



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 213

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### 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



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General Services Division  
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## 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](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](mailto: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: May 25, 2011

Published Date	Project Name	Total Project Cost	Short-listed A/E Firms <i>*Indicates selected firm</i>	Negotiated A/E Fee
4/12/2011 <b>OR #212</b> Locally Administered	UTO-111624 New Cancer Center University of Toledo Toledo, Ohio	\$5,500,000	<b>NEW</b> MBA Architects and Planners Poggemeyer Design Group SSOE	TBD: Contact Agency / Institution
3/7/2011 <b>OR #211</b> Locally Administered	ZSC-6-2011-1 Advanced Science & Technology Center Zane State College Zanesville, Ohio	\$9,750,000	<b>NEW</b> Addis-Davis-Van Wey Design Group Lincoln Street Studio Phillip Markwood Architects SHP Leading Design URS Corporation	TBD: Contact Agency / Institution
3/7/2011 <b>OR #211</b> Locally Administered	ZSC-7-2011-1 Cambridge Training & Education Center Zane State College Zanesville, Ohio	\$10,000,000	<b>NEW</b> Addis-Davis-Van Wey Design Group Lincoln Street Studio Phillip Markwood Architects SHP Leading Design URS Corporation	TBD: Contact Agency / Institution
3/10/2011 <b>OR #211</b> Locally Administered	UTO-111605 Hospital Clinical Laboratory University of Toledo Toledo, Ohio	\$200,000	*BEI Associates Harley Ellis Devereaux SSOE	TBD: Contact Agency / Institution
03/29/2011 <b>OR #211</b> Locally Administered	KSU-11L123 Tri-Towers Residence Halls Rooms & HVAC Upgrades Kent State University Kent, Ohio	\$30,000,000	Domokur Architects KZF Design The Collaborative	TBD: Contact Agency / Institution
03/09/2011 <b>OR #211</b> Locally Administered	UTO-110129 Core Research Facility - Phase IV University of Toledo Toledo, Ohio	\$929,586	Buehrer Group Architecture & Engineering The JDI Group SSOE Group	TBD: Contact Agency / Institution
03/09/2011 <b>OR #211</b> Locally Administered	UTO-111387 Resource & Community Learning Center - Phase II University of Toledo Toledo, Ohio	\$900,000	Duket Architects Planners MacPherson Architects Thomas Porter Architects	TBD: Contact Agency / Institution
02/24/2011 <b>OR #210</b> Locally Administered	UCN-09137A Storm Water Demonstration Project University of Cincinnati Columbus, Ohio	\$2,600,000	<b>UPDATED</b> Bayer Becker Kinzelman Kline Gossman *Kleingers & Associates	TBD: Contact Agency / Institution
02/09/2011 <b>OR #210</b> Locally Administered	CTI-110001 Columbus State Master Plan Columbus State Community College Columbus, Ohio	TBD	The Collaborative MSI Design NBBJ Stantec Architecture URS	TBD: Contact Agency / Institution
02/14/2011 <b>OR #210</b> Locally Administered	UCN-10016B Primary Electric Substation University of Cincinnati Cincinnati, Ohio	\$7,300,000	GDP Group *Patrick Engineering RMF Engineering	TBD: Contact Agency / Institution
02/09/2011 <b>OR #210</b> 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
01/04/2011 <b>OR #209</b> Locally Administered	BGU-015585 PSLB HVAC Upgrades & Fume Hood Replacement Bowling Green State University Bowling Green, Ohio	\$3,000,000	Buehrer Group Architecture & Engineering Heapy Engineering Korda Engineering *URS Corporation	TBD: Contact Agency / Institution
12/20/2010 <b>OR #208</b> Locally Administered	YSU-111224 STEM Planning Youngstown State University Youngstown, Ohio	\$200,000	*BHDP/ms consultants KA, Inc. Architecture Westlake Reed Leskosky	TBD: Contact Agency / Institution
12/17/2010	UCN-09080A		Jezerinac Geers Associates	

OR #208 Locally Administered	CARE Roof Fan Support Modifications University of Cincinnati Cincinnati, Ohio	\$450,000	*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	\$305,000
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
	UTO-100656			

06/18/2010 <b>OR #202</b> Locally Administered	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 <b>OR #201</b> 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 <b>OR #201</b> 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 <b>OR #201</b> 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 <b>OR #201</b> 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 <b>OR #201</b> 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 <b>OR #200</b> 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 <b>OR #198</b> 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 <b>OR #198</b> 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 <b>OR #196</b> 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 <b>OR #196</b> Locally Administered	DRC-090049 Exterior Door Replacement - Warren Correctional Ohio Department of Rehabilitation and Correction Lebanon, Ohio	\$1,360,000	*eS Architecture & Development KZF Design Renouveau Design	TBD: Contact Agency / Institution
12/23/2009 <b>OR #196</b> 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 <b>OR #196</b> 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 <b>OR #196</b> 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 <b>OR #196</b> 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 <b>OR #195</b> 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 <b>OR #195</b> 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 <b>OR #195</b> 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 <b>OR #195</b> Locally Administered	OSU-100217 Mason Hall - First and Second Floor Renovations The Ohio State University	\$5,974,259	Champlin Architecture *Kallmann McKinnell & Wood Architects (MA) with Bialosky + Partners Architects	\$400,500

Administered	Columbus, Ohio		Phillip Markwood Architects Westlake Reed Leskosky	
11/10/2009 <b>OR #195</b> 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 <b>OR #195</b> 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 <b>OR #195</b> 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 <b>OR #195</b> 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 <b>OR #195</b> 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 <b>OR #195</b> 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 <b>OR #194</b> 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 <b>OR #194</b> Locally Administered	WSU-100012 Master Plan - Land Use and Development Wright State University Dayton, Ohio	\$200,000	Burt Hill NBBJ Sasaki	TBD: Contact Agency / Institution
09/21/2009 <b>OR #193</b> 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 Welty Building Company	TBD / Contract not finalized
09/11/2009 <b>OR #193</b> 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 <b>OR #193</b> 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 <b>OR #192</b> 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 <b>OR #192</b> 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 <b>OR #192</b> 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 <b>OR #192</b> 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 <b>OR #191</b> 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	UCN-09101A			

<b>OR #190</b> Locally Administered	Radiology Office Building The University of Cincinnati Cincinnati, Ohio	\$2,100,000	BSA LifeStructures *GBBN PFB Architects	TBD: Contact Agency / Institution
06/18/2009 <b>OR #190</b> 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 <b>OR #190</b> 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 <b>OR #190</b> 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 <b>OR #189</b> 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 <b>OR #189</b> 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 <b>OR #188</b> 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 <b>OR #186</b> 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 <b>OR #186</b> 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 <b>OR #185</b> 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 <b>OR #184</b> 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 <b>OR #184</b> 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 <b>OR #184</b> 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 <b>OR #183</b> 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 <b>OR #183</b> 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 <b>OR #179</b> 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)

The Adjutant General's Department  
2825 W. Dublin Granville Road  
Columbus, Ohio 43235

Phone: (614) 336-7010

## Administration of Project: Local Administration

Project Name	<u>Rickenbacker Enclave Paving Renovation</u>	Response Deadline	<del>May 15, 2011</del> <b>May 20, 2011</b> 4:00 PM local time
Project Location	<u>Rickenbacker Port Authority</u>	Project Number	<u>ADJ-110017</u>
City / County	<u>Columbus / Franklin</u>	Project Manager	<u>James Penn</u>
Agency/Institution	<u>Adjutant General's Department</u>	Contracting Authority	<u>Adjutant General's Department</u>
No. of paper copies requested (stapled, not bound)	<u>4</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 Dan R Bute at The Adjutant General's Department, AGOH-IMR-PC, 2825 W. Dublin Granville Road, Columbus, Ohio 43235. See Section H for additional submittal instructions.

## Project Overview

### A. Project Description

The Adjutant General's Department is planning a Paving Renovation at the Rickenbacker Enclave located at the Rickenbacker Port Authority, Columbus, Ohio. The Paving improvements will allow for rehabilitation of our Roadways and POV parking areas which have deteriorated over time due to traffic and severe weather. The Paving Upgrades to include paving rehabilitation/replacement, side walk replacement, storm water drainage repair/replacement, curb repair/replacement & restriping will reduce hazards of employees and visitors entering our Army enclave and improve the overall training environment for our soldiers

### 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 requirement which are to include, inspections, analysis, reports, recommendations for Paving rehabilitation and or replacement, geo-technical analysis, surveying, completion of design documentation, preparation of cost estimates, preparation of project(s) for bid, printing and distribution of bid documents. Participate in the Encouraging Growth, Diversity and Equity ("EDGE") Program as required by statute and the Agreement.

The selected Firm shall be provide on-site construction administration services to conduct the pre-bid, pre-construction meetings and all progress meetings, monitor progress of work, contractors schedule, plus all other office time necessary to timely review and process submittals, shop drawings, RFI's, change orders, claims, payment vouchers, close out documents, prepare/check "punch list" and conduct final inspection to include certification of completion of construction.

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. Experience with Renovation Projects involving an occupied building
2. Experience with Renovation Projects at Military Installations
3. Experience working with the State of Ohio
4. Experience with Paving Rehabilitation Projects

# Request For Qualifications (A/E) continued

Project Name Rickenbacker Enclave Paving Renovation Project

Project Number ADJ-110017

## C. Funding / Estimated Budget

Total Project Cost	<u>\$2,500,000.00</u>	State Funding	<u>\$0.00</u>
Construction Cost	<u>\$2,300,000.00</u>	Other Funding	<u>\$2,500,000.00 (Federal)</u>
Estimated A/E Fee	<u>NEG</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>Civil Engineering</u>
Secondary	<u></u>
	<u></u>
	<u></u>
	<u></u>
	<u></u>
Others	<u></u>

## E. Anticipated Schedule

A/E Services Start (mm/yy)	<u>June / 2011</u>
Construction Contracts Start (mm/yy)	<u>Sept / 2011</u>
Construction Contracts Completed (mm/yy)	<u>Oct / [2011]</u>
A/E Services Completed (mm/yy)	<u>Nov / 2012</u>

## F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL A/E Fee	<u>5%</u>
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NOTE: The primary A/E shall be (1) a registered architect holding a license and certificate of authorization issued by the Ohio Architects Board pursuant to 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

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Project Name Rickenbacker Enclave Paving Renovation Project

Project Number ADJ-110017

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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 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 James Penn at [jim.penn@us.army.mil](mailto:jim.penn@us.army.mil) 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 Adjutant General's Department  
 2825 W. Dublin Granville Road  
 Columbus, Ohio 43235

614.336.7010

Project Name Rickenbacker Enclave Pav Ren Project Proposer Firm \_\_\_\_\_  
 Project Number ADJ-110017 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. A/E Firm Location (5 points)</b>			
Proximity of primary A/E firm office where majority of work is to be performed in relationship to project site	Less than 25 miles	4 - 5	
	25 to 50 miles	2 - 3	
	More than 50 miles	0 - 1	
<b>2. A/E Firm Size (5 points)</b>			
Number of relevant licensed professionals within primary A/E firm available to perform the work.	Small = Less than 6 licensed professionals	0 - 1	
	Medium = 6 to 10 licensed professionals	2 - 3	
	Large = More than 10 licensed professionals	4 - 5	
<b>3. Current Workload (5 points)</b>			
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 \$50,000.00	4 - 5	
	\$50,000.00 to \$[100,000.00]	2 - 3	
	More than \$100,000.00	0 - 1	
<b>4. Primary A/E Qualifications (30 points)</b>			
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	
<b>5. A/E Consultant Qualifications (10 points)</b>			
Key Discipline Leads	Experience / ability of all key discipline leads to effectively perform the work	0 - 10	
<b>6. Project Team Qualifications (15 points)</b>			
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 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	
<b>7. Overall Project Team Experience (30 points)</b>			
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 4 projects (Low)	0 - 3	
	4 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 4 projects (Low)	0 - 3	
	4 to 6 projects (Average)	4 - 6	
	More than 6 projects (High)	7 - 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

<b>Subtotal</b>	
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Notes:

Evaluator:

Name \_\_\_\_\_

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

# Request for Qualifications (A/E)

Bowling Green State University  
Office of Design and Construction  
1010 Administration Building Bowling Green, Ohio 43403-0390



www.bgsu.edu/offices/architect/index.html@bgsu.edu  
v: 419.372.2511 • f: 419.372.2513

Project Name	<u>McDonald Hall Phase III Feasibility Study</u>	Response Deadline	<u>May 20, 2011 4:30 pm</u>	<u>local time</u>
Project Location	<u>McDonald Hall, Bowling Green St. Univ.</u>	Project Number	<u>BGU-115646</u>	
City / County	<u>Bowling Green / Wood</u>	Project Manager	<u>Marc A. Brunner</u>	
<b>Local Administration</b>				
Agency/Institution	<u>Bowling Green State University</u>	Phone Number	<u>419.372.7793</u>	
Inquiries to*	<u>Beth Nagel</u>	Fax Number	<u>419.372.2513</u>	
Address 1	<u>103 Park Avenue Warehouse</u>	E-mail Address	<u>mbrunne@bgsu.edu</u>	
Address 2	<u></u>	No. of Paper Copies (stapled, not bound)	<u>3</u>	
City, State ZIP	<u>Bowling Green, Ohio 43403</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

McDonald Hall is a residential facility built in 1961. It houses approximately 720 occupants, in approximately 46,000 square feet. A portion of McDonald West was demolished in 2010 to make room for the dining facility (The Oaks) currently under construction. A portion of McDonald East will be demolished in 2011 to create a quadrangle east of the new dining facility. Two elevators serving the west wing and all the windows will be replaced in 2011. This RFQ represents the beginning of the third phase for updates with a feasibility study for a renovation of the balance of the building. Construction is scheduled to begin May 2012 and be complete July 2012.

### B. Scope of Services

Selected firm will conduct a feasibility study to improve the building's architecture, MEP, IT, life safety, and site conditions, and identify options for updating building's infrastructure and amenities. Selected firm will integrate the 2010 Master Site and Facility Plan, the 2009 Residence Life & Dining Master Plan, and the 2009 Residence Hall Facilities Study.

The study will include designing a north-south axis from The Oaks to Falcon Heights, integrating the north and south entrances of McDonald North. Part of the development of the north-south axis design will include repurposing or demolition of existing McDonald Dining facility north of McDonald North. Repurposing McDonald Dining may be included in this scope. The possibility of "punching through" McDonald North should be explored to determine its feasibility and costs. The feasibility study will also explore options for hardscaping and landscaping on N. College St. between Ridge and Merry Streets.

Selected Firm will work closely with the Office of Design & Construction, Office of Residence Life, Campus Operations, and ITS throughout the feasibility study.

The "total project cost" on the next page is the project budget for Phase III construction. The "estimated design fee" represents the feasibility study fee only. There is no design component as part of this RFQ.

Upon completion of this study, the University may elect to begin design of the proposed renovation of McDonald Residence Hall (possibly including the re-purposing of McDonald Dining and related landscape, infrastructure and civic structure projects). BGSU reserves the right to utilize the selected firm/team for the design of the renovation project(s) and may then enter into negotiation with the selected firm/team and award the design contract accordingly.

**Interested firms are encouraged to attend the walk-through of the facilities on Thursday, May 12, 2011 at 10:30.**

**Interested firms are encouraged to attend a pre-RFQ meeting held at BGSU Purchasing, 103 Park Ave. Bowling Green, Ohio, on Thursday, May 12, 2011 at 10:30. A walk-through of the facilities will be conducted immediately after the meeting.**

# Request For Qualifications (A/E) continued



Project Name McDonald Hall Phase III Feasibility Study Project Number BGU-115646

**B. Scope of Services continued**

**C. Funding / Estimated Budget**

Total Project Cost	<u>\$7,000,000</u>	State Funding	<u>\$0</u>
Construction Cost	<u>\$4,760,000</u>	Other Funding	<u>\$7,000,000</u>
Estimated Design Fee	<u>1.5% to 2.75%</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>
Other	<u>Life Safety Systems</u>
Other	<u>Landscaping</u>
Other	<u>Civil Engineering</u>
Other	<u>IT</u>
Other	<u>Structural Engineering</u>

**E. Anticipated Schedule**

Professional Services Start (mm/yy)	<u>07/11</u>
Construction Contracts Start (mm/yy)	<u>05/12 (NIC)</u>
Professional Services Completed (mm/yy)	<u>09/11</u>
Construction Contracts Completed (mm/yy)	<u>12/12 (NIC)</u>

**F. EDGE Participation Goal**

Percent of *initial* TOTAL Design 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 McDonald Hall Phase III Feasibility Study

Project Number BGU-115646

## 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 Web site at [www.ohio.gov/sao](http://www.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 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 Beth Nagel at [bnagel@bgsu.edu](mailto:bnagel@bgsu.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 Web site 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

Bowling Green State University  
 Office of Design and Construction  
 1010 Administration Building Bowling Green, Ohio 43403-0390



www.bgsu.edu/offices/architect/index.html@bgsu.edu  
 v: 419.372.2511 • f: 419.372.2513

Project Name McDonald Hall Phase III Feasibility Study Proposer Firm \_\_\_\_\_  
 Project Location McDonald Hall, Bowling Green St. Univ. City, State, Zip \_\_\_\_\_  
 Project Number BGU-115646

Selection Criteria		Value	Score
<b>1. A/E Firm Location</b>			
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 250 miles	2 - 3	
	More than 250 miles	0 - 1	
<b>2. A/E Firm Size</b>			
Number of relevant licensed professionals within primary A/E firm available to perform the work.	Small = Less than 5 licensed professionals	3	
	Medium = 5 to 10 licensed professionals	4	
	Large = More than 11 licensed professionals	5	
<b>3. Current Workload</b>			
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 \$1,000,000	2 - 3	
	More than \$1,000,000	0 - 1	
<b>4. Primary A/E Qualifications</b>			
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	
<b>5. A/E Consultant Qualifications</b>			
Key Discipline Leads	Experience / ability of all key discipline leads to effectively perform the work	0 - 10	
<b>6. Project Team Qualifications</b>			
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	
<b>7. Overall Project Team Experience</b>			
a. Budget & 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	
		<b>Subtotal</b>	

\* 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 \_\_\_\_\_







PRE-RFQ MEETING ATTENDANCE

DATE : 5/12/11  
RFQ # BGU-115646

PROJECT: McDonald Hall Phase III Feasibility Study

BIDDER PRESENT Print Name	COMPANY REPRESENTED Name and Address	TRADE	E-MAIL	TELEPHONE #	FAX #
DIETER HAUSMANN	TES ENGINEERING 25760 1st St. WESTAKE, OH 44145	MEP	KHAUSMANN @ TESENGINEERING.COM	440.871.2410	440.871.7954
MIKE DUKET JERRY VOLL	DUKET ARCHITECTS 830 N. SUMMIT TOLLEDO OH 43604	ARCH	JVOLL@DUKET ARCHITECTS.COM	419-255-4500	419-255-4207
Doug Hohman	JDRM Engineering 5604 N. Main St. Suite 200 Sylvania, OH 43560	MEP	dhoehman@jdrm.com	419-824-2400	419-824-2409
Melissa Martinis	29225 Chagrin Blvd., #205 Cleveland, OH 44116 Van Auker Atkins Architects LLC	Arch	mamartinis @ vaatkins.com	216-292-9944	216-292-9943
Arden Freeman	Davis Winco 1466 Manning Parkway Powell, OH 43065	Arch Planner		614 875 0505	
BUCK WINCO	DAVIS WINCO, CR. 1466 MANNING PARKWAY POWELL, OH 43065	Arch	bwinco@daviswinco.com	614-785-0505	614-785-0202
JOHN HASHIZUME	RES LIFE		jhashiz@bgsu		
Tom Sens	BHP Architecture 302 W. 3rd St. Cincinnati, OH 45202	Arch Int. Design	tsens@bhp.com	(513) 271-1634	(513) 271-7017
DAVID MAPPER	1400 West Dorothy Lane Dayton, OH HEARBY ENGINEERING	MEP	dvmadden@heary.com	(937) 224-0561	(937) 224-5777





# 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>Renovations and Addition to Multiple Science Buildings – Architectural Team</u>	Response Deadline	<u>May 31, 2011</u> <u>June 3, 2011</u> 4:00 p.m. local time KSU-11B146, KSU-11B147, KSU-11B148
Project Location	<u>Kent State University</u>	Project Number	<u>KSU-11B148</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 Kent State University, Office of the University Architect, 750 Hilltop Drive, 334 Lowry Hall, Kent, Ohio 44242. See Section H for additional submittal instructions.

## Project Overview

### A. Project Description

This request is for an **Architect of Record** to provide Project Management for all phases of the project. The MEP Engineer and Teledata Engineer will be selected by the Owner under a separate RFQ process and contracted by the Architect of Record. A Construction Manager, Commissioning Authority and LEED Process Consultant will be selected and contracted directly with the University.

This project will renovate three existing science buildings as well as provide an addition for increased academic and research space. The renovations will address deferred maintenance needs in Williams Hall, Smith Hall and Cunningham Hall and at the same time will establish state of the art science facilities for teaching and research.

The 93,000 s.f. Williams Hall was built in 1967 and provides space for the Chemistry department. The 47,000 s.f. Smith Hall was built in 1968 and provides space for the Physics department. The 93,000 s.f. Cunningham Hall was built in 1968 and provides space for the Biology department. The renovation of all three buildings will be treated as a single project to provide a cohesive approach to science instruction and research space in these areas. Additionally, all three buildings and programs will need to continue to operate portions of the buildings during construction. The sharing of temporary facilities in all three areas will be part of an overall sequencing plan for the construction period. Cunningham Hall also includes an addition that was completed in 2001. Work in this area is anticipated to be modest and limited to systems that interface with the original building such as building automation, security and fire alarm. In addition, HVAC system re-commissioning will be part of the project.

The anticipated scope of work will focus on replacement of aging and failing infrastructure and systems and reorganization of the program spaces within the existing building's general layout. The infrastructure and system needs will include new air handling equipment, heating and plumbing piping replacement, HVAC controls, fire suppression systems, electrical system upgrades or replacement, new fire alarm system, and telecommunication system upgrades. Although some changes to the interior building layout may be included, the general building organization is anticipated to remain intact. The space planning will consider the reassignment and reuse of existing spaces as much as practical. New finishes and laboratory casework are required in most areas of the buildings. A modest addition is being considered to provide an improved architectural aesthetic to the Science Mall area of campus as well to provide swing space during the construction and increased teaching and research capacity.

Several lecture halls, classrooms, and labs have been renovated in recent years. These areas will remain (with new infrastructure where required) in the proposed project.

Repairs to failing roof systems and masonry and concrete envelopes are being addressed in a separate project but work will need to be coordinated with this concurrent project.

This project will be registered with the USGBC for minimum Silver LEED certification. Maximizing energy conservation is a critical component of the design goals. The LEED Process Consultant will act as the owner's representative under a separate contract. The Architect of Record and MEP Engineer must demonstrate a thorough understanding and commitment to LEED design and are responsible for the design and meeting LEED goals as set forth by the university.

# Request For Qualifications (A/E) continued



Project Name Renovations and Addition to Multiple Science Buildings  
Architectural Team

Project Number KSU-11B146, KSU-11B147,  
KSU-11B148

**A pre-proposal meeting will be held on Friday, May 20, 2011 at 10:00am at Cunningham Hall, Room 101 for ALL disciplines (Arch of Record, MEP Engineer, Construction Manager) This meeting will provide an overview of the project and an opportunity for questions. Please park in the Student Center lot.**

## B. Scope of Services

The successful Architect of Record will be expected to have strong leadership skills and experience in the successful delivery of large complex laboratory projects in a dense campus setting. The successful Architect must have experience working in collaboration with a large consulting team and complex user groups.

The project is expected to be recognized for its quality of design, its sympathetic contextual response to the site and adjacent buildings, open spaces and its contribution to the quality of the civic space of the campus. The team will be expected to interface and collaborate with the University Architect and university administration in developing the design aesthetic.

The development of the space program will be a collaborative process and will be guided by the Physical Facilities Planners from the Office of the University Architect. The Architect's key customer will be the University and will be asked by the University to work with the office of Academic Affairs and the facility occupants to develop a program based on prioritized university space needs that will:

- 1) Provide state of the art instructional lab space
- 2) Optimize shared interdepartmental space and adjacencies including collaborative research opportunities
- 3) Maximize sustainable practices by the building and its occupants
- 4) Create flexibility in lab design with modularity
- 5) Provide efficient space utilization
- 6) Increase energy efficiency

Separate Requests for Qualifications have been issued for the Engineering team and Construction Management team for this Project. Teledata Engineering, Commissioning Authority, and LEED Process Consultant for this project will be selected under a separate multiple building RFQ and bid process to provide consistency in these systems for the campus. The selected firm Architect will coordinate work with the selected companies.

As required by the Agreement, and as properly authorized, provide the following categories of services: Conceptual Development, Schematic Design, Design Development, Construction Document Preparation, Bid and Award Support, Construction Phase, Post-Construction Phase, and Extra Services and Additional Services of all types. Refer to The SAO Manual for additional information about the type and extent of services required for each.

During the construction period, provide: not less than eight (8) hours (excluding travel time) on-site each week (plus eight (8) eight hours per week from the selected MEP engineering team, including attendance at progress meeting(s), a brief written report of each site visit, on-site representation comprised of A/E and its consultant staff involved in the primary design of the project, all having relevant and appropriate type(s) of construction administration experience.

Participate in the Encouraging Growth, Diversity and Equity ("EDGE") Program as required by statute and the Agreement.

This project does not have a fully developed Program of Requirements. Upon award of the Agreement, commence by developing the Program of Requirements.

The selected Architect, 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.



# Request For Qualifications (A/E) continued



Project Name Renovations and Addition to Multiple Science Buildings  
Architectural Team

Project Number KSU-11B146, KSU-11B147,  
KSU-11B148

## 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.
- The successful firm will demonstrate a willingness and experience to approach the programming and design of the lab spaces with flexibility and change in mind.
- Because of the intended, high-profile visual impact that the proposed addition will have at a major entry point to campus, the successful firm will also be considered based on their ability to design buildings that blend with the existing campus context and architecture.

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 Web site at [www.ohio.gov/sao](http://www.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>).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 Renovations and Addition to Multiple Science Buildings  
Architectural Team

Project Number KSU-11B146, KSU-11B147,  
KSU-11B148

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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 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.

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](mailto:mbruder@kent.edu) with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the Office of the University Architect website at [www.kent.edu/universityarchitect](http://www.kent.edu/universityarchitect) 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 Renovations and Addition to Multiple Science Buildings – Architectural Team Proposer Firm \_\_\_\_\_  
Project Number KSU-11B146, KSU-11B147,KSU-11B148 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. A/E Firm Location (5 points)</b>			
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 200 miles	2 - 3	
	More than 200 miles	0 - 1	
<b>2. A/E Firm Size (5 points)</b>			
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 20 licensed professionals	2 - 3	
	Large = More than 20 licensed professionals	4 - 5	
<b>3. Current Workload (5 points)</b>			
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 \$250,000	4 - 5	
	\$250,000 to \$500,000	2 - 3	
	More than \$500,000	0 - 1	
<b>4. Primary A/E Qualifications (30 points)</b>			
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	
<b>5. A/E Consultant Qualifications (10 points)</b>			
Key Discipline Leads	Experience / ability of all key discipline leads to effectively perform the work	0 - 10	
<b>6. Project Team Qualifications (15 points)</b>			
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	
<b>7. Overall Project Team Experience (30 points)</b>			
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	
		<b>Subtotal</b>	

\* 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>Renovations and Addition to Multiple Science Buildings – MEP Engineer Team</u>	Response Deadline	<u>May 31, 2011</u> <u>June 3, 2011</u> 4:00 p.m. local time KSU-11B146, KSU-11B147, KSU-11B148
Project Location	<u>Kent State University</u>	Project Number	<u>KSU-11B148</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 Office of the University Architect, 750 Hilltop Drive, 334 Lowry Hall, Kent, Ohio 44242. See Section H for additional submittal instructions.

## Project Overview

### A. Project Description

This request is for an **MEP Engineer** to provide Project Management for all phases of the project. The Architect of Record and Teledata Engineer will be selected by the Owner under a separate RFQ process and the MEP Engineer and Teledata Engineer will be contracted by the Architect of Record. A Construction Manager, Commissioning Authority and LEED Process Consultant will be selected and contracted directly with the University.

This project will renovate three existing science buildings as well as provide an addition for increased academic and research space. The renovations will address deferred maintenance needs in Williams Hall, Smith Hall and Cunningham Hall and at the same time will establish state of the art science facilities for teaching and research.

The 93,000 s.f. Williams Hall was built in 1967 and provides space for the Chemistry department. The 47,000 s.f. Smith Hall was built in 1968 and provides space for the Physics department. The 93,000 s.f. Cunningham Hall was built in 1968 and provides space for the Biology department. The renovation of all three buildings will be treated as a single project to provide a cohesive approach to science instruction and research space in these areas. Additionally, all three buildings and programs will need to continue to operate portions of the buildings during construction. The sharing of temporary facilities in all three areas will be part of an overall sequencing plan for the construction period. Cunningham Hall also includes an addition that was completed in 2001. Work in this area is anticipated to be modest and limited to systems that interface with the original building such as building automation, security and fire alarm. In addition, HVAC system re-commissioning will be part of the project.

The anticipated scope of work will focus on replacement of aging and failing infrastructure and systems and reorganization of the program spaces within the existing building's general layout. The infrastructure and system needs will include new air handling equipment, heating and plumbing piping replacement, HVAC controls, fire suppression systems, electrical system upgrades or replacement, new fire alarm system, and telecommunication system upgrades. Although some changes to the interior building layout may be included, the general building organization is anticipated to remain intact. The space planning will consider the reassignment and reuse of existing spaces as much as practical. New finishes and laboratory casework are required in most areas of the buildings. A modest addition is being considered to provide an improved architectural aesthetic to the Science Mall area of campus as well to provide swing space during the construction and increased teaching and research capacity.

Several lecture halls, classrooms, and labs have been renovated in recent years. These areas will remain (with new infrastructure where required) in the proposed project.

Repairs to failing roof systems and masonry and concrete envelopes are being addressed in a separate project but work will need to be coordinated with this concurrent project.

This project will be registered with the USGBC for minimum Silver LEED certification. Maximizing energy conservation is a critical component of the design goals. The LEED Process Consultant will act as the owner's representative under a separate contract. The Architect of Record and MEP Engineer must demonstrate a thorough understanding and commitment to LEED design and are responsible for the design and meeting LEED goals as set forth by the university.

# Request For Qualifications (A/E) continued



Project Name Renovations and Addition to Multiple Science Buildings  
MEP Engineer Team

Project Number KSU-11B146, KSU-11B147,  
KSU-11B148

**A pre-proposal meeting will be held on Friday, May 20, 2011 10:00a.m. at Cunningham Hall, Room 101 for ALL disciplines (Arch. of Record, MEP Engineer, Construction Manager) This meeting will provide an overview of the project and an opportunity for questions. Please park in the Student Center lot.**

## B. Scope of Services

The successful MEP Engineer will be expected to have strong leadership skills and experience in the successful delivery of large complex laboratory projects in a dense campus setting. The successful MEP Engineer must have experience working in collaboration with a large consulting team and complex user groups.

The project is expected to be recognized for its quality of engineering, its innovative approach to scientific instruction and research and energy efficiency. The team will be expected to interface and collaborate with the University Architect, campus maintenance staff and university administration in developing the engineering solutions.

The development of the space program will be a collaborative process and will be guided by the Physical Facilities Planners from the Office of the University Architect. The MEP Engineer's key customer will be the University and will be asked by the University to work with the office of Academic Affairs and the facility occupants to develop a program based on prioritized university space needs that will:

- 1) Provide state of the art instructional lab space
- 2) Optimize shared interdepartmental space and adjacencies including collaborative research opportunities
- 3) Maximize sustainable practices by the building and its occupants
- 4) Create flexibility in lab design with modularity
- 5) Provide efficient space utilization.
- 6) Increase energy efficiency

Separate Requests for Qualifications have been issued for the Architect of Record Team and Construction Management Team for this project. Teledata Engineering, Commissioning Authority, and LEED Process Consultant for this project will be selected under a separate multiple building RFQ and bid process to provide consistency in these systems for the campus. The selected firm Architect will contract and coordinate work with the selected MEP and Teledata engineer companies.

As required by the Agreement, and as properly authorized, provide the following categories of services: Conceptual Development, Schematic Design, Design Development, Construction Document Preparation, Bid and Award Support, Construction Phase, Post-Construction Phase, and Extra Services and Additional Services of all types. Refer to The SAO Manual for additional information about the type and extent of services required for each.

During the construction period, provide: not less than eight (8) hours (excluding travel time) on-site each week, including attendance at progress meeting(s), a brief written report of each site visit, on-site representation comprised of A/E and its consultant staff involved in the primary design of the project, all having relevant and appropriate type(s) of construction administration experience. The MEP engineering team eight (8) hours per week is in addition to the eight (8) required of the architect of record.

Participate in the Encouraging Growth, Diversity and Equity ("EDGE") Program as required by statute and the Agreement.

This project does not have a fully developed Program of Requirements. Upon award of the Agreement, commence by developing the Program of Requirements.

The selected Architect, 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.



# Request For Qualifications (A/E) continued



Project Name Renovations and Addition to Multiple Science Buildings  
MEP Engineer Team

Project Number KSU-11B146, KSU-11B147,  
KSU-11B148

## 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.
- The successful firm will demonstrate a willingness and experience to approach the programming and design of the lab spaces with flexibility and change in mind.
- Because of the intended, high-profile visual impact that the proposed addition will have at a major entry point to campus, the successful firm will also be considered based on their ability to design and engineer buildings that blend large pieces of exterior mechanical and electrical equipment with the existing campus context and architecture.

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 Web site at [www.ohio.gov/sao](http://www.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>).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 Renovations and Addition to Multiple Science Buildings  
MEP Engineer Team

Project Number KSU-11B146, KSU-11B147,  
KSU-11B148

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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 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.

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](mailto:mbruder@kent.edu) with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the Office of the University Architect website at [www.kent.edu/universityarchitect](http://www.kent.edu/universityarchitect) 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 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 Renovations and Addition to Multiple Science Buildings – MEP Engineer Team Proposer Firm \_\_\_\_\_  
Project Number KSU-11B146, KSU-11B147,KSU-11B148 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. A/E Firm Location (5 points)</b>			
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 200 miles	2 - 3	
	More than 200 miles	0 - 1	
<b>2. A/E Firm Size (5 points)</b>			
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 20 licensed professionals	2 - 3	
	Large = More than 20 licensed professionals	4 - 5	
<b>3. Current Workload (5 points)</b>			
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 \$250,000	4 - 5	
	\$250,000 to \$500,000	2 - 3	
	More than \$500,000	0 - 1	
<b>4. Primary A/E Qualifications (30 points)</b>			
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	
<b>5. A/E Consultant Qualifications (10 points)</b>			
Key Discipline Leads	Experience / ability of all key discipline leads to effectively perform the work	0 - 10	
<b>6. Project Team Qualifications (15 points)</b>			
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	
<b>7. Overall Project Team Experience (30 points)</b>			
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	
		<b>Subtotal</b>	

\* 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 \_\_\_\_\_

# Renovations and Addition to Multiple Science Buildings

## Architect of Record and MEP Engineer RFQ

### Question and Answer List



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

[www.kent.edu/universityarchitect](http://www.kent.edu/universityarchitect)  
v: 330.672.3880 • f: 330.672.2648

Project Name	Renovations and Addition to Multiple Science Buildings	Project Number	KSU-11B146, KSU-11B147 KSU-11B148
Project Location	Kent State University		

Date posted: 5/24/11

Date revised: N/A

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

1. Is it expected for the professional Civil/Site Engineering firms to contact MEP Engineering firms who might be pursuing this project.....and ask that we join their team.....and submit our qualifications together? Typically the Civil/Site engineering firms solicit consideration from the Architectural firms, are evaluated/selected by the Architect and ultimately contracted directly by the Architect. **Answer: In this instance, the university is requiring the civil/site engineer firms to be part of the MEP engineer team. The site/civil firms should not submit with the Architect of Record team.**
2. In some initial conversations with MEP firms that have read the RFQ, they have understood the requested scope of work to be MEP "Project Management" (not actual engineering drawings) as stated in the first sentence of the Project Description. I understood the scope of work to be a bit different: complete management and execution (design engineering and documentation of all MEP engineering) of the MEP disciplines. Can you please explain your intended use of the term "Project Management"? **Answer: The intent of "project management" is indicate that the MEP firm will be required to provide leadership in managing their own firm and any sub-consultants that are part of their team as it relates to any engineering aspect of the project. This aspect of project management cannot be delegated to the Architect of Record. Part B, Scope of Services clearly indicates that MEP firm will provide engineering drawings as referenced in the request, in addition to other services for a complete project.**
3. Would KSU expect the MEP Engineer to hold subcontracts with the civil engineer, fire suppression engineer, fire alarm engineer and security system engineer? **Answer: yes.**
4. Can you expand on what civil/site planning and engineering scope of work items may be anticipated: parking, roadway, infrastructure, grading, storm water, enhanced utilities, tunnels/trenches? **Answer: All of these will be included with the exception of tunnels which we do not anticipate at this time.**
5. The RFQ states that AE firms are selected for the Art Building, Art Annex, and Van Deusen Halls. Could you please identify these teams? **Answer: Payto Architects has been selected for the School of Art project and Bostwick Design Partnership has been selected for the College of Technology project.**
6. In the RFQ for Construction Managers for the \$250 six year campus construction work under Section A-Project Description, the RFQ states the intent of the selection process is to select "multiple CM firms". Further down the same paragraph it reads "these projects which may have different AE teams will be a single CM contract". Is the stated work slated to have 1 Master Construction Manager/Project Manager with multiple CM firms under them? Please clarify when you can.  
**In one specific instance, we currently have two separate projects with two separate AE firms, but we plan to have a single CM provide CM services for those two projects and in essence combine them into one project. This approach may also be applied on other projects where different AEs are selected based on their specific experience but two or more projects construction and CM work is combined because of the site proximity of the two projects or because the projects share swing space or other infrastructure. And no, we do not plan to have one master CM firm for all of the campus projects under consideration.**

## Question and Answer List continued

Project Name	<u>Renovations and Addition to Multiple Science Buildings</u>	Project Number	<u>KSU-11B146, KSU-11B147 KSU-11B148</u>
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7. Page 1, Section A, sub paragraph 1a. states that a detailed scope of work is available for the Science Buildings Renovations and Addition, and it is on the Architect of Record RFQ. Could you please direct me to that location. I searched the University Architect website and was not able to locate these documents. Any help would be appreciated. **Answer: Please reference the Architect of Record RFQ at this address: <http://www.kent.edu/universityarchitect/designassociates/upload/ksu-11b146-147-148sciencebuildingsbondprojectsarchitecturalrfq.pdf> The “detailed scope of work” for the project refers to our plans for the buildings. This is described in the Project Overview; Section A.**
8. We are interested in using a highly qualified Laboratory Design Consultant who is based out of Canada. Typically, Executive Order 2010-09S must be performed unless State or Federal funding is not going to be used for the project. Since, it is uncertain as to whether State Funding will be provided, will Kent State University allow a foreign consultant to be a part of this RFQ? **Answer: No. All rules and regulations regarding the selection process that apply to state funding applies to these projects as well.**
9. I want to include a firm for their lab planning expertise. They are one of the best in the world. However, the way the project selection process is separated I don't know if this will work. This firm is a lab planning and MEP engineering firm, so you can see the dilemma this selection process creates for them. They could be selected as part of the architectural portion and miss out on the engineering portion. Or, the client may prevent them from pursuing the engineering if they're already on our team for planning services. If they are successful pursuing the engineering, other firms might cry “foul” and cause problems for the client. If you have any thoughts about this, please let me know. **Answer: Each firm must make their own choices regarding how to form their teams and which aspects of the projects they will pursue. KSU will have two separate teams completing the initial evaluations for the short-list process for the Architect and the MEP firms. It is our intent to include the selected architect in the interview process only- not the generation of the short list. During the interview of the MEP engineer, the architect will also not be permitted to include any of his sub-consultants in the interview process. As a clarification during the Architect interviews for the Architect of Record contract, the Architect will be expected to bring along sub-consultants that are responsible for large portions of the work or who bring specific and relevant expertise.**
10. What credentials are required for the Fire Alarm Engineer and the Fire Suppression Engineer? **Answer: The Fire Alarm Engineer must be well versed in the fire alarm code (NFPA72). The engineer must have experience designing addressable fire alarm systems with voice capabilities and fire alarm system networks. Familiarity with Fire Alarm System Matrix how external inputs and outputs are handled (Air handlers, elevators, door magnets, etc..) The fire suppression engineer preferred credential is a licensed F.P.E..**
11. Does KSU want complete sprinkler design drawings as part of the bid documents? **Answer: Complete sprinkler design drawings are preferred. As a minimum the selected engineering firm will provide a performance specification, general system layout, all sprinkler heads layout and all necessary details. The fire protection contractor will provide final system drawings, calculations and submit drawings for approval.**
12. Has anything been done over the years to address hazardous construction / finish materials in the buildings? **Answer: Areas have identified that have asbestos containing materials and some but not all areas have been abated. Some lab renovations have uncovered mercury in the plumbing traps and this has been remediated in these (but not all) areas. Radiation testing has been performed but as of yet no remediation has been required. KSU Occupational Health and Safety has worked with faculty to dispose of out-of-date or unlabeled stored chemicals in a safe manner.**
13. Does the facility currently include a Vivarium? **Answer: Yes**
14. Have any studies been done of the infrastructure and systems to be replaced? **Answer: Yes. However, the studies have only been completed at a very high level for building wide systems. More detailed analysis has been completed in areas that have had renovations. In general, the building wide infrastructure is original, forty years old and at the end of its useful life.**
15. “Hazardous Materials” is listed as a required service. What exactly are the hazardous conditions/issues that this role would address? Are there any specific certifications, etc. you are seeking in this proposed role? Please explain. **Answer: We are looking for firms that can address the specific issues identified in question 12 and any other areas that may be expected in these types of buildings from this era. KSU expects firms that are qualified and are in full compliance with all regulatory**

Project Name Renovations and Addition to  
Multiple Science Buildings

Project Number KSU-11B146, KSU-11B147  
KSU-11B148

**requirements and will insure that all construction and associate abatement activities if needed are completed within full compliance of the law and that the institution is protected from any liability issues surrounding this work.**

16. The duration of construction seems to run from 12/11 – 8/16, almost five years in length. Is this due to phased construction? Will construction be limited to vacations, holidays, summer breaks in general? **Answer: Because the buildings will need to be partially occupied for the entire duration, the project's construction duration is anticipated to be longer. However, construction will not be limited to vacations, holidays and summer breaks except for particularly disruptive activities. We expect the selected CM to generate a detailed schedule by working with the AE firm and the owner to understand the scope and requirements for the construction. An effective schedule that completes more quickly will be considered.**
17. Construction contracts are set to start in 12/11, three months after A/E services begin: Does this mean the first work package needs to be substantially expedited? Please explain. **Answer: Initial phases are anticipated to small separate bid packages that will enable larger bid packages to be issued later and have the benefit of some work being completed, such as abatement or demolition. Other early work may include roofing or envelope repairs.**
18. Are the projects funded? What is the funding source for these projects? **Answer: These projects are not currently funded. They are dependent on the final approval and issuance of bonds by the university. In addition, the university plans to apply some future biennial capital funds from the state of Ohio if and when those are allocated by the legislature.**
19. Do you plan to shortlist firms from those submitting qualifications? **Answer: Yes**
20. Will there be interviews of the shortlisted firms? **Answer: Yes**
21. Approximately when do you anticipate those would be held? **Answer: This will depend on the number of responses that are received and the time required to do a thorough evaluation of all submissions. It is anticipated to take three to six weeks to generate the short-list. Interviews for the Architect will be two to three weeks after that and the MEP engineer will be one to two weeks after that.**
22. Will the MEP firm and the CM firm be selected at the same time as the Architect? Or will the Architect participate in the selection of the others? **Answer: The short list for all firms will be generated at approximately the same time. The Architect will participate in the interview (but not short-listing) of the MEP firm. The Architect will not participate in the selection of the CMs.**
23. Is asbestos and hazardous materials expected – **Answer: Yes. We have a completed a University wide survey and documentation, but each firm will still need hazardous materials specialty consultants.**
24. What scope of services will be required during construction administration? **Answer: There will be some reduced A/E participation during CA due to CM involvement in project delivery. For example, the CM will be responsible for meeting minutes and contractor coordination issues that would have been the AE's responsibility without a CM. KSU will contract for 8 hours from Architect and 8 hours MEP during CA sequence to insure compliance with plans and specs. The MEP will include persons relevant to the scope and discipline of work.**
25. Will design services start in September of this year pending regulatory approval of the Bond Issuance? **Answer: Yes.**
26. When will Construction start? **Answer: Some construction may start by December 2011. These items maybe enabling projects (such as demolition or abatement) or early packages such as envelope projects that don't affect occupancy and require less programming of the interior spaces. Construction completion is actually 2015 vs 2016 as stated in RFQ.**
27. What is the EDGE goal? **Answer: Edge goal is 5%? However, in some instances the Owner and CM may require a higher percentage.**
28. What animals are in the vivarium? **Answer: Small animals (rodents).**
29. Will KSU post the attendees to the website? **Answer: They will be posted this afternoon or Monday at the latest.**
30. Can you explain your intentions regarding the selection of Tele/Data engineering firm? **Answer: KSU will engage in a separate RFQ process for Tele/Data engineering. KSU will have one tele/data design firm for all projects over the next several years who will work with various architect and**

Project Name	Renovations and Addition to Multiple Science Buildings	Project Number	KSU-11B146, KSU-11B147 KSU-11B148
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engineering companies. This will reduce errors and improve consistency in achieving our Tele/Data design standards. We will issue that RFQ soon. In addition KSU will undertake a similar process and issue a RFQ for a LEED process firm to advocate for the University among all of the Bond projects. This RFQ will be released soon.

31. Will science equipment be included in the scope? **Answer: In general only infrastructure equipment, such as hoods, sterilizers, BSC, items that have energy impacts. Small bench top equipment is not included. These items will be relocated from their current locations to any renovated areas.**
32. Do you have preconceived thoughts and locations for the addition? **Answer: Yes. We have considered Williams Hall as the primary location for an addition. It has been evaluated as both a replacement of the existing central entry canopy and as an addition on the south end of the building near Summit Street. In addition to providing additional space, the goal is to provide an architectural symbol of KSU's commitment to the sciences and research.**
33. Will Arch and MEP own the cost estimate? **Answer: No, the estimate will be prepared by the CM with input and review from the AE teams. However, KSU sees the process of budget and scope refinement as a collaborative process between the Owner, AE and CM to arrive at the optimal solution.**
34. Is the structural engineer to be included under the architects submittal package? **Answer: Yes.**
35. Does Physics include astronomy? **Answer: KSU does have a planetarium and some telescopes. However, the work in these areas will likely be limited and will be based on priorities established by the Dean and the Chair.**
36. What is the ratio of teaching labs vs research? **Answer: The lab space being considered as part of the renovations is approximately 70,000 s.f.. 32,500 (46%) is teaching or open lab and 37,500 (54%) is research lab space. These figures do not include the Cunningham Hall addition which is not part of the project and is all research lab spaces.**
37. Is KSU requiring BIM for the construction documents? **Answer: BIM is not.**
38. Is the Hazardous material consultant under the architect's submittal? **Answer: Yes.**
39. If a company wants to include any specialty firms such as lighting should these be packaged under MEP submission? **Answer: Yes.**
40. Where should any A/V specialty consultants be packaged and submitted? **Answer: KSU has determined that due to the coordination issues with other systems the AV consultant (if included) should be submitted with the MEP Engineering team.**
41. Will the MEP be contracted by the Arch of record? **Answer: Yes.**
42. Will KSU consider an extension? **Answer: Yes. The submittals are now due on Friday, June 3, 2011 at 4:00 p.m. An updated RFQ has been posted to the website.**
43. KSU reminds everyone not to market or have correspondence with ANYONE except the Office of the University Architect at KSU.
44. KSU proposed schedule of RFQ reviews and shortlist.

		<u>Architect</u>	<u>MEP Engineer</u>	<u>CM</u>
Complete review of RFQ's	week of	June 27	June 27	July 4
Determine shortlist and pre-interview	week of	July 4	July 11	July 18
Interviews	week of	July 11	July 18	July 25

Note these dates are subject to change due to the submittal extension and the number of submittals that are received for review.

# Request for Qualifications (CM)

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	Multiple Project- Construction Management Services	Response Deadline	May 31, 2011 June 3, 2011	4:00 p.m. local time
Project Location	Kent State University	Project Number	Varies	
City / County	Kent / Portage	Project Manager	Varies	
Agency/Institution	Kent State University	Contracting Authority	Kent State University	
No. of paper copies requested (stapled, not bound)	1	No. of electronic copies requested on CD (PDF)	1	

Submit the requested number of Statements of Qualifications (SAO Form F110-330) directly to Michael Bruder at Office of the University Architect, 750 Hilltop Drive, 334 Lowry Hall, Kent, Ohio 44242. See Section H for additional submittal instructions.

## Project Overview

### A. Project Description

Kent State University is commencing an approximately \$250M, six year program of significant construction and renovation to the Kent campus. The majority of the work will be focused on renovation and rehabilitation of existing buildings. Due to the complexity and scale of the endeavor and the necessity to phase all of the work in partially occupied buildings, the university is seeking qualified construction management firms to administer the projects in collaboration with the Office of the University Architect. The intent of the selection process is to assess and select multiple CM firms and to assign them to one or more of the multiple projects that will be undertaken on campus. Some projects that are separate and distinct for programmatic reasons may be assigned to a single CM contract to better coordinate site access, staging and phasing standpoint. These projects which may have different AE teams will be a single CM contract. The selected CM in this instance will interface with both AE firms and provide overarching planning and management for the entire process. The AE firms will be developing the Program of Requirements with the support of the CM. All significant new facilities and renovation projects will be designed and certified to a LEED silver rating minimum.

The current plans for the construction projects have much of the work divided into five major areas.

1. Science Buildings Renovations and Addition \$50,000,000 (Williams, Cunningham, Smith Halls-233,000 s.f. total)
  - a. A detailed scope of work is available on the Architect of Record RFQ, the selection has not been completed.
  - b. In general, the project will provide new MEP infrastructure, interior finishes and envelope repairs to provide for state of the art instructional and research lab spaces.
2. Renovations for School of Art and College of Technology -\$65-\$75,000,000 (Art Building, Art Annex and Van Deusen Halls 200,000 s.f. total)
  - a. AE firms have been selected for both projects and initial studies have been completed included preliminary PoR, estimates, schedules and conceptual plans.
  - b. In general, the project will provide new MEP infrastructure, interior finishes, envelope repairs and replacements and additions to provide for state of the art instructional and research lab and studio spaces.
3. Renovations to Academic and Administrative Support Buildings: \$23,000,000 (Bowman, Satterfield, Schwartz, Lake Olson, Lowry and Moulton Halls 500,804 s.f. total.)
  - a. A detailed scope of work has not been developed and the AE selection has not been completed.
  - b. In general, the project will provide new MEP infrastructure, interior finishes and envelope repairs to provide for student centered instructional spaces.
4. College of Architecture and Environmental Design: \$55-\$65,000,000 (122,000 s.f. new building and renovations of select spaces vacated by CAED)
  - a. A detailed scope of work has not been developed. A preliminary PoR has been completed. The AE firm has not been selected.
  - b. A new central facility is envisioned for the college. A final site has not been determined yet.
  - c. Renovations are being considered for Taylor Hall, Gym Annex, Tri Towers Rotunda and other facilities affected by the move.
5. Campus Infrastructure Improvements to multiple buildings -\$20,000,000+
  - a. A detailed scope of work has not been developed and the AE selection has not been completed.
  - b. In general, the project will address issues of non-compliance in ADA (restrooms, access, fire alarm, etc.), aging and failing fire alarm systems, inadequate elevators and other energy saving or infrastructure improvements.

# Request For Qualifications (CM) continued



Project Name Multiple Project- Construction Management Services Project Number Varies

The selected CM from each of these projects will also be expected to interface, cooperate and coordinate work that is affected by other projects. The Office of the University Architect will determine scope and assign tasks in these situations.

**A pre-proposal meeting will be held on Friday, May 20, 2011 at 10:00 a.m. at Cunningham Hall, Room 101 for ALL disciplines (Arch of Record, MEP Engineer, Construction Manager) This meeting will provide an overview of the project and an opportunity for questions. Please park in the Student Center lot.**

## 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. 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: 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 probably 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.

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 Science/Lab teaching facilities
2. Higher Education Science/Lab research facilities
3. Higher Education Classroom facilities
4. Higher Education Studio facilities
5. Rehabilitation/ flexible retrofit of existing science/lab/studio facilities
6. Building assessment/ cost estimating
7. Maintain schedule during multiple phase renovations in occupied facilities
8. LEED certified projects
9. Experience with State of Ohio, KSU projects and procedures- including OAKS-CI

## C. Funding / Estimated Budget

Total Project Cost	<u>\$250,000,000</u>	State Funding	<u>\$To be determined</u>
Construction Cost	<u>\$175,000,000</u>	Other Funding	<u>\$210,000,000</u>
Estimated CM Fee	<u>3% to 4.5% depending on project</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.)



# Request For Qualifications (CM) continued



Project Name Multiple Project- Construction Management Services Project Number Varies

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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 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 Michael Bruder at [mbruder@kent.edu](mailto:mbruder@kent.edu) with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the Office of the University Architect website at [www.kent.edu/universityarchitect](http://www.kent.edu/universityarchitect) 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..**

# CM 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 Multiple Project- Construction Management Services Proposer Firm \_\_\_\_\_  
Project Number Varies City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. CM Firm Location (5 points)</b>			
Proximity of primary CM 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	
<b>2. CM Firm Size (5 points)</b>			
Staff availability by number of project managers / superintendents within primary CM firm to perform the work	Small = Less than 20 project mgt. staff	0 - 1	
	Medium = 20 to 50 project mgt. staff	2 - 3	
	Large = More than 50 project mgt. staff	4 - 5	
<b>3. Current Workload (5 points)</b>			
Amount of fees awarded by the Contracting Authority to the primary CM Firm in the previous 24 months (exclude projects on hold)	Less than \$50,000	4 - 5	
	\$50,000 to \$250,000	2 - 3	
	More than \$250,000	0 - 1	
<b>4. Primary CM Qualifications (30 points)</b>			
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	
<b>5. CM Consultant Qualifications (10 points)</b>			
Key Discipline Leads	Experience / ability of Discipline Leads in scheduling, estimating, constructability reviews and bid packaging/mkt. analysis	0 - 10	
<b>6. Project Team Qualifications (15 points)</b>			
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	
<b>7. Overall Project Team Experience (30 points)</b>			
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 11 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 5 projects (Low)	0 - 3	
	5 to 10 projects (Average)	4 - 6	
	More than 10 projects (High)	7 - 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

<b>Subtotal</b>	
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Notes:

Evaluator:

Name \_\_\_\_\_

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



# Multiple Project Construction Management Services Question and Answer List



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

[www.kent.edu/universityarchitect](http://www.kent.edu/universityarchitect)  
v: 330.672.3880 • f: 330.672.2648

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Project Name	<u>Multiple Project Construction Management Services</u>	Project Number	<u>Varies</u>
Project Location	<u>Kent State University</u>		

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Date posted: 5/24/11  
Date revised: N/A

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

1. Question Section C, bottom of page 2 of 5, Estimated CM Fee is 3% to 4.5% Please elaborate on what construction services are to be included in the 3% to 4.5% fee? **Answer: the services will vary from project to project and so the fee will vary depending on the scope of the final contract. Please refer to section B. Scope of Services on the Request for Qualifications.**
2. Is the construction management staff such as Project Manager, Project Engineer, etc to be included in the 3% to 4.5% fee? **Answer: All staff and services as negotiated in the Agreement will be part of the fee.**
3. What other construction items(such as temporary protection, temporary walls, clean-up, etc) to be included in the 3% to 4.5% fee. **Answer: No actual construction items are to be included in the CM's scope. The contract will be based on a CM Agency model. The type of work described will be written by the CM into the scope of work that will be bid by one or more of the multiple prime contractors constructing the project.**
4. Can you expand on what civil/site planning and engineering scope of work items may be anticipated: parking, roadway, infrastructure, grading, storm water, enhanced utilities, tunnels/trenches? **Answer: All of these will be included with the exception of tunnels which we do not anticipate at this time.**
5. The RFQ states that AE firms are selected for the Art Building, Art Annex, and Van Deusen Halls. Could you please identify these teams? **Answer: Payto Architects has been selected for the School of Art project and Bostwick Design Partnership has been selected for the College of Technology project.**
6. In the RFQ for Construction Managers for the \$250 six year campus construction work under Section A-Project Description, the RFQ states the intent of the selection process is to select "multiple CM firms". Further down the same paragraph it reads "these projects which may have different AE teams will be a single CM contract". Is the stated work slated to have 1 Master Construction Manager/Project Manager with multiple CM firms under them? Please clarify when you can. **In one specific instance, we currently have two separate projects with two separate AE firms, but we plan to have a single CM provide CM services for those two projects and in essence combine them into one project. This approach may also be applied on other projects where different AEs are selected based on their specific experience but two or more projects' construction and CM work is combined because of the site proximity of the two projects or because the projects share swing space or other infrastructure. And no, we do not plan to have one master CM firm for all of the campus projects under consideration.**
7. Page 1, Section A, sub paragraph 1a. states that a detailed scope of work is available for the Science Buildings Renovations and Addition, and it is on the Architect of Record RFQ. Could you please direct me to that location? I searched the University Architect website and was not able to locate these documents. Any help would be appreciated. **Answer: Please reference the Architect of Record RFQ at this address: <http://www.kent.edu/universityarchitect/designassociates/upload/ksu-11b146-147-148sciencebuildingsbondprojectsarchitecturalrfq.pdf>. The "detailed scope of work" for the project refers to our plans for the buildings. This is described in the Project Overview; Section A.**
8. There is no specific project number listed for this RFQ or for each of the 5 individual projects. Is there one or more project numbers for this RFQ? **Answer: Yes, there is more than one job number for the project, and not all numbers have been assigned at this time.**

Project Name Multiple Project Construction Management Services

Project Number Varies

9. With the way the 330 Form is structured, it requires the identification of a selected team with selected relevant similar project experience to your project(s). I would like further clarification as to how to respond to the RFQ and the multiple projects presented, please. Should the 330 response be as though this is one large single project with 5 distinct components or as though it is in fact 5 potentially individual projects? **Answer: KSU does not intend to award one large single CM project. KSU plans to award contracts as multiple separate projects of which there will be approximately five.**
10. The RFQ says it is your intent to "select multiple CM Firms and to assign them to one or more of the multiple projects". The confusion is in how to respond when there are potentially 5 individual projects varying in size from \$20M - \$75M and from Infrastructure Improvements to Academic to Science Buildings and including Renovation and New Construction and any combination of the aforementioned projects. Do you prefer to see a separate team of individuals and selected similar relevant projects for each of the 5 construction projects listed that you can then evaluate and shortlist for or would you prefer to see one comprehensive team that is capable of managing all of the \$250M project? **Answer: The approach to the submission is the decision of the submitting firm. KSU plans to evaluate each team based on the experience and qualifications of the staff being proposed and then determine which project would be best served by a specific team. Please refer to question 18 for additional information presented at the pre-submission meeting.**
11. Please confirm the A/E Services start date (September 2011) and the Construction Contracts Start date (December 2011). We are assuming this 3 month design period incorporates the first phase, or is this the entire project? **Answer: Please refer to all of the dates in section F. Since the project is proposed as Agency CM, the successful firms will start the pre-construction services in September, 2011 which will include scheduling, estimating, constructability reviews, and other meetings with the Owner and AE team. The construction work will not be performed by the CM. It will be performed by the multiple prime contractors who will bid the work. And we anticipate they will start in October 2011 on some early packages that will be developed prior to the final CM selection and other packages will be finalized, bid and built until August of 2015 with the CM completing their post construction services several months later.**
12. Will special testing be procured outside of the A/E contract? This could be included in the CM's contract **Answer: Special testing will be procured outside of the AE contract. Typically, KSU contracts directly for these services, however that could change and be part of the CM's contract. But it is not necessary to include any testing companies as subconsultant or part of the CM RFQ submittal. KSU doesn't feel this is relevant to the selection process.**
13. Will CMs hold contracts with contractors? **Answer: No, this is not permitted in the state of Ohio. KSU will hold contracts with all prime contractors.**
14. How will Commissioning be handled? **Answer: KSU will issue a separate commissioning RFQ that will provide consistency across all projects. Commissioning will not be under the CM, it will be a separate contract directly to the university.**
15. When will the LEED consultant be hired? **Answer: RFQ is planned to be released next week with the intent of the LEED consultant starting at the same time as the rest of the design team.**
16. When will these questions be posted? **Answer: Later today or Monday at the latest.**
17. Will KSU consider an extension for submissions? **Answer: Yes, the revised and posted due date is now Friday, June 3, 2011 for all CM, arch, and MEP at 4:00pm. Note all dates for selection, pre interview and interview get pushed back from what was reviewed in the meeting.**
18. 330 Form is difficult to respond based on a wide diversity of project types that are being submitted for. Can the same firm provide multiple submittals with teams demonstrating expertise in one of the described projects? **Answer: Yes, KSU has determined they will accept up to three different submissions from a single company. KSU will be reviewing credentials for three major areas: 1. New construction (the new building for the College of Architecture and Environmental Design). 2. Large scale science building renovations projects and 3. All other academic facility renovations in occupied buildings. However, the firms' submission is ultimately their responsibility. Some firms can provide a cover letter that explains their intentions towards which project they are interested in. Section H is also an opportunity to explain your firm's specific experience and talents. And please think about which project you may have the relevant experience for.**

# Question and Answer List continued

Project Name Multiple Project Construction Management Services Project Number Varies

- 19. KSU reminds everyone **not** to market or have correspondence with ANYONE except the Office of the University Architect at KSU.
- 20. KSU proposed schedule of RFQ reviews and shortlist.

		<u>Architect</u>	<u>MEP Engineer</u>	<u>CM</u>
Complete review of RFQ's	week of	June 27	June 27	July 4
Determine shortlist and pre-interview	week of	July 4	July 11	July 18
Interviews	week of	July 11	July 18	July 25

Note these dates are subject to change due to the submittal extension and the number of submittals that are received for review.



# Request for Qualifications (A/E)

Rehabilitation and Correction

770 West Broad Street, Bureau of CAM  
Columbus, Ohio 43222



<http://www.drc.ohio.gov>  
Phone 614 995-0632

## Administration of Project: Local Administration

Project Name	<u>MCI Shower Renovation</u>	Response Deadline	<u>May 25, 2011 5:00 p.m.</u> local time
Project Location	<u>Marion Correctional Institution</u>	Project Number	<u>DRC-100053</u>
City / County	<u>Marion / Marion</u>	Project Manager	<u>Kevin Wade</u>
Agency/Institution	<u>Rehabilitation and Correction</u>	Contracting Authority*	<u>Rehabilitation and Correction</u>

\*The Contracting Authority for SAO-administered projects is SAO. The Contracting Authority for locally administered projects is the Agency or Institution.

No. of paper copies requested (stapled, not bound) 2 No. of electronic copies requested on CD (PDF) 0

Submit the requested number of Statements of Qualifications (SAO Form F110-330) directly to Ron Chaney or Kevin Wade at the address above. See Section H for additional submittal instructions.

## Project Overview

### A. Project Description

It has been approximately 21 years since these showers were last renovated. This project will include the renovation of the shower area walls, ceilings, floors, ductwork and plumbing and the ventilation will be improved. This encompasses the showers in the living areas of the main compound of Marion Correctional and at Marion Correctional Camp.

### B. Scope of Services

The selected Architect/Engineer (A/E) shall also include as part of the basic services the preparation of a design solution and construction documents and estimates of construction costs. The selected Associate, 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 Associate 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: 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 4 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. Experience in Correctional facility setting design
2. Experience in the investigation of the conditions of existing shower areas
3. Previous correctional/security project experience
4. Bidding multiple prime contract projects experience
5. Previous experience working with the State of Ohio

# Request For Qualifications (A/E) continued



Project Name MCI Shower Renovation Project Number DRC-100053

## C. Funding / Estimated Budget

Total Project Cost	<u>\$505,000</u>	State Funding	<u>\$505,000</u>
Construction Cost	<u>\$411,243</u>	Other Funding	<u>\$0.00</u>
Estimated A/E Fee	<u>5.5% to 7.5%</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>Architectural</u>
Secondary	<u></u>
	<u></u>
	<u></u>
	<u></u>
	<u></u>
Others	<u></u>

## E. Anticipated Schedule

Professional Services Start (mm/yy)	<u>07/11</u>
Construction Contracts Start (mm/yy)	<u>TBD</u>
Construction Contracts Completed (mm/yy)	<u>TBD</u>
Professional Services Completed (mm/yy)	<u>TBD</u>

## F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL A/E Fee	<u>5.0%</u>
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NOTE: The primary A/E shall be (1) a registered architect holding a license and certificate of authorization issued by the Ohio Architects Board pursuant to 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 [www.ohio.gov/sao](http://www.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



# Request For Qualifications (A/E) continued

Project Name MCI Shower Renovation

Project Number DRC-100053

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://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 Kevin Wade at [Kevin.wade@odrc.state.oh.us](mailto:Kevin.wade@odrc.state.oh.us) 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 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

Rehabilitation and Correction

770 West Broad Street, Bureau of CAM  
Columbus, Ohio 43222



http://www.drc.ohio.gov  
Phone 614 995-0632

Project Name MCI Shower Renovation Proposer Firm \_\_\_\_\_  
Project Number DRC-100053 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. A/E Firm Location (5 points)</b>			
Proximity of primary A/E firm office where majority of work is to be performed in relationship to project site	Less than 75 miles	4 - 5	
	75 to 150 miles	2 - 3	
	More than 150 miles	0 - 1	
<b>2. A/E Firm Size (5 points)</b>			
Number of relevant licensed professionals within primary A/E firm available to perform the work.	Small = Less than 6 licensed professionals	4 - 5	
	Medium = 6 to 10 licensed professionals	2 - 3	
	Large = More than 10 licensed professionals	0 - 1	
<b>3. Current Workload (5 points)</b>			
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 \$500,000.00	2 - 3	
	More than \$500,000.00	0 - 1	
<b>4. Primary A/E Qualifications (30 points)</b>			
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	
<b>5. A/E Consultant Qualifications (10 points)</b>			
Key Discipline Leads	Experience / ability of all key discipline leads to effectively perform the work	0 - 10	
<b>6. Project Team Qualifications (15 points)</b>			
a. Previous Team Collaboration Number of projects that a majority of the team members have worked together	Less than 6 projects (Low)	0 - 1	
	6 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	
<b>7. Overall Project Team Experience (30 points)</b>			
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 4 projects (Low)	0 - 3	
	4 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 4 projects (Low)	0 - 3	
	4 to 6 projects (Average)	4 - 6	
	More than 6 projects (High)	7 - 10	
		<b>Subtotal</b>	

\* 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 AML- AMD Drafting/Design Services Response Deadline 06/13/2011 4:30 p.m. local time  
Project Location Various Locations In Eastern/Southeastern Ohio Project Number DNR-110032

## Local Administration

Agency/Institution	<u>Division of Mineral Resources Management</u>	Agency/Institution	<u>Division of Engineering</u>
<b>Project Manager</b>	<u>Scot G. Hindall, P.E.</u>	Inquiries to **	<u>Beth Pratt, P.E.</u>
Street	<u>2045 Morse Road, Building H-2</u>	Street	<u>Assistant Chief Engineer</u>
City	<u>Columbus</u> Ohio	Street	<u>2045 Morse Road, Building E-3</u>
Zip	<u>43229</u>	City	<u>Columbus</u> Ohio
Phone	<u>614/265-6716</u> Fax <u>614.265-7999</u>	Zip	<u>43229-6693</u>
E-mail	<u>scot.hindall@dnr.state.oh.us</u>	Phone	<u>614/265-6957</u> Fax <u>614.262.2197</u>
		E-mail	<u>beth.pratt@dnr.state.oh.us</u>

\*\* Mail three (3) 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 drafting/engineering services are requested to assist in the production of plans and specifications for Acid Mine Drainage treatment projects. Additional services may include basic engineering design for predetermined small hydraulic structures and their appurtenant works.

### B. Scope of Services

The selected firm shall be provided with pre-determined AMD reclamation and/or treatment system projects to plan, properly size, and layout. The selected firm shall use all collected data (topographic, hydrologic, geotechnical, and survey, etc.) to develop and put each project design plan and specifications together. The selected firm will perform a field review with the regional project officer and design engineer to review the proposed reclamation or treatment system plan. The information provided and obtained shall be used to prepare preliminary design plans and specifications including a cost estimate. Upon ODNR review, approval, and authorization, the selected firm shall proceed with the final design, construction document preparation and a final estimate of probable construction costs. The decision to proceed with any phase and/or construction of the projects will be determined by ODNR, pending available project funding and successful completion of prior tasks.

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. AutoCAD design experience
2. Production of ODNR Project Plan and specifications development experience
3. Experience in the design of earthen dams and their appurtenant works
4. Experience with designing single stage open ditches/channels (grass or rocklined)
5. Experience with standard AML reclamation practices
6. Hydraulic, hydrologic, and geotechnical engineering experience
7. Experience with, and a basic understanding of acid mine drainage production and treatment
8. Experience with performing topographic and construction layout related surveying.

# Request For Qualifications continued

Project Name AML – AMD Drafting/Design Services Project No. DNR-110032

## C. Funding / Estimated Budget

Total Project Cost	<u>\$200,000.00</u>	State Funding	<u>ODNR Operating Budget</u>
Initial Contract Value	<u>\$100,000.00/year</u>	Other Funding	
Estimated Fee Percentage	<u>95% Drafting/Design; 5% Administration</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>Drafting/Civil Engineering</u>
Secondary	<u>Mining Engineering</u>
	<u>Geotechnical Engineering</u>

## E. Anticipated Schedule

Professional Services Start	<u>October 2011</u>
Drafting/Design Contract to Start	<u>October 2011</u>
Contract Completed	<u>June 2013</u>
Professional Services Completed	<u>June 2013</u>

## F. EDGE Participation Goal

Percent of *initial* TOTAL Design Fee 5%

## G. Evaluation Criteria for Selection

Previous experience compatible with the proposed services, 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 no longer must be pre-qualified with ODNR 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](http://www.homelandsecurity.ohio.gov/dma.asp).

# Selection of Professional Services Firms

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

AML – AMD Drafting/Design  
PROJECT: Services

EVALUATOR: \_\_\_\_\_

PROJECT NUMBER: DNR-110032

EVALUATION DATE: \_\_\_\_\_

FIRM: \_\_\_\_\_

CITY, STATE: \_\_\_\_\_

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



**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>
<b>Direct State of Ohio Contract Work:</b>	_____	_____	_____
<b>State of Ohio Subcontract Work:</b>	_____	_____	_____
<b>All Other Work:</b>	_____	_____	_____
<b>Total Fees</b>	_____	_____	_____

<b>INDEX:</b>	
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:

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**OR:**

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

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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>			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>TOTALS</b>	_____	_____	_____

SIGNATURE OF PREPARER: \_\_\_\_\_

TITLE: \_\_\_\_\_ 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>LEED Process Consulting Services</u>	Response Deadline	<u>June 21, 2011 4:00 p.m. local time</u>
Project Location	<u>Kent State University, Kent Campus</u>	Project Number	<u>KSU-11B168</u>
City / County	<u>Kent / Portage</u>	Project Manager	<u>Varies</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 Office of the University Architect, Kent State University, 750 Hilltop Drive, Suite 334 Lowry Hall, Kent, Ohio 44242, . See Section H for additional submittal instructions.

## Project Overview

### A. Project Description

Recognizing the importance of state-of-the-art facilities, Kent State University is poised to undertake an extensive program of improvement to its campus facilities. A previously commissioned study identified approximately \$350M in deferred renewal needs for existing buildings. New facilities may also be constructed to meet the programmatic requirements in some academic areas. In addition to anticipated capital allocations, the Kent State University Board of Trustees authorized the administration to pursue approximately \$210M in bond funding to finance this large initiative.

To demonstrate the University's commitment to sustainability all large construction and renovation projects undertaken during this initiative will be certified at the USGBC LEED Silver level or above. The Office of the University Architect, on behalf of Kent State University, is seeking consulting services to assist in LEED projects and complete their certification processes as the owner's representative. Specific building and renovation projects have been identified and subsequent separate Requests for Qualifications for those actual construction projects have been or will be issued to consulting architects/engineers who will be responsible for the design, bidding and construction of the projects.

The current plans for the construction projects have much of the work divided into five major areas.

1. Science Buildings Renovations and Addition \$50,000,000 (Williams, Cunningham, Smith Halls-233,000 s.f. total)
  - a. A detailed scope of work is available on the Architect of Record RFQ, the selection has not been completed.
  - b. In general, the project will provide new MEP infrastructure, interior finishes and envelope repairs to provide for state of the art instructional and research lab spaces.
2. Renovations for School of Art and College of Technology -\$65-\$75,000,000 (Art Building, Art Annex and Van Deusen Halls 200,000 s.f. total)
  - a. AE firms have been selected for both projects and initial studies have been completed included preliminary PoR, estimates, schedules and conceptual plans.
  - b. In general, the project will provide new MEP infrastructure, interior finishes, envelope repairs and replacements and additions to provide for state of the art instructional and research lab and studio spaces.
3. Renovations to Academic and Administrative Support Buildings -\$23,000,000 (Bowman, Satterfield, Schwartz, Lake Olson, Lowry and Moulton Halls s.f.)
  - a. A detailed scope of work has not been developed and the AE selection has not been completed.
  - b. In general, the project will provide new MEP infrastructure, interior finishes and envelope repairs to provide for student centered instructional spaces.
4. College of Architecture and Environmental Design \$55-\$65,000,000 (122,000 s.f. new building and renovations of select spaces vacated by CAED)
  - a. A detailed scope of work has not been developed. A preliminary PoR has been completed. The AE firm has not been selected.
  - b. A new central facility is envisioned for the college. A final site has not been determined yet.
  - c. Renovations are being considered for Taylor Hall, Gym Annex, Tri Towers Rotunda and other facilities affected by the move.
5. Campus Infrastructure Improvements to multiple buildings -\$20,000,000+
  - a. A detailed scope of work has not been developed and the AE selection has not been completed.

# Request For Qualifications (A/E) continued



Project Name LEED Process Consulting Services

Project Number KSU-11B168

- b. In general, the project will address issues of non-compliance in ADA (restrooms, access, fire alarm, etc.), aging and failing fire alarm systems, inadequate elevators and other energy saving or infrastructure improvements.

The selected firm for these services will be considered ineligible for future RFQs for all projects listed above others in which the LEED Process Consultant will be participating. In addition, firms (including sub-consultants) currently working on projects that will utilize the LEED Process Consultant (School of Art and College of Technology) are also ineligible. The LEED Process Consultant will be an independent advocate on behalf of the Owner.

**A pre-proposal meeting will be held on Friday, June 10, 2011 at 10:00 a.m. at 143 Lowry Hall. This meeting will provide an overview of the project and an opportunity for questions. There will not be any specific project site tours on this day. Please park in the White Hall or C-Midway parking lots.**

## B. Scope of Services

The LEED Process Consultant will be responsible for:

1. Overall administration of the LEED process on behalf of KSU OUA and provide assistance in making informed, reasonable, and accurate judgments of LEED requirements for certification.
2. Facilitating constituent meetings and design charette for establishing KSU LEED goals and strategies.
3. Review of proposed LEED points during specific milestone dates in the design process and at various design charette meetings.
4. Review of plans, specifications, energy models, strategies and other recommendations presented by the design team.
5. Coordinating, documenting and communicating KSU requirements and goals for achieving LEED certification to multiple design teams on multiple projects across the Kent campus and regional campuses.
6. Writing and distributing meeting minutes to all project team members.
7. Directing team members to appropriate Credit Interpretation Rulings when needed.
8. Collecting, verifying and submitting all required documentation to USGBC LEED Online for projects seeking certification. This will include gathering and organizing information from various departments at KSU, its design consultants and multiple prime contractors during construction during both the Design Application phase and Construction/Final Application phase.
9. Attending periodic construction meetings to verify LEED checklist and compliance by contractors and designers.
10. Reviewing scope and project changes during the construction process as they pertain to LEED goals and certification such as proposed value engineering changes or equipment or specification modifications due to schedule constraints.
11. Providing assistance to KSU maintenance and operation staff to implement strategic changes into the daily operations of the certified buildings. This will include coordinating and ensuring adequate training on all HVAC systems and other systems or products that are unique to the building such as daylight harvesting or waterless urinals.
12. Interpreting the results the independent Commissioning Agent's monitoring and verification of building performance and making recommendations for any corrections or adjustments that need to be made to the systems or the operations of the building for 12-24 months after occupancy.
13. Submitting any required documentation pertaining to the commissioning process to USGBC.
14. Providing on-going consultation to enable KSU to sustain the performance of the certified facilities.

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. Primary LEED Accredited Professional on LEED certified building
2. Facilitated design charette for LEED certified project
3. LEED certified Existing Building
4. LEED certified New Building
5. LEED certified higher education or general facility
6. LEED certified science research or science instruction facility
7. LEED certification achieved in multiple phase renovations in occupied facilities
8. Experience with State of Ohio, KSU projects and procedures- including OAKS-CI

## C. Funding / Estimated Budget

# Request For Qualifications (A/E) continued



Project Name LEED Process Consulting Services Project Number KSU-11B168

Total Project Cost	<u>\$210,000,000</u>	State Funding	<u>\$varies</u>
Construction Cost	<u>\$175,000,000</u>	Other Funding	<u>\$210,000,000</u>
Estimated A/E Fee	<u>To be negotiated</u>		

NOTE: The fee for this project includes professional 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 LEED Professionals  
 Secondary \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Others \_\_\_\_\_

**E. Anticipated Schedule**

A/E Services Start (mm/yy)	<u>09 / 11</u>
Construction Contracts Start (mm/yy)	<u>10 / 11</u>
Construction Contracts Completed (mm/yy)	<u>10 / 15</u>
A/E Services Completed (mm/yy)	<u>8 / 15</u>

**F. EDGE Participation Goal**

Percent of <i>initial</i> TOTAL A/E Fee	<u>10%</u>
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NOTE: The primary A/E shall be (1) a registered architect holding a license and certificate of authorization issued by the Ohio Architects Board pursuant to 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 LEED projects.
- Previous experience compatible with the proposed project (e.g., type, size).
- Relevant past work of prospective firm's proposed consultants (if applicable).
- Past performance of prospective firm and its proposed consultants (if applicable). Qualifications and experience of individuals directly involved with the project.
- Proposer's previous experience with LEED certification (numbers of projects, sizes of projects).
- Specification writing credentials and experience.
- Proximity of prospective firms to the project site.
- Proposer's apparent resources and capacity to meet the needs of this project.
- The successful firm will demonstrate a willingness and experience to approach the programming and design of projects with flexibility, sustainability, cost ramifications, LEED certification and change in mind.

Interested 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 firm'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 firm's Technical Proposal. Both forms can be accessed via the SAO Web site at [www.ohio.gov/sao](http://www.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 Agreement, 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

# Request For Qualifications (A/E) continued



Project Name LEED Process Consulting Services

Project Number KSU-11B168

(<https://ohiobusinessgateway.ohio.gov/OBG/Membership/Security.mvc>).contract with and use EDGE-certified Business Enterprise(s), as a part of the firm'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 firm'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 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>).

## 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 unbound. 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](mailto:mbruder@kent.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



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 LEED Process Consulting Services Proposer Firm \_\_\_\_\_  
Project Number KSU-11B168 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. A/E Firm Location (5 points)</b>			
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	
<b>2. A/E Firm Size (5 points)</b>			
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 20 licensed professionals	4	
	Large = More than 20 licensed professionals	3	
<b>3. Current Workload (5 points)</b>			
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 \$250,000	2 - 3	
	More than \$250,000	0 - 1	
<b>4. Primary A/E Qualifications (30 points)</b>			
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	
<b>5. A/E Consultant Qualifications (10 points)</b>			
Key Discipline Leads	Experience / ability of all key discipline leads to effectively perform the work	0 - 10	
<b>6. Project Team Qualifications (15 points)</b>			
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	
<b>7. Overall Project Team Experience (30 points)</b>			
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 3 projects (Low)	0 - 3	
	3 to 7 projects (Average)	4 - 6	
	More than 7 projects (High)	7 - 10	
		<b>Subtotal</b>	

\* 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>Med Center – Air Quality and Control Issues</u>	Response Deadline	<u>6-23-2011 4:30 pm</u> local time
Project Location	<u>Rhodes &amp; Doan Halls</u>	Project Number	<u>OSU-110452</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>5 (five)</u>	No. of electronic copies requested on CD (PDF)	<u>1 (one)</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/retro-commissioning and assessment of the existing HVAC systems for the inpatient facilities Rhodes & Doan Halls. The Project would include an initial investigation/study/Retro-commissioning and assessment on the condition of the existing systems, air pressures/air flow, infiltration/energy loss and systems performance in both heating & cooling seasons (winter & summer conditions). The Study shall include a full report with analysis that details findings, identifying deficiencies and include recommendations/options to address discovered deficiencies with cost estimate for construction implementation; development of the program of requirements (POR) to define design scope; development of a construction budget, and design for construction implementation of corrective measures within the established budget limits (the University reserves the right to increase the construction budget to align with assessment findings). Professional services include post-design phases of Bidding, Construction and post-construction commissioning (see scope of services below).

### B. Scope of Services

The selected team of Architect/Engineer (A/E), & Retro- Commissioning Agent, 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: investigative study/retro-commissioning/assessment report and cost estimate, Program of Requirements development, Schematic Design, Design Development, Construction Document Preparation, Bid and Award Support, Conformed Documents, Construction Phase, Post-Construction Phase that includes commissioning, and Additional Services that include investigative study/retro-commissioning/assessment. 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 retro-commissioning & 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 Med Center – Air Quality and Control Issues Project Number OSU-110452

## C. Funding / Estimated Budget

Total Project Cost	<u>\$1,000,000</u>	State Funding	<u>\$0</u>
Construction Cost	<u>\$240,168</u>	Other Funding	<u>\$1,000,000</u>
Estimated A/E Fee	<u>10-12% Basic Services Design Fee; Additional Services Fees for study/retro-commissioning/assessment to be negotiated.</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 &amp; administration</u>
Secondary	<u>Retro-Commissioning &amp; commissioning</u>
	<u>Building Envelope component assessment</u>
	<u>Testing &amp; Air Balancing</u>
	<u>Budget development &amp; cost estimating</u>
Others	<u></u>

## E. Anticipated Schedule

A/E Services Start (mm/yy)	<u>08 / 11</u>
Construction Contracts Start (mm/yy)	<u>01 / 13</u>
Construction Contracts Completed (mm/yy)	<u>06 / 13</u>
A/E Services Completed (mm/yy)	<u>8 / 13</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](http://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](http://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](http://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.

# Request For Qualifications (A/E) continued

Project Name Med Center – Air Quality and Control Issues

Project Number OSU-110452

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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](http://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 J.P. Rapp at [rapp.87@osu.edu](mailto: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 Med Center – Air Quality and Control Issues Proposer Firm \_\_\_\_\_  
 Project Number OSU-110452 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. A/E Firm Location (5 points)</b>			
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	
<b>2. A/E Firm Size (5 points)</b>			
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	4	
	Large = More than 20 licensed professionals	3	
<b>3. Current Workload (5 points)</b>			
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	
	\$51,000 to \$100,000	2 - 3	
	More than \$100,000	0 - 1	
<b>4. Primary A/E Qualifications (30 points)</b>			
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	
<b>5. A/E Consultant Qualifications (10 points)</b>			
Key Discipline Leads	Experience / ability of all key discipline leads to effectively perform the work	0 - 10	
<b>6. Project Team Qualifications (15 points)</b>			
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	
<b>7. Overall Project Team Experience (30 points)</b>			
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	
		<b>Subtotal</b>	

\* 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 \_\_\_\_\_

