



John R. Kasich / Governor  
State of Ohio

Robert Blair / Director  
Ohio Department of Administrative Services

Ohio**DAS**

General Services  
State Architect's Office

# Ohio Register

Information of Interest for the  
Architectural, Engineering and Construction Industry

## Issue Number 222

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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: February 29, 2012

Published Date	Project Name	Total Project Cost	Short-listed A/E Firms <i>*Indicates selected firm</i>	Negotiated A/E Fee
01/13/2012 <b>OR #221</b> SAO - Administered	SOC-120001 Brown County Campus - Southern State Community College, Mt. Orab, Brown County, Ohio	\$10,000,000	<b>NEW</b> BHDP Architecture Champlin Architecture Fanning/Howey Associates VSWC Architects, Inc.	TBD
12/02/2011 <b>OR #220</b> SAO - Administered	DMH-120003 Patient Unit Renovations - Appalachian Behavioral Healthcare Ohio Department of Mental Health, Athens County, Ohio	\$1,700,000	<b>NEW</b> ASM Davis Wince Feinknopf Macioce Schappa Renouveau Design	TBD
10/02/2011 <b>OR #218</b> SAO - Administered	DOT-120003 Lucas County Maintenance Facility Ohio Department of Transportation, Lucas County, Ohio	\$3,500,000	Buehrer Group Architecture Jerome M. Scott Architects Poggemeyer Design Group *Schorr Architects, Inc.	TBD
08/12/2011 <b>OR #216</b> Locally Administered	OSU-100652 Various Building Demolitions The Ohio State University Columbus, Ohio	\$1,353,000	eS Architecture & Development Feinknopf Macioce Schappa Panich Noel & Associates Perspectus Architecture	TBD: Contact Agency / Institution
08/12/2011 <b>OR #216</b> Locally Administered	OSU-100652 Various Building Demolitions The Ohio State University Columbus, Ohio	\$1,353,000	eS Architecture & Development Feinknopf Macioce Schappa Panich Noel & Associates Perspectus Architecture	TBD: Contact Agency / Institution
08/1/2011 <b>OR #216</b> Locally Administered	OSU-110672 North Residential District Transformation The Ohio State University Columbus, Ohio	TBD	Ayers Saint Gross (MD) Design Collective (MD) DiMella Shaffer (MA) *Goody Clancy (MA) Hanbury Evans Wright Vlattas & Co (VA) Moore Ruble Yudell (CA) Robert AM Stern Architects (NY) Sasaki Associates (MA)	TBD: Contact Agency / Institution
07/01/2011 <b>OR #215</b> Locally Administered	UTO-120742 Carlson Library Renovations University of Toledo Toledo, Ohio	\$1,250,000	BHDP Architecture Buehrer Group Architecture & Engineering *The Collaborative, Inc.	TBD: Contact Agency / Institution
07/14/2011 <b>OR #215</b> SAO- Administered	DAS-120001 North High Complex Phase 5 Ohio Department of Administrative Services Columbus, Ohio	\$17,453,580	*Acock Associates Architects Feinknopf Macioce Schappa URS	TBD
07/01/2011 <b>OR #215</b> SAO- Administered	BWC-110001 L-16 Halon Replacement Project - William Green Building Bureau of Workers' Compensation Columbus, Ohio	\$368,000	M Engineering *Prater Engineering Star Consultants URS	TBD
07/12/2011 <b>OR #215</b> Locally Administered	BGU-115687 Landscape & Civic Structure Master Plan Bowling Green State University Bowling Green, Ohio	\$100,000	The Collaborative JJR Kinzleman Kline Gossman NBBJ Sasaki Associates	TBD: Contact Agency / Institution
06/24/2011 <b>OR #214</b> Locally Administered	UTO-121665 Replace Air Handler 4 University of Toledo Toledo	\$1,400,000	Contech Design *JDRM Engineering Karpinski Engineering Peters, Tschantz & Associates	TBD: Contact Agency / Institution
06/27/2011 <b>OR #214</b> SAO- Administered	DOT-110001 & DOT-110002 Jefferson and Wayne County Maintenance Facilities Ohio Department of Transportation Wooster and Wintersville	\$7,000,000	*Miller Watson/JMSA Panich, Noel & Associates Richard Fleischman + Partners Schorr Architects Strollo Architects	TBD
06/08/2011 <b>OR #214</b>	UTO-111619 New Operating Rooms 13 & 14	\$1,400,000	Buehrer Group Architecture and Engineering	TBD: Contact Agency /

Locally Administered	University of Toledo Toledo, Ohio		Harley Ellis Devereaux RCM Architects	Institution
05/27/2011 <b>OR #213</b> Locally Administered	KSU-11B168 LEED Process Consulting Services Kent State University Kent, Ohio	\$210,000,000	Doty & Miller Emersion Design Heapy Engineering Sasaki Associates	TBD: Contact Agency / Institution
05/03/2011 <b>OR #213</b> Locally Administered	ADJ-110017 Rickenbacker Enclave Paving Renovation Adjutant General's Department Columbus, Ohio	\$2,500,000	*American Structure EMHT Jobes Henderson	TBD: Contact Agency / Institution
04/20/2011 <b>OR #212</b> Locally Administered	ADJ-110009 Walbridge Army HVAC Renovation Adjutant General's Department Walbridge, Ohio	\$540,000	*Advance Engineering Buehrer Group DLZ	TBD: Contact Agency / Institution
04/20/2011 <b>OR #212</b> Locally Administered	ADJ-110010 Greenville Army Masonry Renovation Adjutant General's Department Greenville, Ohio	\$180,000	Alan Scheer SFA Shremshock *Star Consultants	TBD: Contact Agency / Institution
04/20/2011 <b>OR #212</b> Locally Administered	ADJ-110011 Youngstown Armory Paving Renovation Adjutant General's Department Youngstown, Ohio	\$540,000	DLZ KZF *Star Consultants	TBD: Contact Agency / Institution
04/20/2011 <b>OR #212</b> Locally Administered	ADJ-110012 Tarlton Armory Plumbing Renovation Adjutant General's Department Tarlton, Ohio	\$185,000	Advance Engineering DLZ *Dynamix Engineering	TBD: Contact Agency / Institution
04/20/2011 <b>OR #212</b> Locally Administered	ADJ-110013 Norwalk Armory Plumbing Renovation Adjutant General's Department Norwalk, Ohio	\$150,000	Bodner *Buehrer Group Dynamix Engineering X-Cel Engineering	TBD: Contact Agency / Institution
4/18/2011 <b>OR #212</b> Locally Administered	UCN-09113A ACH Campus Lab Energy Savings University of Cincinnati Cincinnati, Ohio	\$3,340,000	Fosdick & Hilmer *Stan & Associates URS Corporation	TBD: Contact Agency / Institution
4/12/2011 <b>OR #212</b> Locally Administered	UTO-111624 New Cancer Center University of Toledo Toledo, Ohio	\$5,500,000	MBA Architects and Planners Poggemeyer Design Group SSOE	TBD: Contact Agency / Institution
3/31/2011 <b>OR #211</b> Locally Administered	OSU-081255 High Voltage Switch and Cable Replacement - Phase 2 The Ohio State University Columbus, Ohio	\$13,340,000/ont>	Burns & McDonald Fosdick & Hilmer *Patrick Engineering	TBD: Contact Agency / Institution
3/29/2011 <b>OR #211</b> Locally Administered	OSU-080267 Boiler Replacement - McCracken Power Plant The Ohio State University Columbus, Ohio	\$15,180,000	Burns & McDonnell Eng Co. Inc. Fosdick & Hilmer Lutz Daily & Brain *RMF Engineering	TBD: Contact Agency / Institution
3/7/2011 <b>OR #211</b> Locally Administered	OSU-110269 Northwest Parking Garage Renovation The Ohio State University Columbus, Ohio	\$1,300,000	Carl Walker Inc *Desman Associates O&S Associates	\$95,744
3/29/2011 <b>OR #211</b> Locally Administered	OSU-110101 Caldwell Lab Expansion The Ohio State University Columbus, Ohio	\$632,904	eS Architecture & Development Robert E Euans Architects *SPGB Architects	\$51,564
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	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	*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 (MEP Engineer) Kent State University Kent, Ohio	\$30,000,000	Dynamix Engineering Heapy Engineering *Scheeser Buckley Mayfield Thorson Baker & Associates	TBD: Contact Agency / Institution
03/29/2011 <b>OR #211</b> Locally Administered	KSU-11L123 Tri-Towers Residence Halls Rooms & HVAC Upgrades (Architect) 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
02/22/2011 <b>OR #210</b> Locally Administered	OSU-030976 Community Heritage Art Gallery The Ohio State University - Lima Campus Lima, Ohio	\$238,894	Levin Porter Associates Phillip Markwood Architects *The Collaborative	\$31,380
02/24/2011 <b>OR #210</b> Locally Administered	UCN-09137A Storm Water Demonstration Project University of Cincinnati Columbus, Ohio	\$2,600,000	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
01/11/2011 <b>OR #209</b> Locally Administered	5062-PF07357 East Regional Chilled Water Plant (CA) The Ohio State University Columbus, Ohio	\$41,055,000	Aramark Management Services *Engineering Economics Horizon Engineering Assoc	\$431,201
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
12/17/2010 <b>OR #208</b> Locally Administered	OSU-110215 Street and Bridge Maintenance Phase 1 The Ohio State University Columbus, Ohio	\$2,146,000	*American Structurepoint Korda/Nemeth Engineering Prime Engineering & Architecture Resource International	\$254,956
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 <b>OR #208</b> Locally Administered	UCN-09080A CARE Roof Fan Support Modifications University of Cincinnati Cincinnati, Ohio	\$450,000	Jezerinac Geers Associates *Steven Schaefer Associates THP Limited	TBD: Contact Agency / Institution
12/15/2010 <b>OR #208</b> 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 <b>OR #208</b> 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 <b>OR #208</b> 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
11/10/2010 <b>OR #207</b> Locally Administered	OSU-110207 Howlett Hall Roof Replacement The Ohio State University Columbus, Ohio	\$832,821	*CTL Engineering DLZ KZF Design Legat & Kingscott Shremshock Architects & Engineering	\$160,470
11/22/2010 <b>OR #207</b> 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 <b>OR #207</b> 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 <b>OR #206</b>	CLS-101007 Main Classroom - Roof Replacement	\$4,400,000	Architectural Vision Group Domokur Architects	\$305,000

Locally Administered	Cleveland State University Cleveland, Ohio		*Makovich & Pusti Architects mbi-k2m Architecture	
10/05/2010 <b>OR #206</b> 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 <b>OR #205</b> Locally Administered	OSU-100398 McC Campbell Hall - Ambulatory Modifications The Ohio State University Columbus, Ohio	\$10,500,000	Bostwick Design Partnership CBLH Design *Design Group Perspectus Architecture	\$1,011,188
09/21/2010 <b>OR #205</b> 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 <b>OR #205</b> 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 <b>OR #205</b> 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 <b>OR #205</b> 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 <b>OR #205</b> 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 <b>OR #205</b> 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 <b>OR #204</b> 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 <b>OR #204</b> 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 <b>OR #204</b> 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 <b>OR #203</b> 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 <b>OR #203</b> Locally Administered	OSU-100738 Pomerene - History of Art Renovation The Ohio State University Columbus, Ohio	\$400,000	Braun & Steidl Hardlines Design *Miller Watson Architects	\$45,548
06/18/2010 <b>OR #202</b> Locally Administered	UTO-100656 Center for Biosphere Restoration Research: Bowman-Oddy Laboratories and Wolfe Hall Renovations (C/M at Risk), The University of Toledo Toledo, Ohio	\$7,888,000	Bostleman Mosser, LLC The Lathrop Co. Messer Construction	N/A: Project was readvertised on 09/30/2010 (see OR #205 above)
05/21/2010 <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	\$400,000	The Mannik & Smith Group Chevevey & Piccin *Buehrer Group	\$25,611

Administered	Toledo, Ohio			
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 Columbus, Ohio	\$5,974,259	Champlin Architecture *Kallmann McKinnell & Wood Architects (MA) with Bialosky + Partners Architects Phillip Markwood Architects Westlake Reed Leskosky	\$400,500
11/10/2009 <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	\$126,000,000	*Four Seasons FTC&H Heapy Engineering Horizon Engineering	\$393,333.54

	Columbus, Ohio			
11/10/2009 <b>OR #195</b> Locally Administered	OSU-090581 Chemical and Biomolecular Engineering and Chemistry Building - MEP 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 <b>OR #190</b> Locally Administered	UCN-09101A Radiology Office Building The University of Cincinnati Cincinnati, Ohio	\$2,100,000	BSA LifeStructures *GBBN PFB Architects	TBD: Contact Agency / Institution
06/18/2009 <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>	DAS-010100 North High Street Complex Renovation, Phase 4	\$52,505,945	*Acock Associates Architects Feinknopf Macioce Schappa	\$4,005,429

SAO-Administered	Ohio Dept. of Administrative Services Columbus, Ohio		Architects Schooley Caldwell Associates	
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 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	General Qualifications for Prequalification List of Professional Services – F330 Form, Part II	Response Deadline	2/16/12	4:30 p.m.	local time
Project Location	Columbus and Branch Campuses	Project Number	Varies		
City / County	Varies / Varies	Project Manager	Varies		
Agency/Institution	The Ohio State University	Contracting Authority	The Ohio 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 Bernie Costantino at 2009 Millikin Road, room 400, Columbus, OH 43210. See Section H for additional submittal instructions.

## Project Overview

### A. Project Description

The purpose of this request is to solicit firms that are interested in professional service contracts for new construction and renovation projects that commence through calendar year 2012. **Professional service firms who were pre-qualified for calendar years 2010-2011 must re-apply to this RFQ to maintain their pre-qualification status. Firms who have applied for the 2012 calendar year do not need to re-apply.** The Ohio State University intends to place qualified firms on the Architectural, Engineering and Special Consultant list of pre-qualified professional service firms to provide services for projects that are not advertised through the Ohio Register.

Firms will be evaluated for qualification for specific project types and disciplines and will be placed on one or more of the **"List of Professionals"** by **project type or discipline**. Interested firms must submit **only SAO form #F110-330 part II. Provide a paper copy and an electronic copy in your submission.** There is no promise and no guarantee that any firm on The Ohio State University "List of Professionals" will be awarded a professional service contract as the result of the firm being on the list.

The Ohio State University initiates projects based on the needs of the University and program requirements. Contracts for projects will be awarded by using the **Qualifications Based Selection (QBS)** process to select a qualified firm from its "List of Professionals". OSU will short list candidates from the "List of Professionals" and request short listed candidates to submit Statement of Qualifications **SAO form #F110-330 parts I and II** to specific projects to demonstrate their experience and expertise regarding a proposed team, EDGE participation, consultants and approach to the project.

Firms responding to this request must identify office locations(s) and discipline(s) of professional services that they seek to be included in "List of Professionals" for contracts awarded through the QBS process. The disciplines (function codes) requiring professional services to be considered can be found on page 6 of the Statement of Qualifications (SOQ). Supplemental codes for Ohio State University include:

- OSU-40 Curtain Wall Consulting
- OSU-50 Laboratory Planning & Design
- OSU-60 Hazardous Materials Consulting

### B. Scope of Services

Firms seeking approval for architectural services must also indicate the building type that they seek to be included in the "List of Professionals" for contracts awarded through the QBS process. The experience categories (profile codes) requiring professional services to be considered can be found on pages 9 - 12 of the Statement of Qualifications (SOQ). Supplemental codes for Ohio State University include:

- OSU-10 ULAR Planning and Design
- OSU-20 Student Housing
- OSU-30 Utility Infrastructure
- OSU-40 Bridge Inspection



# Request For Qualifications (A/E) continued

General Qualifications for Prequalification List of  
Project Name Professional Services – F330 Form, Part II Project Number Varies

The Ohio State University will determine qualification of firms responding to this announcement pursuant to Ohio Revised Code Section 153.69. Those firms considered for a specific project will be requested to identify additional qualifications and availability of personnel, specific consultants, if any, and project approach for final ranking, and selection.

**Project Specific Submittal(s):** As The Ohio State University determines the need for design services, it will issue a Request for Qualifications to a minimum of three firms from the **pre-qualified list(s)** indicating the anticipated scope of services, project schedule, budget, location, evaluation criteria for selection and other appropriate information.

Firms will be ranked based on the evaluation criteria for the specific project. This evaluation will be based on their response to the RFQ and conversations to clarify their qualifications.

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

The Professional Services vary depending upon specific needs of the project. The firm may be required to provide the following categories of services: Program Verification, Schematic Design, Design Development, Construction Document Preparation, Bid and Award Support, Conformated 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. Design must comply with the requirements of House Bill 251 Inter-University Council guidelines for energy use reduction and Ohio States Interim Green Build Policy for Campus Development.

During project construction period, the firm shall provide on-site construction administration services including (1) attendance at progress meetings; (2), a written field report of each site visit, (3) provide on-site representation comprised of the Professional and its consultant staff involved in the primary design of the project who possess relevant types of construction administration experience.

### C. Funding / Estimated Budget

Total Project Cost	<u>Varies</u>	State Funding	<u>N/A</u>
Construction Cost	<u>Varies</u>	Other Funding	<u>N/A</u>
Estimated A/E Fee	<u>Varies</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>Disciplines by "Project Type"</u>
Secondary	<u>_____</u>
	<u>_____</u>
	<u>_____</u>
	<u>_____</u>
Others	<u>_____</u>

### E. Anticipated Schedule

A/E Services Start (mm/yy)	<u>_____</u>
Construction Contracts Start (mm/yy)	<u>_____</u>
Construction Contracts Completed (mm/yy)	<u>_____</u>
A/E Services Completed (mm/yy)	<u>_____</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.

# Request For Qualifications (A/E) continued

General Qualifications for Prequalification List of  
 Project Name Professional Services – F330 Form, Part II Project Number Varies

## G. Evaluation Criteria for Selection

***Response to this Request For Qualifications (RFQ):*** Firms must submit a fully completed Part II SOQ on SAO form #F110-330. Cover sheets or introductory letters are neither necessary nor desired. Clearly indicate the applicant's area of discipline or core business and, for architectural services, the building types described in Item A of this RFQ that is intended for the University's evaluation of the SOQ. Applications are requested to identify professional registrations and certifications to include: Professional Registration(s), LEED-AP, CCCA, CCM, CCS, CDT and any appropriate certifications. Include your State of Ohio professional registration/certification number (2) on Section 2a. Also, clearly state in Section 5b whether your firm is EDGE and/or MBE certified.

The Ohio State University will approve the firms that will be included on the **pre-qualified "List of Professionals"** by **Project Type and Discipline** based on experience, expertise, capacity and resources to meet the anticipated needs for the area(s) of special expertise that the firm indicates in its Statement of Qualifications. Firms illustrating experience and qualifications in specific disciplines will be further ranked for specific projects as the University determines the need for services.

Selected A/E's and Prime Consultants 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 will be required to submit current proof of licensure provided by State of Ohio, Board of Examiners of Architect and Engineers.

Selected A/E's will be 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 their 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 Professional's Technical Proposal. Both forms can be accessed [fod.osu.edu/vendor](http://fod.osu.edu/vendor).

Prior to executing the Professional Design Services Agreement, the selected A/E must represent and warrant that it has not provided any material assistance, as that term is defined in O.R.C. Section 2909.33(C), to an organization that is identified by, and included on, the United States Department of State Terrorist Exclusion List and that it has truthfully answered "no" to every question on the Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization, and that it has provided or shall provide such to the University ([www.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 Bernie Costantino at [costantino.6@osu.edu](mailto:costantino.6@osu.edu) with the project number included in the subject line (no phone calls please).



# Request for Qualifications (A/E)

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



www.facilities.ohiou.edu/design\_construction  
v.740-593-2727 . f. 740-593-4081

## Administration of Project: Local Administration

Project Name	<u>Computer Services Center HVAC Improvements</u>	Response Deadline	<u>02/28/2012</u>	<u>4:00 PM</u>	local time
Project Location	<u>Athens Campus</u>	Project Number	<u>OHU-121730</u>		
City / County	<u>Athens / Athens</u>	Project Manager	<u>Richard Shultz</u>		
Agency/Institution	<u>Ohio University</u>	Contracting Authority	<u>Ohio University</u>		
No. of paper copies requested (stapled, not bound)	<u>3</u>	No. of electronic copies requested on CD (PDF)	<u>1</u>		

Submit the requested number of Statements of Qualifications (SAO Form F110-330) directly to Richard Shultz at address for Design and Construction above. See Section H for additional submittal instructions.

## Project Overview

### A. Project Description

The Computer Services Center (CSC) HVAC Improvements Project includes: Mechanical Upgrades/ Uninterruptable Power Supply (UPS) / Direct Digital Controls (DDC). The CSC HVAC Improvements project will involve the replacement of existing equipment including new CRAC units and fire suppression system in the DATA Center and waterproofing of existing mechanical room floor.

### B. Scope of Services

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

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

During the construction period, provide not less than 8 hours (excluding travel time) on-site construction administration services each week, including (1) attendance at progress meetings, (2) a written field report of each site visit, (3) on-site representation comprised of the A/E and its consultant staff involved in the primary design of the project, all having relevant and appropriate types of construction administration experience.

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. Building Mechanical HVAC Projects, CRAC Units, Mechanical Room Waterproofing
2. Building Electrical Projects, UPS Projects
3. Building Direct Digital Controls
4. Fire suppression system in the DATA Center



# Request For Qualifications (A/E) continued



Project Name Computer Services Center HVAC Improvements]

Project Number OHU-121730

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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 Richard Shultz at [shultz@ohio.edu](mailto:shultz@ohio.edu) with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the OAKS Capital Improvements (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

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



www.facilities.ohiou.edu/design\_construction  
v.740-593-2727 . f. 740-593-4081

Project Name Computer Services Center HVAC Improvements Proposer Firm \_\_\_\_\_  
Project Number OHU-121730 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 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 3 licensed professionals	5	
	Medium = 4 to 19 licensed professionals	5	
	Large = More than 15 licensed professionals	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 \$100,000	4 - 5	
	\$100,000 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 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 (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)

Wright State University  
3640 Col. Glenn Hwy.,  
Dayton, Ohio 45435



Project Name	<u>Enrollment Services Renovation</u>	Response Deadline	<u>02/24/2012</u>	<u>5:00 pm</u>	local time
Project Location	<u>WSU Dayton Campus</u>	Project Number	<u>WSU-120006</u>		
City / County	<u>Fairborn / Greene</u>	Project Manager	<u>Mike Schulze</u>		
<b>Local Administration</b>					
Agency/Institution	<u>Wright State University</u>	Phone Number	<u>937-775-2587</u>		
Inquiries to*	<u>Mike Schulze</u>	Fax Number	<u>937-775-3513</u>		
Address 1	<u>3640 Col. Glenn Hwy.</u>	E-mail Address	<u>michael.schulze@wright.edu</u>		
Address 2	<u>386 University Hall</u>	No. of Paper Copies (stapled, not bound)	<u>3</u>		
City, State ZIP	<u>Dayton, Ohio 45435</u>	No. of Electronic Copies on CD (PDF)	<u>1</u>		

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

## Project Overview

### A. Project Description

The renovation of the student service wing of the Student Union will provide the opportunity to offer an integrated approach to student services, also known as the "One Stop." This model, which has been successfully adopted at many universities, will offer a seamless delivery of services to students, as well as a more collaborative work environment for staff. The renovated space will integrate student services across several dimensions including virtual, self-service, physical, and internal organizations. By dismantling operational silos, streamlining processes, and cross-training staff to answer a broader array of questions, students will receive more holistic service experiences in support of retention and student success efforts while the university experiences operational efficiencies. The university is creating a highly visible entry at the welcome center that will establish a university branded image. This branding will be included in the project.

A complete report is posted on this web site. <http://dl.dropbox.com/u/1968949/WSU-Enroll-Serv-REPORT.pdf>.

### B. Scope of Services

Upon award of the Agreement, Associate is to commence with Design.

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

As required by the Agreement, and as properly authorized, provide the following categories of services: 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.



# Request For Qualifications (A/E) continued

Project Name Enrollment Services Renovation

Project Number WSU-120006

## 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 Mike Schulze at [Michael.schulze@wright.edu](mailto:Michael.schulze@wright.edu) with "Enrollment Services Reno" included in the subject line.

# Architect/Engineer Selection Rating

Wright State University  
3640 Col. Glenn Hwy  
Dayton, Ohio 454325



Project Name Enrollment Services Renovation Proposer Firm \_\_\_\_\_  
Project Location WSU Dayton Campus City, State, Zip \_\_\_\_\_  
Project Number WSU-120006

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 60 miles	4 - 5	
	60 to 100 miles	2 - 3	
	More than 100 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 6 licensed professionals	4 - 5	
	Medium = 6 to 10 licensed professionals	2 - 3	
	Large = More than 10 licensed professionals	1	
<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 \$500,000	2 - 3	
	More than \$500,000	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 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</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 4 projects (Low)	0 - 3	
	4 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:**

**Agency/Institution Evaluation:**

Name \_\_\_\_\_

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

**REQUEST FOR QUALIFICATIONS FOR  
CONSTRUCTION MANAGER-AT-RISK SERVICES ("RFQ")**

**2012**

**A. PROJECT DESCRIPTION**

1. The Ohio State University (the "Owner") is requesting interested firms to submit proposals to provide pre-construction and construction services as a Construction Manager at Risk for the Schottenstein Center – Basketball Practice Facility Project.

Project number: OSU-080363

Construction budget: \$10,091,507.00

Total Project budget: \$13,771,907.00

Construction Duration: 06/2012 through 08/2013

Architect/Engineer of Record: Moody Nolan

The Schottenstein Center – Basketball Practice Facility Project is located at the Northeast corner of Fred Taylor Drive and Lane Avenue. The project area can be quite active and dense with pedestrian and vehicular traffic during event activities.

This project will construct a new basketball practice facility and weight training facility at the existing Schottenstein Center for the Department of Athletics. The first phase of the project is to renovate the existing men's and ladies locker rooms as well as the existing training facility. This portion of work will be bid as a single prime contractor and will commence in April 2012 and be complete August 2012. The second phase of the project will include, but not limited to, the construction of the new basketball practice facility located off the northwest corner of the existing facility. The work also includes construction of the new weight training and conditioning facility over the existing loading dock on the west side of the building. The work also includes relocation and/or replacement of existing utilities in the area of construction. The project has been targeted to achieve LEED silver status.

Vehicular and pedestrian traffic shall be maintained at all times as well as ADA access to the existing facilities. Extensive coordination efforts will be required with the architect, project manager, customer, adjacent facilities and collegiate departments as well as transportation and parking.

2. EDGE. The Equal Opportunity Division of the Department of Administrative Services shall establish Encouraging Diversity, Growth and Equity ("EDGE") participation goals, which goals will be set forth in the RFP.

3. LEED. The Project is required to qualify for LEED certification.

## **B. PROJECT DELIVERY**

The Project will be constructed using the "Construction Manager at Risk" project delivery format generally described below. The pre-construction and construction phase services shall be set forth in more detail in the Construction Management Agreement (CM at Risk), Ohio Department of Administrative Services, the form of which will be provided to short-listed firms, as defined in Section C.3.

1. Pre-Construction Services. The Construction Manager will work cooperatively with the Owner, design professional and Project team, and will provide, among other services, cost estimating, budgeting, value engineering, constructability review, scheduling and pre-construction planning throughout pre-construction.

When the construction documents are at a stage of completion specified in the Construction Management Agreement (CM at Risk), such partially completed documents (the "90% set of Construction Documents") shall be provided to the Construction Manager, who will work together with the design professional to reduce the Construction Manager's adjustments and clarifications of the Construction Documents to writing and submit them to the Owner. The Construction Manager shall submit to the Owner and the design professional their proposed guaranteed maximum price (the "GMP Proposal") and their clarifications and assumptions based upon the Construction Documents. The Construction Manager, the Owner and the design professional (along with selected engineers and consultants) shall meet to reconcile any questions, discrepancies or disagreements relating to the GMP Proposal. The reconciliation shall be documented by revision to the GMP Proposal. The Construction Manager shall then submit to the Owner, for the Owner's approval, the Construction Manager's final proposed GMP. Contingent upon the Owner's approval of the final proposed GMP, the parties will enter into a GMP Amendment establishing the GMP. The final negotiated GMP shall not exceed the Project budget established. If the proposed GMP exceeds such budget, then the Owner may terminate its agreement with the Construction Manager and may select an alternative delivery method for the Project.

2. Construction Phase Services. The parties will engage in an "open book" pricing method in which the Owner shall have access to all books, records, documents and other data in the Construction Manager's possession related to itself, its subcontractors and material suppliers pertaining to bidding, pricing or performance of the Construction Management Agreement (CM at Risk). The Construction Manager shall construct the Project pursuant to the construction documents and in accordance with the Owner's schedule requirements. The Construction Manager shall select subcontractors based on proposals submitted by prequalified subcontractors in accordance with criteria approved by the Owner. The Construction Manager shall hold all subcontracts and shall be fully responsible for the means and methods of construction, project safety, project completion within the schedule agreed upon in the pre-construction phase, monitoring compliance with all EDGE, equal employment, and prevailing wage requirements, and submitting monthly reports of these activities to the Owner.

## C. INTERVIEWS AND CM SELECTION

1. Selection Criteria. The Construction Manager shall be selected using "best value criteria" in which award is based upon a combination of qualifications and price considerations. Qualifications include competence to perform the required management services; ability to manage the required workload and provide qualified personnel, equipment, and facilities; past performance as reflected by the evaluation of previous clients with respect to factors such as control of costs, quality of work, and meeting deadlines; financial responsibility as evidenced by the capability to provide a surety bond equal to one hundred per cent of the contract sum; and other similar factors.

2. Short-List. Each firm responding to this RFQ will be evaluated and selected based on its qualifications and the qualifications and experience of the particular individuals identified as the candidate's proposed team for the Project. The Owner may hold discussions with individual firms to explore further their qualifications, the scope and nature of the services they would provide, and the various technical approaches they may take regarding the project. After evaluating the responses to this RFQ, the Owner will select a short-list of no fewer than three candidates that it considers to be the most qualified, except if the Owner determines that fewer than three firms are qualified, it will only select the qualified firms.

3. RFP. The Owner will provide the short-listed firms a Request for Proposal ("RFP") that will contain a description of the project, including a statement of available design detail, a description of how the Guaranteed Maximum Price ("GMP") for the Project shall be determined, including the estimated level of design detail upon which the GMP shall be based, the form of the construction management contract, and a request for a pricing proposal. The RFQ will specify that the pricing proposal shall contain the technical proposal and a separate pricing document identifying: (a) the pricing; the firm's list of key personnel for the project; (b) a statement of the general conditions and contingency requirements; and (c) a fee proposal divided into: (i) a preconstruction fee, (ii) a construction fee, and (iii) the portion of the construction fee to be at risk in the GMP.

4. Pre-Interview Meeting. Prior to submitting a response to the RFP, the short-listed firms will be invited to meet individually with the Owner. The purpose of the pre-interview meeting is to permit the short-listed firms to ask the Owner questions in an individual setting to help the firms prepare their responses to the RFP. The pre-proposal meeting will be held at 2009 Millikin Road, Room 400, Columbus, Ohio 43210. The Owner will notify each short-listed firm to schedule individual times for the pre-interview meetings.

5. Interview. After submitting responses to the RFP, the short-listed firms will be interviewed by the Owner. The purpose of the interview will be to meet the proposed Project team, become familiar with key personnel, and understand the project approach and ability to meet the Owner's stated objectives for the Project. Please be prepared to discuss with specificity the firm's capacity to conduct this work in compliance the Owner's timetable, budget and EDGE expectations. The interviews will be held at 2009 Millikin Road, Room 400,

Columbus, Ohio 43210. The Owner will notify each short-listed firm to schedule individual times for the interviews.

6. Selection Schedule

- Advertisement February 13, 2012
- Qualifications Due March 14, 2012
- Short-Listing of Firms March 19, 2012
- RFP Issued to the Short-Listed Firms \* March 26, 2012
- Pre-Proposal Meeting\* March 30, 2012
- Proposals Due\* April 6, 2012
- Interviews\* April 13, 2012
- Selection of Construction Manager\* April 17, 2012

**\*Dates are subject to change based on the effective date of construction reform provisions in House Bill 153**

7. Communication. Firms considering responding to this RFQ are strictly prohibited from communicating with any member of the Owner's staff, as all questions should be directed to the person identified in Section E.2 hereof.

8. Cancellation and Rejection. The Owner reserves the right to cancel at any time for any reason this solicitation and to reject all proposals. The Owner shall have no liability to any proposer arising out of such cancellation or rejection. The Owner reserves the right to waive minor variations in the selection process

**D. REQUESTED SUBMISSIONS**

Proposers are requested to submit the following information in response to this RFQ:

1. Firm Profile.

1. Business. Identify the business form of contracting entity. If the proposed form of entity is a joint venture, please identify each venturer and their respective percentage of participation. Provide a summary, on three pages or less, describing why your firm/team is the most qualified for the Project.

2. Standard Qualifications. Complete and provide a contractor's qualification statement using most current version of the Statement of Qualifications available via the following website: <http://fod.osu.edu/vendor/> and select professional services.

3. Bonding/Insurance. Provide evidence of capacity to provide bonding and a copy of the firm's certificate of insurance showing the firm's current limits of liability for commercial general liability, employer's liability, business automobile liability and professional liability.

4. Similar Experience. Provide names, addresses and telephone numbers of references for projects where your firm (or top firm principal or officer) has led or managed construction of a project similar in scope and complexity as the Project.

5. Personnel/Staffing. Provide a project organizational chart containing the names and titles of the proposed staff for the Project. At a minimum, the chart should include at least three (3) officers or senior employees (e.g., Project executive, Principal-in-charge, Project Manager or Project Superintendent or similar designation) who will be available for work on the Project. For every person listed on the chart, provide a one-page resume highlighting relevant experience and identify the phase(s) of the Project to which the individual will be assigned and the percentage of that individual's time to be devoted to the Project.

6. Management Systems. Describe the record keeping, reporting, monitoring and other information management systems that the firm would propose to use for the Project. Describe the scheduling and cost control systems the firm would propose to use for the Project.

7. Self-Performed Work. Indicate whether the firm intends to self-perform any work on the Project through an acceptable competitive process and, if so, the nature of the work and capability to self-perform.

8. Estimating. Demonstrated capability of in-house estimating on projects comparable to the Project.

9. Other Considerations. Describe the firm's willingness to accept liquidated damages and experience with such provisions on other similar projects. Describe any prior experience with a construction manager at-risk project delivery method.

**E. INSTRUCTIONS FOR DELIVERY AND DEADLINE**

1. Six (6) copies of the proposal and 1 electronic copy must be submitted in sealed envelopes clearly marked "Proposal for Construction Manager at Risk Services for the Selected Tunnel Replacement Projects" and delivered to:

The Ohio State University  
Facilities Design and Construction  
Attention: Gary Collier  
2009 Millikin Road, Room 400  
Columbus, Ohio 43210

2. Questions must be in writing and directed to Gary Collier, email address at collier.26@osu.edu. Answers to any questions shall be in writing and shall be sent to all firms who have received this RFQ.

3. Responses to this RFQ must be received at the address listed in Section E.1 by 4:30 pm local time on March 14, 2012.

**REQUEST FOR QUALIFICATIONS FOR  
CONSTRUCTION MANAGER-AT-RISK SERVICES ("RFQ")**

**2012-02-03**

**A. PROJECT DESCRIPTION**

1. The Ohio State University (the "Owner") is requesting interested firms to submit proposals to provide pre-construction and construction services as a construction manager at risk for the Selected Tunnel Replacement Projects.

Project number: OSU-081049  
Construction budget: \$4,667,000 (±\$2,500,000 for Phase 1)  
Total Project budget: \$6,380,000  
Construction Duration: Phase 1 - 06/2012 through 09/2012  
Phase 2 - TBD  
Architect/Engineer of Record: DLZ Ohio, Inc.

The Selected Tunnel Replacement Projects includes 5960 feet of tunnel upgrades on OSU Main Campus area. This Project mainly consists of tunnel top repairs and piping system upgrades. There have been identified several phases to complete the Project, whose Phase 1 entails ~850 feet of the North Neil Ave. tunnel from the North McCracken Tunnel (located approx. 180 feet from 17th Ave.) to Knowlton Vault and Phase 2 with 910 feet of the 18<sup>th</sup> Ave. tunnel from Magruder Rd. to College Rd. referred to as the Academic Core North, the project area can be quite active and dense with pedestrian and vehicular traffic. Currently we plan to contract for Phase 1 only with the possibility of additional phases in the future.

A number of tunnels and internal pipelines on campus are in a deteriorated condition and are in need of partial or full replacement. This project will evaluate the tunnel segments and determine whether to rehabilitate the tunnel or to replace it in a new alignment. All associated steam and condensate, chilled water line, and other utilities in the tunnels will be upgraded or installed as warranted. Tunnel construction work will be coordinated with other campus construction projects. In cases where the tunnel is relocated under roadway pavement, the roadway may be replaced in its entirety and will be designed in accordance with the Infrastructure Master Plan and the recently completed One Ohio State Framework Plan.

The first tunnel section, North Neil Tunnel (Phase 1), is currently being evaluated by DLZ Ohio, Inc. and will be followed up with an assessment of 18<sup>th</sup> Ave tunnel (Phase 2). Other tunnel sections in other areas of campus will be evaluated and included in this project as budget allows. The University may choose to advance other tunnel sections ahead of the 18<sup>th</sup> Avenue & Neil Avenue tunnels should the need be identified.

Many of the older tunnels consist of brick walls with a reinforced concrete tunnel top which is showing significant deterioration and is in need of repair. The project team will review

rehabilitation options in addition to options to relocate the tunnel to the center of the roadway. Should the tunnel be rehabilitated in place, the project will perform an environmental abatement, remove abandoned piping, install new piping supports and hangers for the steam and condensate lines, new lighting, install chilled water piping, relocate gas lines outside the tunnel, etc. Sections of steam pipe will be upsized and replaced to support future demand. New tunnel construction will include new steam and condensate piping, chilled water lines, lighting, and other utilities as warranted.

Vehicular and pedestrian traffic shall be maintained at all times as well as ADA access to surrounding facilities. Extensive coordination efforts will be required with the engineer, project management, customer, adjacent facilities and collegiate departments as well as transportation and parking.

2. EDGE. The Equal Opportunity Division of the Department of Administrative Services shall establish Encouraging Diversity, Growth and Equity ("EDGE") participation goals, which goals will be set forth in the RFP.

3. LEED. The Project is not required to qualify for LEED certification; however we should consider, seek out and implement practical green design, construction and maintenance solutions when available.

## **B. PROJECT DELIVERY**

The Project will be constructed using the "Construction Manager at Risk" project delivery format generally described below. The pre-construction and construction phase services shall be set forth in more detail in the Construction Management Agreement (CM at Risk), Ohio Department of Administrative Services, the form of which will be provided to short-listed firms, as defined in Section C.3.

1. Pre-Construction Services. The Construction Manager will work cooperatively with the Owner, design professional and Project team, and will provide, among other services, cost estimating, budgeting, value engineering, constructability review, scheduling and pre-construction planning throughout pre-construction.

When the construction documents are at a stage of completion specified in the Construction Management Agreement (CM at Risk), such partially completed documents (the "75% set of Construction Documents") shall be provided to the Construction Manager, who will work together with the design professional to reduce the Construction Manager's adjustments and clarifications of the Construction Documents to writing and submit them to the Owner. The Construction Manager shall submit to the Owner and the design professional its proposed guaranteed maximum price (the "GMP Proposal") and its clarifications and assumptions based upon the Construction Documents. The Construction Manager, the Owner and the design professional (along with selected engineers and consultants) shall meet to reconcile any questions, discrepancies or disagreements relating to the GMP Proposal. The reconciliation shall be documented by revision to the GMP Proposal. The Construction Manager shall then submit to the Owner, for the Owner's approval, the Construction Manager's final proposed GMP. Contingent upon the Owner's approval of the final proposed GMP, the parties will enter into a

GMP Amendment establishing the GMP. The final negotiated GMP shall not exceed the Project budget established. If the proposed GMP exceeds such budget, then the Owner may terminate its agreement with the Construction Manager and may select an alternative delivery method for the Project.

2. Construction Phase Services. The parties will engage in an "open book" pricing method in which the Owner shall have access to all books, records, documents and other data in the Construction Manager's possession related to itself, its subcontractors and material suppliers pertaining to bidding, pricing or performance of the Construction Management Agreement (CM at Risk). The Construction Manager shall construct the Project pursuant to the construction documents and in accordance with the Owner's schedule requirements. The Construction Manager shall select subcontractors based on proposals submitted by prequalified subcontractors in accordance with criteria approved by the Owner. The Construction Manager shall hold all subcontracts and shall be fully responsible for the means and methods of construction, project safety, project completion within the schedule agreed upon in the pre-construction phase, monitoring compliance with all EDGE, equal employment, and prevailing wage requirements, and submitting monthly reports of these activities to the Owner.

### **C. INTERVIEWS AND CM SELECTION**

1. Selection Criteria. The Construction Manager shall be selected using "best value criteria" in which award is based upon a combination of qualifications and price considerations. Qualifications include competence to perform the required management services; ability to manage the required workload and provide qualified personnel, equipment, and facilities; past performance as reflected by the evaluation of previous clients with respect to factors such as control of costs, quality of work, and meeting deadlines; financial responsibility as evidenced by the capability to provide a surety bond equal to one hundred per cent of the contract sum; and other similar factors.

2. Short-List. Each firm responding to this RFQ will be evaluated and selected based on its qualifications and the qualifications and experience of the particular individuals identified as the candidate's proposed team for the Project. The Owner may hold discussions with individual firms to explore further their qualifications, the scope and nature of the services they would provide, and the various technical approaches they may take regarding the project. After evaluating the responses to this RFQ, the Owner will select a short-list of no fewer than three candidates that it considers to be the most qualified, except if the Owner determines that fewer than three firms are qualified, it will only select the qualified firms.

3. RFP. The Owner will provide the short-listed firms a Request for Proposal ("RFP") that will contain a description of the project, including a statement of available design detail, a description of how the Guaranteed Maximum Price ("GMP") for the Project shall be determined, including the estimated level of design detail upon which the GMP shall be based, the form of the construction management contract, and a request for a pricing proposal. The RFP will specify that the pricing proposal shall contain the technical proposal and a separate pricing document identifying: (a) the pricing; the firm's list of key personnel for the project; (b) a statement of the general conditions and contingency requirements; and (c) a fee proposal divided

into: (i) a preconstruction fee, (ii) a construction fee, and (iii) the portion of the construction fee to be at risk in the GMP.

4. Pre-Proposal Meeting. Prior to submitting a response to the RFP, the short-listed firms will be invited to meet individually with the Owner. The purpose of the pre-interview meeting is to permit the short-listed firms to ask the Owner questions in an individual setting to help the firms prepare their responses to the RFP. The pre-proposal meeting will be held at 400 Central Classroom Building, 2009 Millikin Road, Columbus, Ohio 43210. The Owner will notify each short-listed firm to schedule individual times for the pre-interview meetings.

5. Interview. After submitting responses to the RFP, the short-listed firms will be interviewed by the Owner. The purpose of the interview will be to meet the proposed Project team, become familiar with key personnel, and understand the project approach and ability to meet the Owner's stated objectives for the Project. Please be prepared to discuss with specificity the firm's capacity to conduct this work in compliance the Owner's timetable, budget and EDGE expectations. The interviews will be held at 2009 Millikin Road, Room 400, Columbus, Ohio 43210. The Owner will notify each short-listed firm to schedule individual times for the interviews.

6. Selection Schedule

- |   |                  |
|---|------------------|
| • Advertisement                         | February 3, 2012 |
| • Qualifications Due                    | March 5, 2012    |
| • Short-Listing of Firms                | March 9, 2012    |
| • RFP Issued to the Short-Listed Firms* | March 16, 2012   |
| • Pre-Proposal Meeting*                 | March 21, 2012   |
| • Proposals Due*                        | March 28, 2012   |
| • Interviews*                           | April 4, 2012    |
| • Selection of Construction Manager*    | April 6, 2012    |

**\*Dates are subject to change based on the effective date of construction reform provisions in House Bill 153**

7. Communication. Firms considering responding to this RFQ are strictly prohibited from communicating with any member of the Owner's staff, as all questions should be directed to the person identified in Section E.2 hereof.

8. Cancellation and Rejection. The Owner reserves the right to cancel at any time for any reason this solicitation and to reject all proposals. The Owner shall have no liability to any proposer arising out of such cancellation or rejection. The Owner reserves the right to waive minor variations in the selection process

## **D. REQUESTED SUBMISSIONS**

Proposers are requested to submit the following information in response to this RFQ:

Note: some of the information requested below is also included in the standard 330 form. Responding firms only need to include this information once within their submission.

1. Firm Profile.

1. Business. Identify the business form of contracting entity. If the proposed form of entity is a joint venture, please identify each venturer and their respective percentage of participation. Provide a summary, on three pages or less, describing why your firm/team is the most qualified for the Project.

2. Standard Qualifications. Complete and provide a contractor's qualification statement using most current version of the Statement of Qualifications available via the following website: <http://fod.osu.edu/vendor/> and select professional services.

3. Bonding/Insurance. Provide evidence of capacity to provide bonding and a copy of the firm's certificate of insurance showing the firm's current limits of liability for commercial general liability, employer's liability, business automobile liability and professional liability.

4. Similar Experience. Provide names, addresses and telephone numbers of references for projects where your firm (or top firm principal or officer) has led or managed construction of a project similar in scope and complexity as the Project.

5. Personnel/Staffing. Provide a project organizational chart containing the names and titles of the proposed staff for the Project. At a minimum, the chart should include at least three (3) officers or senior employees (e.g., Project executive, Principal-in-charge, Project Manager or Project Superintendent or similar designation) who will be available for work on the Project. For every person listed on the chart, provide a one-page resume highlighting relevant experience and identify the phase(s) of the Project to which the individual will be assigned and the percentage of that individual's time to be devoted to the Project.

6. Management Systems. Describe the record keeping, reporting, monitoring and other information management systems that the firm would propose to use for the Project. Describe the scheduling and cost control systems the firm would propose to use for the Project.

7. Self-Performed Work. Indicate whether the firm intends to self-perform any work on the Project through an acceptable competitive process and, if so, the nature of the work and capability to self-perform.

8. Estimating. Demonstrated capability of in-house estimating on projects comparable to the Project.

9. Other Considerations. Describe the firm's willingness to accept liquidated damages and experience with such provisions on other similar projects. Describe any prior experience with a construction manager at-risk project delivery method.

**E. INSTRUCTIONS FOR DELIVERY AND DEADLINE**

1. Six (6) copies of the proposal and 1 electronic copy must be submitted in sealed envelopes clearly marked "Proposal for Construction Manager at Risk Services for the Selected Tunnel Replacement Projects" and delivered to:

Attn: Kevin Koesters  
The Ohio State University  
Facilities Operations and Development  
400 Central Classroom  
2009 Millikin Road  
Columbus, Ohio 43210

2. Questions must be in writing and directed to Kevin Koesters, email address at koesters.11@osu.edu. Answers to any questions shall be in writing and shall be sent to all firms who have received this RFQ.

3. Responses to this RFQ must be received at the address listed in Section E.1 by 4:30 pm local time on March 5, 2012.

**REQUEST FOR QUALIFICATIONS FOR  
CONSTRUCTION MANAGER-AT-RISK SERVICES ("RFQ")**

**2012**

**A. PROJECT DESCRIPTION**

1. The Ohio State University (the "Owner") is requesting interested firms to submit proposals to provide pre-construction and construction services as a construction manager at risk for the **Hospital Kitchens Renovation – Bid Package 2**.

Project number: **OSU-091575**

Construction budget: \$7,500,000

Total Project budget: \$11,000,000

Construction Duration: 08/2012 through 04/2014

Architect of Record: FRCH Design Worldwide

Engineer: Heapy Engineering

This project will upgrade the existing central production kitchen (CPK) within The Ohio State Medical Center (OSUMC) to implement a new “on-demand dining” model. The project mission is to upgrade existing kitchen facilities and kitchen support areas to meet the food needs of Nutrition Services for the entire medical center as well as support on demand dining for patient meal service. This project will also provide a fresh, exciting, and flexible food service environment welcoming to staff, students, and visitors while seamlessly tying into The Medical Center Expansion Project concourse renovation.

The main concentration of construction for this project will be on the ground floor and first floor of Rhodes Hall within the existing CPK footprint. Other areas in the hospital system will be converted to Hospitality Centers (HCs) to support the on demand delivery model. Six individual Hospitality Centers to be located within the Rhodes, James, Doan and Ross facilities are part of this project; two larger full-sized HCs and four smaller compact-sized HCs. Four minor food pantry replacement renovations will happen as part of the HC renovations within Ross and Doan to replace the functions displaced by the new HCs. Closely related to the CPK work is the renovation of the Seasons Café including dining, servery and kitchen areas to respond to new demand associated with the implementation of The Ohio State Medical Center Expansion Project, Cancer and Critical Care Tower (CCCT).

The Hospital Kitchens Renovation project is planned for 12 phases totaling 40,590 GSF. A main objective of this project is to maintain the existing operation of the hospital kitchen functions throughout the duration of construction. The hospital system and patient care will remain operational and patient satisfaction is a high priority to OSUMC. Assuring minimal or no interruption to services will be critical to this project.

Another key objective will be the close coordination between this project and the surrounding Medical Center Expansion Project construction management team. This project will be happening simultaneous to and in the middle of the Medical Center Expansion Project renovation of the concourse as well as the new CCCT connection to the existing hospital buildings. It will be critical to coordinate with their project team(s) to ensure a successful delivery of this project.

2. EDGE. The Equal Opportunity Division of the Department of Administrative Services shall establish Encouraging Diversity, Growth and Equity ("EDGE") participation goals, which goals will be set forth in the RFP.

3. LEED. The Project is required to qualify for **LEED Silver** certification.

## **B. PROJECT DELIVERY**

The Project will be constructed using the "construction manager at risk" project delivery format generally described below. The pre-construction and construction phase services shall be set forth in more detail in the Construction Management Agreement (CM at Risk), Ohio Department of Administrative Services, the form of which will be provided to short-listed firms, as defined in Section C.3.

1. Pre-Construction Services. The Construction Manager will work cooperatively with the Owner, design professional and Project team, and will provide, among other services, cost estimating, budgeting, value engineering, constructability review, scheduling and pre-construction planning throughout pre-construction.

When the construction documents are at a stage of completion specified in the Construction Management Agreement (CM at Risk), such partially completed documents (the "90% set of Construction Documents") shall be provided to the Construction Manager, who will work together with the design professional to reduce the Construction Manager's adjustments and clarifications of the Construction Documents to writing and submit them to the Owner. The Construction Manager shall submit to the Owner and the design professional its proposed guaranteed maximum price (the "GMP Proposal") and its clarifications and assumptions based upon the Construction Documents. The Construction Manager, the Owner and the design professional (along with selected engineers and consultants) shall meet to reconcile any questions, discrepancies or disagreements relating to the GMP Proposal. The reconciliation shall be documented by revision to the GMP Proposal. The Construction Manager shall then submit to the Owner, for the Owner's approval, the Construction Manager's final proposed GMP. Contingent upon the Owner's approval of the final proposed GMP, the parties will enter into a GMP Amendment establishing the GMP. The final negotiated GMP shall not exceed the Project budget established. If the proposed GMP exceeds such budget, then the Owner may terminate its agreement with the Construction Manager and may select an alternative delivery method for the Project.

2. Construction Phase Services. The parties will engage in an "open book" pricing method in which the Owner shall have access to all books, records, documents and other data in the Construction Manager's possession related to itself, its subcontractors and material suppliers

pertaining to bidding, pricing or performance of the Construction Management Agreement (CM at Risk). The Construction Manager shall construct the Project pursuant to the construction documents and in accordance with the Owner's schedule requirements. The Construction Manager shall select subcontractors based on proposals submitted by prequalified subcontractors in accordance with criteria approved by the Owner. The Construction Manager shall hold all subcontracts and shall be fully responsible for the means and methods of construction, project safety, project completion within the schedule agreed upon in the pre-construction phase, monitoring compliance with all EDGE, equal employment, and prevailing wage requirements, and submitting monthly reports of these activities to the Owner.

### **C. INTERVIEWS AND CM SELECTION**

1. Selection Criteria. The Construction Manager shall be selected using "best value criteria" in which award is based upon a combination of qualifications and price considerations. Qualifications include competence to perform the required management services; ability to manage the required workload and provide qualified personnel, equipment, and facilities; past performance as reflected by the evaluation of previous clients with respect to factors such as control of costs, quality of work, and meeting deadlines; financial responsibility as evidenced by the capability to provide a surety bond equal to one hundred per cent of the contract sum; and other similar factors.

2. Short-List. Each firm responding to this RFQ will be evaluated and selected based on its qualifications and the qualifications and experience of the particular individuals identified as the candidate's proposed team for the Project. The Owner may hold discussions with individual firms to explore further their qualifications, the scope and nature of the services they would provide, and the various technical approaches they may take regarding the project. After evaluating the responses to this RFQ, the Owner will select a short-list of no fewer than three candidates that it considers to be the most qualified, except if the Owner determines that fewer than three firms are qualified, it will only select the qualified firms.

3. RFP. The Owner will provide the short-listed firms a Request for Proposal ("RFP") that will contain a description of the project, including a statement of available design detail, a description of how the Guaranteed Maximum Price ("GMP") for the Project shall be determined, including the estimated level of design detail upon which the GMP shall be based, the form of the construction management contract, and a request for a pricing proposal. The RFP will specify that the pricing proposal shall contain the technical proposal and a separate pricing document identifying: (a) the pricing; the firm's list of key personnel for the project; (b) a statement of the general conditions and contingency requirements; and (c) a fee proposal divided into: (i) a preconstruction fee, (ii) a construction fee, and (iii) the portion of the construction fee to be at risk in the GMP.

4. Pre-Interview Meeting. Prior to submitting a response to the RFP, the short-listed firms will be invited to meet individually with the Owner. The purpose of the pre-interview meeting is to permit the short-listed firms to ask the Owner questions in an individual setting to help the firms prepare their responses to the RFP. The pre-proposal meeting will be held at 400 Central Classroom Building, 2009 Millikin Road, Columbus, Ohio 43210. The Owner will notify each short-listed firm to schedule individual times for the pre-interview meetings.

5. Interview. After submitting responses to the RFP, the short-listed firms will be interviewed by the Owner. The purpose of the interview will be to meet the proposed Project team, become familiar with key personnel, and understand the project approach and ability to meet the Owner's stated objectives for the Project. Please be prepared to discuss with specificity the firm's capacity to conduct this work in compliance the Owner's timetable, budget and EDGE expectations. The interviews will be held at 400 Central Classroom Building, 2009 Millikin Road, Columbus, Ohio 43210. The Owner will notify each short-listed firm to schedule individual times for the interviews.

6. Selection Schedule

- Qualifications Due ..... February 29, 2012
- Short-Listing of Firms..... March 7, 2012
- RFP Issued to the Short-Listed Firms\* ..... March 14, 2012
- Pre-Proposal Meeting\*..... March 21, 2012
- Proposals Due\* ..... April 4, 2012
- Interviews\*..... April 11, 2012
- Selection of Construction Manager\* ..... April 18, 2012

**\*Dates are subject to change based on the effective date of construction reform provisions in House Bill 153**

7. Communication. Firms considering responding to this RFQ are strictly prohibited from communicating with any member of the Owner's staff, as all questions should be directed to the person identified in Section E.2 hereof.

8. Cancellation and Rejection. The Owner reserves the right to cancel at any time for any reason this solicitation and to reject all proposals. The Owner shall have no liability to any proposer arising out of such cancellation or rejection. The Owner reserves the right to waive minor variations in the selection process

**D. REQUESTED SUBMISSIONS**

Proposers are requested to submit the following information in response to this RFQ:

1. Firm Profile.

1. Business. Identify the business form of contracting entity. If the proposed form of entity is a joint venture, please identify each venturer and their respective percentage of participation. Provide a summary, on three pages or less, describing why your firm/team is the most qualified for the Project.

2. Standard Qualifications. Complete and provide a contractor's qualification statement using most current version of the Statement of Qualifications available via the following website: \* <http://fod.osu.edu/vendor/> and select professional services.

\*It is not necessary to duplicate information on the State 330 form and in your qualifications submission. Please fill out the standard State of Ohio 330 form and include any additional information in section H as directed in the instructions.

3. Bonding/Insurance. Provide evidence of capacity to provide bonding and a copy of the firm's certificate of insurance showing the firm's current limits of liability for commercial general liability, employer's liability, business automobile liability, and professional liability.

4. Similar Experience. Provide names, addresses and telephone numbers of references for projects where your firm (or top firm principal or officer) has led or managed construction of a project similar in scope and complexity as the Project.

5. Personnel/Staffing. Provide a project organizational chart containing the names and titles or the proposed staff for the Project. At a minimum, the chart should include at least three (3) officers or senior employees (e.g., Project executive, Principal-in-charge, Project Manager or Project Superintendent or similar designation) who will be available for work on the Project. For every person listed on the chart, provide a 1-page resume highlighting relevant experience and identify the phase(s) of the Project to which the individual will be assigned and the percentage of that individual's time to be devoted to the Project.

6. Management Systems. Describe the record keeping, reporting, monitoring and other information management systems that the firm would propose to use for the Project. Describe the scheduling and cost control systems the firm would propose to use for the Project.

7. Self-Performed Work. Indicate whether the firm intends to self-perform any work on the Project through an acceptable competitive process and, if so, the nature of the work and capability to self-perform.

8. Estimating. Demonstrated capability of in-house estimating on projects comparable to the Project.

9. Other Considerations. Describe the firm's willingness to accept liquidated damages and experience with such provisions on other similar projects. Describe any prior experience with a construction manager at-risk project delivery method.

#### **E. INSTRUCTIONS FOR DELIVERY AND DEADLINE**

1. Six (6) hard copies and one (1) electronic copy of the proposal must be submitted in sealed envelopes clearly marked "Proposal for Construction Manager at Risk Services for the **Hospital Kitchens Renovation – Bid Package 2** and delivered to:

Attn: Corrie Feldman  
The Ohio State University  
Facilities Operations and Development  
400 Central Classroom Building  
2009 Millikin Road  
Columbus, Ohio 43210

2. Questions must be in writing and directed to Corrie Feldmann, email address at feldmann.5@osu.edu. Answers to any questions shall be in writing and shall be sent to all firms who have received this RFQ.

3. Responses to this RFQ must be received at the address listed in Section E.1 by 4:30 pm local time on **February 29, 2012**.

# Request for Qualifications (Planning Services)

Bowling Green State University  
Office of Capital Planning – 601 Administration Building  
Bowling Green, OH 43403



[www.bgsu.edu/offices/cap-plan](http://www.bgsu.edu/offices/cap-plan)  
v:419.372.8591; f:419.372.0331

## Administration of Project: Local Administration

Project Name	<u>Program Management Services</u>	Response Deadline	<u>Tuesday, March 6, 2012</u> <del>Friday, March 2, 2012</del>	<u>4:00 p.m.</u> local time
Project Location	<u>Bowling Green</u>	Project Number	<u>BGU-125750</u>	
City / County	<u>Bowling Green / Wood</u>	Project Manager	<u>Steven P. Krakoff</u>	
Agency/Institution	<u>Bowling Green State University</u>	Contracting Authority	<u>Bowling Green State University</u>	
No. of paper copies requested (stapled, not bound)	<u>10 6</u>	No. of electronic copies requested on CD (PDF)	<u>1</u>	

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

## Project Overview

### A. Project Description

Bowling Green State University (BGSU), Bowling Green, Ohio seeks qualified firms to submit qualifications related to Program Management and Oversight Services associated with the staged implementation of the university's master plan. The capital program includes the planning, programming and implementation of various renovation, demolition and construction projects related to buildings, infrastructure and grounds throughout the Bowling Green campus which are anticipated to be undertaken over the next three (3) to five (5) years, and possibly beyond. The following projects are included in this phase of campus development:

Project	Project Cost*
Moseley Hall (undergraduate science teaching labs)**	\$ 6,000,000
Traditions Buildings (University, Hanna, South Halls)**	\$ 63,000,000
New College of Business Administration	\$ 30,000,000
North Academic Core upgrades (Current College of Business Administration building, Olscamp Hall, Epler Hall)	\$ 29,000,000
General remediation/modernization (remaining buildings)	\$ 35,000,000
Classroom readiness and upgrades (remaining academic buildings)	\$ 7,000,000
Site improvements	\$ 15,000,000
Demolitions (Administration, West Hall, Family & Consumer Science)	\$ 2,000,000
Enabling projects	\$ TBD
Total (not including enabling projects)	\$187,000,000

\*Note: Project cost estimates are based on campus Master Plan

\*\*See the BGSU Traditions Quad Feasibility Study at [www.bgsu.edu/Offices/Purchasing/page69147.html](http://www.bgsu.edu/Offices/Purchasing/page69147.html).

The scope of this RFQ is not limited to the projects identified above and other projects may be added during the phase of development.

The selected Program Management firm will be a key member of the master plan executive project team. The executive team members and their roles are listed below:

- Owner: BGSU
- Executive architect/engineering firm or team: The executive architect/engineer will be responsible for space planning and programming for the above projects, concept design and, in selected cases, schematic design. The executive A/E will be involved in overseeing overall master plan project design and development for several years.
- Executive construction manager: The executive construction manager will provide project cost estimates, phasing plans, scheduling plans, constructability reviews and other technical support to the project team.

# Request For Qualifications (Planning) continued

Project Name Program Management Services

Project Number BGU-125750

- Program Manager: On behalf of the owner, the Program Manager will assist in coordinating many aspects of the work provided by the executive team, ensure that alternatives are identified and properly analyzed, and other information needed for owner decisions is prepared and presented in a timely manner. The specific scope items are defined later in this RFQ.

The delivery method for these projects has not yet been determined. The selected firm will work with BGSU and other executive team members to determine the most appropriate methods during the project. The University anticipates that different methods may be used for different projects, in accordance with State of Ohio Construction Reform laws and administrative rules.

## OVERVIEW OF BGSU CAMPUS MASTER PLAN

Selected aspects of the BGSU Master Plan are summarized below.

Master plan context:

- The Master Plan is one of several major planning initiatives undertaken within the last 4+ years to address institutional issues and critical needs: university strategy, academic re-structuring, declining enrollment, building conditions, outdated residence halls and dining, and budget pressures.
- Minimal investment in buildings and infrastructure has created very significant deferred maintenance concerns, an issue that will persist for some years as BGSU targets capital spending to address erosion of its physical assets (40% of BGSU's buildings are 40 years of age or older).
- This Master Plan was approved by the BGSU Board in June, 2010 in order to provide an overall logic to capital spending. It aligns physical development of the campus with university strategy, academic initiatives and other priorities so that capital deployment can achieve the highest possible impact.
- The recently completed phase of campus development (over \$200 million) represented the largest building program in the university's history. Additional bold and exciting developments are recommended for implementation in the next phase of development, with greater emphasis on the academic core. Future success will depend on BGSU's ability to access new sources of capital (for example, through new capital campaigns), focus spending on identified priority needs driven by university strategy, and adopt best practices in managing physical assets.

Enabling BGSU's Vision of a Premier Learning Community:

- The master plan advances a campus vision that realizes BGSU's strategic academic goals through the integration of a compelling campus development strategy, an enlightened insight into the next generation teaching and learning environment, and an implementation road map that is paced with the institution's capital capacity and aligned with well-defined facility and infrastructure needs.
- The plan is driven by "tough-minded" prioritization of needs in an environment characterized by uncertain capital availability.
- A key decision rule in priority setting is to focus capital spending to benefit the greatest number of students possible (particularly during their first two years on campus) by focusing on sweeping enhancements to teaching and learning spaces in the academic heart, and demonstrable improvements to student life facilities.
- The master plan recommends realistic and achievable phase one initiatives that address BGSU's current challenges in the most practical and cost-effective way possible, yet provides flexibility for the attainment of a bold campus vision over time as capital availability becomes more certain and enrollment stabilizes.

# Request For Qualifications (Planning) continued

Project Name Program Management Services

Project Number BGU-125750

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Master Plan objectives:

1. The master plan time frame will be 15 years with a detailed 7-year phase 1 implementation plan.
2. The campus development plan will be phased in alignment with BGSU's financial capabilities.
3. Key program objectives that drive the campus plan are:
  - Moderate growth in enrollment, faculty and supporting services
  - Improvement of academic spaces based on future teaching pedagogies and capacities
  - Upgrade and/or replacement of student life (residence, dining and recreational) facilities and services.
4. Key campus plan objectives are:
  - Create a land use and zoning strategy that supports an interactive, energized campus environment.
  - Focus on the core campus from Wooster to Merry; Thurstin to Mercer.
  - Build on the core "active spine" between Math Sciences, the Traditions buildings and Jerome Library
  - Engage the northwest precinct – including north of Ridge – into the core campus experience.
  - Create interactive campus zones characterized by increased academic/student life adjacencies
  - Plan for an enhanced student services and recruitment experience.

Create an implementation plan that aligns the phased implementation of the master plan with the institution's financial capabilities.

## **B. Scope of Services**

BGSU is seeking the services of a firm or firms with experience managing the implementation of large capital programs over multiple years; establishing the procedures and protocols; assembling and coordinating the efforts of programming, planning and delivery teams; organizing and advertising the initial projects; and managing the capital projects process. This firm shall have the experience and capabilities of providing/managing an array of services including, but not limited to:

- Facility Planning (master planning and project planning)
- Project Budgeting and Development of Scopes of Services
- Advising on Project Delivery Structure and Scopes of Services
- Architectural and Engineering Design Standards Development
- Selection of Designers, Design Review and Design Oversight
- Design and Education Specifications Development
- Overall Program Scheduling and Management
- Project Oversight and Management
- Procurement Management
- University Stakeholder Engagement and Communication Coordination
- Project Implementation and Post Occupancy Evaluation
- Hazardous Material Oversight
- Commissioning Coordination
- Facility Data Management
- Project Accounting and Budget Reconciliation
- Information Technology Support
- Administrative Support and Staff Augmentation (project management, cost and schedule control, accounting, budget monitoring, project auditing)

# Request For Qualifications (Planning) continued

Project Name Program Management Services

Project Number BGU-125750

Additional Scope: An additional scope item that is being requested involves technical assistance in asset management. BGSU currently has an estimated level of deferred maintenance of \$400 - \$500 million. The deferred maintenance needs are documented in a comprehensive facility analysis, 2010 Facility Assessment, that was conducted during the master planning process (available at [www.bgsu.edu/offices/Purchasing/page69147.html](http://www.bgsu.edu/offices/Purchasing/page69147.html)). As part of the proposed phase of development, BGSU seeks building-by-building recommendations to address these deferred maintenance needs. Accordingly, BGSU is requesting that the responding firms propose an approach for developing this building-by-building approach. The Program Manager will then work with the executive team to ensure that the findings are integrated into an overall approach for capital spending. The resources for providing this technical support may be available within the proposing firm, or may be provided under a sub-contract arrangement by a separate consulting firm. The fee for such services will then be included in the overall fee that is negotiated with the selected Program Management company.

## C. Funding / Estimated Budget

Total Project Cost	<u>\$187,000,000</u>	State Funding	<u>\$10,000,000 – \$20,000,000</u>
Estimated Fee	<u>1% to 1.4%</u>	Other Funding	<u>\$157,000,000 – \$177,000,000</u>

NOTE: The fee for this project includes all consultant services necessary for proper completion of the Basic Services for the successful completion of the project, including but not limited to: development of the Program of Requirements, validation of existing site conditions (but not subsurface or hidden conditions), preparation of cost estimates and design schedules for the project. Fees may be negotiated and allocated for Additional Services (e.g., creation of an extensive evaluation or validation of site conditions and extensive pre-design investigations.).

## D. Services Required

Primary	<u>Program and Development Management</u>
Secondary	<u>Project Budgeting &amp; Development of Scope of Services</u>
	<u>Selection of Designers, Design Review/Oversight</u>
	<u>Design &amp; Education Specifications Development</u>
	<u>Overall Program Scheduling &amp; Management, and Project Oversight</u>
	<u>Procurement Management; Others - see Scope of Services</u>

## E. Anticipated Schedule

Professional Services Start (mm/yy)	<u>04 / 12</u>
Professional Services Completed (mm/yy)	<u>07 / 18</u>

## F. EDGE Participation Goal

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

Experience working with several larger and older facility types will be considered. Special attention will be paid to experience in the college and university setting. The BGSU projects may be funded with public funds, public bonds and/or through private and corporate funding. Therefore, experience related to construction and renovation projects utilizing State of Ohio public financing will be strongly considered along with experience with large and complex projects financed through alternative funding mechanisms, among other relevant factors, in selecting a company that will provide the best services to BGSU under this RFQ. Moreover, BGSU will expect the firm to assist with University stakeholder engagement and coordination.

Please provide a written response to the following questions. Responses that do not follow the format of this RFP and do not provide the information requested may not be considered. Provide the responses in Section H of SAO Form 110-330.

1. Provide complete name, business address, phone number and web address of the submitting firm(s).
2. Provide year established and a brief history and overview of the firm.
3. List not more than two principals from the submitting firm who may be contacted. List name, title, and contact telephone number. Listed principals must be empowered to speak for the firm on policy and contractual matters.
4. Provide total number of personnel and describe the overall capacity of the firm. Briefly describe your commitment to provide and maintain professionally qualified personnel throughout the duration of the capital program.

# Request For Qualifications (Planning) continued

Project Name Program Management Services

Project Number BGU-125750

5. Describe the professional disciplines within the firm and the firm's overall capabilities with respect to the proposed services.
6. If the firm intends to provide any services through a joint venture, professional affiliation or outside consultants, please indicate which services and the proposed team including names and one page overview of all partner firms, professional affiliates and/or outside consultants.
7. Summarize financial viability and longevity of the firm. Indicate approximate volume of work and number of projects delivered in the past two (2) years.
8. List at least three (3) educational institutions/clients for which your firm has provided similar capital projects program planning services, including client name, title and contact information. Indicate whether the projects were funded through public or private project financing. Provide a case study for each project.
9. Describe your firm's experience with large capital bond programs, including, but not limited to, types of bonds, accounting for different bond series, familiarity with compliance related to bond expenditures, as well as processes and systems for assisting the University with compliance matters, and proper documentation and reporting .
10. Describe your firm's experience with large corporate or other privately funded capital programs and projects, including, but not limited to, types of financing, any related accounting and covenant compliance experience, as well as processes and systems for assisting the corporate or private client in any financial, covenant or other compliance matters, and proper documentation and reporting.
11. Describe how your team would anticipate staffing this assignment.
12. Describe your firm's previous experience working with Bowling Green State University, if any.
13. Describe your firm's commitment to, experience with and capabilities with regard to high performing, sustainable higher education building and LEED.
14. Identify your firm's professional liability claims insurance limits.
15. Provide through narrative discussion the reasons why your firm is especially qualified to undertake this assignment. Respondents may include anything they wish in support of their qualifications; however the response should be limited to no more than four (4) pages.
16. Please describe the type of fee arrangement your firm would propose for services including a list of any reimbursable expenses and markups.
17. Please identify and provide resumes of key individuals who would be assigned to this project.
18. Please indicate your earliest availability or the amount of time you would require to commence a project as set forth above.

Conciseness and clarity of response is strongly encouraged. Therefore the response to this RFQ should be no more than twenty (20) pages in length, single-sided, minimum of one (1) inch margins and eleven (11) pt font. Responses shall include acknowledgement that the firm has reviewed and understands the information and data provided in the Request for Qualifications. A principal of the firm must sign the completed response and affirm that the information provided is true, complete and accurate.

BGSU will evaluate the Proposals received which meet the submittal requirements listed in this document. BGSU may contact respondents for clarification or additional information at its sole discretion.

A list of short-listed firms will be compiled and presentations by the firms will occur during the week of March 12, 2012 (exact day and time will be confirmed). BGSU anticipates that three firms will be short-listed but the number may be greater or less depending on the review of the qualifications submissions.

# Request For Qualifications (Planning) continued

Project Name Program Management Services

Project Number BGU-125750

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Award of a contract may be made solely on the basis of the qualifications submissions.

## **NOT AN OFFER**

This RFP shall not be considered an offer by the University. Issuance of this RFP, the preparation and submission of a response and the subsequent evaluation of responses does not commit the University to award a contract to any respondent.

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 Sub-consultants. Past performance of prospective firm and its proposed Sub-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 Sub-consultants. Report writing credentials and experience. Experience and capabilities of creating or using 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 Consultant and all its consultants must have the capability to use the Internet within their normal business location(s) during normal business hours.

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

## **H. Submittal Instructions**

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

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

Electronic submittals should be combined into one PDF file named with the project number listed on the RFQ and your firm's name. Use the "print" feature of Adobe Acrobat Professional or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Adobe Acrobat Professional, go to Advanced, then PDF Optimizer. Also, please name the PDF file and mark or label the CD and the CD cover with the project number and firm name.

Submit all questions regarding this RFQ in writing to Steven P. Krakoff at [skrakof@bgsu.edu](mailto:skrakof@bgsu.edu) and copy to Beth Nagel at [bnagel@bgsu.edu](mailto:bnagel@bgsu.edu) with the project number included in the subject line by Friday, February 24, 2012 (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.

# Planning Services Selection Rating

Bowling Green State University  
Office of Capital Planning – 601 Administration Building  
Bowling Green, OH 43403



[www.bgsu.edu/offices/cap-plan](http://www.bgsu.edu/offices/cap-plan)  
V:419.372.8591; f:419.371.0331

Project Name Program Management Services Proposer Firm \_\_\_\_\_  
Project Number BGU-125750 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Consultant Firm Location (5 points)</b>			
Proximity of primary firm office where majority of work is to be performed in relationship to project location	Less than 500 miles	4 - 5	
	500 to 1000 miles	2 - 3	
	More than 1000 miles	0 - 1	
<b>2. Consultant Firm Size (5 points)</b>			
Number of relevant planning professionals within primary Consultant firm available to perform the work.	Small = Less than 5 planning professionals	1	
	Medium = 5 to 10 planning professionals	3	
	Large = More than 10 planning professionals	5	
<b>3. Current Workload (5 points)</b>			
Amount of fees awarded by the Contracting Authority to the primary Consultant Firm in the previous 24 months (exclude projects on hold)	Less than \$100,000	4 - 5	
	\$100,000 to \$250,000	2 - 3	
	More than \$250,000	0 - 1	
<b>4. Primary Consultant Qualifications (30 points)</b>			
a. Project Management Lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 15	
b. Project Planning Lead	Experience / creativity of lead planner to meet needs of owner	0 - 10	
c. Technical Staff	Experience / ability of planning staff to develop quality planning reports	0 - 5	
<b>5. Sub-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 5 projects (Average)	2 - 3	
	More than 5 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 - 5	
	5 to 10 projects (Average)	6 - 10	
	More than 10 projects (High)	11 - 15	
c. Past Performance	Level of performance as indicated by past evaluations / letters of reference	0 - 10	
* LEED = Leadership in Energy & Environmental Design developed by the U.S. Green Building Council ** LEED AP = LEED Accredited Professional credential by the Green Building Certification Institute		<b>Subtotal</b>	

Notes:

Evaluator:

Name \_\_\_\_\_

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



# Program Management Services Question and Answer List



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

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

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Project Name Program Management Services Project Number BGU-125750  
Project Location Bowling Green, Ohio/Wood County

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Date posted: February 28, 2012  
Date revised: N/A

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

1. Question  
Will Bowling Green State University issue similar RFQs for the other executive team members?  
  
A. Answer – Yes – there will be separate RFQs for each of these team members.
2. Question  
If we are lucky and get selected on this proposal, does it exclude us from being involved in future work associated with these spaces?  
  
A. Answer – No. Selection for this does not exclude a firm from other work.
3. Question  
Will a firm who's a member of the Program Management Services team be allowed to be the A/E on construction/renovation projects carried out in the future?  
  
A. Answer - Yes
4. Question

Of the scope of services listed on page 3 of 7 of the Request for Qualifications (RFQ), which specific tasks do you expect the selected Program Manager/firm to **provide** versus **manage**, particularly with reference to the following tasks:

- Facility planning (master planning and project planning) - Manage
- Architectural and engineering design standards development – Collaboratively develop
- Design review – Collaboratively review
- Design and education specification development – Collaboratively develop

A. Answer – see above

5. Question

RFQ selection criteria (page 7 of 7) identifies the need for planning professionals, a Project Planning Lead, and Technical Staff with the ability to develop planning reports. Given the planning role of the executive architect/engineer, please clarify the specific, anticipated role of the Program Manager with respect to planning.

A. Answer – The Program Manager's planning skills will complement the executive A/E and other team members to ensure that the owner's needs are fully addressed and that options and other

Project Name Program Management Services

Project Number BGU - 125750

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analyses are prepared with the required rigor.

6. Question

Re: section 5 on the Planning Services Selection Rating sheet (page 7 of 7), if Key Discipline Leads will be provided by the primary consultant and no subconsultants are planned, will selection criteria 5 be applied to Key Discipline Leads provided by the primary consultant?

A. Answer - Yes

7. Question

Re: 7.c on the Planning Services Selection Rating sheet (page 7 of 7), how does BGSU anticipate that performance evaluations and letters of reference be included within the 20-page limit?

A. Answer – The 20 page limit applies to Sections E through H.

8. Question

Does the 20-page single-sided response limit include all sections of the SAO Form F110-330, including Section E (resumes), Section F (project examples and project matrix), and Section H (responses to RFQ Evaluation Criteria for Selection items 1-18, pages 4-5)?

A. Answer – The 20 page limit applies to Sections E through H.

9. Question

Will BGSU consider an extension of the proposal deadline (e.g., two weeks from BGSU response to questions)?

A. Answer – The response deadline will be extended to Tuesday, March 6 at 4:00pm.

10. Question

Section “G” of the RFQ directs us to provide our responses in Section H of SAO Form 110-330, but at the end of Section “G” we are directed that our response should be no more than 20 pages in length and margins are defined (110-330 margins are already formatted).

A. Answer – The 20 page limit applies to Sections E through H.

# Request for Qualifications (A/E)

The University of Toledo

2801 W. Bancroft Street  
Toledo OH 43606



www.utoledo.edu  
Phone 419-530-1427

**Administration of Project:** Local Administration]

Project Name	<u>Family Health Services Center (Renovation of VAB)</u>	Response Deadline	<u>Feb 24, 2012 4:30 pm</u> local time
Project Location	<u>3333 Glendale Avenue</u>	Project Number	<u>5012-12-1723/UTO-121723</u>
City / County	<u>Toledo / Lucas</u>	Project Manager	<u>Jason Toth</u>
Agency/Institution	<u>The University of Toledo</u>	Contracting Authority	<u>The University of Toledo</u>
No. of paper copies requested (stapled, not bound)	<u>6</u>	No. of electronic copies requested on CD (PDF)	<u>0</u>

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

## Project Overview

### A. Project Description

The University of Toledo is soliciting qualifications for professional services for the creation of a Family Health Services Center, containing various outpatient clinics and services. The project will include a complete interior renovation of the existing Veterans Administration Building at 3333 Glendale Avenue into the new Family Health Services Center. The new Family Health Services Center is envisioned to contain spaces for Pediatrics Clinic, Family Medicine Clinic, Internal Medicine Clinic, OB-GYN Clinic, and Dental Clinic – all of which will be relocated from their current locations on UT's Health Science Campus. The new Family Health Services Center is also envisioned to contain an "Urgent Care Clinic" (involving off-hours use of Internal Medicine Clinic space), x-ray and laboratory facilities. Work may involve modifications to the building envelope including additions and/or enhancements at the major building entrances.

### B. Scope of Services

For projects advertised with an appropriately developed Program of Requirements (POR), upon award of the Agreement, commence with Design. For projects without such a POR, upon award of the Agreement, commence by developing the Program of Requirements. This project does not have a POR. Space planning block diagrams were developed in-house, based on existing clinic areas. They will be made available to the short-listed firms. Floor plans of the Veterans Administration Building, and floor plans showing the space currently occupied by the clinics relocating to the Family Health Services Center, will also be provided to the short listed firms. There will be a non-mandatory, pre-interview walk-through for the short-listed firms.

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

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

During the construction period, provide not less than 6 hours (excluding travel time) on-site construction administration services each week, including (1) attendance at progress meetings, (2) a written field report of each site visit, (3) on-site representation comprised of the A/E and its consultant staff involved in the primary design of the project, all having relevant and appropriate types of construction administration experience.

# Request For Qualifications (A/E) continued

Project Name Family Health Services Center (Renovation of VAB)

Project Number 5012-12-1723/UTO-121723

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

1. Design of free-standing outpatient medical clinic facilities
2. Renovation of medical clinic facilities
3. Design of Pediatrics Clinic facilities
4. Design of Dental Clinic facilities
5. Design of "Urgent Care Clinic" facilities
6. Design of outpatient clinic x-ray and lab facilities
7. Engineering for infrastructure/building systems upgrades in renovations
8. Previous experience working with UT
9. Previous experience working with State of Ohio
10. Previous experience working with sub-consultants

## C. Funding / Estimated Budget

Total Project Cost	<u>\$6,000,000</u>	State Funding	<u>\$0</u>
Construction Cost	<u>\$4,300,000</u>	Other Funding	<u>\$6,000,000</u>
Estimated A/E Fee	<u>8.4% to 8.6%</u>		

NOTE: The A/E fee percentage for this project includes all professional design services, and consultant services necessary for proper completion of the Basic Services for the successful completion of the project, including but not limited to: review and verification of the Program of Requirements provided by the Owner, validation of existing site conditions (but not subsurface or hidden conditions), preparation of cost estimates and design schedules for the project. Fees may be negotiated and allocated for Additional Services (e.g., creation of a Program of Requirements, extensive evaluation or validation of site conditions, extensive pre-design investigations, code-required special inspection and testing, Quality Assurance testing during the construction period, and testing due to unforeseen conditions).

## D. Services Required (see note below)

Primary	<u>Architectural</u>
Secondary	<u>Mechanical</u>
	<u>Electrical</u>
	<u>Plumbing</u>
	<u>Technology/AV/Data</u>
	<u>Fire Protection</u>
	<u>Structural</u>
Others	<u>Civil Engineering</u>

## E. Anticipated Schedule

A/E Services Start (mm/yy)	<u>04 / 12</u>
Construction Contracts Start (mm/yy)	<u>12 / 12</u>
Construction Contracts Completed (mm/yy)	<u>09 / 13</u>
A/E Services Completed (mm/yy)	<u>12 / 13</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.

# Request For Qualifications (A/E) continued

Project Name Family Health Services Center (Renovation of VAB)

Project Number 5012-12-1723/UTO-121723

## 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.

The Contracting Authority reserves the right to reject any or all submissions and cancel at any time for any reason this solicitation, any portion of this solicitation, or any phase of the Project. If Contracting Authority and the apparent chosen A/E are unable to reach agreement on the terms and conditions of the A/E Agreement, Contracting Authority reserves the right to reject the firm and utilize the short list to select an A/E. The Contracting Authority shall have no liability to any firm arising out of such cancellation or rejection. The Contracting Authority reserves the right to waive minor variations in the selection process.

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

## H. Submittal Instructions

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

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

In Section H of Statement of Qualifications (SAO Form F110-330), provide a summary of your firm's/team's qualifications in each of the selection criteria included on the Architect/Engineer Selection Rating score sheet included in this RFQ. Use the numbering system of the selection criteria on the score sheet to organize your response in Section H. Identify by name the individual(s) you are proposing to serve in the roles identified in selection criteria 4 and 5.

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

# Architect/Engineer Selection Rating

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



www.utoledo.edu  
 Phone 419-530-1427

Project Name Family Health Services Center (Renovation of VAB) Proposer Firm \_\_\_\_\_  
 Project Number 5012-12-1723/UTO-121723 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 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	0 - 1	
	Medium = 5 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 \$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 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 3 projects (Low)	0 - 3	
	3 to 5 projects (Average)	4 - 6	
	More than 5 projects (High)	7 - 10	
c. Past Performance	Level of performance as indicated by past A/E evaluations / letters of reference	0 - 5	
d. Knowledge of State of Ohio Capital Project Administration Process	Less than 3 projects (Low)	0 - 3	
	3 to 5 projects (Average)	4 - 6	
	More than 5 projects (High)	7 - 10	
		<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)

Bowling Green State University  
Office of Capital Planning – 601 Administration Building  
Bowling Green, OH 43403



www.bgsu.edu/offices/cap-plan  
v: 419.372.8591; f: 419.372.0331

**Administration of Project:** Local Administration

Project Name	<u>Executive Architect/Engineering Services</u>	Response Deadline	<u>Friday, March 16, 2012 4:00pm</u> local time
Project Location	<u>Bowling Green</u>	Project Number	<u>BGU 125753</u>
City / County	<u>Bowling Green / Wood</u>	Project Manager	<u>Steven P. Krakoff</u>
Agency/Institution	<u>Bowling Green State University</u>	Contracting Authority	<u>Bowling Green State University</u>
No. of paper copies requested (stapled, not bound)	<u>15</u>	No. of electronic copies requested on CD (PDF)	<u>1</u>

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

## Project Overview

### A. Project Description

Bowling Green State University (BGSU), Bowling Green, Ohio, is searching for the best ideas and design practices in higher education nationally. In implementing its master plan, the University is seeking to transform its campus and create a next-generation learning environment that: (a) establishes a standard for universities seeking to achieve the highest quality outcomes for students; (b) supports enrollment and retention objectives; (c) meets public expectations for accountability, cost containment and sustainability; (d) successfully addresses challenges for degree productivity, and (e) includes evidence-based design approaches to inform and shape the institution's decision-making.

In order to accomplish these objectives, BGSU seeks qualified Architect/Engineering teams (with related consulting services) to submit qualifications related to Executive Program Planning and Design services associated with the staged implementation of the University's Master Plan. The university is seeking teams with national reputations, and demonstrated records of accomplishment and innovation in higher education.

The capital program includes the planning, programming and implementation of various renovation, demolition and construction projects related to buildings, infrastructure and grounds throughout the Bowling Green campus which are anticipated to be undertaken over the next three (3) to five (5) years, and possibly beyond.

The following projects are included in this phase of campus development:

<u>Project</u>	<u>Project Cost*</u>
Moseley Hall (undergraduate science teaching labs)**	\$ 6,000,000
Traditions Buildings (University, Hanna, South Halls)**	\$ 63,000,000
New College of Business Administration	\$ 30,000,000
North Academic Core upgrades (Current College of Business Administration building, Olscamp Hall, Eppler Hall)	\$ 29,000,000
General remediation/modernization (remaining buildings)	\$ 35,000,000
Classroom readiness and upgrades (remaining academic buildings)	\$ 7,000,000
Site improvements	\$ 15,000,000
Demolitions (Administration, West Hall, Family & Consumer Science)	\$ 2,000,000
Enabling projects	\$ <u>TBD</u>
Total (not including enabling projects)	\$187,000,000

\*Note: Project cost estimates are based on campus Master Plan

\*\* Note: Study of these buildings is available at [www.bgsu.edu/offices/Purchasing/page69147.html](http://www.bgsu.edu/offices/Purchasing/page69147.html)

The scope of this RFQ is not limited to the projects identified above and other projects may be added during the phase of development.

The selected Architect/Engineering and consulting team will be a key member of the master plan executive project team. The executive team members and their roles are listed below:

# Request For Qualifications (A/E) continued

Project Name Executive Architect/Engineering Services

Project Number BGU 125753

- Owner: BGSU
- Executive architect/engineering firm or team: The executive architect/engineer will be responsible for space planning and programming for the above projects, concept design and, in selected cases, schematic design. The executive A/E will be involved in overseeing overall master plan project design and development for several years.
- Executive construction manager: The executive construction manager will provide project cost estimates, phasing plans, scheduling plans, constructability reviews and other technical support to the project team.
- Program Manager: On behalf of the Owner, the Program Manager will assist in coordinating many aspects of the work provided by the executive team, ensure that alternatives are identified and properly analyzed, and other information needed for Owner decisions is prepared and presented in a timely manner.

The delivery method for these projects has not yet been determined. The selected firm will work with BGSU and other executive team members to determine the most appropriate methods during the project. The University anticipates that different methods may be used for different projects, in accordance with State of Ohio Construction Reform laws and administrative rules.

## OVERVIEW OF BGSU CAMPUS MASTER PLAN

Selected aspects of the BGSU Master Plan are summarized below. A Power Point presentation of the master plan is available at [www.bgsu.edu/offices/Purchasing/page69147.html](http://www.bgsu.edu/offices/Purchasing/page69147.html)

Master plan context:

- The Master Plan is one of several major planning initiatives undertaken within the last 4+ years to address institutional issues and critical needs: university strategy, academic re-structuring, declining enrollment, building conditions, outdated residence halls and dining, and budget pressures.
- Minimal investment in buildings and infrastructure has created very significant deferred maintenance concerns, an issue that will persist for some years as BGSU targets capital spending to address erosion of its physical assets (40% of BGSU's buildings are 40 years of age or older).
- This Master Plan was approved by the BGSU Board in June, 2010 in order to provide an overall logic to capital spending. It aligns physical development of the campus with university strategy, academic initiatives and other priorities so that capital deployment can achieve the highest possible impact.
- The recently completed phase of campus development (over \$200 million) represented the largest building program in the university's history. Additional bold and exciting developments are recommended for implementation in the next phase of development, with greater emphasis on the academic core. Future success will depend on BGSU's ability to access new sources of capital (for example, through new capital campaigns), focus spending on identified priority needs driven by university strategy, and adopt best practices in managing physical assets.

Enabling BGSU's Vision of a Premier Learning Community:

- The master plan advances a campus vision that realizes BGSU's strategic academic goals through the integration of a compelling campus development strategy, an enlightened insight into the next generation teaching and learning environment, and an implementation road map that is paced with the institution's capital capacity and aligned with well-defined facility and infrastructure needs.
- The plan is driven by "tough-minded" prioritization of needs in an environment characterized by uncertain capital availability.
- A key decision rule in priority setting is to focus capital spending to benefit the greatest number of students possible (particularly during their first two years on campus) by focusing on sweeping enhancements to teaching and learning spaces in the academic heart, and demonstrable improvements to student life facilities.

# Request For Qualifications (A/E) continued

Project Name Executive Architect/Engineering Services

Project Number BGU 125753

- The master plan recommends realistic and achievable phase one initiatives that address BGSU's current challenges in the most practical and cost-effective way possible, yet provides flexibility for the attainment of a bold campus vision over time as capital availability becomes more certain and enrollment stabilizes.

## Master Plan objectives:

1. The master plan time frame will be 15 years with a detailed 7-year phase 1 implementation plan.
2. The campus development plan will be phased in alignment with BGSU's financial capabilities.
3. Key program objectives that drive the campus plan are:
  - Moderate growth in enrollment, faculty and supporting services
  - Improvement of academic spaces based on future teaching pedagogies and capacities
  - Upgrade and/or replacement of student life (residence, dining and recreational) facilities and services.
4. Key campus plan objectives are:
  - Create a land use and zoning strategy that supports an interactive, energized campus environment.
  - Focus on the core campus from Wooster to Merry; Thurstin to Mercer.
  - Build on the core "active spine" between Math Sciences, the Traditions buildings and Jerome Library
  - Engage the northwest precinct – including north of Ridge – into the core campus experience.
  - Create interactive campus zones characterized by increased academic/student life adjacencies
  - Plan for an enhanced student services and recruitment experience.
  - Create an implementation plan that aligns the phased implementation of the master plan with the institution's financial capabilities.

## B. Scope of Services

The selected firm or team must have experience managing the planning, programming and design associated with the implementation of large, multi-project higher education capital programs over multiple years. This includes:

- (a) ensuring consistency with the master plan;
- (b) space planning and programming for an integrated set of academic projects (renovations and new construction) that result in more efficient use of space and produce a net decrease of square footage needed for academic programs;
- (c) assembling and coordinating the efforts of programming, planning, design, engineering, consulting and delivery teams;
- (d) assisting with project budgeting;
- (e) working with the executive team in developing and analyzing phasing options;
- (f) confirming the scope, budget and schedule of specific implementation projects and helping to coordinate the selection of local (Ohio) delivery teams;
- (g) overseeing the design efforts of local delivery teams to ensure consistency with master plan objectives;
- (e) developing concept designs for selected delivery projects (with the possibility of schematic design for selected projects, under contract amendments);

# Request For Qualifications (A/E) continued

Project Name Executive Architect/Engineering Services

Project Number BGU 125753

- (f) integrating and coordinating the design and implementation of related site and building infrastructure projects;
- (g) integrating and coordinating the design and implementation of related landscape, civic structure, and site preparation projects;
- (h) providing services in accordance with State of Ohio Construction Reform to support the master plan projects including, but not limited to, serving as the Criteria Architect for projects that may be delivered through Design-Build;
- (i) performing other design-related functions to support the executive team; and
- (j) assisting with university fund-raising by preparing images and other communication tools.

This firm/team shall have the experience and capabilities of providing/managing an array of services including, but not limited to:

- Master planning, including the implementation of large-scale master plans
- Space planning and programming for large-scale integrated projects
- Project budgeting and development of scopes of services
- Project phasing
- Advising on project delivery structure
- Architectural and engineering design standards development
- Selection and coordination of designers, design review and design oversight
- Selection of consulting firms to provide specialized assistance to the project, and managing these firms in accordance with project objectives
- Design and engineering specifications development
- Programming, planning, design and engineering for adaptive re-use of old buildings
- University stakeholder engagement and communication coordination

Additional qualification: One of the key projects will be the planning, programming, design and renovation of an older building (Moseley Hall) for universal undergraduate science teaching laboratories. This renovated facility will house undergraduate science teaching labs for chemistry, biology, physics and geology. The selected teams must include staff or a firm with experience in this area and be able to demonstrate a corresponding record of achievement.

## C. Funding / Estimated Budget

Total Project Cost	<u>\$187,000,000.</u>	State Funding	<u>\$10,000,000 - \$20,000,000</u>
Construction Cost	<u>\$160,446,000.</u>	Other Funding	<u>\$170,000,000. – 180,000,000</u>
Estimated A/E Fee	<u>1.2% to 1.5% (including reimbursables)</u>		

# Request For Qualifications (A/E) continued

Project Name Executive Architect/Engineering Services

Project Number BGU 125753

## D. Services Required (see note below)

Primary	<u>Executive architecture/engineering</u>
Secondary	<u>Project budgeting &amp; development of scope of services</u>
	<u>Space planning and programming</u>
	<u>Selection of designers and design review/oversight</u>
	<u>Design &amp; engineering specifications development</u>
	<u>Coordination of specialty consulting teams</u>
	<u>Concept and schematic design</u>
Others	<u>See Scope of Services</u>

## E. Anticipated Schedule

A/E Services Start (mm/yy)	<u>04 / 12</u>
Construction Contracts Start (mm/yy)	<u>07 / 13</u>
Construction Contracts Completed (mm/yy)	<u>07 / 18</u>
A/E Services Completed (mm/yy)	<u>07 / 18</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

Experience working with several larger and older facility types will be considered. Special attention will be paid to experience in the college and university setting. The BGSU projects may be funded with public funds, public bonds and/or through private and corporate funding. Therefore, experience related to construction and renovation projects utilizing State of Ohio public financing will be strongly considered along with experience with large and complex projects financed through alternative funding mechanisms, among other relevant factors, in selecting a company that will provide the best services to BGSU under this RFQ. Moreover, BGSU will expect the firm to assist with University stakeholder engagement and coordination.

Please provide a written response to the following questions. Responses that do not follow the format of this RFQ and do not provide the information requested may not be considered. Provide the responses in Section H of SAO Form 110-330.

1. Provide complete name, business address, phone number and web address of the submitting firm(s).
2. Provide year established and a brief history and overview of the firm.
3. List not more than two principals from the submitting firm who may be contacted. List name, title, and contact telephone number. Listed principals must be empowered to speak for the firm on policy and contractual matters.
4. Provide total number of personnel and describe the overall capacity of the firm. Briefly describe your commitment to provide and maintain professionally qualified personnel throughout the duration of the capital program.
5. Describe the professional disciplines within the firm or team and the firm's overall capabilities with respect to the proposed services.
6. If the firm intends to provide any services through a joint venture, professional affiliation or outside consultants, please indicate which services and the proposed team including names, and provide corresponding responses to items 1 through 4 above for all partner firms, professional affiliates and/or outside consultants.
7. Summarize financial viability and longevity of the firm. Indicate approximate volume of work and number of projects delivered in the past two (2) years.
8. List at least three (3) educational institutions/clients for which your firm has provided similar services, including client name, title and contact information. Indicate whether the projects were funded through public or private project financing. Provide a case study for each project.

# Request For Qualifications (A/E) continued

Project Name Executive Architect/Engineering Services

Project Number BGU 125753

9. Describe how your team would anticipate staffing this assignment.
10. Describe your firm's previous experience working with Bowling Green State University, if any.
11. Describe your firm's commitment to, experience with and capabilities with regard to high performing, sustainable higher education buildings and LEED.
12. Provide through narrative discussion the reasons why your firm is especially qualified to undertake this assignment. Respondents may include anything they wish in support of their qualifications; however the response should be limited to no more than four (4) pages.
13. Please identify and provide resumes of key individuals who would be assigned to this project.
14. Please indicate your earliest availability or the amount of time you would require to commence a project as set forth above.

Conciseness and clarity of response is strongly encouraged. Responses shall include acknowledgement that the firm has reviewed and understands the information and data provided in the Request for Qualifications. A principal of the firm must sign the completed response and affirm that the information provided is true, complete and accurate.

BGSU will evaluate the Proposals received which meet the submittal requirements listed in this document. BGSU may contact respondents for clarification or additional information at its sole discretion.

## SELECTION PROCESS

Responses to this RFQ are due no later than March 16, 4:00 pm.

A list of short-listed firms will be compiled and one-hour private interviews will be scheduled with the short-listed firms. These private interviews will be held during the week of March 19 (exact day and time will be confirmed). They will provide the short-listed firms with an opportunity to raise questions and address any concerns.

Final interviews will be held the week of March 26, 2012 (exact day and time will be confirmed). Interviewing firms will be responsible for presenting at least the following:

- Qualifications and track record with projects of similar scopes.
- Staffing, credentials and project organization proposal.
- Ability to orchestrate a multi-project initiative seamlessly and efficiently.
- Insights on challenges BGSU may face and suggestions for addressing them.
- Breakthrough design concepts and approaches that are evidence-based and that will result in BGSU attaining "best-in-class" recognition for the quality and cost-effectiveness of its academic facilities.

## NOT AN OFFER

This RFQ shall not be considered an offer by the University. Issuance of this RFQ, the preparation and submission of a response and the subsequent evaluation of responses does not commit the University to award a contract to any respondent.

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.

# Request For Qualifications (A/E) continued

Project Name Executive Architect/Engineering Services

Project Number BGU 125753

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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 and/or the Ohio Business Gateway (<https://ohiobusinessgateway.ohio.gov/OBG/Membership/Security.mvc>)

## H. Submittal Instructions

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

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

Electronic submittals should be combined into one PDF file named with the project number listed on the RFQ and your firm's name. Use the "print" feature of Adobe Acrobat Professional or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Adobe Acrobat Professional, go to Advanced, then PDF Optimizer. Also, please label the CD and the CD cover with the project number and firm name.

Submit all questions regarding this RFQ in writing to Steven P. Krakoff ([skrakof@bgsu.edu](mailto:skrakof@bgsu.edu)) by March 9, 2012, and copy 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 (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

Bowling Green State University  
Office of Capital Planning – 601 Administration Building  
Bowling Green, OH 43403



www.bgsu.edu/offices/cap-plan  
v: 419.372.8591; f: 419.372.0331

Project Name Executive Architect/Engineering Services Proposer Firm \_\_\_\_\_  
Project Number BGU 125753 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 500 miles	4 - 5	
	500 to 1000 miles	2 - 3	
	More than 1000 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	1	
	Medium = 5 to 10 licensed professionals	3	
	Large = More than 10 licensed professionals	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 \$100,000	4 - 5	
	\$100,000 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 4 projects (Low)	0 - 1	
	4 to 5 projects (Average)	2 - 3	
	More than 5 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 \_\_\_\_\_

# BGSU Executive Architect/Engineer Services Question and Answer List



Bowling Green State University  
Office of Capital Planning – 601 Administration Building  
Bowling Green, OH 43403

www.bgsu.edu/offices/cap-plan  
v: 419.372.8591; f: 419.372.0331

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Project Name Executive Architect/Engineering Services Project Number BGU-125753  
Project Location Bowling Green, Ohio/Wood County

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Date posted: March 6, 2012  
Date revised: March 9, 2012 and March 14, 2012

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

1. Question

We were excited to see that you are moving forward with your projects. We just saw that the RFP was out for the Executive Architect. We have been talking with \_\_\_\_\_ about teaming and are wondering if we were to get the position would it preclude \_\_\_\_\_ from being considered for the projects that will result from the planning effort?

Will a firm who's a member of the Executive Architect team be allowed to be the A/E on construction/renovation projects carried out in the future?

We have downloaded and reviewed the RFQ for A/E Executive Program Planning and Design services. The RFQ specifically mentions BGSU's desire to hire a nationally recognized firm with expertise in higher educational programming and planning. For this first phase of work, does BGSU want the national firm to have an Ohio partner?

If a firm is selected as part of the Executive Architect / Engineering Services team, will that firm be excluded from involvement in future projects developed from this exercise?

- A. Answer: Under most circumstances the executive architect, or a member of that team, will be able to pursue delivery projects on a competitive basis. However, the RFQ states that the selected firm or team may develop concept designs for selected projects, and possibly schematic designs, under contract amendments. However, if a delivery project will be undertaken via design/build, the executive team will serve as the criteria team; in these cases, the criteria architect/team will not be eligible to participate in the delivery project via design/build. A national firm submitting qualifications in response to this RFQ is not required to have an Ohio partner.

2. Question

If \_\_\_\_\_ is the primary on the project, then we ask an architecture firm to be on our team. We are just wondering how we should go about putting together our team and qualification package since both architecture and engineering services are listed as the primary service.

- A. Answer: Architecture is the lead discipline on this project and engineering services will be an important component.

3. Question

I am reviewing the RFQ for A/E services for project # 125753 and am a little confused on the scope of work. Is this an RFQ for A/E services to implement projects that were recommended in the Master Plan (per page 2 of the RFQ) or to revise the Master Plan based on the objectives noted on page 4? The main reason for my question is that the estimated A/E fee % seems more like a study % rather than a design %? Please clarify.

- A. Answer: This is an RFQ to implement master plan projects.

Project Name Executive Architect/Engineering Services

Project Number BGU-125753

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#### 4. Questions/Answers

- The RFQ page 2 link to the Master Plan slideshow is broken. How can we access that? This has been addressed.
- Are the A/E services for developing only the projects listed on RFQ page 1, or is there more scope? There may be additional scope.
- To what level are the projects on page 1 developed to date? They have been developed only at a master plan level in terms of programming and estimating.
- Are the Executive Construction Manager and Program Manager described on RFQ page 2 to be selected by BGSU? Yes, via separate selection processes.
- Is it possible to propose an A/E/Contractor team that addresses all of the RFQ's objectives and scope plus cost and scheduling concerns? This RFQ is focused only on Executive Architect/Engineering services. A firm may respond to the other RFQs for the additional services that BGSU wants to secure.

#### 5. Question

We assume we are to provide a full A/E team with this response. Could you confirm this assumption? If so, are there any disciplines we should or should not provide?

- A. Answer: The executive A/E team should be a full service team. With respect to engineering, MEP and Structural are necessary. Specialty disciplines like acoustic, geotechnical, roof, curtainwall, etc., would not be required by the proposing firm but may be selected during the project if they are needed. In such cases they would be brought in to provide specific scopes of work.

#### 6. Question

Will the Executive CM provide cost estimating services or should the AE team provide a cost estimator?

- A. Answer: The executive CM will provide cost estimating. The executive A/E can include cost estimating on their team if it is believed to add value to the project.

#### 7. Question

Can you elaborate on what you are looking for in the similar projects (item 7b of the rating form and item G8 in the RFQ)? Are you looking for experience in the role of an Executive Architect working in conjunction with different Architect of Records on multiple projects or are you looking for experience in programming, planning and conceptualizing academic and student life projects for large public universities?

- A. Answer: The university is looking for: (a) experience in programming, planning and conceptualizing large-scale higher education initiatives that involve multiple delivery projects that must function operationally in an integrated manner; and (b) the role of an executive architect in orchestrating the work of multiple delivery Architects of Record along with the complementary efforts of other team members such as an executive CM.

#### 8. Question

Is it your intention to have the Executive Architect serve as the Design Architect setting the design direction for the projects?

- A. Answer: The Executive Architect will provide overall design direction for the projects but allow for an appropriate level of creative interpretation by the individual delivery firms.

Project Name Executive Architect/Engineering Services

Project Number BGU-125753

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9. Question

Is it the University's intention to structure the procurement of later phase design services to maximize the involvement of Ohio firms?

A. Answer: Yes – the university intends to maximize involvement of Ohio firms.

10. Question

Will the Executive Architecture firm be precluded from pursuing later phase design services on projects for which it provided planning and/or conceptual design services?

A. Answer: The Executive Architect may provide concept designs on selected projects and schematic designs as described in Section B (e) of the RFQ.

11. Question

Are you interested in national firms teaming with Ohio firms at this time for specialized expertise and/or to maximize the involvement of Ohio firms?

A. Answer: A national firm is not required to team with an Ohio firm but may find that an Ohio firm can add value for specialized expertise and/or local market knowledge. If a proposing team requires specialized expertise and can identify an Ohio firm, including them would serve the university's interests in maximizing the involvement of Ohio companies – but this is not a requirement at this stage.

12. Question

It appears that Section G of the RFQ (which corresponds to responses required in Section H of Form 110-330) is requesting information that would be redundant to information found elsewhere in Form 110-330, specifically project examples (RFQ Section G, Part 8 = Form 110-330 Part F) and resumes (RFQ Section G, Part 13 = Form 110-330 Part E). Please clarify if this information should be duplicated in Section H of the form.

a. Answer: There is no need to be redundant.

13. Question

While we, as a national firm were considering taking the lead on this, I noticed on the bottom of Page 6, the requirement that the primary A/E firm must be a registered architect in Ohio. At the moment, our registration in Ohio has lapsed and while we would certainly be more than interested in renewing it should we receive further consideration, we know that this process normally takes several weeks to complete.

a. Answer: The University cannot execute a contract with a firm that is not registered to practice in Ohio. So, by the time any contract is ready for execution, the firm must be registered. A firm can be considered in the selection process as long as it will be registered to practice in Ohio by the time of contract execution.

