiners (Architects and Landscape Architects) in accordance with the indicated sections of the Revised Code:

PLEASE NOTE: THESE ARE NOT REGISTRATION NUMBERS FOR INDIVIDUALS. IF UNCERTAIN OF FIRM'S STATUS, CONTACT THE APPROPRIATE BOARD. THIS INFORMATION MUST BE COMPLETED OR YOUR FIRM WILL NOT BE PREQUALIFIED WITH ODNR FOR PROFESSIONAL SERVICES.

4733.16 Engineering and/or Surveying

4703.18 Architecture

4703.331 Landscape Architecture

OR:

If your firm is exempt from Ohio Revised Code Sections 4733.16, 4703.18 and 4703.331, briefly explain the reason for this exemption:

OR:

If you are a sole proprietor, please list the name and registration number of firm's Registered Professional:

2. **AFFIRMATIVE ACTION POLICY:** Pursuant to Section 125.111 of the ORC, the Consultant agrees to develop and implement a written affirmative action program, approved by the State of Ohio, Equal Opportunity Division. To obtain approval, this may be submitted through the <http://ohiobusinessgateway.ohio.gov>.
3. **SEXUAL HARASSMENT POLICY:** Attach a copy of your firm's Sexual Harassment policy statement.
4. **ENCOURAGING DIVERSITY, GROWTH AND EQUITY (EDGE):** If your firm is a certified EDGE participant attach a copy of your current Official EDGE Certificate.
5. **REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION:** Please complete the attached IRS Form W-9.
6. **CERTIFICATE OF INSURANCE:** Please provide evidence of your firm's professional liability insurance coverage as outlined in Section 153.70 of the Ohio Revised Code:

§ 153.70 Professional liability insurance; waiver or substitution.

Text of Statute

(A) Except for any person providing professional design services of a research or training nature, any person rendering professional design services to a public authority shall have and maintain, or be covered by, during the period the services are rendered, a professional liability insurance policy or policies with a company or companies that are authorized to do business in this state and that afford professional liability coverage for the professional design services rendered. The insurance shall be in amount considered sufficient by the public authority.

(B) The requirement for professional liability insurance set forth in division (A) of this section may be waived by the public authority for good cause, or the public authority may allow the person providing the professional design services to provide other assurances of financial responsibility.

HISTORY: 146 v H 231. Eff 11-24-95.

Not analogous to former RC § [153.70](#), amended and renumbered RC § 153.71 in 146 v H 231, eff 11-24-95.

7. **NOTICE ON FINDINGS FOR RECOVERY:** In accordance with Section 9.24 of the Ohio Revised Code, The Department of Natural Resources is prohibited from awarding a contract for goods, services, or construction, paid for in whole or in part with state funds, to a person against whom a finding for recovery has been issued by the Auditor of State, if the finding for recovery is unresolved. Prior to completion of a short list recommendation for each project for which ODNR is selecting firm(s) to provide professional services, ODNR shall verify each consultant's compliance with the requirements of Section 9.24.

8. **COMPOSITION OF FIRM** (Insert number of individuals in appropriate spaces. The number of minority group individuals is to be included in the total as well as Women and Minorities columns, as applicable. Minorities include American Indian, Afro-American, Oriental American and Spanish Surnamed American).

	<u>Total</u>	<u>Women</u>	<u>Minorities</u>
A. <u>Administrative Staff</u>			
Managers	_____	_____	_____
Word Processors, Receptionists, etc.	_____	_____	_____
Accountants, Bookkeepers, etc.	_____	_____	_____
B. <u>Registered Professional Staff</u>			
Professional Engineers	_____	_____	_____
Professional Surveyors	_____	_____	_____
Registered Architects	_____	_____	_____
Registered Landscape Architects	_____	_____	_____
C. <u>Semi-Professional Staff</u>			
Technicians	_____	_____	_____
Drafting Technicians	_____	_____	_____
CADD Operators	_____	_____	_____
D. <u>Other Staff (List Categories)</u>			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTALS	_____	_____	_____

SIGNATURE OF PREPARER: _____

TITLE: _____ **DATE:** _____

Request for Qualifications (A/E)

Ohio Department of Natural Resources
2045 Morse Road Bldg. E-3
Columbus, Ohio 42229-6693



www.dnr.state.oh.us
v: 614-265-6948 • f:614-262-2197

Project Name	<u>Lodge Electric Upgrades</u>	Response Deadline	<u>April 5, 2011</u>	<u>4:30 p.m. local time</u>
Project Location	<u>Punderson State Park</u>	Project Number	<u>DNR-100038</u>	
City / County	<u>Geauga County</u>			

Local Administration

Agency/Institution	<u>Division of Engineering</u>	Agency/Institution	<u>Division of Engineering</u>	
			<u>Beth Pratt, P.E.</u>	
Project Manager	<u>David Kirschner, P.E.</u>	Inquiries to **	<u>Assistant Chief Engineer</u>	
Street	<u>2045 Morse Road, Building E-3</u>	Street	<u>2045 Morse Road, Building E-3</u>	
City	<u>Columbus</u>	City	<u>Columbus</u>	<u>Ohio</u>
Zip	<u>43229-6693</u>	Zip	<u>43229-6693</u>	
Phone	<u>614/265-6693</u>	Fax	<u>614/262-2197</u>	
E-mail	<u>david.kirschner@dnr.state.oh.us</u>	E-mail	<u>beth.pratt@dnr.state.oh.us</u>	

**** Mail 2 copies of the most current version of the Statement of Qualifications (SAO Form #F110-330 Part I available via the State Architect's Office Web site at <http://www.ohio.gov/sao/>) directly to this contact. DO NOT send to them to SAO.**

Project Overview

A. Project Description

Professional engineering services are being requested to evaluate and design upgrades to the electrical and HVAC systems at the existing lodge, located at Punderson State Park. The lodge's historic characteristics and ambiance must be maintained while focusing on improvements that result in energy conservation and efficiency.

B. Scope of Services

As part of the scope of services, the selected firm will evaluate the lodge electrical and HVAC systems, including the natatorium, and prepare a preliminary report to include recommendations, priorities and cost estimates (including life cycle cost analysis) for improvements to the systems. An energy audit of the facility will be part of the evaluation and the basis for the recommendations for energy saving opportunities. Upon ODNR approval of the report, the consultant will proceed with development of conceptual design, final design and bidding documents for the selected option(s). Construction administrative services are also included in the scope of services.

For the purposes of completing the Relevant Project Experience Matrix in Section F of the Statement of Qualifications (SAO form #F110-330), below is a list of relevant scope of work requirements for this RFQ:

1. Experience in field inspection and evaluation of the condition of existing electrical/mechanical systems.
2. Experience performing energy audits and heating/cooling load analyses with the intent of providing energy saving renovations.
3. Knowledge and experience with the proper location/relocation of power distribution equipment for varied environments, including pool and spa areas.
4. Experience with design and construction of LEED certified projects.
5. Experience with design and installation of varied types of HVAC systems, including but not limited to, geothermal, central and individual zone heating/cooling systems.
6. Experience with design of HVAC systems for varied use areas found at a lodge, including natatoriums.
7. Experience with renovations to existing unique and historic structures.
8. Construction administration experience, especially with construction of renovation projects at occupied facilities.
9. Experience with Building and Fire Code Compliance, including permitting and inspections.
10. Experience working with governmental agencies as the customer.

Request For Qualifications continued

Project Name Lodge Electric Upgrades, Punderson State Park Project No. DNR-100038

C. Funding / Estimated Budget

Total Project Cost	<u>\$650,000.00</u>	State Funding	<u>ODNR Capital Improvements</u>
Initial Contract Value	<u>\$50,000.00</u>	Other Funding	<u></u>
Estimated Fee Percentage	<u>10%</u>		

NOTE: The estimated fee percentage for this project includes all professional design services (including sub-consultant services) necessary for providing the deliverables as specified in the contract. Fees may be negotiated and allocated for additional services (via Supplemental Agreement) as necessary

D. Services Required

Primary	<u>Electrical Engineering</u>
	<u>Mechanical Engineering</u>
Secondary	<u>Structural Engineering</u>
	<u>Architectural</u>
	<u></u>
	<u></u>
	<u></u>
	<u></u>

E. Anticipated Schedule

Professional Services Start	<u>September 2011</u>
Construction Contracts to Start	<u>June 2012</u>
Construction Contracts Completed	<u>June 2013</u>
Professional Services Completed	<u>August 2013</u>

F. EDGE Participation Goal

Percent of *initial* TOTAL Design Fee 5%

G. Evaluation Criteria for Selection

Previous experience compatible with the proposed project (e.g., type, size), including relevant past work of the prospective firm's proposed staff, sub-consultants or other team members; past performance of prospective firm and its proposed sub-consultants for ODNR and others; dollar value of ODNR and State of Ohio contracts in the previous three years; and proximity of prospective firms to the project site.

Firms must be pre-qualified with ODNR for FY 2011-2012 to be considered for this project. ODNR will accept pre-qualification information (SAO Form #F110-330 Part II and the attached ODNR Supplemental Information) prior to or at the time of the submission of Part I for a particular announcement. Firms who have already submitted a standard pre-qualification information package to ODNR for 2011-2012 need only submit Part I of the SAO Form #F110-330. Please contact Beth Pratt, P.E., with the ODNR Division of Engineering at 614/265-6957, if you have any questions on the Supplemental Information.

Firms responding to this Request for Qualifications shall include with their SF 330 information on their intent to comply with the EDGE Participation Goal listed above, including proposed certified EDGE business enterprise(s) to be utilized on the project and/or a demonstration of its good faith efforts (with supporting evidence) to contract with and to use certified EDGE business enterprise(s) as a part of the project team. Additional detailed information on EDGE compliance and evidence of affirmative action in employment practices may be required during the technical proposal stage of the selection process.

In accordance with Section 9.24 of the Ohio Revised Code, ODNR is prohibited from awarding a contract for goods, services, or construction, paid for in whole or in part with state funds, to a person against whom a finding for recovery has been issued by the auditor of state, if the finding for recovery is unresolved. In preparing a short list recommendation for this project, ODNR shall verify each consultant's compliance with the requirements of Section 9.24.

Prior to executing a contract, the selected firm must submit to ODNR a fully completed and signed Declaration Regarding Material Assistance / Non-Assistance to a Terrorist Organization (DMA) form, published by the Ohio Department of Public Safety. All DMA forms and reference information, including a list of licenses subject to DMA and the Terrorist Exclusion List, can be found on the Ohio Homeland Security Web site at www.homelandsecurity.ohio.gov/dma.asp.

Selection of Professional Services Firms

Ohio Department of Natural Resources
 Division of Engineering
 Evaluation of Statements of Interest

PROJECT: Lodge Electric Upgrades

Punderson State Park

EVALUATOR: _____

PROJECT NUMBER: DNR-100038

EVALUATION DATE: _____

FIRM: _____

CITY, STATE: _____

		Value	Rating	Weight	Score
A. FIRM'S LOCATION Proximity of office where Project Manager will be located to project site. _____ miles (Estimated)	0-50 miles	5		1	
	51-100 miles	4			
	101-150 miles	3			
	151-200 miles	2			
	over 200 miles	1			
B. SIZE OF PROJECT TEAM 1. Size from Statement of Interest: Firm _____ Sub-consultants _____	Score based on size of team, firm, sub-consultants, as compared to project size and scope.	1-5		1	
	2. Coordination with sub-consultants	Score based on role, location and number of sub-consultants.	1-5		1.5
C. QUALIFICATIONS OF TEAM 1. Appropriate professional disciplines provided _____	Project Manager	1-5		1.5	
	Firm's staff and sub-consultants	1-5		1.5	
	Firm	1-5		3	
	2. Relative project experience	Project Manager	1-5		3
Team Members (Firm, Staff and Sub-consultants)		1-5		2	
D. STATE WORK AWARDED RECENTLY 1. ODNR Contracts (fees) awarded in past 3 years: \$ _____	\$0 - \$99k	5		1	
	\$100k - \$249k	4			
	\$250k - \$499k	3			
	\$500k - \$750k	2			
	> \$750k	1			
2. Total State of Ohio Contracts (fees) awarded in past 3 years: \$ _____	\$0 - \$249k	5		1	
	\$250k - \$499k	4			
	\$500k - \$749k	3			
	\$750k - \$1 mil.	2			
	> \$1 mil.	1			
E. GENERAL IMPRESSIONS OF FIRM 1. Quality of Statement of Interest		1-5		1.5	
	2. Prior performance for ODNR & Others		1-5		2
TOTAL SCORE					

**STATE OF OHIO
DEPARTMENT OF NATURAL RESOURCES
SUPPLEMENTAL INFORMATION FOR PREQUALIFICATION
FY 2011 – 2012**

FIRM NAME: _____

PRIMARY CORPORATE OFFICE

STREET ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

COUNTY: _____

TELEPHONE: _____ **FAX:** _____

PRIMARY OHIO OFFICE (IF PRIMARY CORPORATE OFFICE IS OUT OF STATE)

STREET ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

COUNTY: _____

TELEPHONE: _____ **FAX:** _____

SUMMARY OF PROFESSIONAL SERVICES FEES RECEIVED IN THE THREE CALENDAR YEARS LISTED (Insert Index Numbers From Table Below):

	<u>2009</u>	<u>2008</u>	<u>2007</u>
Direct State of Ohio Contract Work:	_____	_____	_____
State of Ohio Subcontract Work:	_____	_____	_____
All Other Work:	_____	_____	_____
Total Fees	_____	_____	_____

INDEX:	
1. Less than \$250,000	4. \$1,000,001 - \$5 million
2. \$250,001 - \$500,000	5. \$5,000,001 - \$10 million
3. \$500,001 - \$1,000,000	6. Greater than \$10 million

The following information is supplemental to Standard Form 330 (Architect-Engineer Qualifications, Part II General Qualifications) submitted to the Division of Engineering, Ohio Department of Natural Resources, for prequalification for professional services as defined in Rule 1501-3-01 of the Administrative Code.

- OHIO CERTIFICATE(S) OF AUTHORIZATION:** Indicate the certificate number(s) of the appropriate certificate(s) issued to your firm by the Board of Registration (Engineers and Surveyors) or Board of Examiners (Architects and Landscape Architects) in accordance with the indicated sections of the Revised Code:

PLEASE NOTE: THESE ARE NOT REGISTRATION NUMBERS FOR INDIVIDUALS. IF UNCERTAIN OF FIRM'S STATUS, CONTACT THE APPROPRIATE BOARD. THIS INFORMATION MUST BE COMPLETED OR YOUR FIRM WILL NOT BE PREQUALIFIED WITH ODNR FOR PROFESSIONAL SERVICES.

4733.16 Engineering and/or Surveying

4703.18 Architecture

4703.331 Landscape Architecture

OR:

If your firm is exempt from Ohio Revised Code Sections 4733.16, 4703.18 and 4703.331, briefly explain the reason for this exemption:

OR:

If you are a sole proprietor, please list the name and registration number of firm's Registered Professional:

2. **AFFIRMATIVE ACTION POLICY:** Pursuant to Section 125.111 of the ORC, the Consultant agrees to develop and implement a written affirmative action program, approved by the State of Ohio, Equal Opportunity Division. To obtain approval, this may be submitted through the <http://ohiobusinessgateway.ohio.gov>.
3. **SEXUAL HARASSMENT POLICY:** Attach a copy of your firm's Sexual Harassment policy statement.
4. **ENCOURAGING DIVERSITY, GROWTH AND EQUITY (EDGE):** If your firm is a certified EDGE participant attach a copy of your current Official EDGE Certificate.
5. **REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION:** Please complete the attached IRS Form W-9.
6. **CERTIFICATE OF INSURANCE:** Please provide evidence of your firm's professional liability insurance coverage as outlined in Section 153.70 of the Ohio Revised Code:

§ 153.70 Professional liability insurance; waiver or substitution.

Text of Statute

(A) Except for any person providing professional design services of a research or training nature, any person rendering professional design services to a public authority shall have and maintain, or be covered by, during the period the services are rendered, a professional liability insurance policy or policies with a company or companies that are authorized to do business in this state and that afford professional liability coverage for the professional design services rendered. The insurance shall be in amount considered sufficient by the public authority.

(B) The requirement for professional liability insurance set forth in division (A) of this section may be waived by the public authority for good cause, or the public authority may allow the person providing the professional design services to provide other assurances of financial responsibility.

HISTORY: 146 v H 231. Eff 11-24-95.

Not analogous to former RC § [153.70](#), amended and renumbered RC § 153.71 in 146 v H 231, eff 11-24-95.

7. **NOTICE ON FINDINGS FOR RECOVERY:** In accordance with Section 9.24 of the Ohio Revised Code, The Department of Natural Resources is prohibited from awarding a contract for goods, services, or construction, paid for in whole or in part with state funds, to a person against whom a finding for recovery has been issued by the Auditor of State, if the finding for recovery is unresolved. Prior to completion of a short list recommendation for each project for which ODNR is selecting firm(s) to provide professional services, ODNR shall verify each consultant's compliance with the requirements of Section 9.24.

8. **COMPOSITION OF FIRM** (Insert number of individuals in appropriate spaces. The number of minority group individuals is to be included in the total as well as Women and Minorities columns, as applicable. Minorities include American Indian, Afro-American, Oriental American and Spanish Surnamed American).

	<u>Total</u>	<u>Women</u>	<u>Minorities</u>
A. <u>Administrative Staff</u>			
Managers	_____	_____	_____
Word Processors, Receptionists, etc.	_____	_____	_____
Accountants, Bookkeepers, etc.	_____	_____	_____
B. <u>Registered Professional Staff</u>			
Professional Engineers	_____	_____	_____
Professional Surveyors	_____	_____	_____
Registered Architects	_____	_____	_____
Registered Landscape Architects	_____	_____	_____
C. <u>Semi-Professional Staff</u>			
Technicians	_____	_____	_____
Drafting Technicians	_____	_____	_____
CADD Operators	_____	_____	_____
D. <u>Other Staff (List Categories)</u>			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTALS	_____	_____	_____

SIGNATURE OF PREPARER: _____

TITLE: _____ DATE: _____

Request for Qualifications (A/E)

Ohio Department of Natural Resources
2045 Morse Road Bldg. E-3
Columbus, Ohio 42229-6693



www.dnr.state.oh.us
v: 614-265-6948 • f:614-262-2197

Project Name	<u>Ohio Risk Mapping, Assessment & Planning (Risk MAP)</u>	Response Deadline	<u>April 5, 2011</u> 4:30 p.m. local time
Project Location	<u>Various Counties within Ohio</u>	Project Number	<u>DNR-110020</u>
City / County	<u>N/A</u>		

Local Administration

Agency/Institution	<u>Division of Soil & Water Resources</u>	Agency/Institution	<u>Division of Engineering</u>
Project Manager	<u>Matthew Leshner, CFM</u>	Inquiries to **	<u>Beth Pratt, P.E.</u> <u>Assistant Chief Engineer</u>
Street	<u>2045 Morse Road, Building B-2</u>	Street	<u>2045 Morse Road, Building E-3</u>
City	<u>Columbus</u> Ohio	City	<u>Columbus</u> Ohio
Zip	<u>43229-6693</u>	Zip	<u>43229-6693</u>
Phone	<u>614/265-6751</u> Fax <u>614/265-6767</u>	Phone	<u>614-265-6957</u> Fax <u>614-262-2197</u>
E-mail	<u>matt.lesher@dnr.state.oh.us</u>	E-mail	<u>beth.pratt@dnr.state.oh.us</u>

** Mail 2 copies of the most current version of the Statement of Qualifications (SAO Form #F110-330 Part I available via the State Architect's Office Web site at <http://www.ohio.gov/sao/>) directly to this contact. DO NOT send to them to SAO.

Project Overview

A. Project Description

Professional services are requested to develop new and/or update existing flood hazard data, assist with selected watershed discovery projects, provide public outreach and create other Risk Mapping, Assessment, and Planning (Risk MAP) related products, as directed by ODNR Floodplain Management personnel. The Federal Emergency Management Agency (FEMA) recently began its Risk MAP initiative. This initiative is aimed at closing some of the flood hazard data gaps that remain from the limited funding of Map Modernization and deliver quality data to increase public awareness and lead to actions that reduce risk to life and property.

B. Scope of Services

The project will consist of the development of county-wide Digital Flood Insurance Rate Maps and the physical review and upgrade of existing Flood Insurance Rate Maps. Other projects and deliverables will be determined on an as-needed basis by the project manager, in conjunction with the selected consultant(s). All processes and deliverables shall be completed in accordance with FEMA's Guidelines and Specifications for Flood Hazard Mapping Partners and effective Procedure Memoranda.

For purposes of completing the Relevant Project Experience Matrix in Section F of the Statement of Qualifications (SAO form #F110-330), below is a list of relevant scope of work requirements for this RFQ:

1. Recent (within thirty six (36) months) experience with FEMA-sponsored mapping projects.
2. Recent (within thirty six (36) months) experience using FEMA's Mapping Information Platform and Citrix server.
3. Experience with FEMA's Map Modernization services and products.
4. Experience with FEMA's Risk MAP services and products.
5. Experience working with governmental agencies.
6. Experience with public relations and outreach programs.
7. Experience developing and manipulating Geographical Information Systems (GIS)
8. Experience and knowledge of Floodplain Management rules and regulations.
9. Experience in watershed hydraulics and hydrology

ODNR anticipates selecting two firms to perform the above specified work. The selected firms may be awarded projects for additional grant cycles, with a potential supplement to the contract, pending successful completion of assigned tasks and available funding.

Request For Qualifications continued

Project Name Ohio Risk Mapping, Assessment & Planning Project No. DNR-110020

C. Funding / Estimated Budget

Total Project Cost	<u>\$ To Be Determined</u>	State Funding	<u>N/A</u>
	<u>Approximately</u>		
Initial Contract Value	<u>\$750,000 per contract</u>	Other Funding	<u>FEMA Cooperating Technical Partners Grant</u>
Estimated Fee Percentage	<u>N/A</u>		

NOTE: The estimated fee percentage for this project includes all professional design services (including sub-consultant services) necessary for providing the deliverables as specified in the contract. Fees may be negotiated and allocated for additional services (via Supplemental Agreement) as necessary

D. Services Required

Primary	<u>Civil/Agricultural Engineering</u>
	<u>Hydraulic and Hydrology</u>
Secondary	<u>Geographic Information Systems</u>
	<u>Surveying</u>
	<u> </u>

E. Anticipated Schedule

Professional Services Start	<u>July 2011</u>
Construction Contracts to Start	<u>August 2011</u>
Construction Contracts Completed	<u>N/A</u>
Professional Services Completed	<u>To Be Determined</u>

F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL Fee	<u>5%</u>
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G. Evaluation Criteria for Selection

Previous experience compatible with the proposed project (e.g., type, size), including relevant past work of the prospective firm's proposed staff, sub-consultants or other team members; past performance of prospective firm and its proposed sub-consultants for ODNR and others; dollar value of ODNR and contracts in the previous three years; and proximity of prospective firms project manager to ODNRs project manager.

Firms must be pre-qualified with ODNR for FY 2011-2012 to be considered for this project. ODNR will accept pre-qualification information (SAO Form #F110-330 Part II and the attached ODNR Supplemental Information) prior to or at the time of the submission of Part I for a particular announcement. Firms who have already submitted a standard pre-qualification information package to ODNR for 2011-2012 need only submit Part I of the SAO Form #F110-330. Please contact Beth Pratt, P.E., with the ODNR Division of Engineering at 614/265-6957, if you have any questions on the Supplemental Information.

Firms responding to this Request for Qualifications shall include with their SF 330 information on their intent to comply with the EDGE Participation Goal listed above, including proposed certified EDGE business enterprise(s) to be utilized on the project and/or a demonstration of its good faith efforts (with supporting evidence) to contract with and to use certified EDGE business enterprise(s) as a part of the project team. Additional detailed information on EDGE compliance and evidence of affirmative action in employment practices may be required during the technical proposal stage of the selection process.

In accordance with Section 9.24 of the Ohio Revised Code, ODNR is prohibited from awarding a contract for goods, services, or construction, paid for in whole or in part with state funds, to a person against whom a finding for recovery has been issued by the auditor of state, if the finding for recovery is unresolved. In preparing a short list recommendation for this project, ODNR shall verify each consultant's compliance with the requirements of Section 9.24.

Prior to executing a contract, the selected firm must submit to ODNR a fully completed and signed Declaration Regarding Material Assistance / Non-Assistance to a Terrorist Organization (DMA) form, published by the Ohio Department of Public Safety. All DMA forms and reference information, including a list of licenses subject to DMA and the Terrorist Exclusion List, can be found on the Ohio Homeland Security Web site at www.homelandsecurity.ohio.gov/dma.asp.

Selection of Professional Services Firms

Ohio Department of Natural Resources
 Division of Engineering
 Evaluation of Statements of Interest

PROJECT: Ohio Risk MAP

EVALUATOR: _____

PROJECT NUMBER: _____

EVALUATION DATE: _____

FIRM: _____

CITY, STATE: _____

		Value	Rating	Weight	Score
A. FIRM'S LOCATION Proximity of Consultant Project Manager office to ODNR Project Manager. _____ miles (Estimated)	0-50 miles	5		1	
	51-100 miles	4			
	101-150 miles	3			
	151-200 miles	2			
	over 200 miles	1			
B. SIZE OF PROJECT TEAM					
1. Appropriate disciplines and level of staffing Represented, based on scope of work	Score based on size of team, firm, sub-consultants, as compared to project size and scope.	1-5		2	
2. Coordination with team, including past and /or current work experience performed with sub-consultants	Score based on role, location and number of sub-consultants.	1-5		1.5	
C. QUALIFICATIONS OF TEAM					
1. Appropriate professional disciplines provided	Project Manager	1-5		2	
	Firm's staff and sub-consultants	1-5		2	
2. Relative project experience	Firm	1-5		2	
	Project Manager	1-5		3	
	Team Members (Firm, Staff and Sub-consultants)	1-5		3	
D. STATE WORK AWARDED RECENTLY					
1. ODNR Contracts (fees) awarded in past 3 years: \$ _____	\$0 - \$99k	5		0.5	
	\$100k - \$249k	4			
	\$250k - \$499k	3			
	\$500k - \$750k	2			
	> \$750k	1			
E. GENERAL IMPRESSIONS OF FIRM					
1. Quality of Statement of Interest		1-5		2	
2. Prior performance for ODNR & Others		1-5		1	
TOTAL SCORE					

**STATE OF OHIO
DEPARTMENT OF NATURAL RESOURCES
SUPPLEMENTAL INFORMATION FOR PREQUALIFICATION
FY 2011 – 2012**

FIRM NAME: _____

PRIMARY CORPORATE OFFICE

STREET ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

COUNTY: _____

TELEPHONE: _____ **FAX:** _____

PRIMARY OHIO OFFICE (IF PRIMARY CORPORATE OFFICE IS OUT OF STATE)

STREET ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

COUNTY: _____

TELEPHONE: _____ **FAX:** _____

SUMMARY OF PROFESSIONAL SERVICES FEES RECEIVED IN THE THREE CALENDAR YEARS LISTED (Insert Index Numbers From Table Below):

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Direct State of Ohio Contract Work:	_____	_____	_____
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INDEX:	
1. Less than \$250,000	4. \$1,000,001 - \$5 million
2. \$250,001 - \$500,000	5. \$5,000,001 - \$10 million
3. \$500,001 - \$1,000,000	6. Greater than \$10 million

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PLEASE NOTE: THESE ARE NOT REGISTRATION NUMBERS FOR INDIVIDUALS. IF UNCERTAIN OF FIRM'S STATUS, CONTACT THE APPROPRIATE BOARD. THIS INFORMATION MUST BE COMPLETED OR YOUR FIRM WILL NOT BE PREQUALIFIED WITH ODNR FOR PROFESSIONAL SERVICES.

4733.16 Engineering and/or Surveying

4703.18 Architecture

4703.331 Landscape Architecture

OR:

If your firm is exempt from Ohio Revised Code Sections 4733.16, 4703.18 and 4703.331, briefly explain the reason for this exemption:

OR:

If you are a sole proprietor, please list the name and registration number of firm's Registered Professional:

2. **AFFIRMATIVE ACTION POLICY:** Pursuant to Section 125.111 of the ORC, the Consultant agrees to develop and implement a written affirmative action program, approved by the State of Ohio, Equal Opportunity Division. To obtain approval, this may be submitted through the <http://ohiobusinessgateway.ohio.gov>.
3. **SEXUAL HARASSMENT POLICY:** Attach a copy of your firm's Sexual Harassment policy statement.
4. **ENCOURAGING DIVERSITY, GROWTH AND EQUITY (EDGE):** If your firm is a certified EDGE participant attach a copy of your current Official EDGE Certificate.
5. **REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION:** Please complete the attached IRS Form W-9.
6. **CERTIFICATE OF INSURANCE:** Please provide evidence of your firm's professional liability insurance coverage as outlined in Section 153.70 of the Ohio Revised Code:

§ 153.70 Professional liability insurance; waiver or substitution.

Text of Statute

(A) Except for any person providing professional design services of a research or training nature, any person rendering professional design services to a public authority shall have and maintain, or be covered by, during the period the services are rendered, a professional liability insurance policy or policies with a company or companies that are authorized to do business in this state and that afford professional liability coverage for the professional design services rendered. The insurance shall be in amount considered sufficient by the public authority.

(B) The requirement for professional liability insurance set forth in division (A) of this section may be waived by the public authority for good cause, or the public authority may allow the person providing the professional design services to provide other assurances of financial responsibility.

HISTORY: 146 v H 231. Eff 11-24-95.

Not analogous to former RC § [153.70](#), amended and renumbered RC § 153.71 in 146 v H 231, eff 11-24-95.

7. **NOTICE ON FINDINGS FOR RECOVERY:** In accordance with Section 9.24 of the Ohio Revised Code, The Department of Natural Resources is prohibited from awarding a contract for goods, services, or construction, paid for in whole or in part with state funds, to a person against whom a finding for recovery has been issued by the Auditor of State, if the finding for recovery is unresolved. Prior to completion of a short list recommendation for each project for which ODNR is selecting firm(s) to provide professional services, ODNR shall verify each consultant's compliance with the requirements of Section 9.24.

8. **COMPOSITION OF FIRM** (Insert number of individuals in appropriate spaces. The number of minority group individuals is to be included in the total as well as Women and Minorities columns, as applicable. Minorities include American Indian, Afro-American, Oriental American and Spanish Surnamed American).

	<u>Total</u>	<u>Women</u>	<u>Minorities</u>
A. <u>Administrative Staff</u>			
Managers	_____	_____	_____
Word Processors, Receptionists, etc.	_____	_____	_____
Accountants, Bookkeepers, etc.	_____	_____	_____
B. <u>Registered Professional Staff</u>			
Professional Engineers	_____	_____	_____
Professional Surveyors	_____	_____	_____
Registered Architects	_____	_____	_____
Registered Landscape Architects	_____	_____	_____
C. <u>Semi-Professional Staff</u>			
Technicians	_____	_____	_____
Drafting Technicians	_____	_____	_____
CADD Operators	_____	_____	_____
D. <u>Other Staff (List Categories)</u>			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTALS	_____	_____	_____

SIGNATURE OF PREPARER: _____

TITLE: _____ DATE: _____

Request for Qualifications

Department of Administrative Services
General Services Division ▪ State Architect's Office
4200 Surface Road ▪ Columbus, Ohio 43228



<http://ci.oaks.ohio.gov>

v: 614.466.4761 ▪ f: 614.644.7982

Project Name	<u>Claims Analysis / Dispute Resolution Consultant List</u>	Response Deadline	<u>04/20/2011</u>	<u>5:00 p.m.</u> local time
Project Location	<u>Various</u>	Project Number	<u>DAS-11D888</u>	
City / County	<u>Various / Various</u>	SAO Project Manager	<u>Various</u>	
Agency/Institution	<u>Various</u>	Contracting Authority	<u>State Architect's Office</u>	
No. of Paper Copies (stapled, not bound)	<u>0</u>	No. of Electronic Copies on CD (PDF)	<u>1</u>	

Mail or deliver the requested number of Statements of Qualifications (SAO Form F110-330) directly to the State Architect's Office (Attention: Program Services) at the address above. Submit all questions regarding this RFQ in writing to StateArchOff@das.state.oh.us with the project number included in the subject line. See Section G for additional submittal instructions.

Project Overview

A. Project Description

The State Architect's Office (SAO) invites interested parties to submit a statement of qualifications to provide claims analysis / dispute resolution services for projects. Services are in support of the SAO design and management of projects, as well as to support state agency administration of projects.

All firms submitting a statement of qualifications will be eligible for award of contracts for the period beginning July 1, 2011 and ending June 30, 2013. Fees are negotiated for each assignment. SAO does not guarantee that a firm will be awarded any work or make a representation of the amount of work a firm may receive within the two-year period.

B. Scope of Services

The services are for the review and evaluation of claims for equitable adjustment of contracts made by a prime contractor in the building, remodeling or renovation of state facilities. The basis of the claim may be a conflict in the plans and specifications or may involve a complex set of circumstances that will require scheduling analysis. The services will include an entitlement analysis, as well as the analysis of all costs requested by a contractor.

C. Funding / Estimated Budget

Total Project Cost	<u>Varies with each project</u>	State Funding	<u>As applicable</u>
Construction Cost	<u>Varies with each project</u>	Other Funding	<u>As applicable</u>
Estimated Design Fee	<u>TBD</u>		

D. Anticipated Schedule

Response Deadline: April 20, 2011
Eligibility will be effective for the period covering July 1, 2011 – June 30, 2013

E. EDGE Participation Goal

Percent of initial TOTAL Fee: 0%

Request For Qualifications continued



Project Name Claims Analysis / Dispute Resolution Consultant List

Project Number DAS-11D888

F. Evaluation Criteria for Selection

Competence of the firm to perform the required services, as indicated by the training, education and experience of the firm's personnel who would be assigned to perform the services; ability in terms of workload and availability of qualified personnel, equipment, and facilities to perform the required services competently and expeditiously; experience of the proposed personnel in performing the required services; past performance as reflected in evaluation of previous clients with respect to factors such as quality of work and meeting deadlines; and other similar factors.

Prior to executing any Agreement for services, the selected firm must represent and warrant that it has not provided any material assistance, as that term is defined in O.R.C. Section 2909.33(C), to an organization that is identified by, and included on, the United States Department of State Terrorist Exclusion List and that it has truthfully answered "no" to every question on the Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization, and that it has provided or shall provide such to the Contracting Authority and/or the Ohio Business Gateway (<https://ohiobusinessgateway.ohio.gov/OBG/Membership/Security.mvc>).

Prior to executing the Consultant Agreement, the selected firm must represent and warrant that it will not perform any of its services outside of the United States.

All questions regarding this Request for Qualifications are to be submitted in writing (absolutely no answers will be provided to phone inquires) to the attention of "RFQ-DAS-11D888" at StateArchOff@das.state.oh.us. Questions will be answered and posted to the OAKS Capital Improvements website at <http://ci.oaks.ohio.gov> on a regular basis until one week before the time of proposal submittal. The name or firm of the party submitting a question will not be included on the Question and Answer Document posted by SAO.

G. Submittal Instructions

Firms are required to submit a current SAO-F110-330 Statement of Qualifications (blank forms are available as a free download from the SAO website). A CD-ROM with all pages consolidated into a single PDF file must be submitted enclosed in an envelope, sealed, addressed, and mailed or delivered to the State Architect's Office, Attn: Program Services, 4200 Surface Road, Columbus, Ohio 43228-1395. Label the CD-ROM with the project number listed on the RFQ and your firm's name.

Paper copies or submittals that are e-mailed or faxed will NOT be accepted.

Electronic submittals must 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.

The following special instructions apply to completing the SAO-F110-330 form for this selection:

- Firms are requested to list the Project No. (indicated on Page 1 of this RFQ) on the first page of Part I and on Part II of the SAO-F110-330.
- Firms are requested to indicate their EDGE-certified business status as either "Certified" or Non-certified" on Part I Section C (Proposed Team).
- Do not submit Page 2 of Section F (Relevant Projects Experience Matrix).
- Do not submit Page 3 of Section H (Commitment to Participate in the EDGE Business Assistance Program).

Claims Analysis/Dispute Resolution Consultant List Question and Answer List



Ohio Department of Administrative Services
General Services Division
State Architect's Office ▪ 4200 Surface Road ▪ Columbus, Ohio 43228-1395

www.ohio.gov/sao
e: StateArchOff@das.state.oh.us
v: 614.466.4761 ▪ f: 614.644.7982

Project Name	Claims Analysis/Dispute Resolution Consultant List	Project Number	DAS-11D888
Project Location	Various		

Date posted: April 14, 2011
Date revised: N/A

Below are the questions that have been received to date for the RFQ of the above-referenced project:

1. Relative to this particular RFQ, on Form F110-330, Section D – Organizational Chart and Section E – Key Personnel:

In addition to standard titles and roles for A/E and CM services, may we also use standard titles and roles that are more relevant to the requested services of Claims Analysis / Dispute Resolution? We suggest the following: Claims Analyst, Scheduling Analyst, Damages Analyst, Cost Analyst, Forensic Auditor, Expert Witness.

- A. Firms may list relevant positions according to how your firm staffs assignments.

Request for Qualifications

Department of Administrative Services
General Services Division ▪ State Architect's Office
4200 Surface Road ▪ Columbus, Ohio 43228



<http://ci.oaks.ohio.gov>

v: 614.466.4761 ▪ f: 614.644.7982

Project Name	<u>Neutral Facilitation Consultant List</u>	Response Deadline	<u>04/20/2011</u>	<u>5:00 p.m.</u> local time
Project Location	<u>Various</u>	Project Number	<u>DAS-11F888</u>	
City / County	<u>Various / Various</u>	SAO Project Manager	<u>Various</u>	
Agency/Institution	<u>Various</u>	Contracting Authority	<u>State Architect's Office</u>	
No. of Paper Copies (stapled, not bound)	<u>0</u>	No. of Electronic Copies on CD (PDF)	<u>1</u>	

Mail or deliver the requested number of Statements of Qualifications (SAO Form F110-330) directly to the State Architect's Office (Attention: Program Services) at the address above. Submit all questions regarding this RFQ in writing to StateArchOff@das.state.oh.us with the project number included in the subject line. See Section G for additional submittal instructions.

Project Overview

A. Project Description

The State Architect's Office (SAO) invites interested parties to submit a statement of qualifications to provide neutral facilitation services for projects. Services are in support of the SAO design and management of projects, as well as to support state agency administration of projects.

All firms submitting a statement of qualifications will be eligible for award of contracts for the period beginning July 1, 2011 and ending June 30, 2013. Fees are negotiated for each assignment. SAO does not guarantee that a firm will be awarded any work or make a representation of the amount of work a firm may receive within the two-year period.

B. Scope of Services

The services are to provide partnering facilitation services for SAO project teams. Partnering sessions may be scheduled at any phase of a project, but would typically occur at the design phase or start of construction. Neutral facilitation services may also be engaged to mediate project claims or disputes. The services generally include the following: pre-workshop interviews of individual project team members in order to identify key issues and prepare an agenda that is specific to the needs of the project; and conduct the workshop to include discussion of the specific issues for the project team to plan activities or processes to address the specific issues. For all trade contractor partnering workshops, the agenda will include time for the contractors and the project team to discuss the plan for dispute resolution.

C. Funding / Estimated Budget

Total Project Cost	<u>Varies with each project</u>	State Funding	<u>As applicable</u>
Construction Cost	<u>Varies with each project</u>	Other Funding	<u>As applicable</u>
Estimated Design Fee	<u>TBD</u>		

D. Anticipated Schedule

Response Deadline: April 20, 2011
Eligibility will be effective for the period covering July 1, 2011 – June 30, 2013

E. EDGE Participation Goal

Percent of initial TOTAL Fee: 0%

Request For Qualifications continued



Project Name Neutral Facilitation Consultant List

Project Number DAS-11F888

F. Evaluation Criteria for Selection

Competence of the firm to perform the required services, as indicated by the training, education and experience of the firm's personnel who would be assigned to perform the services; ability in terms of workload and availability of qualified personnel, equipment, and facilities to perform the required services competently and expeditiously; experience of the proposed personnel in performing the required services; past performance as reflected in evaluation of previous clients with respect to factors such as quality of work and meeting deadlines; and other similar factors.

Prior to executing any Agreement for services, the selected firm must represent and warrant that it has not provided any material assistance, as that term is defined in O.R.C. Section 2909.33(C), to an organization that is identified by, and included on, the United States Department of State Terrorist Exclusion List and that it has truthfully answered "no" to every question on the Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization, and that it has provided or shall provide such to the Contracting Authority and/or the Ohio Business Gateway (<https://ohiobusinessgateway.ohio.gov/OBG/Membership/Security.mvc>).

Prior to executing any Agreement, the selected firm must represent and warrant that it will not perform any of its services outside of the United States.

All questions regarding this Request for Qualifications are to be submitted in writing (absolutely no answers will be provided to phone inquires) to the attention of "RFQ-DAS-11F888" at StateArchOff@das.state.oh.us. Questions will be answered and posted to the OAKS Capital Improvements website at <http://ci.oaks.ohio.gov> on a regular basis until one week before the time of proposal submittal. The name or firm of the party submitting a question will not be included on the Question and Answer Document posted by SAO.

G. Submittal Instructions

Firms are required to submit a current SAO-F110-330 Statement of Qualifications (blank forms are available as a free download from the SAO website). A CD-ROM with all pages consolidated into a single PDF file must be submitted enclosed in an envelope, sealed, addressed, and mailed or delivered to the State Architect's Office, Attn: Program Services, 4200 Surface Road, Columbus, Ohio 43228-1395. Label the CD-ROM with the project number listed on the RFQ and your firm's name.

Paper copies or submittals that are e-mailed or faxed will NOT be accepted.

Electronic submittals must 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.

The following special instructions apply to completing the SAO-F110-330 form for this selection:

- Firms are requested to list the Project No. (indicated on Page 1 of this RFQ) on the first page of Part I and on Part II of the SAO-F110-330.
- Firms are requested to indicate their EDGE-certified business status as either "Certified" or Non-certified" on Part I Section C (Proposed Team).
- Do not submit Page 2 of Section F (Relevant Projects Experience Matrix).
- Do not submit Page 3 of Section H (Commitment to Participate in the EDGE Business Assistance Program).

Neutral Facilitation Consultant List Question and Answer List



Ohio Department of Administrative Services
General Services Division
State Architect's Office ▪ 4200 Surface Road ▪ Columbus, Ohio 43228-1395

www.ohio.gov/sao
e: StateArchOff@das.state.oh.us
v: 614.466.4761 ▪ f: 614.644.7982

Project Name	<u>Neutral Facilitation Consultant List</u>	Project Number	<u>DAS-11F888</u>
Project Location	<u>Various</u>		

Date posted: March 18, 2011
Date revised: N/A

Below are the questions that have been received to date for the RFQ of the above-referenced project:

1. What is the anticipated workload for this RFQ for next year? On average how many partnering sessions do you anticipate on a monthly or other periodic basis?
 - A. The number of sessions that may occur during the two-year period beginning July 1, 2011, and ending June 30, 2013, is dependent upon the type and number of projects that SAO will manage. In addition, Consultant List services are available to support state agencies and institutions of higher education who are locally administering their projects. The number and size of new projects is not known at this time and is contingent upon appropriations passed by the General Assembly.
2. Do you anticipate short listing the responses, interviewing, and then making final selections?
 - A. All firms submitting a statement of qualifications for these RFQs will be eligible for award of contracts, provided that the statement of qualifications is submitted according to the instructions outlined in each RFQ and received before the proposal deadline.
3. How many firms do you anticipate ultimately approving (the pool) from which you will select to perform neutral facilitation services?
 - A. All firms submitting a statement of qualifications will be on the list, provided that the statement of qualifications is submitted according to the instructions outlined in each RFQ and received before the proposal deadline. The list will be available on the SAO website on or after July 1, 2011.
4. Is depth of team (number of available facilitators) an important factor in your decision?
 - A. The qualifications of the individual facilitator is the most important consideration and not the number of individuals within a firm that are available to provide the requested services.

Request for Qualifications

Department of Administrative Services
General Services Division ▪ State Architect's Office
4200 Surface Road ▪ Columbus, Ohio 43228



<http://ci.oaks.ohio.gov>

v: 614.466.4761 ▪ f: 614.644.7982

Project Name	<u>Scheduling Consultant List</u>	Response Deadline	<u>04/20/2011</u>	<u>5:00 p.m.</u> local time
Project Location	<u>Various</u>	Project Number	<u>DAS-11S888</u>	
City / County	<u>Various / Various</u>	SAO Project Manager	<u>Various</u>	
Agency/Institution	<u>Various</u>	Contracting Authority	<u>State Architect's Office</u>	
No. of Paper Copies (stapled, not bound)	<u>0</u>	No. of Electronic Copies on CD (PDF)	<u>1</u>	

Mail or deliver the requested number of Statements of Qualifications (SAO Form F110-330) directly to the State Architect's Office (Attention: Program Services) at the address above. Submit all questions regarding this RFQ in writing to StateArchOff@das.state.oh.us with the project number included in the subject line. See Section G for additional submittal instructions.

Project Overview

A. Project Description

The State Architect's Office (SAO) invites interested parties to submit a statement of qualifications to provide scheduling services for projects. Services are in support of the SAO design and management of projects, as well as to support state agency administration of projects.

All firms submitting a statement of qualifications will be eligible for award of contracts for the period beginning July 1, 2011 and ending June 30, 2013. Fees are negotiated for each assignment. SAO does not guarantee that a firm will be awarded any work or make a representation of the amount of work a firm may receive within the two-year period.

B. Scope of Services

The scheduling consultant is retained for an individual project to facilitate the scheduling process for all project participants, including the contractors, the A/E and Owner. The scheduling consultant may prepare an interim schedule for use by all parties to guide and coordinate work until the approved project schedule is produced and accepted. The scheduling consultant is responsible to prepare the initial schedule in consultation with the contractors. The services also include updating the schedule based upon information provided by the contractors. The scheduling consultant will attend and participate in construction progress meetings as determined for each project.

C. Funding / Estimated Budget

Total Project Cost	<u>Varies with each project</u>	State Funding	<u>As applicable</u>
Construction Cost	<u>Varies with each project</u>	Other Funding	<u>As applicable</u>
Estimated Design Fee	<u>TBD</u>		

D. Anticipated Schedule

Response Deadline: April 20, 2011
Eligibility will be effective for the period covering July 1, 2011 – June 30, 2013

E. EDGE Participation Goal

Percent of initial TOTAL Fee: 0%

Request For Qualifications continued



Project Name Scheduling Consultant List

Project Number DAS-11S888

F. Evaluation Criteria for Selection

Competence of the firm to perform the required services, as indicated by the training, education and experience of the firm's personnel who would be assigned to perform the services; ability in terms of workload and availability of qualified personnel, equipment, and facilities to perform the required services competently and expeditiously; experience of the proposed personnel in performing the required services; past performance as reflected in evaluation of previous clients with respect to factors such as quality of work and meeting deadlines; and other similar factors.

Prior to executing any Agreement for services, the selected firm must represent and warrant that it has not provided any material assistance, as that term is defined in O.R.C. Section 2909.33(C), to an organization that is identified by, and included on, the United States Department of State Terrorist Exclusion List and that it has truthfully answered "no" to every question on the Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization, and that it has provided or shall provide such to the Contracting Authority and/or the Ohio Business Gateway (<https://ohiobusinessgateway.ohio.gov/OBG/Membership/Security.mvc>).

Prior to executing any Agreement, the selected firm must represent and warrant that it will not perform any of its services outside of the United States.

All questions regarding this Request for Qualifications are to be submitted in writing (absolutely no answers will be provided to phone inquires) to the attention of "RFQ-DAS-11S888" at StateArchOff@das.state.oh.us. Questions will be answered and posted to the OAKS Capital Improvements website at <http://ci.oaks.ohio.gov> on a regular basis until one week before the time of proposal submittal. The name or firm of the party submitting a question will not be included on the Question and Answer Document posted by SAO.

G. Submittal Instructions

Firms are required to submit a current SAO-F110-330 Statement of Qualifications (blank forms are available as a free download from the SAO website). A CD-ROM with all pages consolidated into a single PDF file must be submitted enclosed in an envelope, sealed, addressed, and mailed or delivered to the State Architect's Office, Attn: Program Services, 4200 Surface Road, Columbus, Ohio 43228-1395. Label the CD-ROM with the project number listed on the RFQ and your firm's name.

Paper copies or submittals that are e-mailed or faxed will NOT be accepted.

Electronic submittals must 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.

The following special instructions apply to completing the SAO-F110-330 form for this selection:

- Firms are requested to list the Project No. (indicated on Page 1 of this RFQ) on the first page of Part I and on Part II of the SAO-F110-330.
- Firms are requested to indicate their EDGE-certified business status as either "Certified" or Non-certified" on Part I Section C (Proposed Team).
- Do not submit Page 2 of Section F (Relevant Projects Experience Matrix).
- Do not submit Page 3 of Section H (Commitment to Participate in the EDGE Business Assistance Program).

Scheduling Consultant List Question and Answer List



Ohio Department of Administrative Services
General Services Division
State Architect's Office ▪ 4200 Surface Road ▪ Columbus, Ohio 43228-1395

www.ohio.gov/sao
e: StateArchOff@das.state.oh.us
v: 614.466.4761 ▪ f: 614.644.7982

Project Name Scheduling Consultant List Project Number DAS-11S888
Project Location Various

Date posted: April 14, 2011
Date revised: N/A

Below are the questions that have been received to date for the RFQ of the above-referenced project:

1. With regard to the RFQ for Scheduling Consultant List (DAS-11S888), there is no "Consultant Selection Rating" form included. Is there a rating form for this particular request?
 - A. No. There is no Rating Form for this particular RFQ. All firms submitting a statement of qualifications for these RFQs will be eligible for award of contracts, provided that the statement of qualifications is submitted according to the instructions outlined in each RFQ and received before the proposal deadline.
2. I am currently working on submitting the RFQ-DAS11S888 for Scheduling consultant List. I am looking for an example of any existing completed F110 RFP's to ensure my proposal meets the criteria. Also, I would appreciate a call back to discuss the document as well.
 - A. This request falls under a Public Records Request. You may contact Christina Ringley at christina.ringley@das.state.oh.us to make specific inquiries of documents you wish to review.

With respect to the request for a call back, our office does not provide consultation to firms preparing a proposal in response to a Request for Qualifications.

Request for Qualifications (A/E)

The Ohio State University
400 Central Classroom Building – 2009 Millikin Road
Columbus, OH 43210



www.fod.osu.edu
v: 614.292.4458 • f: 614.292.2539

Project Name	<u>Northwest Parking Garage Renovation</u>	Response Deadline	<u>03/15/2011</u>	<u>4:30 pm</u>	local time
Project Location	<u>271 Ives Drive</u>	Project Number	<u>OSU-110269</u>		
City / County	<u>Columbus / Franklin</u>	Project Manager	<u>Chris Henderson</u>		

Local Administration

Agency/Institution	<u>The Ohio State University</u>	Phone Number	<u>614-247-0023</u>		
Inquiries to*	<u>Chris Henderson, Project Manager</u>	Fax Number	<u>614-292-2539</u>		
Address 1	<u>400 Central Classroom Building</u>	E-mail Address	<u>henderson.517@osu.edu</u>		
Address 2	<u>2009 Millikin Road</u>	No. of Paper Copies (stapled, not bound)	<u>5</u>		
City, State ZIP	<u>Columbus, OH 43210</u>	No. of Electronic Copies on CD (PDF)	<u>1</u>		

* Mail or deliver the requested number of Statements of Qualifications (SAO Form F110-330) directly to this contact. Do not send submittals to the State Architect's Office. See Section H for additional submittal instructions.

Project Overview

A. Project Description

The scope of this project includes the complete structural renovation of the pre-cast structure. Work identified, but not limited to, includes floor repairs, vertical column repairs, overhead beam repairs, tee to tee connector repairs, façade repairs, plumbing repairs (existing drain lines will need to be investigated for repair or replacement), stair tower repairs, remove and replace waterproofing of structure's top deck, and waterproofing top coat recoating of Floors 2-4 and stairwells.

B. Scope of Services

Structural engineering services with an emphasis placed on garage restoration design will be required to complete all portions of technical design. Additionally on-site construction administration services are required at a minimal of 8 hours a week for the selected design firm.

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 Architect/Engineer (A/E), as a portion of its required Scope of Services and prior to submitting its proposals, will discuss and clarify with the Owner, the cost breakdown of the Architect/Engineer Agreement detailed cost components to address the Owner's project requirements. Participate in the Encouraging Growth, Diversity and Equity (EDGE) Program as required by statute and the Agreement. Design must comply with the requirements of House Bill 251 Inter-University Council guidelines for energy use reduction and the University's Green Build Policy.

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 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.

Continued on next page...



Request For Qualifications (A/E) continued

Project Name Northwest Parking Garage Renovation Project Number OSU-110269

B. Scope of Services continued

During the construction period, provide not less than 8 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 (SAO Form #F110-330), below is a list of relevant scope of work requirements for this RFQ:

1. Successful design of parking garage renovations totaling 200,000 to 300,000 sq. ft.
2. Successful parking garage renovations consisting of pre-cast double tee slab construction.
3. Experience with waterproofing manufacturers products and application procedures for complete system application and top coating (only) applications.
4. Demonstrated design execution with critical delivery deadlines.

C. Funding / Estimated Budget

Total Project Cost	<u>\$1,076,705</u>	State Funding	<u>\$0</u>
Construction Cost	<u>\$829,000</u>	Other Funding	<u>\$1,076,705</u>
Estimated Design Fee	<u>8.0% to 9.0%</u>		

NOTE: The design 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). Required Professional Liability Insurance will be \$1,000,000 per claim and annual aggregate.

D. Services Required

Primary	<u>Structural Engineer</u>
Secondary	<u></u>
Other	<u></u>

E. Anticipated Schedule

Professional Services Start (mm/yy)	<u>04 / 11</u>
Construction Contracts Start (mm/yy)	<u>06 / 11</u>
Professional Services Completed (mm/yy)	<u>12 / 11</u>
Construction Contracts Completed (mm/yy)	<u>10 / 11</u>

F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL Design Fee	<u>5 %</u>
--------------------------------------------	------------

Request For Qualifications (A/E) continued

Project Name Northwest Parking Garage Renovation

Project Number OSU-110269

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. Design quality and demonstrated ability of prospective firm and its proposed consultants to provide design services which represent the University's [Design Values for Campus Development](#) (click to open document). 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 will be required to sign the Professional Design Services Agreement, which can be accessed at fod.osu.edu/vendor. No modifications to the requirements in the contract will be accepted. Interested AE firms are required to submit current proof of licensure provided by State of Ohio, Board of Examiners of Architect and Engineers.

Interested A/E firms are required to submit the Commitment to Participate in the Edge Business Assistance Program form in its Statement of Qualifications (SAO 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 fod.osu.edu/vendor. 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.

Prior to executing the Architect/Engineer Agreement, the selected A/E must represent and warrant that it has not provided any material assistance, as that term is defined in O.R.C. Section 2909.33(C), to an organization that is identified by, and included on, the United States Department of State Terrorist Exclusion List and that it has truthfully answered "no" to every question on the Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization, and that it has provided or shall provide such to the University (www.publicsafety.ohio.gov/links/HLS0038.pdf)

H. Submittal Instructions

Firms are required to submit the current version of Statement of Qualifications (SAO Form F110-330) available via the SAO Web site at <http://www.ohio.gov/sao> (click on Forms).

Paper copies of the Statement of Qualifications should 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 mark or label the CD and the CD cover with the project number and firm name.

Submit all questions regarding this RFQ in writing via email to the Project Manager indicated on page 1 with the project number included in the subject line (no phone calls please).

Architect/Engineer Selection Rating

The Ohio State University
400 Central Classroom Building – 2009 Millikin Road
Columbus, OH 43210



www. fod.osu.edu
v: 614.292.4458 • f: 614.292.2539

Project Name Northwest Parking Garage Renovation Proposer Firm _____
Project Location 271 Ives Drive City, State, Zip _____
Project Number OSU-110269

Selection Criteria		Value	Score
1. A/E Firm Location			
Proximity of primary A/E firm office where majority of work is to be performed in relationship to project site	Less than 50 miles	4 - 5	
	50 to 100 miles	2 - 3	
	More than 100 miles	0 - 1	
2. A/E Firm Size			
Number of relevant licensed professionals within primary A/E firm available to perform the work.	Small = Less than 5 licensed professionals	5	
	Medium = 6 to 10 licensed professionals	3	
	Large = More than 10 licensed professionals	1	
3. Current Workload			
Amount of fees awarded by the Contracting Authority to the primary A/E Firm in the previous 24 months (exclude projects on hold)	Less than \$100,000	4 - 5	
	\$100,000 to \$250,000	2 - 3	
	More than \$250,000	0 - 1	
4. Primary A/E Qualifications			
a. Project Management Lead	Experience / ability of A/E project manager to manage scope / budget / schedule / quality	0 - 10	
b. Project Design Lead	Experience / creativity of lead designer to meet needs of owner	0 - 5	
c. Technical Staff	Experience / ability of technical staff to develop quality construction documents	0 - 5	
d. Construction Administration	Experience / ability of field representative to identify / solve issues during construction	0 - 10	
5. A/E Consultant Qualifications			
Key Discipline Leads	Experience / ability of all key discipline leads to effectively perform the work	0 - 10	
6. Project Team Qualifications			
a. Previous Team Collaboration Number of projects that a majority of the team members have worked together	Less than 2 projects (Low)	0 - 1	
	2 to 4 projects (Average)	2 - 3	
	More than 2 projects (High)	4 - 5	
b. LEED* Experience within Team	LEED AP(s)** on Team	0 - 1	
	LEED Registered Project(s)	0 - 2	
	LEED Certified Project(s)	0 - 2	
	Satisfies ALL above Criteria	Sum = 0 - 5	
c. Team Organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
7. Overall Project Team Experience			
a. Budget & Schedule Management	Performance in completing projects within original budget and schedule limitations	0 - 5	
b. Experience with Similar Project Type	Less than 3 projects (Low)	0 - 3	
	3 to 6 projects (Average)	4 - 6	
	More than 6 projects (High)	7 - 10	
c. Past Performance	Level of performance as indicated by past A/E evaluations / letters of reference	0 - 5	
d. Knowledge of State of Ohio Capital Project Administration Process	Less than 3 projects (Low)	0 - 3	
	3 to 6 projects (Average)	4 - 6	
	More than 6 projects (High)	7 - 10	
		Subtotal	

* LEED = Leadership in Energy & Environmental Design developed by the U.S. Green Building Council
** LEED AP = LEED Accredited Professional credential by the Green Building Certification Institute

Notes:

Agency/Institution Evaluation:

Name _____

Signature _____ Date _____

Request for Qualifications (A/E)

Zane State College
1555 Newark Road
Zanesville, Ohio 43701

www.zanestate.edu
V: 740.588.1396 F: 740.455.5126

Administration of Project: Local Administration

Project Name	<u>Advanced Science & Technology Center</u>	Response Deadline	<u>03/31/2011</u>	<u>5:00 pm</u>	local time
Project Location	<u>Zane State College</u>	Project Number	<u>ZSC-6-2011-1</u>		
City / County	<u>Zanesville / Muskingum</u>	Project Manager	<u>Joseph Keating, Dir. Operation</u>		
Agency/Institution	<u>Zane State College</u>	Contracting Authority	<u>Zane State College</u>		
No. of paper copies requested (stapled, not bound)	<u>4</u>	No. of electronic copies requested on CD (PDF)	<u>4</u>		

Submit the requested number of Statements of Qualifications (SAO Form F110-330) directly to Joseph Keating at jkeating@zanestate.edu. See Section H for additional submittal instructions.

Project Overview

A. Project Description

Zane State College (ZSC) intends to contract for architectural and engineering (A/E) services for a new Advanced Science and Technology Center in Zanesville, Ohio. This academic building will include general classroom space as well as lab space for advanced science and technology programs of the College. The anticipated facility will consist of approximately 46,000 gross square feet with a construction budget of \$7.5 million. A program of requirements for the Advanced Science and Technology Center has been developed and is attached.

B. Scope of Services

Architectural and engineering (A/E) services will not begin until sufficient funding has been identified for the project to move forward. Once funding is available, A/E services will begin and will include, but not limited to standard professional architectural services as called for in the state's Architect/Engineer Agreement (CM LEED Project). Additional services requested are as follows: Assistance with fund raising support materials, and Interior Design. ZSC desires to incorporate green design concepts and to achieve the highest practical level of LEED certification.

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 Architect/Engineer (A/E), as a portion of its required Scope of Services and prior to submitting its proposals, will discuss and clarify with the Owner, the cost breakdown of the Architect/Engineer Agreement detailed cost components to address the Owner's project requirements. Participation in the Encouraging Growth, Diversity & Equity (EDGE) Program is welcomed, but not required.

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 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.

ZSC intends to engage the services of a Construction Manager for the project.

Continued on next page...

Request For Qualifications (A/E) continued

Project Name Advanced Science & Technology Center

Project Number ZSC-6-2011-1

For purposes of completing the Relevant Project Experience Matrix in Section F of the Statement of Qualifications (SAO Form #F110-330), below is a list of relevant scope of work requirements for this RFQ:

1. Higher education experience
2. Instructional Lab Planning
3. Classroom AV design
4. Building IT system design
5. State of Ohio project methodology
6. FF&E for university facilities design and inventory
7. LEED project certification
8. Geothermal HVAC experience
9. Campus planning
10. CM Delivery Method Experience
11. Muskingum County Experience

C. Funding / Estimated Budget

Total Project Cost	<u>\$9,750,000</u>	State Funding	<u>\$0</u>
Construction Cost	<u>\$7,500,000</u>	Other Funding	<u>\$9,750,000</u>
Estimated A/E Fee	<u>5.8% to 6.4%</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>Architectural</u>
	<u>Engineering</u>
Secondary	<u>Geotechnical</u>
	<u>Surveying</u>
	<u>Electrical</u>
	<u>Mechanical</u>
	<u>Plumbing</u>
Others	<u>Structural Engineering</u>

E. Anticipated Schedule

A/E Services Start (mm/yy)	<u>04 / 11</u>
Construction Contracts Start (mm/yy)	<u>To be determined</u>
Construction Contracts Completed (mm/yy)	<u>To be determined</u>
A/E Services Completed (mm/yy)	<u>To be determined</u>

F. EDGE Participation Goal

Percent of *initial* TOTAL A/E Fee 0% (N/A)

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 O.R.C. Chapter 4703.

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

Request For Qualifications (A/E) continued

Project Name Advanced Science & Technology Center

Project Number ZSC-6-2011-1

its consultants must have the capability to use the Internet within their normal business location(s) during normal business hours.

Prior to executing the Architect/Engineer Agreement, the selected A/E must represent and warrant that it has not provided any material assistance, as that term is defined in O.R.C. Section 2909.33(C), to an organization that is identified by, and included on, the United States Department of State Terrorist Exclusion List and that it has truthfully answered "no" to every question on the Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization, and that it has provided or shall provide such to the Contracting Authority and/or the Ohio Business Gateway (<https://ohiobusinessgateway.ohio.gov/OBG/Membership/Security.mvc>).

H. Submittal Instructions

Firms are required to submit the current version of Statement of Qualifications (SAO Form F110-330) available via the SAO Web site at <http://www.ohio.gov/sao> (click on Forms).

Paper copies of the Statement of Qualifications should 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 mark or label the CD and the CD cover with the project number and firm name.

Submit all questions regarding this RFQ in writing to Joseph Keating, Director of Operations, at jkeating@zanestate.edu with the project number included in the subject line (no phone calls please).

Architect/Engineer Selection Rating

Zane State College
1555 Newark Road
Zanesville, Ohio 43701

www.zanestate.edu
V: 740.588.1396 F: 740.455.5126

Project Name Advanced Science & Technology Center Proposer Firm _____
Project Number ZSC-6-2011-1 City, State, Zip _____

Selection Criteria		Value	Score
1. A/E Firm Location (5 points)			
Proximity of primary A/E firm office where majority of work is to be performed in relationship to project site	Less than 50 miles	4 - 5	
	50 to 100 miles	2 - 3	
	More than 100 miles	0 - 1	
2. A/E Firm Size (5 points)			
Number of relevant licensed professionals within primary A/E firm available to perform the work.	Small = Less than 2 licensed professionals	3	
	Medium = 2 to 5 licensed professionals	5	
	Large = More than 5 licensed professionals	1	
3. Current Workload (5 points)			
Amount of fees awarded by the Contracting Authority to the primary A/E Firm in the previous 24 months (exclude projects on hold)	Less than \$50,000	4 - 5	
	\$50,000 to \$100,000	2 - 3	
	More than \$100,000	0 - 1	
4. Primary A/E Qualifications (30 points)			
a. Project Management Lead	Experience / ability of A/E project manager to manage scope / budget / schedule / quality	0 - 10	
b. Project Design Lead	Experience / creativity of lead designer to meet needs of owner	0 - 5	
c. Technical Staff	Experience / ability of technical staff to develop quality construction documents	0 - 5	
d. Construction Administration	Experience / ability of field representative to identify / solve issues during construction	0 - 10	
5. A/E Consultant Qualifications (10 points)			
Key Discipline Leads	Experience / ability of all key discipline leads to effectively perform the work	0 - 10	
6. Project Team Qualifications (15 points)			
a. Previous Team Collaboration Number of projects that a majority of the team members have worked together	Less than 5 projects (Low)	0 - 1	
	5 to 10 projects (Average)	2 - 3	
	More than 10 projects (High)	4 - 5	
b. LEED* Experience within Team	LEED AP(s)** on Team	0 - 1	
	LEED Registered Project(s)	0 - 2	
	LEED Certified Project(s)	0 - 2	
	Satisfies ALL above Criteria	Sum = 0 - 5	
c. Team Organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
7. Overall Project Team Experience (30 points)			
a. Budget and Schedule Management	Performance in completing projects within original budget and schedule limitations	0 - 5	
b. Experience with Similar Project Type	Less than 5 projects (Low)	0 - 3	
	5 to 10 projects (Average)	4 - 6	
	More than 10 projects (High)	7 - 10	
c. Past Performance	Level of performance as indicated by past A/E evaluations / letters of reference	0 - 5	
d. Knowledge of State of Ohio Capital Project Administration Process	Less than 5 projects (Low)	0 - 3	
	5 to 10 projects (Average)	4 - 6	
	More than 10 projects (High)	7 - 10	
		Subtotal	

* LEED = Leadership in Energy & Environmental Design developed by the U.S. Green Building Council
** LEED AP = LEED Accredited Professional credential by the Green Building Certification Institute

Notes:

Evaluator:

Name _____

Signature _____ Date _____

Proposed Program:

Based on information gathered throughout the interview and research process and combining it with the square foot variable in the previous chart, BAA suggests the following proposed program for the STEMM Building:

STEMM Building			
Proposed Program			
Program	Students/Class	S.F Multiplier	Total S.F.
Anatomy Lab	24	60	1,440
Anatomy Stg. / Prep			200
Physics Lab	24	60	1,440
Geology Lab	24	60	1,440
Common Phys./Geo.Stg.& Prep			500
Robotics & Industrial Tech	16	75	1,200
Office / Stg.			350
Biology (107) Environmental Lab	30	60	1,800
Shared A&P and Bio Lab	30	60	1,800
Common A&P/Bio Stg.& Prep			500
Alternative Energy Lab	20	100	2,000
Sustainable Agriculture Green House			600
Alternative Energy Support Space			1,000
Medical Assistant Tech.	24	35	840
Radiology Lab	24	25	600
Shared Adjacent Class Space	24	23	552
Common Galleria / Student Gathering	327	4	1,308
General Classroom	48	23	1,104
General Classroom	48	23	1,104
General Classroom	32	23	736
General Classroom	32	23	736
Seminar Room	20	30	600
Seminar Room	20	30	600
Lecture Hall	65	20	1,300
Adjunct Staff Space	4	80	320
Administration Staff Space	1	150	150
Clerical/Support	1	90	90
Offices	4	125	500
Faculty Support Space & Conference			450
Computer Lab	30	25	750
Computer Lab	30	25	750
Storage / Hardware			300
Dedicated Computer Classroom	35	25	875
Development Studio			800
Extended Learning Space			1,000
MEP Space			850
Total Net Assignable Square Footage (NASF)			30,585
Additional Galleria (unprogrammed)			4,750
Subtotal			35,335
net to gross conversion factor			1.30
Total Gross Square Footage			45,890

3/2/2010

In addition to the programming listed in the chart above, additional consideration must be given to exterior spaces including a roof garden and flexible, non-descript outdoor space for educational purposes.

Request for Qualifications (A/E)

Zane State College
1555 Newark Road
Zanesville, Ohio 43701

www.zanestate.edu
V: 740.588.1396 F: 740.455.5126

Administration of Project: Local Administration

Project Name	<u>Cambridge Training & Education Center</u>	Response Deadline	<u>Mar. 31, 2011 5:00 PM</u> local time
Project Location	<u>Zane State College Cambridge Campus</u>	Project Number	<u>ZSC-7-2011-1</u>
City / County	<u>Cambridge / Guernsey</u>	Project Manager	<u>Joseph Keating, Dir Operations</u>
Agency/Institution	<u>Zane State College</u>	Contracting Authority	<u>Zane State College (Owner)</u>
No. of paper copies requested (stapled, not bound)	<u>4</u>	No. of electronic copies requested on CD (PDF)	<u>4</u>

Submit the requested number of Statements of Qualifications (SAO Form F110-330) directly to Joseph Keating at jkeating@zanestate.edu. See Section H for additional submittal instructions.

Project Overview

A. Project Description

Zane State College (ZSC) intends to contract for architectural and engineering (A/E) services for the Cambridge Training & Education Center (CTEC) in Cambridge, Ohio. This academic/training building will include general classroom space, lab space, community space, and space to support the academic and business & industry training programs of the College. The anticipated facility will consist of approximately 37,000 gross square feet with a construction budget of about \$7,662,600. There is an additional construction budget of about \$900,900 for an enclosed pedestrian bridge, spanning Brick Church Road, to connect the new building to the existing Willett-Pratt Training Center. A program of requirements for CTEC has been developed and is attached.

B. Scope of Services

Architectural and engineering (A/E) services will not begin until sufficient funding has been identified for the project to move forward. Once funding is available, A/E services will begin and will include, but not limited to standard professional architectural services called for in the state's Architect/Engineer Agreement (CM LEED Project). Additional services requested are as follows: assistance with fund raising support materials, and Interior Design. ZSC desires to incorporate green design concepts and to achieve the highest practical level of LEED certification.

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 Architect/Engineer (A/E), as a portion of its required Scope of Services and prior to submitting its proposals, will discuss and clarify with the Owner, the cost breakdown of the Architect/Engineer Agreement detailed cost components to address the Owner's project requirements. Participation in the Encouraging Growth, Diversity & Equity (EDGE) Program is welcome, but is not required.

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 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.

ZSC intends to engage the services of a Construction Manager for the project.

During the construction period, provide not less than (TBD) 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.

Continued on next page...

Request For Qualifications (A/E) continued

Project Name [Cambridge Training and Education Center]

Project Number ZSC-7-201

its consultants must have the capability to use the Internet within their normal business location(s) during normal business hours.

Prior to executing the Architect/Engineer Agreement, the selected A/E must represent and warrant that it has not provided any material assistance, as that term is defined in O.R.C. Section 2909.33(C), to an organization that is identified by, and included on, the United States Department of State Terrorist Exclusion List and that it has truthfully answered "no" to every question on the Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization, and that it has provided or shall provide such to the Contracting Authority and/or the Ohio Business Gateway (<https://ohiobusinessgateway.ohio.gov/OBG/Membership/Security.mvc>).

H. Submittal Instructions

Firms are required to submit the current version of Statement of Qualifications (SAO Form F110-330) available via the SAO website at <http://ohio.gov/sao> (click on Forms).

Paper copies of the Statement of Qualifications should 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 with the project number and firm name.

Submit all questions regarding this RFQ in writing to Joseph Keating at keating@zanestate.edu with the project number included in the subject line (no phone calls please).

Architect/Engineer Selection Rating

[Insert Logo (if applicable)]

[Insert name of agency/institution and subdivision (if applicable)]

[Insert address]

[Insert Web address]

[Insert city, state ZIP]

Phone [nnn.nnn.nnnn]

Project Name Cambridge Training & Education Center Proposer Firm _____

Project Number ZSC-7-201 City, State, Zip _____

Selection Criteria		Value	Score
1. A/E Firm Location (5 points)			
Proximity of primary A/E firm office where majority of work is to be performed in relationship to project site	Less than 50 miles	4 - 5	
	50 to 100 miles	2 - 3	
	More than 100 miles	0 - 1	
2. A/E Firm Size (5 points)			
Number of relevant licensed professionals within primary A/E firm available to perform the work.	Small = Less than 2 licensed professionals	3	
	Medium = 2 to 5 licensed professionals	5	
	Large = More than 5 licensed professionals	1	
3. Current Workload (5 points)			
Amount of fees awarded by the Contracting Authority to the primary A/E Firm in the previous 24 months (exclude projects on hold)	Less than \$50,000	4 - 5	
	\$50,000 to \$100,000	2 - 3	
	More than \$100,000	0 - 1	
4. Primary A/E Qualifications (30 points)			
a. Project Management Lead	Experience / ability of A/E project manager to manage scope / budget / schedule / quality	0 - 10	
b. Project Design Lead	Experience / creativity of lead designer to meet needs of owner	0 - 5	
c. Technical Staff	Experience / ability of technical staff to develop quality construction documents	0 - 5	
d. Construction Administration	Experience / ability of field representative to identify / solve issues during construction	0 - 10	
5. A/E Consultant Qualifications (10 points)			
Key Discipline Leads	Experience / ability of all key discipline leads to effectively perform the work	0 - 10	
6. Project Team Qualifications (15 points)			
a. Previous Team Collaboration Number of projects that a majority of the team members have worked together	Less than 5 projects (Low)	0 - 1	
	5 to 10 projects (Average)	2 - 3	
	More than 10 projects (High)	4 - 5	
b. LEED* Experience within Team	LEED AP(s)** on Team	0 - 1	
	LEED Registered Project(s)	0 - 2	
	LEED Certified Project(s)	0 - 2	
	Satisfies ALL above Criteria	Sum = 0 - 5	
c. Team Organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
7. Overall Project Team Experience (30 points)			
a. Budget and Schedule Management	Performance in completing projects within original budget and schedule limitations	0 - 5	
b. Experience with Similar Project Type	Less than 5 projects (Low)	0 - 3	
	5 to 10 projects (Average)	4 - 6	
	More than 10 projects (High)	7 - 10	
c. Past Performance	Level of performance as indicated by past A/E evaluations / letters of reference	0 - 5	
d. Knowledge of State of Ohio Capital Project Administration Process	Less than 5 projects (Low)	0 - 3	
	5 to 10 projects (Average)	4 - 6	
	More than 10 projects (High)	7 - 10	
		Subtotal	

* LEED = Leadership in Energy & Environmental Design developed by the U.S. Green Building Council

** LEED AP = LEED Accredited Professional credential by the Green Building Certification Institute

Notes:

Evaluator:

Name _____

Signature _____ Date _____

**Zane State College
Cambridge Campus
Program of Required Spaces
0927**

PROGRAM OF REQUIRED SPACES
 Pre-Design
 Schematic Design
 Design Development
 Construction Documents

DATE: 5-21-10

DEPT. & FUNCTION REQ'D	PERSONNEL PER SPACE	S.F./ROOM	QUANTITY	TOTAL S.F.	ADJACENCIES	COMMENTS/NOTES
DEPARTMENT		SIZE				
EDUCATION						
Classroom	32	1000	7	7000		
Laboratory	25	1200	2	2400		Accommodate computer lab setup
Laboratory storage and prep room	1	200	1	200	Between labs	Fully equipped with fume hood, gas, air, water etc.
Media/Storage Room	N/A	500	1	500		Chemical storage
MEETING						
Community Room	200	4200	1	4200	Entrance/lobby, restrooms & kitchen/café	Seating for 8 to a table/folding partitions to divide space into three separate areas
Community Storage Room	N/A	300	1	300	Community Room	
Conference Center/Training Classroom	75	1200	1	1200	Entrance/lobby & restrooms	Horseshoe layout for lectures
ADMINISTRATION						
Instructor/Professor Office	2	160	5	800		
Executive Academic Administrative Office	1	200	1	200	Administrative Assistant	
Administrative Assistant	1	100	1	100	Executive Office	
Conference Room	16	500	1	500	Administration & Student Services	
Work/mail/copy Room	N/A	250	1	250	Administration & Student Services	Provide mailboxes for staff
STUDENT SERVICES						
S.S. Office	1	100	5	500	Reception area & testing room	
Reception Area	1	300	1	300	Offices & testing room	Alcove for 2-3 computer kiosks
Testing Room	10	400	1	400	Offices & reception area	Accommodate students at computer desks
SUPPORT SPACES						
Student Lounge	N/A	2200	1	2200	Kitchen/café	+/- 125 person occupancy 16 s.f./person/ include quiet study area
Kitchen/Café		800	1	800	Lounge & Community room	Prep area for caterers and service of small menu of hot items for students
Bookstore	N/A	1500	1	1500	Student Services/f Lounge	Sale of apparel and specialty books
Bookstore Office	1	100	1	100		
Bookstore Storage Room	N/A	800	1	800		
Resource Room	N/A	350	1	350		Storage for books, apparel etc.
Lobby	N/A	1500	1	1500		
Male and Female Restrooms-Public	1 EA	400	2	800		
Male and Female Restrooms-Staff	1 EA	80	2	160		
Storage (General)	N/A	1300	1	1300		
Mechanical spaces etc	N/A	1800	1	1800		
Server Room	N/A	300	1	300		
Receiving Area	N/A	375	1	375		
SUBTOTAL				30835		
Circulation				6167		Assume 20% of program area total
<small>Program Chart-5-21-10.xls</small>						
BUILDING TOTAL				37,002		

Request for Qualifications (A/E)

The University of Toledo

2801 W. Bancroft Street
Toledo OH 43606



www.utoledo.edu
Phone 419-530-1427

Administration of Project: Local Administration

Project Name	<u>Core Research Facility – Phase IV</u>	Response Deadline	<u>March 25, 2011 4:30pm</u> local time
Project Location	<u>3000 Transverse Drive</u>	Project Number	<u>310-2011129 / UTO-110129</u>
City / County	<u>Toledo / Lucas</u>	Project Manager	<u>Jason Toth</u>
Agency/Institution	<u>The University of Toledo</u>	Contracting Authority	<u>The University of Toledo</u>
No. of paper copies requested (stapled, not bound)	<u>6</u>	No. of electronic copies requested on CD (PDF)	<u>0</u>

Submit the requested number of Statements of Qualifications (SAO Form F110-330) directly to Joy Martin at 2801 W. Bancroft, MS 216, Toledo OH 43606. See Section H for additional submittal instructions.

Project Overview

A. Project Description

The project includes the planning and design of additional laboratories that will house medical research, offices, and public spaces. With the creation of the new office space(s) in the center courtyard of the building through a recently completed project the existing perimeter space will now be renovated into laboratories. Work will primarily occur on the 1st floor with some additional scope on the 2nd floor. The project includes programming, schematic design, design development, prepare construction documents and specifications, bidding and construction administration.

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.

The selected Architect/Engineer (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 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 the following categories of services: Program Verification, Schematic Design, Design Development, Construction Document Preparation, Bid and Award Support, Conformed Documents, 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.

During the construction period, provide not less than 6 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 (SAO Form #F110-330), below is a list of relevant scope of work requirements for this RFQ:

1. Design of Laboratory spaces
2. Previous experience with higher education lab design and renovation
3. Previous experience working with UT
4. Previous experience working with the State of Ohio
5. Previous experience working with sub-consultants

Request For Qualifications (A/E) continued

 Project Name Core Research Facility - Phase IV

 Project Number 310-2011129 / UTO-110129

C. Funding / Estimated Budget

Total Project Cost	<u>\$929,586</u>	State Funding	<u>\$929,586</u>
Construction Cost	<u>\$800,000</u>	Other Funding	<u>\$0</u>
Estimated A/E Fee	<u>8.40% to 10.08%</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>Architectural</u>
Secondary	<u>Technology/AV/Data</u>
	<u>Mechanical</u>
	<u>Electrical</u>
	<u>Plumbing</u>
	<u>Fire Protection</u>
Others	<u></u>

E. Anticipated Schedule

A/E Services Start (mm/yy)	<u>5 / 11</u>
Construction Contracts Start (mm/yy)	<u>1 / 12</u>
Construction Contracts Completed (mm/yy)	<u>6 / 12</u>
A/E Services Completed (mm/yy)	<u>7 / 12</u>

F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL A/E Fee	<u>15%</u>
-----------------------------------------	------------

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 O.R.C. Chapter 4703, (2) a landscape architect holding a license and certificate of authorization issued by the Ohio Landscape Architects Board pursuant to O.R.C. 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 O.R.C. 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 (SAO 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 SAO website at <http://ohio.gov/sao> (click on Forms). 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.

Prior to executing the Architect/Engineer Agreement, the selected A/E must represent and warrant that it has not provided any material assistance, as that term is defined in O.R.C. Section 2909.33(C), to an organization that is identified by, and included on, the United States Department of State Terrorist Exclusion List and that it has truthfully answered "no" to every question on the Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization, and that it has provided or shall provide such to the Contracting Authority and/or the Ohio Business Gateway (<https://ohiobusinessgateway.ohio.gov/OBG/Membership/Security.mvc>).

Request For Qualifications (A/E) continued



Project Name Core Research Facility - Phase IV

Project Number 310-2011129 / UTO-110129

H. Submittal Instructions

Firms are required to submit the current version of Statement of Qualifications (SAO Form F110-330) available via the SAO website at <http://ohio.gov/sao> (click on Forms).

Paper copies of the Statement of Qualifications should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary.

In Section H of Statement of Qualifications (SAO 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 this RFQ. Use the numbering 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 4 and 5.

Submit all questions regarding this RFQ in writing to [Contact Name] at [E-mail Address] with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the OAKS Capital Improvements (OAKS CI) website at <http://ci.oaks.ohio.gov> on a regular basis until one week before the response deadline. The Question & Answer (Q&A) document can be found by downloading a new version of the RFQ or by clicking on the Q&A link to the right of the project listing. The name of the party submitting a question will not be included on the Q&A document.

Architect/Engineer Selection Rating

The University of Toledo
 2801 W. Bancroft Street
 Toledo OH 43606



www.utoledo.edu
 Phone 419-530-1427

Project Name Core Research Facility - Phase IV Proposer Firm _____
 Project Number 310-2011129 / UTO-110129 City, State, Zip _____

Selection Criteria		Value	Score
1. A/E Firm Location (5 points)			
Proximity of primary A/E firm office where majority of work is to be performed in relationship to project site	Less than 50 miles	4 - 5	
	50 to 150 miles	2 - 3	
	More than 150 miles	0 - 1	
2. A/E Firm Size (5 points)			
Number of relevant licensed professionals within primary A/E firm available to perform the work.	Small = Less than 5 licensed professionals	0 - 1	
	Medium = 5 to 10 licensed professionals	2 - 3	
	Large = More than 10 licensed professionals	4 - 5	
3. Current Workload (5 points)			
Amount of fees awarded by the Contracting Authority to the primary A/E Firm in the previous 24 months (exclude projects on hold)	Less than \$200,000	4 - 5	
	\$200,000 to \$500,000	2 - 3	
	More than \$500,000	0 - 1	
4. Primary A/E Qualifications (30 points)			
a. Project Management Lead	Experience / ability of A/E project manager to manage scope / budget / schedule / quality	0 - 10	
b. Project Design Lead	Experience / creativity of lead designer to meet needs of owner	0 - 5	
c. Technical Staff	Experience / ability of technical staff to develop quality construction documents	0 - 5	
d. Construction Administration	Experience / ability of field representative to identify / solve issues during construction	0 - 10	
5. A/E Consultant Qualifications (10 points)			
Key Discipline Leads	Experience / ability of all key discipline leads to effectively perform the work	0 - 10	
6. Project Team Qualifications (15 points)			
a. Previous Team Collaboration Number of projects that a majority of the team members have worked together	Less than 3 projects (Low)	0 - 1	
	3 to 6 projects (Average)	2 - 3	
	More than 6 projects (High)	4 - 5	
b. LEED* Experience within Team	LEED AP(s)** on Team	0 - 1	
	LEED Registered Project(s)	0 - 2	
	LEED Certified Project(s)	0 - 2	
	Satisfies ALL above Criteria	Sum = 0 - 5	
c. Team Organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
7. Overall Project Team Experience (30 points)			
a. Budget and Schedule Management	Performance in completing projects within original budget and schedule limitations	0 - 5	
b. Experience with Similar Project Type	Less than 3 projects (Low)	0 - 3	
	3 to 5 projects (Average)	4 - 6	
	More than 5 projects (High)	7 - 10	
c. Past Performance	Level of performance as indicated by past A/E evaluations / letters of reference	0 - 5	
d. Knowledge of State of Ohio Capital Project Administration Process	Less than 3 projects (Low)	0 - 3	
	3 to 5 projects (Average)	4 - 6	
	More than 5 projects (High)	7 - 10	
		Subtotal	

* LEED = Leadership in Energy & Environmental Design developed by the U.S. Green Building Council
 ** LEED AP = LEED Accredited Professional credential by the Green Building Certification Institute

Notes:

Evaluator:

Name _____

Signature _____ Date _____

Request for Qualifications (A/E)

The University of Toledo

2801 W. Bancroft Street
Toledo OH 43606



www.utoledo.edu
Phone 419-530-1427

Administration of Project: Local Administration]

Project Name	<u>Resource & Community Learning Center – Phase II</u>	Response Deadline	<u>March 25, 2011 4:30pm</u> local time
Project Location	<u>3025 Library Circle</u>	Project Number	<u>5002-11-1387 / UTO-111387</u>
City / County	<u>Toledo / Lucas</u>	Project Manager	<u>Dan Adamski</u>
Agency/Institution	<u>The University of Toledo</u>	Contracting Authority	<u>The University of Toledo</u>
No. of paper copies requested (stapled, not bound)	<u>6</u>	No. of electronic copies requested on CD (PDF)	<u>0</u>

Submit the requested number of Statements of Qualifications (SAO Form F110-330) directly to Joy Martin at 2801 W. Bancroft, MS 216, Toledo OH 43606. See Section H for additional submittal instructions.

Project Overview

A. Project Description

The University of Toledo is requesting proposals to select a full service architectural/engineering firm to design the Resource & Community Learning Center – Phase II. This project will renovate space on the lower level of the Mulford Library Building on the Health Science Campus as the second phase of this project. We will be creating student space for studying and recreation.

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.

The selected Architect/Engineer (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 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 the following categories of services: Program Verification, Schematic Design, Design Development, Construction Document Preparation, Bid and Award Support, Conformed Documents, 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.

During the construction period, provide not less than 6 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 (SAO Form #F110-330), below is a list of relevant scope of work requirements for this RFQ:

1. Previous experience working with UT
2. Previous experience working with State of Ohio
3. Previous experience working with sub-consultants on proposed team
4. Renovation experience of similar size
5. Active and passive student activity space design

Request For Qualifications (A/E) continued

 Project Name Resource & Community Learning Center – Phase III

 Project Number 5002-11-1387 / UTO-111387

C. Funding / Estimated Budget

Total Project Cost	<u>\$900,000</u>	State Funding	<u>\$900,000</u>
Construction Cost	<u>\$775,000</u>	Other Funding	<u>\$0</u>
Estimated A/E Fee	<u>8.50% to 10.25%</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>Architectural</u>
Secondary	<u>Mechanical</u>
	<u>Electrical</u>
	<u>Plumbing</u>
	<u>Fire Protection</u>
	<u>Technology/AV/Data</u>
Others	<u></u>

E. Anticipated Schedule

A/E Services Start (mm/yy)	<u>05 / 11</u>
Construction Contracts Start (mm/yy)	<u>09 / 11</u>
Construction Contracts Completed (mm/yy)	<u>01 / 12</u>
A/E Services Completed (mm/yy)	<u>02 / 12</u>

F. EDGE Participation Goal

Percent of *initial* TOTAL A/E Fee 15%

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 O.R.C. Chapter 4703, (2) a landscape architect holding a license and certificate of authorization issued by the Ohio Landscape Architects Board pursuant to O.R.C. 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 O.R.C. 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 (SAO 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 SAO website at <http://ohio.gov/sao> (click on Forms). 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.

Prior to executing the Architect/Engineer Agreement, the selected A/E must represent and warrant that it has not provided any material assistance, as that term is defined in O.R.C. Section 2909.33(C), to an organization that is identified by, and included on, the United States Department of State Terrorist Exclusion List and that it has truthfully answered "no" to

Request For Qualifications (A/E) continued



Project Name Resource & Community Learning Center – Phase III

Project Number 5002-11-1387 / UTO-111387

every question on the Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization, and that it has provided or shall provide such to the Contracting Authority and/or the Ohio Business Gateway (<https://ohiobusinessgateway.ohio.gov/OBG/Membership/Security.mvc>).

H. Submittal Instructions

Firms are required to submit the current version of Statement of Qualifications (SAO Form F110-330) available via the SAO website at <http://ohio.gov/sao> (click on Forms).

Paper copies of the Statement of Qualifications should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary.

In Section H of Statement of Qualifications (SAO 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 this RFQ. Use the numbering 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 4 and 5.

Submit all questions regarding this RFQ in writing to [Contact Name] at [E-mail Address] with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the OAKS Capital Improvements (OAKS CI) website at <http://ci.oaks.ohio.gov> on a regular basis until one week before the response deadline. The Question & Answer (Q&A) document can be found by downloading a new version of the RFQ or by clicking on the Q&A link to the right of the project listing. The name of the party submitting a question will not be included on the Q&A document.

Architect/Engineer Selection Rating

The University of Toledo
 2801 W. Bancroft Street
 Toledo OH 43606



www.utoledo.edu
 Phone 419-530-1427

Project Name **Resource & Community Learning Center – Phase II** Proposer Firm _____
 Project Number **5002-11-1387 / UTO-111387** City, State, Zip _____

Selection Criteria		Value	Score
1. A/E Firm Location (5 points)			
Proximity of primary A/E firm office where majority of work is to be performed in relationship to project site	Less than 50 miles	4 - 5	
	50 to 150 miles	2 - 3	
	More than 150 miles	0 - 1	
2. A/E Firm Size (5 points)			
Number of relevant licensed professionals within primary A/E firm available to perform the work.	Small = Less than 5 licensed professionals	0 - 1	
	Medium = 5 to 10 licensed professionals	2 - 3	
	Large = More than 10 licensed professionals	4 - 5	
3. Current Workload (5 points)			
Amount of fees awarded by the Contracting Authority to the primary A/E Firm in the previous 24 months (exclude projects on hold)	Less than \$200,000	4 - 5	
	\$200,000 to \$500,000	2 - 3	
	More than \$500,000	0 - 1	
4. Primary A/E Qualifications (30 points)			
a. Project Management Lead	Experience / ability of A/E project manager to manage scope / budget / schedule / quality	0 - 10	
b. Project Design Lead	Experience / creativity of lead designer to meet needs of owner	0 - 5	
c. Technical Staff	Experience / ability of technical staff to develop quality construction documents	0 - 5	
d. Construction Administration	Experience / ability of field representative to identify / solve issues during construction	0 - 10	
5. A/E Consultant Qualifications (10 points)			
Key Discipline Leads	Experience / ability of all key discipline leads to effectively perform the work	0 - 10	
6. Project Team Qualifications (15 points)			
a. Previous Team Collaboration Number of projects that a majority of the team members have worked together	Less than 3 projects (Low)	0 - 1	
	3 to 6 projects (Average)	2 - 3	
	More than 6 projects (High)	4 - 5	
b. LEED* Experience within Team	LEED AP(s)** on Team	0 - 1	
	LEED Registered Project(s)	0 - 2	
	LEED Certified Project(s)	0 - 2	
	Satisfies ALL above Criteria	Sum = 0 - 5	
c. Team Organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
7. Overall Project Team Experience (30 points)			
a. Budget and Schedule Management	Performance in completing projects within original budget and schedule limitations	0 - 5	
b. Experience with Similar Project Type	Less than 3 projects (Low)	0 - 3	
	3 to 5 projects (Average)	4 - 6	
	More than 5 projects (High)	7 - 10	
c. Past Performance	Level of performance as indicated by past A/E evaluations / letters of reference	0 - 5	
d. Knowledge of State of Ohio Capital Project Administration Process	Less than 3 projects (Low)	0 - 3	
	3 to 5 projects (Average)	4 - 6	
	More than 5 projects (High)	7 - 10	
		Subtotal	

* LEED = Leadership in Energy & Environmental Design developed by the U.S. Green Building Council
 ** LEED AP = LEED Accredited Professional credential by the Green Building Certification Institute

Notes:

Evaluator:

Name _____

Signature _____ Date _____

Request for Qualifications (A/E)

The University of Toledo
2801 W. Bancroft Street
Toledo OH 43606



www.utoledo.edu
Phone 419-530-1427

Administration of Project: Local Administration

Project Name	<u>Hospital Clinical Laboratory</u>	Response Deadline	<u>03/25/2011 4:30 pm</u> local time
Project Location	<u>3000 Arlington Ave</u>	Project Number	<u>5004-11-1605 / UTO-111605</u>
City / County	<u>Toledo / Lucas</u>	Project Manager	<u>Daniel Klett</u>
Agency/Institution	<u>The University of Toledo</u>	Contracting Authority	<u>The University of Toledo</u>
No. of paper copies requested (stapled, not bound)	<u>6</u>	No. of electronic copies requested on CD (PDF)	<u>0</u>

Submit the requested number of Statements of Qualifications (SAO Form F110-330) directly to Joy Martin at 2801 W. Bancroft, MS 216, Toledo OH 43606. See Section H for additional submittal instructions.

Project Overview

A. Project Description

The University of Toledo (UT) is soliciting qualifications for professional services to develop a master plan for the Hospital Clinical Laboratory and to design the renovations necessary to meet the laboratory's immediate needs, including accommodating several new pieces of laboratory equipment. The Hospital Clinical Laboratory currently occupies approximately 17,000 GSF on the lower level of the University Medical Center on the Health Science Campus. It includes microbiology, histology/grossing stations, cytology, molecular pathology, hematology, immunology/serology, chemistry, blood bank, specimen processing, phlebotomy services, instructional space, and office space.

The long-term goal is to more efficiently organize these elements, creating a "core lab" that includes immunology/serology, hematology, coagulation, chemistry, and blood bank. The short term needs focus on meeting the needs of Molecular Pathology for more space and providing for the installation/hook-up of recently acquired equipment including genetic analyzers, DNA sequencing instrument, several PCR (polymerase chain reaction) instruments, and a refrigerated centrifuge.

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. The project does not have a POR. Diagrammatic layouts were developed in an earlier round of in-house planning. They will be made available to the short-listed firms. Specifications for the instruments to be accommodated in the short-term will be provided to the short-listed firms. Floor plans of the University Medical Center will also be provided to the short-listed firms. There will be a non-mandatory, pre-interview walk-through for the short-listed firms.

The selected Architect/Engineer (A/E), as a portion of its required Scope of Services and prior to submitting its proposals, will discuss and clarify with the Owner, the cost breakdown of the Architect/Engineer Agreement detailed cost components to address the Owner's project requirements. The selected A/E is to participate in the Encouraging Diversity, Growth, & Equity (EDGE) Program as required by statute and the Agreement.

As required by the Agreement, and as properly authorized, provide the following categories of services: Master Planning, Program Verification, Schematic Design, Design Development, Construction Document Preparation, Bid and Award Support, Conformed Documents, 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.

During the construction period, provide not less than six 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.

Request For Qualifications (A/E) continued



Project Name Hospital Clinical Laboratory

Project Number 5004-11-1605 / UTO-111605

For purposes of completing the Relevant Project Experience Matrix in Section F of the Statement of Qualifications (SAO Form #F110-330), below is a list of relevant scope of work requirements for this RFQ:

1. Master Planning of Hospital Clinical Laboratories
2. Design of Hospital Clinical Laboratories
3. Renovation of Hospital Clinical Laboratories
4. Renovation of Clinical Laboratory in working hospital, maintaining continuous operation of laboratory
5. Engineering for infrastructure/building systems upgrades in renovations within 24/7 hospital environments
6. Phased renovations of laboratory space
7. Previous experience working with UT
8. Previous experience working with State of Ohio
9. Previous experience working with sub-consultants on proposed team

C. Funding / Estimated Budget

Total Project Cost	<u>\$200,000</u>	State Funding	<u>\$0</u>
Construction Cost	<u>\$75,000</u>	Other Funding	<u>\$200,000</u>
Estimated A/E Fee	<u>12% to14%</u>		

NOTE: The A/E fee 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., master planning, 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>Architectural</u>
Secondary	<u>Laboratory Planning</u>
	<u>Mechanical</u>
	<u>Electrical</u>
	<u>Plumbing</u>
	<u>Fire Protection</u>
	<u>Technology/AV/Data</u>
Others	<u></u>

E. Anticipated Schedule

A/E Services Start (mm/yy)	<u>04 / 11</u>
Construction Contracts Start (mm/yy)	<u>07 / 11</u>
Construction Contracts Completed (mm/yy)	<u>08 / 11</u>
A/E Services Completed (mm/yy)	<u>09 / 11</u>

F. EDGE Participation Goal

Percent of *initial* TOTAL A/E Fee 15%

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 O.R.C. Chapter 4703, (2) a landscape architect holding a license and certificate of authorization issued by the Ohio Landscape Architects Board pursuant to O.R.C. 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 O.R.C. 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

Request For Qualifications (A/E) continued



Project Name Hospital Clinical Laboratory

Project Number 5004-11-1605 / UTO-111605

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 (SAO 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 SAO website at <http://ohio.gov/sao> (click on Forms). 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.

Prior to executing the Architect/Engineer Agreement, the selected A/E must represent and warrant that it has not provided any material assistance, as that term is defined in O.R.C. Section 2909.33(C), to an organization that is identified by, and included on, the United States Department of State Terrorist Exclusion List and that it has truthfully answered "no" to every question on the Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization, and that it has provided or shall provide such to the Contracting Authority and/or the Ohio Business Gateway (<https://ohiobusinessgateway.ohio.gov/OBG/Membership/Security.mvc>).

H. Submittal Instructions

Firms are required to submit the current version of Statement of Qualifications (SAO Form F110-330) available via the SAO website at <http://ohio.gov/sao> (click on Forms).

Paper copies of the Statement of Qualifications should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary.

In Section H of Statement of Qualifications (SAO 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 this RFQ. Use the numbering 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 4 and 5.

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 OAKS Capital Improvements (OAKS CI) website at <http://ci.oaks.ohio.gov> on a regular basis until one week before the response deadline. The Question & Answer (Q&A) document can be found by downloading a new version of the RFQ or by clicking on the Q&A link to the right of the project listing. The name of the party submitting a question will not be included on the Q&A document.

Architect/Engineer Selection Rating

The University of Toledo
2801 W. Bancroft Street
Toledo OH 43606



www.utoledo.edu
Phone 419-530-1427

Project Name Hospital Clinical Laboratory Proposer Firm _____
Project Number 5004-11-1605 / UTO-111605 City, State, Zip _____

Selection Criteria		Value	Score
1. A/E Firm Location (5 points)			
Proximity of primary A/E firm office where majority of work is to be performed in relationship to project site	Less than 50 miles	4 - 5	
	50 to 150 miles	2 - 3	
	More than 150 miles	0 - 1	
2. A/E Firm Size (5 points)			
Number of relevant licensed professionals within primary A/E firm available to perform the work.	Small = Less than 5 licensed professionals	0 - 1	
	Medium = 5 to 10 licensed professionals	2 - 3	
	Large = More than 10 licensed professionals	4 - 5	
3. Current Workload (5 points)			
Amount of fees awarded by the Contracting Authority to the primary A/E Firm in the previous 24 months (exclude projects on hold)	Less than \$200,000	4 - 5	
	\$200,000 to \$500,000	2 - 3	
	More than \$500,000	0 - 1	
4. Primary A/E Qualifications (30 points)			
a. Project Management Lead	Experience / ability of A/E project manager to manage scope / budget / schedule / quality	0 - 10	
b. Project Design Lead	Experience / creativity of lead designer to meet needs of owner	0 - 5	
c. Technical Staff	Experience / ability of technical staff to develop quality construction documents	0 - 5	
d. Construction Administration	Experience / ability of field representative to identify / solve issues during construction	0 - 10	
5. A/E Consultant Qualifications (10 points)			
Key Discipline Leads	Experience / ability of all key discipline leads to effectively perform the work	0 - 10	
6. Project Team Qualifications (15 points)			
a. Previous Team Collaboration Number of projects that a majority of the team members have worked together	Less than 3 projects (Low)	0 - 1	
	3 to 6 projects (Average)	2 - 3	
	More than 6 projects (High)	4 - 5	
b. LEED* Experience within Team	LEED AP(s)** on Team	0 - 1	
	LEED Registered Project(s)	0 - 2	
	LEED Certified Project(s)	0 - 2	
	Satisfies ALL above Criteria	Sum = 0 - 5	
c. Team Organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
7. Overall Project Team Experience (30 points)			
a. Budget and Schedule Management	Performance in completing projects within original budget and schedule limitations	0 - 5	
b. Experience with Similar Project Type	Less than 3 projects (Low)	0 - 3	
	3 to 5 projects (Average)	4 - 6	
	More than 5 projects (High)	7 - 10	
c. Past Performance	Level of performance as indicated by past A/E evaluations / letters of reference	0 - 5	
d. Knowledge of State of Ohio Capital Project Administration Process	Less than 3 projects (Low)	0 - 3	
	3 to 5 projects (Average)	4 - 6	
	More than 5 projects (High)	7 - 10	
		Subtotal	

* LEED = Leadership in Energy & Environmental Design developed by the U.S. Green Building Council
** LEED AP = LEED Accredited Professional credential by the Green Building Certification Institute

Notes:

Evaluator:

Name _____

Signature _____ Date _____

Request for Qualifications (A/E)



Ohio Department of Natural Resources
2045 Morse Road Bldg. E-3
Columbus, Ohio 42229-6693

www.dnr.state.oh.us
e: beth.pratt@dnr.state.oh.us
v: 614-265-6948 • f:614-262-2197

Project Name	Abandoned Mine Lands – Emergency Program Engineering Services	Response Deadline	04/18/2011 4:30 p.m. local time
Project Location	Various Locations in Eastern Ohio	Project Number	DNR-110024
City / County	Varied		

Local Administration

Agency/Institution	Division of Mineral Resource Management Joe Noonan, P.E., Emergency Program Engineer	Agency/Institution	Division of Engineering Beth Pratt, P.E. Assistant Chief Engineer
Project Manager	Engineer	Inquiries to **	Assistant Chief Engineer
Street	2207 Reiser Avenue SW	Street	2045 Morse Road, Building E-3
City	New Philadelphia Ohio	City	Columbus Ohio
Zip	44663	Zip	43229-6693
Phone	330/339-2207 Fax 330/339-4688	Phone	614-265-6957 Fax 614-262-2197
E-mail	@dnr.state.oh.us	E-mail	beth.pratt@dnr.state.oh.us

** Mail 2 copies of the most current version of the Statement of Qualifications (SAO Form #F110-330 Part I available via the State Architect's Office Web site at <http://www.ohio.gov/sao/>) directly to this contact. DO NOT send to them to SAO.

Project Overview

A. Project Description

Professional engineering services are required to provide technical support, on an as-needed basis, for complaint investigations, design and inspection of construction for various emergency projects to be completed at Abandoned Mine Land (AML) sites located throughout the coal fields of Eastern Ohio.

B. Scope of Services

While specific project sites and scopes of work have not been identified at this time, the selected consultant will be retained through a specific period (possibly two years); projects and deliverables will be determined on an as-needed basis. Fees for each assigned project will be based on a man-hour fee schedule to be negotiated as part of the contract.

For purposes of completing the Relevant Project Experience Matrix in Section F of the Statement of Qualifications (SAO form #F110-330), below is a list of relevant scope of work requirements for this RFQ:

1. Investigation of homeowner complaints concerning AML issues;
2. Field investigation and review of AML sites that include features such as subsidence, mine openings, landslides, dangerous impoundments, unstable highwalls, acid mine drainage and gob pile fires;
3. Geotechnical analyses (with potential exploratory drilling), including rock, soil and other materials testing;
4. Hydrologic and hydraulic analyses of sites;
5. Development of balanced earthwork grading plans and drainage controls to mitigate un-reclaimed strip mine lands, including evaluation of suitable re-soiling materials to sustain vegetation;
6. Preparation of preliminary design reports, including alternative plans and construction estimates;
7. Preparation of bid-ready construction documents, including drawings using AutoCad/SurveyCADD, specifications and final engineer's estimates;
8. Surveying services;
9. Construction administration services;
10. Availability of firm to respond and provide urgent and emergency investigation and design services.

Up to three (3) firms may be selected to enter into a contract for these services.

Request For Qualifications continued

Project Name Abandoned Mine Lands – Emergency Program
Engineering Services Project No. DNR-110024

C. Funding / Estimated Budget

Total Project Cost	<u>To be determined</u>	State Funding	<u>Federal AML Grant Fund 3B5</u>
Initial Contract Value	<u>\$50,000.00</u>	Other Funding	<u>N/A</u>
Estimated Fee Percentage	<u>To be determined on a project by project basis</u>		

NOTE: The estimated fee percentage for this project includes all professional design services (including sub-consultant services) necessary for providing the deliverables as specified in the contract. Fees may be negotiated and allocated for additional services (via Supplemental Agreement) as necessary

D. Services Required

Primary	<u>Civil/Geotechnical Engineering</u>
	<u>Mining Engineering</u>
Secondary	<u>Environmental Engineering</u>
	<u>Surveying</u>
	<u> </u>
	<u> </u>
	<u> </u>

E. Anticipated Schedule

Professional Services Start	<u>July/August 2011</u>
Construction Contracts to Start	<u>To be determined</u>
Construction Contracts Completed	<u>To be determined</u>
Professional Services Completed	<u>To be determined</u>

F. EDGE Participation Goal

Percent of *initial* TOTAL Design Fee 5%

G. Evaluation Criteria for Selection

Previous experience compatible with the proposed project (e.g., type, size), including relevant past work of the prospective firm's proposed staff, sub-consultants or other team members; past performance of prospective firm and its proposed sub-consultants for ODNR and others; dollar value of ODNR and State of Ohio contracts in the previous three years; and proximity of prospective firms to the project area. **The project team must demonstrate specific experience in the design of Abandoned Mine Land projects.**

Firms must be pre-qualified with ODNR for FY 2011-2012 to be considered for this project. ODNR will accept pre-qualification information (SAO Form #F110-330 Part II and the attached ODNR Supplemental Information) prior to or at the time of the submission of Part I for a particular announcement. Firms who have already submitted a standard pre-qualification information package to ODNR for 2011-2012 need only submit Part I of the SAO Form #F110-330. Please contact Beth Pratt, P.E., with the ODNR Division of Engineering at 614/265-6957, if you have any questions on the Supplemental Information.

Firms responding to this Request for Qualifications shall include with their SF 330 information on their intent to comply with the EDGE Participation Goal listed above, including proposed certified EDGE business enterprise(s) to be utilized on the project and/or a demonstration of its good faith efforts (with supporting evidence) to contract with and to use certified EDGE business enterprise(s) as a part of the project team. Additional detailed information on EDGE compliance and evidence of affirmative action in employment practices may be required during the technical proposal stage of the selection process.

In accordance with Section 9.24 of the Ohio Revised Code, ODNR is prohibited from awarding a contract for goods, services, or construction, paid for in whole or in part with state funds, to a person against whom a finding for recovery has been issued by the auditor of state, if the finding for recovery is unresolved. In preparing a short list recommendation for this project, ODNR shall verify each consultant's compliance with the requirements of Section 9.24.

Prior to executing a contract, the selected firm must submit to ODNR a fully completed and signed Declaration Regarding Material Assistance / Non-Assistance to a Terrorist Organization (DMA) form, published by the Ohio Department of Public Safety. All DMA forms and reference information, including a list of licenses subject to DMA and the Terrorist Exclusion List, can be found on the Ohio Homeland Security Web site at www.homelandsecurity.ohio.gov/dma.asp.

Selection of Professional Services Firms

Ohio Department of Natural Resources Division of Engineering Evaluation of Statements of Interest

PROJECT: Abandoned Mine Lands - Emergency
Program Engineering Services

PROJECT NUMBER: DNR-110024

EVALUATOR: _____

FIRM: _____

EVALUATION DATE: _____

CITY, STATE: _____

		Value	Rating	Weight	Score
A. FIRM'S LOCATION Proximity of office where Project Manager will be located to project site. _____ miles (Estimated)	0-50 miles	5		1.0	
	51-100 miles	4			
	101-150 miles	3			
	151-200 miles	2			
	over 200 miles	1			
B. SIZE OF PROJECT TEAM 1. Size from Statement of Interest: Firm _____ Sub-consultants _____ 2. Coordination with sub-consultants	Score based on size of team, firm, sub-consultants, as compared to project size and scope.	1-5		1.0	
	Score based on role, location and number of sub-consultants.	1-5		1.5	
C. QUALIFICATIONS OF TEAM 1. Appropriate professional disciplines provided _____ 2. Relative project experience	Project Manager	1-5		2.0	
	Firm's staff and sub-consultants	1-5		2.0	
	Firm	1-5		2.0	
	Project Manager	1-5		3.0	
D. STATE WORK AWARDED RECENTLY 1. ODNR Contracts (fees) awarded in past 3 years: \$ _____ 2. Total State of Ohio Contracts (fees) awarded in past 3 years: \$ _____	\$0 - \$99k	5		1.5	
	\$100k - \$249k	4			
	\$250k - \$499k	3			
	\$500k - \$750k	2			
	> \$750k	1			
\$0 - \$249k	5		0.5		
\$250k - \$499k	4				
\$500k - \$749k	3				
\$750k - \$1 mil.	2				
> \$1 mil.	1				
E. GENERAL IMPRESSIONS OF FIRM 1. Quality of Statement of Interest 2. Prior performance for ODNR & Others		1-5		1.0	
		1-5		2.0	
TOTAL SCORE					

**STATE OF OHIO
DEPARTMENT OF NATURAL RESOURCES
SUPPLEMENTAL INFORMATION FOR PREQUALIFICATION
FY 2011 – 2012**

FIRM NAME: _____

PRIMARY CORPORATE OFFICE

STREET ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

COUNTY: _____

TELEPHONE: _____ **FAX:** _____

PRIMARY OHIO OFFICE (IF PRIMARY CORPORATE OFFICE IS OUT OF STATE)

STREET ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

COUNTY: _____

TELEPHONE: _____ **FAX:** _____

SUMMARY OF PROFESSIONAL SERVICES FEES RECEIVED IN THE THREE CALENDAR YEARS LISTED (Insert Index Numbers From Table Below):

	<u>2009</u>	<u>2008</u>	<u>2007</u>
Direct State of Ohio Contract Work:	_____	_____	_____
State of Ohio Subcontract Work:	_____	_____	_____
All Other Work:	_____	_____	_____
Total Fees	_____	_____	_____

INDEX:	
1. Less than \$250,000	4. \$1,000,001 - \$5 million
2. \$250,001 - \$500,000	5. \$5,000,001 - \$10 million
3. \$500,001 - \$1,000,000	6. Greater than \$10 million

The following information is supplemental to Standard Form 330 (Architect-Engineer Qualifications, Part II General Qualifications) submitted to the Division of Engineering, Ohio Department of Natural Resources, for prequalification for professional services as defined in Rule 1501-3-01 of the Administrative Code.

- OHIO CERTIFICATE(S) OF AUTHORIZATION:** Indicate the certificate number(s) of the appropriate certificate(s) issued to your firm by the Board of Registration (Engineers and Surveyors) or Board of Examiners (Architects and Landscape Architects) in accordance with the indicated sections of the Revised Code:

PLEASE NOTE: THESE ARE NOT REGISTRATION NUMBERS FOR INDIVIDUALS. IF UNCERTAIN OF FIRM'S STATUS, CONTACT THE APPROPRIATE BOARD. THIS INFORMATION MUST BE COMPLETED OR YOUR FIRM WILL NOT BE PREQUALIFIED WITH ODNR FOR PROFESSIONAL SERVICES.

4733.16 Engineering and/or Surveying

4703.18 Architecture

4703.331 Landscape Architecture

OR:

If your firm is exempt from Ohio Revised Code Sections 4733.16, 4703.18 and 4703.331, briefly explain the reason for this exemption:

OR:

If you are a sole proprietor, please list the name and registration number of firm's Registered Professional:

2. **AFFIRMATIVE ACTION POLICY:** Pursuant to Section 125.111 of the ORC, the Consultant agrees to develop and implement a written affirmative action program, approved by the State of Ohio, Equal Opportunity Division. To obtain approval, this may be submitted through the <http://ohiobusinessgateway.ohio.gov>.
3. **SEXUAL HARASSMENT POLICY:** Attach a copy of your firm's Sexual Harassment policy statement.
4. **ENCOURAGING DIVERSITY, GROWTH AND EQUITY (EDGE):** If your firm is a certified EDGE participant attach a copy of your current Official EDGE Certificate.
5. **REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION:** Please complete the attached IRS Form W-9.
6. **CERTIFICATE OF INSURANCE:** Please provide evidence of your firm's professional liability insurance coverage as outlined in Section 153.70 of the Ohio Revised Code:

§ 153.70 Professional liability insurance; waiver or substitution.

Text of Statute

(A) Except for any person providing professional design services of a research or training nature, any person rendering professional design services to a public authority shall have and maintain, or be covered by, during the period the services are rendered, a professional liability insurance policy or policies with a company or companies that are authorized to do business in this state and that afford professional liability coverage for the professional design services rendered. The insurance shall be in amount considered sufficient by the public authority.

(B) The requirement for professional liability insurance set forth in division (A) of this section may be waived by the public authority for good cause, or the public authority may allow the person providing the professional design services to provide other assurances of financial responsibility.

HISTORY: 146 v H 231. Eff 11-24-95.

Not analogous to former RC § [153.70](#), amended and renumbered RC § 153.71 in 146 v H 231, eff 11-24-95.

7. **NOTICE ON FINDINGS FOR RECOVERY:** In accordance with Section 9.24 of the Ohio Revised Code, The Department of Natural Resources is prohibited from awarding a contract for goods, services, or construction, paid for in whole or in part with state funds, to a person against whom a finding for recovery has been issued by the Auditor of State, if the finding for recovery is unresolved. Prior to completion of a short list recommendation for each project for which ODNR is selecting firm(s) to provide professional services, ODNR shall verify each consultant's compliance with the requirements of Section 9.24.

8. **COMPOSITION OF FIRM** (Insert number of individuals in appropriate spaces. The number of minority group individuals is to be included in the total as well as Women and Minorities columns, as applicable. Minorities include American Indian, Afro-American, Oriental American and Spanish Surnamed American).

	<u>Total</u>	<u>Women</u>	<u>Minorities</u>
A. <u>Administrative Staff</u>			
Managers	_____	_____	_____
Word Processors, Receptionists, etc.	_____	_____	_____
Accountants, Bookkeepers, etc.	_____	_____	_____
B. <u>Registered Professional Staff</u>			
Professional Engineers	_____	_____	_____
Professional Surveyors	_____	_____	_____
Registered Architects	_____	_____	_____
Registered Landscape Architects	_____	_____	_____
C. <u>Semi-Professional Staff</u>			
Technicians	_____	_____	_____
Drafting Technicians	_____	_____	_____
CADD Operators	_____	_____	_____
D. <u>Other Staff (List Categories)</u>			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTALS	_____	_____	_____

SIGNATURE OF PREPARER: _____

TITLE: _____ DATE: _____

Request for Qualifications (Planning Services)

Ohio University, Design and Construction
Ridges Building 19, Suite 220, 108 Ridges Circle
Athens, Ohio 45701



www.facilities.Ohiou.edu/design_construction/
Phone: 740.593.2727

Administration of Project: Local Administration

Project Name	<u>Power Plant Feasibility Study</u>	Response Deadline	<u>03/31/2011</u>	<u>4:00 p.m.</u>	local time
Project Location	<u>Ohio University – Athens Campus</u>	Project Number	<u>N/A</u>		
City / County	<u>Athens / Athens</u>	Project Manager	<u>Dick Planisek</u>		
Agency/Institution	<u>Ohio University</u>	Contracting Authority	<u>Ohio University</u>		
No. of paper copies requested (stapled, not bound)	<u>3</u>	No. of electronic copies requested on CD (PDF)	<u>1</u>		

Submit the requested number of Statements of Qualifications (SAO Form F110-330) directly to Dick Planisek at the address above. See Section H for additional submittal instructions.

Project Overview

A. Project Description

Ohio University Facilities Department is requesting proposals from qualified engineering firms to conduct a feasibility study to analyze alternatives for a new or renovated facility to provide heating and cooling to University buildings at the Athens, Ohio campus. The current Lausche Heating plant is nearing the end of its anticipated useful life, and is due for replacement or a major modernization. The final goal of the project is to upgrade steam production and efficiency, to provide compliance with environmental regulations, and to reduce greenhouse gas emissions, all with the best possible life cycle costs. It is anticipated that there will be a variety of alternatives. The heating plant study will assess in detail various plant configurations, which will enable the University to select the best configuration for possible future implementation. In addition to the provision of steam heating, the plant will also provide chilled water to the campus central chilled water distribution system.

The basic intent of the study is to investigate, analyze and recommend on a plant-by-plant basis the optimal configuration of the heating plants to serve the University for many years into the future.

It is expected that the selected firm will provide expertise, whether in-house or through a sub-consultant, in the study of the environmental impact of each of the plant configurations under consideration.

Review the existing campus steam heating and chilled water needs, as well as the current production and distribution system.

Review and consider the University's long range capital plans to evaluate future needs.
Analyze the following plant configuration options, as envisioned by the University:

Maintain and upgrade the existing basic heating plant, considering alternate fuel sources.

Convert the existing plant to a high-performance steam power plant

Develop new gas-turbine cogeneration plant

Develop new bio-mass cogeneration plant

Any other configuration or scenario that the consultant may suggest as a solution to the stated need.

Develop a scorecard summarizing the quantitative and qualitative characteristics relating to the various plant configurations and their implications in regards to:

Environmental implications, including carbon footprint and greenhouse gas emissions.

Reliability and longevity of the facility.

Economic qualities (construction, operational aspects, fuel types, etc.)

Assist the University in the presentation of a public forum to both the University and the local community explaining the various options under consideration and their relative merits.

Request For Qualifications (Planning) continued



Project Name Power Plant Feasibility Study Project Number N/A

B. Scope of Services

For purposes of completing the Relevant Project Experience Matrix in Section F of the Statement of Qualifications (SAO Form #F110-330), below is a list of relevant scope of work requirements for this RFQ:

1. Heating / power plant analysis and design
2. Master planning campus utility systems
3. Project design utilizing alternative fuel sources
4. LEED certified projects

C. Funding / Estimated Budget

Total Project Cost	<u>\$100,000</u>	State Funding	<u>\$0</u>
Estimated Fee	<u>N/A</u>	Other Funding	<u>\$100,000</u>

NOTE: The fee for this project includes all consultant services necessary for proper completion of the Basic Services for the successful completion of the project, including but not limited to: development of the Program of Requirements, 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 an extensive evaluation or validation of site conditions and extensive pre-design investigations.).

D. Services Required

Primary	<u>Mechanical Engineering</u>
Secondary	<u>Electrical Engineering</u>
	<u>Civil Engineering</u>
	<u>Environmental Impact Engineering</u>
	<u> </u>
	<u> </u>

E. Anticipated Schedule

Professional Services Start (mm/yy)	<u>04 / 11</u>
Professional Services Completed (mm/yy)	<u>12 / 11</u>

F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL A/E Fee	<u>N/A</u>
-----------------------------------------	------------

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. 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.

Please include in the statement of qualifications the identity and qualifications of the persons who will be actually working on this project. It is expected that the project team in place at the beginning of the project will remain in place through the project conclusion.

Prior to executing the Architect/Engineer Agreement, the selected A/E must represent and warrant that it has not provided any material assistance, as that term is defined in O.R.C. Section 2909.33(C), to an organization that is identified by, and included on, the United States Department of State Terrorist Exclusion List and that it has truthfully answered "no" to every question on the Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization, and that it has provided or shall provide such to the Contracting Authority and/or the Ohio Business Gateway (<https://ohiobusinessgateway.ohio.gov/OBG/Membership/Security.mvc>).

Prior to executing the Agreement, the selected Consultant must represent and warrant that it has not provided any material assistance, as that term is defined in O.R.C. Section 2909.33(C), to an organization that is identified by, and included on, the United States Department of State Terrorist Exclusion List and that it has truthfully answered "no" to every question on the Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization, and that it

Request For Qualifications (Planning) continued



Project Name Power Plant Feasibility Study

Project Number N/A

has provided or shall provide such to the Contracting Authority and/or the Ohio Business Gateway (<https://ohiobusinessgateway.ohio.gov/OBG/Membership/Security.mvc>).

H. Submittal Instructions

Firms are required to submit the current version of Statement of Qualifications (SAO Form F110-330) available via the SAO website at <http://ohio.gov/sao> (click on Forms).

Paper copies of the Statement of Qualifications should 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 name the PDF file and mark or label the CD and the CD cover with the project number and firm name.

Submit all questions regarding this RFQ in writing to Dick Planisek at planisek@ohio.edu with the project name included in the subject line (no phone calls please).

Planning Services Selection Rating

Ohio University, Design and Construction
Ridges Building 19, Suite 220, 108 Ridges Circle
Athens, Ohio 45701



www.facilities.ohiou.edu/design_construction/
Phone 740.593.2727

Project Name Power Plant Feasibility Study Proposer Firm _____
Project Number N/A City, State, Zip _____

Selection Criteria		Value	Score
1. Consultant Firm Location (5 points)			
Proximity of primary firm office where majority of work is to be performed in relationship to project location	Less than 100 miles	4 - 5	
	100 to 250 miles	2 - 3	
	More than 250 miles	0 - 1	
2. Consultant Firm Size (5 points)			
Number of relevant planning professionals within primary Consultant firm available to perform the work.	Small = Less than 10 planning professionals	0 - 1	
	Medium = 10 to 20 planning professionals	2 - 3	
	Large = More than 20 planning professionals	4 - 5	
3. Current Workload (5 points)			
Amount of fees awarded by the Contracting Authority to the primary Consultant Firm in the previous 24 months (exclude projects on hold)	Less than \$500,000	4 - 5	
	\$500,000 to \$1,000,000	2 - 3	
	More than \$1,000,000	0 - 1	
4. Primary Consultant Qualifications (30 points)			
a. Project Management Lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 15	
b. Project Planning Lead	Experience / creativity of lead planner to meet needs of owner	0 - 10	
c. Technical Staff	Experience / ability of planning staff to develop quality planning reports	0 - 5	
5. Sub-consultant Qualifications (10 points)			
Key Discipline Leads	Experience / ability of all key discipline leads to effectively perform the work	0 - 10	
6. Project Team Qualifications (15 points)			
a. Previous Team Collaboration Number of projects that a majority of the team members have worked together	Less than 3 projects (Low)	0 - 1	
	3 to 7 projects (Average)	2 - 3	
	More than 7 projects (High)	4 - 5	
b. LEED* Experience within Team	LEED AP(s)** on Team	0 - 1	
	LEED Registered Project(s)	0 - 2	
	LEED Certified Project(s)	0 - 2	
	Satisfies ALL above Criteria	Sum = 0 - 5	
c. Team Organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
7. Overall Project Team Experience (30 points)			
a. Budget and Schedule Management	Performance in completing projects within original budget and schedule limitations	0 - 5	
b. Experience with Similar Project Type	Less than 3 projects (Low)	0 - 5	
	3 to 7 projects (Average)	6 - 10	
	More than 7 projects (High)	11 - 15	
c. Past Performance	Level of performance as indicated by past evaluations / letters of reference	0 - 10	
* LEED = Leadership in Energy & Environmental Design developed by the U.S. Green Building Council ** LEED AP = LEED Accredited Professional credential by the Green Building Certification Institute		Subtotal	

Notes:

Evaluator:

Name _____

Signature _____ Date _____

Request for Qualifications (CM)

Zane State College
1555 Newark Road
Zanesville, OH 43701

<http://www.zanestate.edu/>
Phone: 740.588.1396

Administration of Project: Local Administration

Project Name	<u>Advanced Science & Technology Center</u>	Response Deadline	<u>April 29, 2011 4:00 PM</u> local time
Project Location	<u>Zane State College</u>	Project Number	<u>ZSC-6-2011-1</u>
City / County	<u>Zanesville / Muskingum</u>	Project Manager	<u>Joseph Keating, Dir. Operations</u>
Agency/Institution	<u>Zane State College</u>	Contracting Authority	<u>Zane State College (Owner)</u>
No. of paper copies requested (stapled, not bound)	<u>4</u>	No. of electronic copies requested on CD (PDF)	<u>4</u>

Submit the requested number of Statements of Qualifications (SAO Form F110-330) directly to Joseph Keating at jkeating@zanestate.edu. See Section H for additional submittal instructions.

Project Overview

A. Project Description

Zane State College (ZSC) intends to contract for construction manager (CM) services for the Advanced Science and Technology Center (ASTECC) in Zanesville, Ohio. This academic building will include general classroom space, lab space, community space, and space to support the academic and training programs of the College. The anticipated facility will consist of approximately 46,000 gross square feet with a construction budget of about \$7.5 million. A program of requirements for ASTECC has been developed and is attached.

The project is currently in the fundraising stage and will not enter the design phase until sufficient funds have been raised. The College at this time has an RFQ out for architect/engineering services for this project.

B. Scope of Services

The selected Construction Manager (CM), as a portion of its required Scope of Services and prior to submitting its implementation plan and proposal, will discuss and clarify with the Owner and the Contracting Authority the breakdown of the Construction Manager Agreement detailed cost components to address the Owner's project requirements and refine the project schedule. Participation in the Encouraging Growth, Diversity & Equity (EDGE) Program as is welcome, but not required.

As required by the Agreement, and as properly authorized, provide the following categories of services: provide constructability review comments on documents produced by the Architect/Engineer during the Pre-design, Schematic Design, Design Development, and Construction Document stages; develop and maintain estimates of probable construction cost, value engineering, project schedules, and construction schedules; provide support during the Bid and Award Stage, Construction Stage and Post-Construction Stage. Refer to *The SAO Manual* for additional information about the type and extent of services required for each. A copy of the standard CM agreement can be obtained at the State Architect's Office (SAO) website at <http://ohio.gov/sao> (click on Forms).

During the construction period, provide on-site construction management services each week as designated in the CM implementation plan, including (1) attendance at progress meetings, (2) written daily reports, (3) on-site representation comprised of the CM and its consultant staff involved in the project, all having relevant and appropriate types of construction management experience.

Request For Qualifications (CM) continued

Project Name Advanced Science & Technology Center

Project Number ZSC – 6- 2011 - 1

For purposes of completing the Relevant Project Experience Matrix in Section F of the Statement of Qualifications (SAO Form F110-330), below is a list of relevant scope of work requirements for this RFQ:

1. State of Ohio project experience
2. Higher education academic facilities experience
3. Coordination during construction related to LEED Certification
4. Geothermal HVAC experience
5. Alternative energy systems
6. Zane State College experience
7. Experience working with the identified design team
8. Building Information Modeling experience
9. Fund raising support materials
10. Commissioning

C. Funding / Estimated Budget

Total Project Cost	<u>\$9,750,000</u>	State Funding	<u>N/A</u>
Construction Cost	<u>\$7,500,000</u>	Other Funding	<u>\$9,750,000</u>
Estimated CM Fee	<u>5.8% - 6.2%</u>		

NOTE: The CM fee percentage for this project includes all professional CM 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 or A/E, validation of existing site conditions (but not subsurface or hidden conditions), preparation of cost estimates and 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, etc.)

D. Services Required

Primary	<u>Construction Management</u>
Secondary	<u>_____</u>
	<u>_____</u>
	<u>_____</u>
	<u>_____</u>
	<u>_____</u>

E. Anticipated Schedule

CM Services Start (mm/yy)	<u>04 / 11</u>
Construction Contracts Start (mm/yy)	<u>TBD</u>
CM Services Completed (mm/yy)	<u>TBD</u>
Construction Contracts Completed (mm/yy)	<u>TBD</u>

F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL CM Fee	<u>0%</u>
----------------------------------------	-----------

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. Experience and capabilities of creating or using Critical Path Method (CPM) schedules and of using CPM schedules as a project management tool. Experience and capabilities of developing cost estimates. 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 CM and all its consultants must have the capability to use the Internet within their normal business location(s) during normal business hours.

Prior to executing the Construction Manager Agreement, the selected CM must represent and warrant that it has not provided any material assistance, as that term is defined in O.R.C. Section 2909.33(C), to an organization that is identified by, and included on, the United States Department of State Terrorist Exclusion List and that it has truthfully answered "no" to every question on the Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization, and that it has provided or shall provide such to the Contracting Authority and/or the Ohio Business Gateway (<https://ohiobusinessgateway.ohio.gov/OBG/Membership/Security.mvc>).

Request For Qualifications (CM) continued

Project Name Advanced Science & Technology Center

Project Number ZSC – 6- 2011 - 1

H. Submittal Instructions

Firms are required to submit the current version of Statement of Qualifications (SAO Form F110-330) available via the SAO website at <http://ohio.gov/sao> (click on Forms).

Paper copies of the Statement of Qualifications should 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 name the PDF file and mark or label the CD and the CD cover with the project number and firm name.

The mailing address to send submittals is as follows;

Zane State College
Attn: Joseph Keating, Director of Operations
1555 Newark Rd.
Zanesville, OH 43701

Submit all questions regarding this RFQ in writing to Joseph Keating at jkeating@zanestate.edu with the project number included in the subject line (no phone calls please).

CM Selection Rating

Zane State College
1555 Newark Road
Zanesville, OH 43701

<http://www.zanestate.edu/>
Phone: 740.588.1396

Project Name Advanced Science & Technology Center Proposer Firm _____
Project Number ZSC – 6 – 2011 - 1 City, State, Zip _____

Selection Criteria		Value	Score
1. CM Firm Location (5 points)			
Proximity of primary CM firm office where majority of work is to be performed in relationship to project site	Less than 50 miles	4 - 5	
	50 to 100 miles	2 - 3	
	More than 100 miles	0 - 1	
2. CM Firm Size (5 points)			
Staff availability by number of project managers / superintendents within primary CM firm to perform the work	Small = Less than 6 project mgt. staff	1	
	Medium = 6 to 10 project mgt. staff	5	
	Large = More than 10 project mgt. staff	3	
3. Current Workload (5 points)			
Amount of fees awarded by the Contracting Authority to the primary CM Firm in the previous 24 months (exclude projects on hold)	Less than \$[100,000]	4 - 5	
	\$100,000 to \$500,000	2 - 3	
	More than \$500,000	0 - 1	
4. Primary CM Qualifications (30 points)			
a. Project Management Lead	Experience / ability of Project Manager to manage scope / budget / schedule / quality	0 - 10	
b. Project Administration Lead	Experience / ability of Project Engineer to accurately and timely facilitate paperwork	0 - 5	
c. Technical Staff	Experience / ability of Project Admin. staff to timely process documents	0 - 5	
d. Construction Administration	Experience / ability of Superintendent to identify / solve issues during construction	0 - 10	
5. CM Consultant Qualifications (10 points)			
Key Discipline Leads	Experience / ability of Discipline Leads in scheduling, estimating, constructability reviews and bid packaging/mkt. analysis	0 - 10	
6. Project Team Qualifications (15 points)			
a. Previous Team Collaboration Number of projects that a majority of the team members have worked together	Less than 4 projects (Low)	0 - 1	
	4 to 7 projects (Average)	2 - 3	
	More than 7 projects (High)	4 - 5	
b. LEED* Experience within Team	LEED AP(s)** on Team	0 - 1	
	LEED Registered Project(s)	0 - 2	
	LEED Certified Project(s)	0 - 2	
	Satisfies ALL above Criteria	Sum = 0 - 5	
c. Team Organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
7. Overall Project Team Experience (30 points)			
a. Budget and Schedule Management	Performance in completing projects within original budget and schedule limitations	0 - 5	
b. Experience with Similar Project Type	Less than 5 projects (Low)	0 - 3	
	5 to 10 projects (Average)	4 - 6	
	More than 10 projects (High)	7 - 10	
c. Past Performance	Level of performance as indicated by past CM evaluations / letters of reference	0 - 5	
d. Knowledge of State of Ohio Capital Project Administration Process	Less than 4 projects (Low)	0 - 3	
	4 to 7 projects (Average)	4 - 6	
	More than 7 projects (High)	7 - 10	
		Subtotal	

* LEED = Leadership in Energy & Environmental Design developed by the U.S. Green Building Council
** LEED AP = LEED Accredited Professional credential by the Green Building Certification Institute

Notes:

Evaluator:

Name _____

Signature _____ Date _____

Proposed Program:

Based on information gathered throughout the interview and research process and combining it with the square foot variable in the previous chart, BAA suggests the following proposed program for the STEMM Building:

STEMM Building			
Proposed Program			
Program	Students/Class	S.F Multiplier	Total S.F.
Anatomy Lab	24	60	1,440
Anatomy Stg. / Prep			200
Physics Lab	24	60	1,440
Geology Lab	24	60	1,440
Common Phys./Geo.Stg.& Prep			500
Robotics & Industrial Tech	16	75	1,200
Office / Stg.			350
Biology (107) Environmental Lab	30	60	1,800
Shared A&P and Bio Lab.	30	60	1,800
Common A&P/Bio Stg.& Prep			500
Alternative Energy Lab	20	100	2,000
Sustainable Agriculture Green House			600
Alternative Energy Support Space			1,000
Medical Assistant Tech.	24	35	840
Radiology Lab	24	25	600
Shared Adjacent Class Space	24	23	552
Common Galleria / Student Gathering	327	4	1,308
General Classroom	48	23	1,104
General Classroom	48	23	1,104
General Classroom	32	23	736
General Classroom	32	23	736
Seminar Room	20	30	600
Seminar Room	20	30	600
Lecture Hall	65	20	1,300
Adjunct Staff Space	4	80	320
Administration Staff Space	1	150	150
Clerical/Support	1	90	90
Offices	4	125	500
Faculty Support Space & Conference			450
Computer Lab	30	25	750
Computer Lab	30	25	750
Storage / Hardware			300
Dedicated Computer Classroom	35	25	875
Development Studio			800
Extended Learning Space			1,000
MEP Space			850
Total Net Assignable Square Footage (NASF)			30,585
Additional Galleria (unprogrammed)			4,750
Subtotal			35,335
net to gross conversion factor			1.30
Total Gross Square Footage			45,890

3/2/2010

In addition to the programming listed in the chart above, additional consideration must be given to exterior spaces including a roof garden and flexible, non-descript outdoor space for educational purposes.

Request for Qualifications (CM)

Zane State College
1555 Newark Road
Zanesville, OH 43701

<http://www.zanestate.edu/>
Phone: 740-588-1396

Administration of Project: Local Administration

Project Name	<u>Cambridge Training & Education Center</u>	Response Deadline	<u>April 29, 2011 4:00 PM</u> local time
Project Location	<u>Zane State College Cambridge Campus</u>	Project Number	<u>ZSC-7-2011-1</u>
City / County	<u>Cambridge / Guernsey</u>	Project Manager	<u>Joseph Keating, Dir. Operations</u>
Agency/Institution	<u>Zane State College</u>	Contracting Authority	<u>Zane State College (Owner)</u>
No. of paper copies requested (stapled, not bound)	<u>4</u>	No. of electronic copies requested on CD (PDF)	<u>4</u>

Submit the requested number of Statements of Qualifications (SAO Form F110-330) directly to Joseph Keating at jkeating@zanestate.edu. See Section H for additional submittal instructions.

Project Overview

A. Project Description

Zane State College (ZSC) intends to contract for construction manager (CM) services for the Cambridge Training & Education Center (CTEC) in Cambridge, Ohio. This academic/training building will include general classroom space, lab space, community space, and space to support the academic and business & industry training programs of the College. The anticipated facility will consist of approximately 37,000 gross square feet with a construction budget of about \$7,662,600. There is an additional construction budget of about \$900,900 for an enclosed pedestrian bridge, spanning Brick Church Road, to connect the new building to the existing Willett-Pratt Training Center. A program of requirements for CTEC has been developed and is attached.

The project is currently in the fundraising stage and will not enter the design phase until sufficient funds have been raised. The College at this time has an RFQ out for architect/engineering services for this project.

B. Scope of Services

The selected Construction Manager (CM), as a portion of its required Scope of Services and prior to submitting its implementation plan and proposal, will discuss and clarify with the Owner and the Contracting Authority the breakdown of the Construction Manager Agreement detailed cost components to address the Owner's project requirements and refine the project schedule. Participation in the Encouraging Growth, Diversity & Equity (EDGE) Program as is welcome, but not required.

As required by the Agreement, and as properly authorized, provide the following categories of services: provide constructability review comments on documents produced by the Architect/Engineer during the Pre-design, Schematic Design, Design Development, and Construction Document stages; develop and maintain estimates of probable construction cost, value engineering, project schedules, and construction schedules; provide support during the Bid and Award Stage, Construction Stage and Post-Construction Stage. Refer to *The SAO Manual* for additional information about the type and extent of services required for each. A copy of the standard CM agreement can be obtained at the State Architect's Office (SAO) website at <http://ohio.gov/sao> (click on Forms).

During the construction period, provide on-site construction management services each week as designated in the CM implementation plan, including (1) attendance at progress meetings, (2) written daily reports, (3) on-site representation comprised of the CM and its consultant staff involved in the project, all having relevant and appropriate types of construction management experience.

Request For Qualifications (CM) continued

Project Name Cambridge Training & Education Center

Project Number ZSC-7-2011-1

For purposes of completing the Relevant Project Experience Matrix in Section F of the Statement of Qualifications (SAO Form F110-330), below is a list of relevant scope of work requirements for this RFQ:

1. State of Ohio project experience
2. Higher education academic facilities experience
3. Coordination during construction related to LEED Certification
4. Geothermal HVAC experience
5. Alternative energy systems
6. Zane State College experience
7. Experience working with the identified design team
8. Building Information Modeling experience
9. Fund raising support materials
10. Commissioning

C. Funding / Estimated Budget

Total Project Cost	<u>\$10,000,000</u>	State Funding	<u>\$1,000,000</u>
Construction Cost	<u>\$8,563,500</u>	Other Funding	<u>\$9,000,000</u>
Estimated CM Fee	<u>5.8% - 6.2%</u>		

NOTE: The CM fee percentage for this project includes all professional CM 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 or A/E, validation of existing site conditions (but not subsurface or hidden conditions), preparation of cost estimates and 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, etc.)

D. Services Required

Primary	<u>Construction Management</u>
Secondary	<u>_____</u>
	<u>_____</u>
	<u>_____</u>
	<u>_____</u>
	<u>_____</u>

E. Anticipated Schedule

CM Services Start (mm/yy)	<u>04 / 11</u>
Construction Contracts Start (mm/yy)	<u>TBD</u>
CM Services Completed (mm/yy)	<u>TBD</u>
Construction Contracts Completed (mm/yy)	<u>TBD</u>

F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL CM Fee	<u>0%</u>
----------------------------------------	-----------

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. Experience and capabilities of creating or using Critical Path Method (CPM) schedules and of using CPM schedules as a project management tool. Experience and capabilities of developing cost estimates. 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 CM and all its consultants must have the capability to use the Internet within their normal business location(s) during normal business hours.

Prior to executing the Construction Manager Agreement, the selected CM must represent and warrant that it has not provided any material assistance, as that term is defined in O.R.C. Section 2909.33(C), to an organization that is identified by, and included on, the United States Department of State Terrorist Exclusion List and that it has truthfully answered "no" to every question on the Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization, and that it has provided or shall provide such to the Contracting Authority and/or the Ohio Business Gateway (<https://ohiobusinessgateway.ohio.gov/OBG/Membership/Security.mvc>).

Request For Qualifications (CM) continued

Project Name Cambridge Training & Education Center

Project Number ZSC-7-2011-1

H. Submittal Instructions

Firms are required to submit the current version of Statement of Qualifications (SAO Form F110-330) available via the SAO website at <http://ohio.gov/sao> (click on Forms).

Paper copies of the Statement of Qualifications should 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 name the PDF file and mark or label the CD and the CD cover with the project number and firm name.

The mailing address to send submittals is as follows;

Zane State College
Attn: Joseph Keating, Director of Operations
1555 Newark Rd.
Zanesville, OH 43701

Submit all questions regarding this RFQ in writing to Joseph Keating at jkeating@zanestate.edu with the project number included in the subject line (no phone calls please).

CM Selection Rating

Zane State College
1555 Newark Road
Zanesville, OH 43701

<http://www.zanestate.edu/>
Phone 740.588.1396

Project Name Cambridge Training & Education Center Proposer Firm _____
Project Number ZSC-7-2011-1 City, State, Zip _____

Selection Criteria		Value	Score
1. CM Firm Location (5 points)			
Proximity of primary CM firm office where majority of work is to be performed in relationship to project site	Less than 50 miles	4 - 5	
	50 to 100 miles	2 - 3	
	More than 100 miles	0 - 1	
2. CM Firm Size (5 points)			
Staff availability by number of project managers / superintendents within primary CM firm to perform the work	Small = Less than 7 project mgt. staff	1	
	Medium = 7 to 10 project mgt. staff	5	
	Large = More than 10 project mgt. staff	3	
3. Current Workload (5 points)			
Amount of fees awarded by the Contracting Authority to the primary CM Firm in the previous 24 months (exclude projects on hold)	Less than \$100,000	4 - 5	
	\$100,000 to \$500,000	2 - 3	
	More than \$500,000	0 - 1	
4. Primary CM Qualifications (30 points)			
a. Project Management Lead	Experience / ability of Project Manager to manage scope / budget / schedule / quality	0 - 10	
b. Project Administration Lead	Experience / ability of Project Engineer to accurately and timely facilitate paperwork	0 - 5	
c. Technical Staff	Experience / ability of Project Admin. staff to timely process documents	0 - 5	
d. Construction Administration	Experience / ability of Superintendent to identify / solve issues during construction	0 - 10	
5. CM Consultant Qualifications (10 points)			
Key Discipline Leads	Experience / ability of Discipline Leads in scheduling, estimating, constructability reviews and bid packaging/mkt. analysis	0 - 10	
6. Project Team Qualifications (15 points)			
a. Previous Team Collaboration Number of projects that a majority of the team members have worked together	Less than 4 projects (Low)	0 - 1	
	4 to 7 projects (Average)	2 - 3	
	More than 7 projects (High)	4 - 5	
b. LEED* Experience within Team	LEED AP(s)** on Team	0 - 1	
	LEED Registered Project(s)	0 - 2	
	LEED Certified Project(s)	0 - 2	
	Satisfies ALL above Criteria	Sum = 0 - 5	
c. Team Organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
7. Overall Project Team Experience (30 points)			
a. Budget and Schedule Management	Performance in completing projects within original budget and schedule limitations	0 - 5	
b. Experience with Similar Project Type	Less than 5 projects (Low)	0 - 3	
	5 to 10 projects (Average)	4 - 6	
	More than 10 projects (High)	7 - 10	
c. Past Performance	Level of performance as indicated by past CM evaluations / letters of reference	0 - 5	
d. Knowledge of State of Ohio Capital Project Administration Process	Less than 4 projects (Low)	0 - 3	
	4 to 7 projects (Average)	4 - 6	
	More than 7 projects (High)	7 - 10	
		Subtotal	

* LEED = Leadership in Energy & Environmental Design developed by the U.S. Green Building Council
** LEED AP = LEED Accredited Professional credential by the Green Building Certification Institute

Notes:

Evaluator:

Name _____

Signature _____ Date _____

**Zane State College
Cambridge Campus
Program of Required Spaces
0927**

PROGRAM OF REQUIRED SPACES
 Pre-Design
 Schematic Design
 Design Development
 Construction Documents

DATE: 5-21-10

DEPT. & FUNCTION REQ'D	ROOM	PERSONNEL PER SPACE	S.F./ROOM	QUANTITY	TOTAL S.F.	ADJACENCIES	COMMENTS/NOTES
EDUCATION			SIZE				
Classroom		32	1000	7	7000		Accommodate computer lab setup
Laboratory		25	1200	2	2400		Fully equipped with fume hood, gas, air, water etc.
Laboratory storage and prep room		1	200	1	200	Between labs	Chemical storage
Media/Storage Room		N/A	500	1	500		
MEETING							
Community Room		200	4200	1	4200	Entrance/lobby, restrooms & kitchen/café	Seating for 8 to a table/folding partitions to divide space into three separate areas
Community Storage Room		N/A	300	1	300	Community Room	
Conference Center/Training Classroom		75	1200	1	1200	Entrance/lobby & restrooms	Horseshoe layout for lectures
ADMINISTRATION							
Instructor/Professor Office		2	160	5	800		
Executive Academic Administrative Office		1	200	1	200	Administrative Assistant	
Administrative Assistant		1	100	1	100	Executive Office	
Conference Room		16	500	1	500	Administration & Student Services	
Workmail/copy Room		N/A	250	1	250	Administration & Student Services	Provide mailboxes for staff
STUDENT SERVICES							
S.S. Office		1	100	5	500	Reception area & testing room	
Reception Area		1	300	1	300	Offices & testing room	Alcove for 2-3 computer kiosks
Testing Room		10	400	1	400	Offices & reception area	Accommodate students at computer desks
SUPPORT SPACES							
Student Lounge		N/A	2200	1	2200	Kitchen/café	+/- 125 person occupancy 16 s.f./person/ include quiet study area
Kitchen/Café		N/A	800	1	800	Lounge & Community room	Prep area for caterers and service of small menu of hot items for students
Bookstore		N/A	1500	1	1500	Student Services/Lounge	Sale of apparel and specialty books
Bookstore Office		1	100	1	100		
Bookstore Storage Room		N/A	800	1	800		
Resource Room		N/A	350	1	350		Storage for books, apparel etc.
Lobby		N/A	1500	1	1500		
Male and Female Restrooms-Public		1 EA	400	2	800		
Male and Female Restrooms-Staff		1 EA	80	2	160		
Storage (General)		N/A	1300	1	1300		
Mechanical spaces etc		N/A	1800	1	1800		
Server Room		N/A	300	1	300		
Receiving Area		N/A	375	1	375		
SUBTOTAL					30835		
Circulation					6167		Assume 20% of program area total
BUILDING TOTAL					37,002		

Request for Qualifications (A/E)

Kent State University
Office of the University Architect, 334 Lowry Hall
Kent, Ohio 44242-0001



www.kent.edu/universityarchitect
v: 330-672-3880 ■ f:330-672-2648

Administration of Project: Local Administration

Project Name	<u>Tri-Towers Residence Halls Rooms and HVAC Upgrades-MEP Engineer</u>	Response Deadline	<u>April 4, 2011 4:00 p.m. local time</u>
Project Location	<u>Kent State University</u>	Project Number	<u>KSU-11L123</u>
City / County	<u>Kent / Portage</u>	Project Manager	<u>Joseph (Jay) Graham</u>
Agency/Institution	<u>Kent State University</u>	Contracting Authority	<u>Kent State University</u>
No. of paper copies requested (stapled, not bound)	<u>1</u>	No. of electronic copies requested on CD (PDF)	<u>1</u>

Submit the requested number of Statements of Qualifications (SAO Form F110-330) directly to Michael Bruder at the Office of the University Architect, 334 Lowry Hall, Kent State University, Kent, OH 44242f. See Section H for additional submittal instructions.

Project Overview

A. Project Description

Built in 1968, the Tri-Towers complex consists of two ten-story residence halls, one twelve-story residence hall and a central connecting building for dining and student activities. The complex houses approximately 1,400 students and has received two large scale, but partial renovations within the last ten years. The scope of this project is to address the remaining deferred maintenance issues including aging HVAC infrastructure, building envelope failures, interior room configurations and finishes that were not corrected as part of previous renovations and to extend the life of the buildings for another thirty years. This request is for the MEP Engineer to provide Programming, Design, Construction Administration, Close-out and Warranty phases of the project. Along with the Owner and under a separate request for qualifications, the selected Architect of Record will participate in the selection of the MEP Engineer and will contract directly with the selected MEP Engineer. A Commissioning Authority will be selected and contracted directly with the University.

Bidding and construction will be scheduled over three years with the majority of the construction work being completed over the summer breaks of 2012 through 2015 while the buildings are unoccupied.

A pre-proposal meeting will be held on Friday, March 25, 2011 at 3:00 at the main lounge of the Tri-Towers Rotunda building for ALL disciplines (Architect of Record, MEP Engineer and Commissioning Authority). This meeting will provide an overview of the project and an opportunity for questions. Please park in any of the lots immediately adjacent to the building.

B. Scope of Services

The selected Architect/Engineer (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 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 the following categories of services: Program Verification, Schematic Design, Design Development, Construction Document Preparation, Bid and Award Support, Conformed Documents, 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.

During the construction period, provide not less than 8 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.

Request For Qualifications (A/E) continued



Project Name Tri-Towers Residence Halls Rooms and HVAC Upgrade

Project Number KSU-11L123

- 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 (SAO 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 SAO website at <http://ohio.gov/sao> (click on Forms). 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.

Prior to executing the Architect/Engineer Agreement, the selected A/E must represent and warrant that it has not provided any material assistance, as that term is defined in O.R.C. Section 2909.33(C), to an organization that is identified by, and included on, the United States Department of State Terrorist Exclusion List and that it has truthfully answered “no” to every question on the Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization, and that it has provided or shall provide such to the Contracting Authority and/or the Ohio Business Gateway (<https://ohiobusinessgateway.ohio.gov/OBG/Membership/Security.mvc>).

H. Submittal Instructions

Firms are required to submit the current version of Statement of Qualifications (SAO Form F110-330) available via the SAO website at <http://ohio.gov/sao> (click on Forms).

Paper copies of the Statement of Qualifications should 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 with the project number and firm name.

Submit all questions regarding this RFQ in writing to Michael Bruder at mbruder@kent.edu with the project number included in the subject line. Questions will be answered and posted to the OAKS Capital Improvements (OAKS CI) website at <http://ci.oaks.ohio.gov> on a regular basis until one week before the response deadline. The Question & Answer (Q&A) document can be found by downloading a new version of the RFQ or by clicking on the Q&A link to the right of the project listing. The name of the party submitting a question will not be included on the Q&A document.

Architect/Engineer Selection Rating



Kent State University
Office of the University Architect, 334 Lowry Hall
Kent, Ohio 44242-0001

www.kent.edu/universityarchitect
v: 330-672-3880 f: 330-672-2648

Project Name Tri-Towers Residence Halls Rooms and HVAC Upgrades- MEP Engineer Proposer Firm _____
Project Number KSU-11L123 City, State, Zip _____

Selection Criteria		Value	Score
1. A/E Firm Location (5 points)			
Proximity of primary A/E firm office where majority of work is to be performed in relationship to project site	Less than 50 miles	4 - 5	
	50 to 150 miles	2 - 3	
	More than 150 miles	0 - 1	
2. A/E Firm Size (5 points)			
Number of relevant licensed professionals within primary A/E firm available to perform the work.	Small = Less than 10 licensed professionals	1 - 3	
	Medium = 10 to 25 licensed professionals	4 - 5	
	Large = More than 25 licensed professionals	4 - 5	
3. Current Workload (5 points)			
Amount of fees awarded by the Contracting Authority to the primary A/E Firm in the previous 24 months (exclude projects on hold)	Less than \$100,000	4 - 5	
	\$100,000 to \$250,000	2 - 3	
	More than \$250,000	0 - 1	
4. Primary A/E Qualifications (30 points)			
a. Project Management Lead	Experience / ability of A/E project manager to manage scope / budget / schedule / quality	0 - 10	
b. Project Design Lead	Experience / creativity of lead designer to meet needs of owner	0 - 5	
c. Technical Staff	Experience / ability of technical staff to develop quality construction documents	0 - 5	
d. Construction Administration	Experience / ability of field representative to identify / solve issues during construction	0 - 10	
5. A/E Consultant Qualifications (10 points)			
Key Discipline Leads	Experience / ability of all key discipline leads to effectively perform the work	0 - 10	
6. Project Team Qualifications (15 points)			
a. Previous Team Collaboration Number of projects that a majority of the team members have worked together	Less than 5 projects (Low)	0 - 1	
	5 to 9 projects (Average)	2 - 3	
	More than 9 projects (High)	4 - 5	
b. LEED* Experience within Team	LEED AP(s)** on Team	0 - 1	
	LEED Registered Project(s)	0 - 2	
	LEED Certified Project(s)	0 - 2	
	Satisfies ALL above Criteria	Sum = 0 - 5	
c. Team Organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
7. Overall Project Team Experience (30 points)			
a. Budget and Schedule Management	Performance in completing projects within original budget and schedule limitations	0 - 5	
b. Experience with Similar Project Type	Less than 3 projects (Low)	0 - 3	
	3 to 7 projects (Average)	4 - 6	
	More than 7 projects (High)	7 - 10	
c. Past Performance	Level of performance as indicated by past A/E evaluations / letters of reference	0 - 5	
d. Knowledge of State of Ohio Capital Project Administration Process	Less than 3 projects (Low)	0 - 3	
	3 to 7 projects (Average)	4 - 6	
	More than 7 projects (High)	7 - 10	
		Subtotal	

* LEED = Leadership in Energy & Environmental Design developed by the U.S. Green Building Council
** LEED AP = LEED Accredited Professional credential by the Green Building Certification Institute

Notes:

Evaluator:

Name _____

Signature _____ Date _____

Request for Qualifications (A/E)

Kent State University
Office of the University Architect, 334 Lowry Hall
Kent, Ohio 44242-0001



www.kent.edu/universityarchitect
v: 330-672-3880 ■ f:330-672-2648

Administration of Project: Local Administration

Project Name	<u>Tri-Towers Residence Halls Rooms and HVAC Upgrades</u>	Response Deadline	<u>April 4, 2011 4:00 p.m. local time</u>
Project Location	<u>Kent State University</u>	Project Number	<u>KSU-11L123</u>
City / County	<u>Kent / Portage</u>	Project Manager	<u>Joseph (Jay) Graham</u>
Agency/Institution	<u>Kent State University</u>	Contracting Authority	<u>Kent State University</u>
No. of paper copies requested (stapled, not bound)	<u>1</u>	No. of electronic copies requested on CD (PDF)	<u>1</u>

Submit the requested number of Statements of Qualifications (SAO Form F110-330) directly to Michael Bruder at the Office of the University Architect, 334 Lowry Hall, Kent State University, Kent, Ohio 44242. See Section H for additional submittal instructions.

Project Overview

A. Project Description

Built in 1968, the Tri-Towers complex consists of two ten-story residence halls, one twelve-story residence hall and a central connecting building for dining and student activities. The complex houses approximately 1,400 students and has received two large scale, but partial renovations within the last ten years. The scope of this project is to address the remaining deferred maintenance issues including aging HVAC infrastructure, building envelope failures, interior room configurations and finishes that were not corrected as part of previous renovations and to extend the life of the buildings for another thirty years. This request is for the Architect of Record to provide Project Management for all phases of the project. Along with the Owner and under a separate request for qualifications, the selected Architect of Record will participate in the selection of the MEP Engineer and will contract directly with the selected MEP Engineer. A Commissioning Authority will be selected and contracted directly with the University.

Bidding and construction will be scheduled over three years with the majority of the construction work being completed over the summer breaks of 2012 through 2015 while the buildings are unoccupied.

A pre-proposal meeting will be held on Friday, March 25, 2011 at 3:00 at the main lounge of the Tri-Towers Rotunda building for ALL disciplines (Architect of Record, MEP Engineer and Commissioning Authority). This meeting will provide an overview of the project and an opportunity for questions. Please park in any of the lots immediately adjacent to the building.

B. Scope of Services

The selected Architect/Engineer (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 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 the following categories of services: Program Verification, Schematic Design, Design Development, Construction Document Preparation, Bid and Award Support, Conformed Documents, 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.

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.

Request For Qualifications (A/E) continued



Project Name Tri-Towers Residence Halls Rooms and HVAC Upgrades

Project Number KSU-11L123

- 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 (SAO 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 SAO website at <http://ohio.gov/sao> (click on Forms). The Intent to Contract and to Perform form is again required at the Fee Proposal stage.

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Submit all questions regarding this RFQ in writing to Michael Bruder at mbruder@kent.edu with the project number included in the subject line. Questions will be answered and posted to the OAKS Capital Improvements (OAKS CI) website at <http://ci.oaks.ohio.gov> on a regular basis until one week before the response deadline. The Question & Answer (Q&A) document can be found by downloading a new version of the RFQ or by clicking on the Q&A link to the right of the project listing. The name of the party submitting a question will not be included on the Q&A document.

Architect/Engineer Selection Rating



Kent State University
Office of the University Architect, 334 Lowry Hall
Kent, Ohio 44242-0001

www.kent.edu/universityarchitect
v: 330-672-3880 f: 330-672-2648

Project Name Tri-Towers Residence Halls Rooms and HVAC Upgrades Proposer Firm _____
Project Number KSU-11L123 City, State, Zip _____

Selection Criteria		Value	Score
1. A/E Firm Location (5 points)			
Proximity of primary A/E firm office where majority of work is to be performed in relationship to project site	Less than 50 miles	4 - 5	
	50 to 150 miles	2 - 3	
	More than 150 miles	0 - 1	
2. A/E Firm Size (5 points)			
Number of relevant licensed professionals within primary A/E firm available to perform the work.	Small = Less than 10 licensed professionals	1 - 3	
	Medium = 10 to 25 licensed professionals	4 - 5	
	Large = More than 25 licensed professionals	4 - 5	
3. Current Workload (5 points)			
Amount of fees awarded by the Contracting Authority to the primary A/E Firm in the previous 24 months (exclude projects on hold)	Less than \$100,000	4 - 5	
	\$100,000 to \$250,000	2 - 3	
	More than \$250,000	0 - 1	
4. Primary A/E Qualifications (30 points)			
a. Project Management Lead	Experience / ability of A/E project manager to manage scope / budget / schedule / quality	0 - 10	
b. Project Design Lead	Experience / creativity of lead designer to meet needs of owner	0 - 5	
c. Technical Staff	Experience / ability of technical staff to develop quality construction documents	0 - 5	
d. Construction Administration	Experience / ability of field representative to identify / solve issues during construction	0 - 10	
5. A/E Consultant Qualifications (10 points)			
Key Discipline Leads	Experience / ability of all key discipline leads to effectively perform the work	0 - 10	
6. Project Team Qualifications (15 points)			
a. Previous Team Collaboration Number of projects that a majority of the team members have worked together	Less than 5 projects (Low)	0 - 1	
	5 to 9 projects (Average)	2 - 3	
	More than 9 projects (High)	4 - 5	
b. LEED* Experience within Team	LEED AP(s)** on Team	0 - 1	
	LEED Registered Project(s)	0 - 2	
	LEED Certified Project(s)	0 - 2	
	Satisfies ALL above Criteria	Sum = 0 - 5	
c. Team Organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
7. Overall Project Team Experience (30 points)			
a. Budget and Schedule Management	Performance in completing projects within original budget and schedule limitations	0 - 5	
b. Experience with Similar Project Type	Less than 3 projects (Low)	0 - 3	
	3 to 7 projects (Average)	4 - 6	
	More than 7 projects (High)	7 - 10	
c. Past Performance	Level of performance as indicated by past A/E evaluations / letters of reference	0 - 5	
d. Knowledge of State of Ohio Capital Project Administration Process	Less than 3 projects (Low)	0 - 3	
	3 to 7 projects (Average)	4 - 6	
	More than 7 projects (High)	7 - 10	
		Subtotal	

* LEED = Leadership in Energy & Environmental Design developed by the U.S. Green Building Council
** LEED AP = LEED Accredited Professional credential by the Green Building Certification Institute

Notes:

Evaluator:

Name _____

Signature _____ Date _____

Tri-Towers Residence Halls Rooms and HVAC Upgrades | Question and Answer List



Office of the University Architect
750 Hilltop Suite 334 Lowry Hall • Kent, Ohio 44242-0001

www.kent.edu/universityarchitect
v: 330.672.3880 • f: 330.672.2648

Project Name	<u>Tri-Towers Residence Halls Rooms and HVAC Upgrades</u>	Project Number	<u>KSU-11L123</u>
Project Location	<u>Kent State University, Kent Campus</u>		

Date posted: March 29, 2011

Below are the questions that have been received to date via e-mail or were addressed at the pre-proposal meeting for the RFQ of the above-referenced project:

1. Was there a POR or previous study done on the buildings that will inform the project?
 - a. An overall study of the building was completed by the Office of the University Architect and Residence Services. Because the work is primarily deferred maintenance and repairs, the programmatic use of space is only minimally affected. The final scope of work will be evaluated, reviewed and finalized with the selected firms.
2. What types of room reconfigurations are anticipated? Are there any conceptual layouts?
 - a. Rooms will remain their current configurations (double occupancy in Wright and Koonce Halls; single occupancy in Leebrick Hall). The built in furniture will be removed and replaced with moveable furniture. A very small number of rooms will be eliminated on each floor to decrease overall occupancy and provide additional shared or study spaces. The conceptual layouts prepared by the OUA will be shared with the selected firms
3. Are you planning to drop the number of students housed to provide more singles or more private bathrooms?
 - a. The number of students will be reduced by removing rooms. In Koonce and Wright double occupancy rooms will remain; Leebrick Hall will remain single occupancy rooms. Only modest work associated with any HVAC repairs is anticipated in the bathrooms at this time. These areas were recently renovated under separate projects
4. Is there an anticipated number of square feet that requires renovation work (noting that some renovation work has already taken place)?
 - a. This has not been calculated. The renovation area will be located almost entirely within the student rooms. However, some mechanical and electrical access will likely require some work in adjacent areas.
5. Is there a LEED Goal for this project?
 - a. No, but energy efficiency and sustainable building strategies will be part of the project.
6. Is the funding for this project in place?
 - a. The issuance of bonds to finance the work has been approved by the KSU Board of Trustees, the actual bonds have not been issued as of this date.
7. Will the answers to the questions be issued on the Oaks -CI site or the KSU University architect site?

Project Name Tri-Towers Residence Halls Rooms and HVAC Upgrades Project Number KSU-11L123

- a. The answers will be posted to KSU website. We are working with SAO to post the answers there as well, but cannot guarantee they will be posted there.
8. Will furniture selection be part of the scope of work?
 - a. No, KSU has standard student room furniture and will purchase those items directly.
 9. If an elevator consultant is submitted should they be part of the Architect or MEP submittal?
 - a. Architect submittal
 10. Why is a civil engineering firm listed as necessary?
 - a. The scope of the civil work is anticipated to be minor. The primary concern is contractor staging and restoration of the site to its original condition. If the engineering team uncovers any problems associated with the existing utilities or infrastructure that may affect the work within the buildings this work will be addressed by the civil engineering firm on the team.
 11. Will there be commissioning of the envelope repairs and upgrades?
 - a. No.
 12. Will extensive electrical upgrades be needed?
 - a. The existing complex has been recently upgraded with new electrical service from the campus grid. Additional distribution was also recently added to the student rooms and bathroom areas. The area of concern will be in the mechanical rooms where much of the equipment is original. Some motor control centers have been upgraded. The MEP firm will perform an assessment of the electrical equipment and make recommendations for replacements and upgrades deemed necessary.
 13. Will KSU publish the cost estimates to better define how much of the current \$22,500,000 budget is allocated to either the Architect or MEP Engineering firm?
 - a. The current estimates are approximately \$14,500,000 for the architectural work and \$8,000,000 for the HVAC work.
 14. Do you anticipate full window replacement and will be they operable to meet fresh air requirements?
 - a. Yes and yes.
 15. Are the buildings fully sprinklered?
 - a. Yes
 16. Does KSU anticipate any asbestos other than the floor tile?
 - a. It is likely that some pipe insulation is ACM. In other similar buildings, the adhesive for the wall mirror has also been identified as ACM.

Request for Qualifications (A/E)

Ohio University, Department of Facilities Planning & Expansion
Ridges Bldg #19, Suite 220; 108 Ridges Circle
Athens, Ohio 45701



www.ohio.edu

Phone 740.593.2724 | Fax 740.593.4081

Administration of Project: Local Administration

Project Name	<u>McCracken Hall Renovation & Expansion</u>	Response Deadline	<u>04/26/2011</u>	<u>4:00 pm</u>	local time
Project Location	<u>Ohio University Athens Campus</u>	Project Number	<u>OHU-110101</u>		
City / County	<u>Athens / Athens</u>	Project Manager	<u>Dick Planisek</u>		
Agency/Institution	<u>Ohio University</u>	Contracting Authority	<u>Ohio University</u>		
No. of paper copies requested (stapled, not bound)	<u>3</u>	No. of electronic copies requested on CD (PDF)	<u>0</u>		

Submit the requested number of Statements of Qualifications (SAO Form F110-330) directly to Dick Planisek at the address above. See Section H for additional submittal instructions.

Project Overview

A. Project Description

The Patton College of Education and Human Services will be renovating and possibly adding to their current facility, McCracken Hall, located on the University's North Green. The current facility is a three story, 66,600 GSF structure, built in 1959. Minor renovations have been done to the structure over the years, but many of its systems are original. The College is experiencing growth and expansion of its programs, which is expected to require an expansion of the existing building. The total project budget is anticipated to be in the range of \$22 million to \$26 million. Construction is anticipated to begin no earlier than 2014, depending on the availability of funding. It is likely that construction will be phased in order to keep the academic programs operating during the construction period. A space utilization study for the existing programs has recently been completed, as has been an assessment of the facility's current condition.

B. Scope of Services

The Scope of Services will comprise two phases, and only Phase I will be contracted at this time.

Phase I: Upon award of the Agreement, the architect will work with the College and the University to review the current academic programs, and develop a program of requirements and concepts for the renovation and expansion the facility. The program and design concepts will address current methods of teaching and learning, to develop a modern academic facility. The architect will explore alternative scenarios addressing various levels of project scope in relation to project cost, and also will explore construction phasing scenarios for working in an occupied building, including relocation of some or all building occupants. In addition to program verification and development of preliminary design concepts, the Consultant will work with the University to develop appropriate materials and documents to be used for fundraising opportunities. This will include development of planning-phase budgets for the project. Project funding is anticipated to be a combination of state appropriations and gifts. There may be considerable time between the completion of programming and the beginning of design.

Phase II: At the discretion of the Owner upon identification of funding, and with approval of the College and the University, the project may then move into Phase II, engaging the selected A/E as the Architect. The A/E Agreement will be modified to include and commence the schematic design, design development, construction documents and construction administration process. The expectation is that the project will attain a minimum LEED Silver certification.

The selected Architect/Engineer (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 the State Architect's Office, the cost breakdown of the Architect/Engineer Agreement detailed cost components to address the Owner's project requirements. Participate in the Encouraging Growth, Diversity and Equity (EDGE) Program as required by statute and the Agreement. As required by the Agreement, and as properly authorized, provide the following categories of services: Initial Phase: Program Verification and Preliminary Design Concepts.

Secondary Phase: Schematic Design, Design Development, Construction Document Preparation, Bid and Award Support, Confirmed Documents, 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.

For purposes of completing the Relevant Project Experience Matrix in Section F of the Statement of Qualifications (SAO Form #F110-330), below is a list of relevant scope of work requirements for this RFQ:

Request For Qualifications (A/E) continued



Project Name McCracken Hall Renovation & Expansion Project Number OHU-110101

During the construction period, provide not less than 40 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 (SAO Form #F110-330), below is a list of relevant scope of work requirements for this RFQ:

1. Higher Education Projects – Academic Buildings
2. College of Education Projects
3. Building Renovation Projects
4. Building Addition Projects
5. LEED Certification Projects
6. State of Ohio Standard Requirements for Public Facility Construction
7. State of Ohio Capital Project Administration
8. Sequenced construction in occupied projects
9. Campus planning
10. Active/Occupied campus site

C. Funding / Estimated Budget

Total Project Cost	<u>\$22,100,000 State</u>	Funding	<u>\$15,900,000</u>
Construction Cost	<u>\$15,900,000 Other</u>	Funding	<u>\$6,200,000</u>
Estimated A/E Fee	<u>8.0% to 9.0%</u>		

NOTE: The design 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>Architecture</u>
Secondary	<u>MEP Engineering</u>
	<u>Structural / Civil Engineering</u>
	<u>Classroom Technology</u>
	<u>Site Development / Landscaping</u>
	<u> </u>
	<u> </u>
Others	<u>N/A</u>

E. Anticipated Schedule

A/E Services Start (mm/yy)	<u>09 / 11</u>
Construction Contracts Start (mm/yy)	<u>07 / 14</u>
Construction Contracts Completed (mm/yy)	<u>09 / 16</u>
A/E Services Completed (mm/yy)	<u>06 / 16</u>

F. EDGE Participation Goal

Percent of *initial* TOTAL A/E Fee 5%

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 O.R.C. Chapter 4703, (2) a landscape architect holding a license and certificate of authorization issued by the Ohio Landscape Architects Board pursuant to O.R.C. 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 O.R.C. Chapter 4733.

Request For Qualifications (A/E) continued



Project Name McCracken Hall Renovation & Expansion

Project Number OHU-110101

G. Evaluation Criteria for Selection

Ability to meet Owner's project vision, scope, budget, and schedule as demonstrated by 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 (SAO 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 SAO website at <http://ohio.gov/sao> (click on Forms). 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.

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H. Submittal Instructions

Firms are required to submit the current version of Statement of Qualifications (SAO Form F110-330) available via the SAO Web site at <http://www.ohio.gov/sao> (click on Forms).

Paper copies of the Statement of Qualifications should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary.

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 OAKS Capital Improvements website at <http://ci.oaks.ohio.gov> on a regular basis until one week before the time of proposal submittal. The Question & Answer (Q&A) document can be found by downloading a new version of the RFQ or by clicking on the Q&A link to the right of the project listing. The name of the party submitting a question will not be included on the Q&A document.

Architect/Engineer Selection Rating

Ohio University, Department of Facilities Planning & Expansion
 Ridges Bldg #19, Suite 220; 108 Ridges Circle
 Athens, Ohio 45701



www.ohio.edu

Phone 740.593.2724 | Fax 740.593.4081

Project Name McCracken Hall Renovation & Expansion Proposer Firm _____
 Project Number OHU-110101 City, State, Zip _____

Selection Criteria		Value	Score
1. A/E Firm Location (5 points)			
Proximity of primary A/E firm office where majority of work is to be performed in relationship to project site	Less than 100 miles	4 - 5	
	100 to 250 miles	2 - 3	
	More than 250 miles	0 - 1	
2. A/E Firm Size (5 points)			
Number of relevant licensed professionals within primary A/E firm available to perform the work.	Small = Less than 5 licensed professionals	1	
	Medium = 5 to 15 licensed professionals	3	
	Large = More than 15 licensed professionals	3	
3. Current Workload (5 points)			
Amount of fees awarded by the Contracting Authority to the primary A/E Firm in the previous 24 months (exclude projects on hold)	Less than \$500,000	4 - 5	
	\$500,000 to \$1,000,000	2 - 3	
	More than \$1,000,000	0 - 1	
4. Primary A/E Qualifications (30 points)			
a. Project Management Lead	Experience / ability of A/E project manager to manage scope / budget / schedule / quality	0 - 10	
b. Project Design Lead	Experience / creativity of lead designer to meet needs of owner	0 - 5	
c. Technical Staff	Experience / ability of technical staff to develop quality construction documents	0 - 5	
d. Construction Administration	Experience / ability of field representative to identify / solve issues during construction	0 - 10	
5. A/E Consultant Qualifications (10 points)			
Key Discipline Leads	Experience / ability of all key discipline leads to effectively perform the work	0 - 10	
6. Project Team Qualifications (15 points)			
a. Previous Team Collaboration Number of projects that a majority of the team members have worked together	Less than 3 projects (Low)	0 - 1	
	3 to 8 projects (Average)	2 - 3	
	More than 8 projects (High)	4 - 5	
b. LEED* Experience within Team	LEED AP(s)** on Team	0 - 1	
	LEED Registered Project(s)	0 - 2	
	LEED Certified Project(s)	0 - 2	
	Satisfies ALL above Criteria	Sum = 0 - 5	
c. Team Organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
7. Overall Project Team Experience (30 points)			
a. Budget and Schedule Management	Performance in completing projects within original budget and schedule limitations	0 - 5	
b. Experience with Similar Project Type	Less than 3 projects (Low)	0 - 3	
	3 to 8 projects (Average)	4 - 6	
	More than 8 projects (High)	7 - 10	
c. Past Performance	Level of performance as indicated by past A/E evaluations / letters of reference	0 - 5	
d. Knowledge of State of Ohio Capital Project Administration Process	Less than 5 projects (Low)	0 - 3	
	5 to 10 projects (Average)	4 - 6	
	More than 10 projects (High)	7 - 10	
		Subtotal	

* LEED = Leadership in Energy & Environmental Design developed by the U.S. Green Building Council
 ** LEED AP = LEED Accredited Professional credential by the Green Building Certification Institute

Notes:

Evaluator:

Name _____

Signature _____ Date _____

Request for Qualifications (A/E)

The Ohio State University
2009 Millikin Rd, 400 Central Classroom Building
Columbus, OH 43210



www.fod.osu.edu
Phone 614-292-4458

Administration of Project: Local Administration

Project Name	<u>Boiler Replacement</u>	Response Deadline	<u>05/02/2011</u> <u>3:00 PM</u> local time
Project Location	<u>McCracken Power Plant</u>	Project Number	<u>OSU-080267</u>
City / County	<u>Columbus / Franklin</u>	Project Manager	<u>Tom Carmody</u>
Agency/Institution	<u>The Ohio State University</u>	Contracting Authority	<u>The Ohio State University</u>
No. of paper copies requested (stapled, not bound)	<u>6</u>	No. of electronic copies requested on CD (PDF)	<u>1</u>

Submit the requested number of Statements of Qualifications (SAO Form F110-330) directly to Tom Carmody at 2009 Millikin Road, room 400, Columbus, OH 43210. See Section H for additional submittal instructions.

Project Overview

A. Project Description

This project will replace the decommissioned Boiler #8 at the McCracken Power Plant. A replacement boiler is required to meet increased campus steam demand from recent building construction projects and the on-going OSU Medical Center expansion. In addition this boiler is expected to provide capacity to support future campus growth.

The project will include evaluation and upgrade of power plant auxiliary equipment necessary to operate the replacement boiler including the feed -water pumping, boiler blow-down and 480 volt electrical power systems. Feed-water treatment, compressed air and control power systems already exist to support the replacement boiler.

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.

The selected Architect/Engineer (A/E), as a portion of its required Scope of Services and prior to submitting its proposals, will discuss and clarify with the Owner, 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 the following categories of services: Program Verification, Schematic Design, Design Development, Construction Document Preparation, Bid and Award Support, Conformed Documents, 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.

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.

Engineering services shall include:

- Pre-design to validate the boiler configuration. Evaluate the relative costs and benefits of gas/oil fired package boiler compared to a heat recovery boiler that could be fresh aired fired in the short term and adapted to heat recovery in a combined cycle application in the future, should cogeneration and combined heat and power system be pursued at a future date at the Columbus campus.
- EPA permitting evaluation and preparation of a Permit to Install submitted to the Ohio EPA
- Design of a replacement boiler with steam capacity of 150,000 lbs/hr of 200 psig steam at 600 degree F
- Evaluate feed-water pumping and piping requirements from existing deaerators and feed-water pumps and boiler blow-down piping and heat recovery system capacity to the plant sewer.

Request For Qualifications (A/E) continued

Project Name Boiler Replacement

Project Number OSU-080267

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. Design quality and demonstrated ability of prospective firm and its proposed consultants to provide design services which represent the University's *Design Values for Campus Development* (fod.osu.edu/proj_del/ref/0200_Design_Values.pdf). Specification writing credentials and experience. Experience and capabilities of using Critical Path Method (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. The selected A/E will be required to sign the Professional Design Services Agreement, which can be accessed at fod.osu.edu/vendor. No modifications to the requirements in the contract will be accepted.

Interested A/E firms are required to submit the Commitment to Participate in the EDGE Business Assistance Program form in its Statement of Qualifications (SAO 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 at fod.osu.edu/vendor. 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.

Prior to executing the Architect/Engineer Agreement, the selected A/E must represent and warrant that it has not provided any material assistance, as that term is defined in O.R.C. Section 2909.33(C), to an organization that is identified by, and included on, the United States Department of State Terrorist Exclusion List and that it has truthfully answered "no" to every question on the Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization, and that it has provided or shall provide such to the Contracting Authority (www.homelandsecurity.ohio.gov/dma/dma_forms.asp).

H. Submittal Instructions

Firms are required to submit the current version of Statement of Qualifications (SAO Form F110-330) available via the SAO website at <http://ohio.gov/sao> (click on Forms).

Paper copies of the Statement of Qualifications should 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 with the project number and firm name.

Submit all questions regarding this RFQ in writing via email to Tom Carmody at carmody.13@osu.edu with the project number included in the subject line (no phone calls please).

Architect/Engineer Selection Rating

The Ohio State University
2009 Millikin Rd, 400 Central Classroom Building
Columbus, OH 43210



www.fod.osu.edu
Phone 614-292-4458

Project Name Boiler Replacement Proposer Firm _____
Project Number OSU-080267 City, State, Zip _____

Selection Criteria		Value	Score
1. A/E Firm Location (5 points)			
Proximity of primary A/E firm office where majority of work is to be performed in relationship to project site	Less than 50 miles	4 - 5	
	50 to 100 miles	2 - 3	
	More than 100 miles	0 - 1	
2. A/E Firm Size (5 points)			
Number of relevant licensed professionals within primary A/E firm available to perform the work.	Small = Less than 5 licensed professionals	0 - 1	
	Medium = 5 to 10 licensed professionals	2 - 3	
	Large = More than 10 licensed professionals	4 - 5	
3. Current Workload (5 points)			
Amount of fees awarded by the Contracting Authority to the primary A/E Firm in the previous 24 months (exclude projects on hold)	Less than \$100,000	4 - 5	
	\$100,000 to \$500,000	2 - 3	
	More than \$500,000	0 - 1	
4. Primary A/E Qualifications (30 points)			
a. Project Management Lead	Experience / ability of A/E project manager to manage scope / budget / schedule / quality	0 - 10	
b. Project Design Lead	Experience / creativity of lead designer to meet needs of owner	0 - 5	
c. Technical Staff	Experience / ability of technical staff to develop quality construction documents	0 - 5	
d. Construction Administration	Experience / ability of field representative to identify / solve issues during construction	0 - 10	
5. A/E Consultant Qualifications (10 points)			
Key Discipline Leads	Experience / ability of all key discipline leads to effectively perform the work	0 - 10	
6. Project Team Qualifications (15 points)			
a. Previous Team Collaboration Number of projects that a majority of the team members have worked together	Less than 2 projects (Low)	0 - 1	
	2 to 4 projects (Average)	2 - 3	
	More than 4 projects (High)	4 - 5	
b. LEED* Experience within Team	LEED AP(s)** on Team	0 - 1	
	LEED Registered Project(s)	0 - 2	
	LEED Certified Project(s)	0 - 2	
	Satisfies ALL above Criteria	Sum = 0 - 5	
c. Team Organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
7. Overall Project Team Experience (30 points)			
a. Budget and Schedule Management	Performance in completing projects within original budget and schedule limitations	0 - 5	
b. Experience with Similar Project Type	Less than 3 projects (Low)	0 - 3	
	3 to 6 projects (Average)	4 - 6	
	More than 6 projects (High)	7 - 10	
c. Past Performance	Level of performance as indicated by past A/E evaluations / letters of reference	0 - 5	
d. Knowledge of State of Ohio Capital Project Administration Process	Less than 3 projects (Low)	0 - 3	
	3 to 6 projects (Average)	4 - 6	
	More than 6 projects (High)	7 - 10	
		Subtotal	

* LEED = Leadership in Energy & Environmental Design developed by the U.S. Green Building Council

** LEED AP = LEED Accredited Professional credential by the Green Building Certification Institute

Notes:

Evaluator:

Name _____

Signature _____ Date _____

Request for Qualifications (A/E)

The Ohio State University
2009 Millikin Rd, 400 Central Classroom Building
Columbus, OH 43210



www.fod.osu.edu
Phone 614-292-4458

Administration of Project: Local Administration

Project Name	<u>High Voltage Switch and Cable Replacement Phase 2</u>	Response Deadline	<u>4/29/2011</u>	<u>3:00 PM</u>	local time
Project Location	<u>OSU-Main Campus</u>	Project Number	<u>OSU-081255</u>		
City / County	<u>Columbus / Franklin</u>	Project Manager	<u>Tom Carmody</u>		
Agency/Institution	<u>The Ohio State University</u>	Contracting Authority	<u>The Ohio State University</u>		
No. of paper copies requested (stapled, not bound)	<u>5</u>	No. of electronic copies requested on CD (PDF)	<u>1</u>		

Submit the requested number of Statements of Qualifications (SAO Form F110-330) directly to Tom Carmody at 2009 Millikin Road, room 400, Columbus, OH 43210. See Section H for additional submittal instructions.

Project Overview

A. Project Description

The Ohio State University main campus is served by a 13.2 KV radial distribution system powered from a central distribution Substation. The distribution system consists of pairs of feeders transmitted through underground duct banks. Each building or building complex is served by a feeder pair through a medium voltage primary selective switch. The project consists of replacing existing medium voltage fused air break switches with modern SF6 gas switches for providing efficient circuit switching and related supporting improvements. Approximately two thirds of these replacements are being accomplished in phase 1 of the project. Planned work includes installing the remainder of the replacement switches, remaining cable replacement for underrated and oil filled PILC primary feeder circuits, RFI trip unit replacement in buildings, feeder protection upgrades, upgrade of individual feeder pair monitoring and control, design feasibility for utilization of the West Campus substation and OSU substation feeder networks, expansion of third feeders to main campus and West campus, extension of feeders to North West campus, relocation of stadium service feeds, Lincoln and Morrill tower transformer replacements, and extension of distribution feeders to South East campus.

Work is to be completed over the next several years and may involve separate bid packages in coordination with various projects on campus.

B. Scope of Services

All electrical work shall be performed in accordance with the OSU Building Design Standards Division 33. Building load aggregation and circuit switching consolidation must be done to a plan developed by OSU Utilities that is based on the Utility Master Plan. Approximately one third of the switch replacements will involve some Civil Structural Engineering. This shall include providing design and CD documents for the installation, suitable mounting, access and security of the replacement switches by the successful contractor. Switch placements that require subsurface manhole or duct bank work shall require Utility surveys to be performed. Approximately 25% of the switch placements shall require the assistance of Landscape architects for placement and screening.

- 1.) Complete a study to prioritize and develop budgets for portions of work to be completed under this contract. The study will require review of existing plans, field investigations, and development of hard and soft costs for identified project items.
- 2.) All survey, field work, subsurface exploration, and permitting required for development of construction plans and specification to University Standards and National Electric Safety Code.
- 3.) Red Flag Summary, schedule and Milestones
- 4.) Combined Schematic Design & Detail Design (route location/alignment, Plan, Profile, Cross Sections, landscaping plans, probable cost estimate, projected construction sequencing and integration with projects that will run concurrently or are planned. As required: SWP3 plans, MOT plans, utility relocation plans, and ADA upgrades)
- 5.) Construction Documents (General Notes, General Summary, Mylar for signatures, bidding supplemental specifications, update cost estimate, schedule, and milestones)
- 6.) Bidding / awarding support
- 7.) End user out-reach coordination & communication
- 8.) Construction management and the maintenance of a "living" schedule,
- 9.) Inspection services, test and commissioning.
- 10.) As-built drawings

Request For Qualifications (A/E) continued

Project Name High Voltage Switch and Cable Replacement Phase 2

Project Number OSU-081255

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. Design quality and demonstrated ability of prospective firm and its proposed consultants to provide design services which represent the University's *Design Values for Campus Development* (fod.osu.edu/proj_del/ref/0200_Design_Values.pdf). Specification writing credentials and experience. Experience and capabilities of using Critical Path Method (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. The selected A/E will be required to sign the Professional Design Services Agreement, which can be accessed at fod.osu.edu/vendor. No modifications to the requirements in the contract will be accepted.

Interested A/E firms are required to submit the Commitment to Participate in the EDGE Business Assistance Program form in its Statement of Qualifications (SAO 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 at fod.osu.edu/vendor. 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.

Prior to executing the Architect/Engineer Agreement, the selected A/E must represent and warrant that it has not provided any material assistance, as that term is defined in O.R.C. Section 2909.33(C), to an organization that is identified by, and included on, the United States Department of State Terrorist Exclusion List and that it has truthfully answered "no" to every question on the Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization, and that it has provided or shall provide such to the Contracting Authority (www.homelandsecurity.ohio.gov/dma/dma_forms.asp).

H. Submittal Instructions

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Paper copies of the Statement of Qualifications should 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 with the project number and firm name.

Submit all questions regarding this RFQ in writing via email to Tom Carmody at carmody.13@osu.edu with the project number included in the subject line (no phone calls please).

Architect/Engineer Selection Rating

The Ohio State University
 2009 Millikin Rd, 400 Central Classroom Building
 Columbus, OH 43210



www.fod.osu.edu
 Phone 614-292-4458

Project Name High Voltage Switch and Cable Replacement Phase 2 Proposer Firm _____
 Project Number OSU-081255 City, State, Zip _____

Selection Criteria		Value	Score
1. A/E Firm Location (5 points)			
Proximity of primary A/E firm office where majority of work is to be performed in relationship to project site	Less than 50 miles	4 - 5	
	50 to 100 miles	2 - 3	
	More than 100 miles	0 - 1	
2. A/E Firm Size (5 points)			
Number of relevant licensed professionals within primary A/E firm available to perform the work.	Small = Less than 5 licensed professionals	0 - 1	
	Medium = 5 to 10 licensed professionals	2 - 3	
	Large = More than 10 licensed professionals	4 - 5	
3. Current Workload (5 points)			
Amount of fees awarded by the Contracting Authority to the primary A/E Firm in the previous 24 months (exclude projects on hold)	Less than \$100,000	4 - 5	
	\$100,000 to \$500,000	2 - 3	
	More than \$500,000	0 - 1	
4. Primary A/E Qualifications (30 points)			
a. Project Management Lead	Experience / ability of A/E project manager to manage scope / budget / schedule / quality	0 - 10	
b. Project Design Lead	Experience / creativity of lead designer to meet needs of owner	0 - 5	
c. Technical Staff	Experience / ability of technical staff to develop quality construction documents	0 - 5	
d. Construction Administration	Experience / ability of field representative to identify / solve issues during construction	0 - 10	
5. A/E Consultant Qualifications (10 points)			
Key Discipline Leads	Experience / ability of all key discipline leads to effectively perform the work	0 - 10	
6. Project Team Qualifications (15 points)			
a. Previous Team Collaboration Number of projects that a majority of the team members have worked together	Less than 2 projects (Low)	0 - 1	
	2 to 4 projects (Average)	2 - 3	
	More than 4 projects (High)	4 - 5	
b. LEED* Experience within Team	LEED AP(s)** on Team	0 - 1	
	LEED Registered Project(s)	0 - 2	
	LEED Certified Project(s)	0 - 2	
	Satisfies ALL above Criteria	Sum = 0 - 5	
c. Team Organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
7. Overall Project Team Experience (30 points)			
a. Budget and Schedule Management	Performance in completing projects within original budget and schedule limitations	0 - 5	
b. Experience with Similar Project Type	Less than 3 projects (Low)	0 - 3	
	3 to 6 projects (Average)	4 - 6	
	More than 6 projects (High)	7 - 10	
c. Past Performance	Level of performance as indicated by past A/E evaluations / letters of reference	0 - 5	
d. Knowledge of State of Ohio Capital Project Administration Process	Less than 3 projects (Low)	0 - 3	
	3 to 6 projects (Average)	4 - 6	
	More than 6 projects (High)	7 - 10	
		Subtotal	

* LEED = Leadership in Energy & Environmental Design developed by the U.S. Green Building Council
 ** LEED AP = LEED Accredited Professional credential by the Green Building Certification Institute

Notes:

Evaluator:

Name _____

Signature _____ Date _____

Request for Qualifications (A/E)

The Ohio State University
2009 Millikin Rd, 400 Central Classroom Building
Columbus, OH 43210



www.fod.osu.edu
Phone 614-292-4458

Administration of Project: Local Administration

Project Name	<u>Caldwell - Lab Expansion</u>	Response Deadline	<u>04/15/2011</u> <u>4:00 p.m.</u> local time
Project Location	<u>2024 Neil Avenue</u>	Project Number	<u>OSU-110101</u>
City / County	<u>Columbus / Franklin</u>	Project Manager	<u>Heather Staley</u>
Agency/Institution	<u>The Ohio State University</u>	Contracting Authority	<u>The Ohio State University</u>
No. of paper copies requested (stapled, not bound)	<u>6</u>	No. of electronic copies requested on CD (PDF)	<u>1</u>

Submit the requested number of Statements of Qualifications (SAO Form F110-330) directly to Heather Staley at 2009 Millikin Road, room 400, Columbus, OH 43210. See Section H for additional submittal instructions.

Project Overview

A. Project Description

The project mission is to expand the existing lab space in the basement of Caldwell Laboratory in order to support onsite testing that will be conducted starting June 2011 and completed June 2012. This project will renovate several rooms in Caldwell Lab resulting in new, efficient research space. Rooms and doorways will be expanded to allow for movable testing equipment. Experimental and testing power will be added as well as water and compressed air. These items will support the Owner provided equipment for the project. New HVAC will need to be included to properly condition the spaces, and viewing windows will be necessary for the onsite testing requirements. Renovation will also include removal of asbestos tile in order to prepare floor for new flooring treatment appropriate for high traffic and heavy duty equipment. Renovation should also include phone and data connections in each new room.

The renovation in Caldwell Lab will also include the renovation of a conference area and three private offices on the second floor. Minor demo work and HVAC modifications need to be considered for the conference area, which will require some floor and ceiling work for this space. A ceiling mounted projector and projection screen will need to be included in this room. Private office work consists of demo of interior walls separating the three small offices. Upon re-build, the Users would like to have two offices pending investigation before demo. If we can indeed demo the interior walls separating the three offices, ceilings and flooring will need to be renovated as appropriate. The selected Architect/Engineer (A/E) will prepare a POR as an additional service for the ground floor and the second floor spaces.

B. Scope of Services

The A/E team will develop a detailed Program of Requirements with supporting cost estimates for both the basement level and the second floor in Caldwell Laboratory. The successful team will need to have a strong architectural design background combined with an extensive knowledge of Research Labs. The schedule for this project is of the utmost importance and should be focused on in order for the User to complete their required testing in June of 2012. All design work will be required to comply with all local building codes, ADA standards and the University's Building Design Standards.

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 Architect/Engineer (A/E), as a portion of its required Scope of Services and prior to submitting its proposals, will discuss and clarify with the Owner, 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 the following categories of services: Program Verification, Schematic Design, Design Development, Construction Document Preparation, Bid and Award Support, Conformed Documents, 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.

During the construction period, provide not less than 8 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

Request For Qualifications (A/E) continued

Project Name Caldwell – Lab Expansion

Project Number OSU-110101

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 (SAO Form #F110-330), below is a list of relevant scope of work requirements for this RFQ:

1. State of Ohio Higher Education Experience
2. Instructional and Research Testing Lab Planning Experience
3. Design Expertise
4. Experience with Construction Administration on Similar Projects

C. Funding / Estimated Budget

Total Project Cost	<u>\$632,904.00</u>	State Funding	<u>\$0</u>
Construction Cost	<u>\$427,621.00</u>	Other Funding	<u>\$632,904.00</u>
Estimated A/E Fee	<u>9.0%</u>		

NOTE: The design 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). Required Professional Liability Insurance will be \$1,000,000 per claim and annual aggregate.

D. Services Required (see note below)

Primary	<u>Architect</u>
Secondary	<u>Mechanical, Electrical Engineering</u>
	<u>Hazardous Materials Consultant</u>
	<u> </u>
	<u> </u>
	<u> </u>
Others	<u> </u>

E. Anticipated Schedule

A/E Services Start (mm/yy)	<u>04 / 11</u>
Construction Contracts Start (mm/yy)	<u>04 / 12</u>
Construction Contracts Completed (mm/yy)	<u>10 / 12</u>
A/E Services Completed (mm/yy)	<u>08 / 12</u>

F. EDGE Participation Goal

Percent of *initial* TOTAL A/E Fee 5.0%

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 O.R.C. Chapter 4703, (2) a landscape architect holding a license and certificate of authorization issued by the Ohio Landscape Architects Board pursuant to O.R.C. 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 O.R.C. 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. Design quality and demonstrated ability of prospective firm and its proposed consultants to provide design services which represent the University's *Design Values for Campus Development* (fod.osu.edu/proj_del/ref/0200_Design_Values.pdf). Specification writing credentials and experience. Experience and capabilities of using Critical Path Method (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. The selected A/E will be required to sign the Professional Design Services Agreement, which can be accessed at fod.osu.edu/vendor. No modifications to the requirements in the contract will be accepted.

Request For Qualifications (A/E) continued

Project Name Caldwell – Lab Expansion

Project Number OSU-110101

Interested A/E firms are required to submit the Commitment to Participate in the EDGE Business Assistance Program form in its Statement of Qualifications (SAO 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 at fod.osu.edu/vendor. 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.

Prior to executing the Architect/Engineer Agreement, the selected A/E must represent and warrant that it has not provided any material assistance, as that term is defined in O.R.C. Section 2909.33(C), to an organization that is identified by, and included on, the United States Department of State Terrorist Exclusion List and that it has truthfully answered "no" to every question on the Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization, and that it has provided or shall provide such to the Contracting Authority (www.homelandsecurity.ohio.gov/dma/dma_forms.asp).

H. Submittal Instructions

Firms are required to submit the current version of Statement of Qualifications (SAO Form F110-330) available via the SAO website at <http://ohio.gov/sao> (click on Forms).

Paper copies of the Statement of Qualifications should 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 with the project number and firm name.

Submit all questions regarding this RFQ in writing via email to Heather Staley at staley.86@osu.edu with the project number included in the subject line (no phone calls please).

Architect/Engineer Selection Rating

The Ohio State University
 2009 Millikin Rd, 400 Central Classroom Building
 Columbus, OH 43210



www.fod.osu.edu
 Phone 614-292-4458

Project Name Caldwell – Lab Expansion Proposer Firm _____
 Project Number OSU-110101 City, State, Zip _____

Selection Criteria		Value	Score
1. A/E Firm Location (5 points)			
Proximity of primary A/E firm office where majority of work is to be performed in relationship to project site	Less than 50 miles	4 - 5	
	50 to 100 miles	2 - 3	
	More than 100 miles	0 - 1	
2. A/E Firm Size (5 points)			
Number of relevant licensed professionals within primary A/E firm available to perform the work.	Small = Less than 5 licensed professionals	4 - 5	
	Medium = 5 to 10 licensed professionals	2 - 3	
	Large = More than 11 licensed professionals	0 - 1	
3. Current Workload (5 points)			
Amount of fees awarded by the Contracting Authority to the primary A/E Firm in the previous 24 months (exclude projects on hold)	Less than \$100,000	4 - 5	
	\$100,000 to \$500,000	2 - 3	
	More than \$500,000	0 - 1	
4. Primary A/E Qualifications (30 points)			
a. Project Management Lead	Experience / ability of A/E project manager to manage scope / budget / schedule / quality	0 - 10	
b. Project Design Lead	Experience / creativity of lead designer to meet needs of owner	0 - 5	
c. Technical Staff	Experience / ability of technical staff to develop quality construction documents	0 - 5	
d. Construction Administration	Experience / ability of field representative to identify / solve issues during construction	0 - 10	
5. A/E Consultant Qualifications (10 points)			
Key Discipline Leads	Experience / ability of all key discipline leads to effectively perform the work	0 - 10	
6. Project Team Qualifications (15 points)			
a. Previous Team Collaboration Number of projects that a majority of the team members have worked together	Less than 2 projects (Low)	0 - 1	
	2 to 4 projects (Average)	2 - 3	
	More than 4 projects (High)	4 - 5	
b. LEED* Experience within Team	LEED AP(s)** on Team	0 - 1	
	LEED Registered Project(s)	0 - 2	
	LEED Certified Project(s)	0 - 2	
	Satisfies ALL above Criteria	Sum = 0 - 5	
c. Team Organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
7. Overall Project Team Experience (30 points)			
a. Budget and Schedule Management	Performance in completing projects within original budget and schedule limitations	0 - 5	
b. Experience with Similar Project Type	Less than 3 projects (Low)	0 - 3	
	3 to 6 projects (Average)	4 - 6	
	More than 6 projects (High)	7 - 10	
c. Past Performance	Level of performance as indicated by past A/E evaluations / letters of reference	0 - 5	
d. Knowledge of State of Ohio Capital Project Administration Process	Less than 3 projects (Low)	0 - 3	
	3 to 6 projects (Average)	4 - 6	
	More than 6 projects (High)	7 - 10	
		Subtotal	

* LEED = Leadership in Energy & Environmental Design developed by the U.S. Green Building Council
 ** LEED AP = LEED Accredited Professional credential by the Green Building Certification Institute

Notes:

Evaluator:

Name _____

Signature _____ Date _____

Request for Qualifications (A/E)

The Ohio State University
2009 Millikin Rd, 400 Central Classroom Building
Columbus, OH 43210



www.fod.osu.edu
Phone 614-292-4458

Administration of Project: Local Administration

Project Name	<u>Dodd Hall –AHU Replacements</u>	Response Deadline	<u>04/07/2011</u> <u>4:30 pm</u> local time
Project Location	<u>480 Medical Center Dr.</u>	Project Number	<u>OSU-110451</u>
City / County	<u>Columbus / Franklin</u>	Project Manager	<u>J. P. Rapp</u>
Agency/Institution	<u>The Ohio State University</u>	Contracting Authority	<u>The Ohio State University</u>
No. of paper copies requested (stapled, not bound)	<u>4</u>	No. of electronic copies requested on CD (PDF)	<u>1</u>

Submit the requested number of Statements of Qualifications (SAO Form F110-330) directly to the Project Manager at 2009 Millikin Road, room 400, Columbus, OH 43210. See Section H for additional submittal instructions.

Project Overview

A. Project Description

This project will provide an investigative study of the condition of three existing Air Handling Units and associated systems in the inpatient facility Dodd Hall; plus analysis of the capacity and operational effectiveness of the units/systems. The project will include an initial assessment of the systems, replacement options, construction budget, development of the program of requirements (POR) to address discovered deficiencies, and design for construction implementation of corrective measures within the established budget limits. AE services included post-design phases of Bidding & Construction; see scope of services below.

B. Scope of Services

The selected Architect/Engineer (A/E), as a portion of its required Scope of Services and prior to submitting its proposals, will discuss and clarify with the Owner, 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 the following categories of services: Pre-Design investigative study/assessment, Program of Requirements development, Schematic Design, Design Development, Construction Document Preparation, Bid and Award Support, Conformed Documents, 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.

During the construction period, provide not less than 6 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.

Desired Professional Services Qualifications include architecturally led A/E team qualified in Medical Facility design of inpatient facilities with energy efficient HVAC building systems.

For purposes of completing the Relevant Project Experience Matrix in Section F of the Statement of Qualifications (SAO Form #F110-330), below is a list of relevant scope of work requirements for this RFQ:

1. Medical Facilities; inpatient care facility design
2. HVAC Building systems performance analysis
3. HVAC Building systems energy efficiency analysis
4. HVAC Energy efficient building system design
5. University and SAO process

Request For Qualifications (A/E) continued

Project Name Dodd Hall – AHU Replacement Project Number OSU-110451

C. Funding / Estimated Budget

Total Project Cost	<u>\$1,500,000</u>	State Funding	<u>\$0</u>
Construction Cost	<u>\$1,120,000</u>	Other Funding	<u>\$1,500,000</u>
Estimated A/E Fee	<u>9-10%</u>		

NOTE: The design 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). Required Professional Liability Insurance will be \$1,000,000 per claim and annual aggregate.

D. Services Required (see note below)

Primary	<u>HVAC Engineering</u>
	<u>Architectural team leadership & administration</u>
Secondary	<u>Budget development & cost estimating</u>
	<u>_____</u>
	<u>_____</u>
	<u>_____</u>
Others	<u>_____</u>

E. Anticipated Schedule

A/E Services Start (mm/yy)	<u>06 / 11</u>
Construction Contracts Start (mm/yy)	<u>04 / 12</u>
Construction Contracts Completed (mm/yy)	<u>09 / 12</u>
A/E Services Completed (mm/yy)	<u>10 / 12</u>

F. EDGE Participation Goal

Percent of *initial* TOTAL A/E Fee 5%

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 O.R.C. Chapter 4703, (2) a landscape architect holding a license and certificate of authorization issued by the Ohio Landscape Architects Board pursuant to O.R.C. 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 O.R.C. 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. Design quality and demonstrated ability of prospective firm and its proposed consultants to provide design services which represent the University's *Design Values for Campus Development* (fod.osu.edu/proj_del/ref/0200_Design_Values.pdf). Specification writing credentials and experience. Experience and capabilities of using Critical Path Method (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. The selected A/E will be required to sign the Professional Design Services Agreement, which can be accessed at fod.osu.edu/vendor. No modifications to the requirements in the contract will be accepted.

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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.

Request For Qualifications (A/E) continued

Project Name Dodd Hall – AHU Replacement

Project Number OSU-110451

Prior to executing the Architect/Engineer Agreement, the selected A/E must represent and warrant that it has not provided any material assistance, as that term is defined in O.R.C. Section 2909.33(C), to an organization that is identified by, and included on, the United States Department of State Terrorist Exclusion List and that it has truthfully answered “no” to every question on the Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization, and that it has provided or shall provide such to the Contracting Authority (www.homelandsecurity.ohio.gov/dma/dma_forms.asp).

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Submit all questions regarding this RFQ in writing via email to J.P. Rapp at Rapp.87@osu.edu with the project number included in the subject line (no phone calls please).

Architect/Engineer Selection Rating

The Ohio State University
 2009 Millikin Rd, 400 Central Classroom Building
 Columbus, OH 43210



www.fod.osu.edu
 Phone 614-292-4458

Project Name Dodd Hall – AHU Replacement Proposer Firm _____
 Project Number OSU-110451 City, State, Zip _____

Selection Criteria		Value	Score
1. A/E Firm Location (5 points)			
Proximity of primary A/E firm office where majority of work is to be performed in relationship to project site	Less than 50 miles	4 - 5	
	50 to 100 miles	2 - 3	
	More than 100 miles	0 - 1	
2. A/E Firm Size (5 points)			
Number of relevant licensed professionals within primary A/E firm available to perform the work.	Small = Less than 10 licensed professionals	5	
	Medium = 10 to 20 licensed professionals	3	
	Large = More than 20 licensed professionals	1	
3. Current Workload (5 points)			
Amount of fees awarded by the Contracting Authority to the primary A/E Firm in the previous 24 months (exclude projects on hold)	Less than \$50,000	4 - 5	
	\$50,000 to \$100,000	2 - 3	
	More than \$100,000	0 - 1	
4. Primary A/E Qualifications (30 points)			
a. Project Management Lead	Experience / ability of A/E project manager to manage scope / budget / schedule / quality	0 - 10	
b. Project Design Lead	Experience / creativity of lead designer to meet needs of owner	0 - 5	
c. Technical Staff	Experience / ability of technical staff to develop quality construction documents	0 - 5	
d. Construction Administration	Experience / ability of field representative to identify / solve issues during construction	0 - 10	
5. A/E Consultant Qualifications (10 points)			
Key Discipline Leads	Experience / ability of all key discipline leads to effectively perform the work	0 - 10	
6. Project Team Qualifications (15 points)			
a. Previous Team Collaboration Number of projects that a majority of the team members have worked together	Less than 2 projects (Low)	0 - 1	
	2 to 4 projects (Average)	2 - 3	
	More than 4 projects (High)	4 - 5	
b. LEED* Experience within Team	LEED AP(s)** on Team	0 - 1	
	LEED Registered Project(s)	0 - 2	
	LEED Certified Project(s)	0 - 2	
	Satisfies ALL above Criteria	Sum = 0 - 5	
c. Team Organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
7. Overall Project Team Experience (30 points)			
a. Budget and Schedule Management	Performance in completing projects within original budget and schedule limitations	0 - 5	
b. Experience with Similar Project Type	Less than 3 projects (Low)	0 - 3	
	3 to 6 projects (Average)	4 - 6	
	More than 6 projects (High)	7 - 10	
c. Past Performance	Level of performance as indicated by past A/E evaluations / letters of reference	0 - 5	
d. Knowledge of State of Ohio Capital Project Administration Process	Less than 3 projects (Low)	0 - 3	
	3 to 6 projects (Average)	4 - 6	
	More than 6 projects (High)	7 - 10	
		Subtotal	

* LEED = Leadership in Energy & Environmental Design developed by the U.S. Green Building Council
 ** LEED AP = LEED Accredited Professional credential by the Green Building Certification Institute

Notes:

Evaluator:

Name _____

Signature _____ Date _____

