



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 228

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### Response Deadline:

Varies by project

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# Ohio Register General Information and Requirements



Ohio Department of Administrative Services

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: August 22, 2012

Published Date	Project Name	Total Project Cost	Short-listed A/E Firms <i>*Indicates selected firm</i>	Negotiated A/E Fee
07/24/2012 <b>OR #227</b> SAO-Administered	BWC-130002 Ohio Bureau of Workers' Compensation, OFCC Tenant Improvements, Columbus, Ohio	\$1,425,000	<b>NEW</b> *Continental Building Systems Megen Construction Company Star Consultants	TBD
06/27/2012 <b>OR #226</b> Locally Administered	KSU-12B949 Kent State University Renovations and Additions for the School of Art (CM at Risk), Kent, Ohio	\$25,000,000	Donley's, Inc. Ozanne Construction Company The Ruhlin Company Turner Construction Company	TBD: Contact Agency / Institution
05/30/2012 <b>OR #225</b> SAO-Administered	BTC-130007 Belmont College, Health Sciences Center, St. Clairsville, Ohio	\$9,100,000	Phillip Markwood Architects *Perspectus Architecture Feinknopf Macioce Schappa DesignGroup	TBD
06/11/2012 <b>OR #226</b> SAO-Administered	NEM-090001 NEOMED, Campus Research and Academic Expansion, Rootstown, Ohio	\$42,263,600	CBLH Design *Ellenzweig FMS Architects HFP Ambuske Architects Paradigm Engineers	TBD
04/26/2012 <b>OR #224</b> SAO-Administered	DRC-110022 Department of Rehabilitation and Correction, Toledo Correctional Institution, Roof Replacement	\$4,250,000	Design-Build Solutions Kelley Brothers Roofing Richard L. Bowen + Associates	TBD
04/13/2012 <b>OR #224</b> Locally Administered	BGU-125778 Bowling Green State University, BGSU Firelands Campus, Huron	\$15,750,000	<b>UPDATED</b> *Bostwick Design Group Braun & Steidl Architects Domokur Architects Weber Murphy Fox	TBD: Contact Agency / Institution
04/06/2012 <b>OR #224</b> SAO- Administered (CM at Risk)	SOC-120001 Southern State Community College, Brown County Campus, Mount Orab	\$10,000,000	Messer Construction Co. Miles McClellan Construction Co. *Quandel Construction Group Turner Construction Co.	TBD
04/04/2012 <b>OR #224</b> Locally Administered	CLT-100020 Clark State Community College Student Success Center Springfield, Ohio	\$5,400,000	Levin Porter Associates MSA Architects SHP Leading Design The Collaborative, Inc. Woolpert	TBD: Contact Agency / Institution
03/20/2012 <b>OR #223</b> Locally Administered	KSU-11B146, KSU-11B147, KSU-11B148 Kent State University Renovations and Addition to Multiple Science Buildings (CM at Risk), Kent, Ohio	\$80,000,000	Donley's, Inc. Gilbane Building Company Lend Lease (US) Construction Turner Construction Company	TBD: Contact Agency / Institution
03/14/2012 <b>OR #223</b> Locally Administered	CLS-121205 Cleveland State University, Viking Hall & Kinko's Demolition, Cleveland, Ohio	\$3,741,259	*Atwell, LLC HzW Environmental Consultants URS Corporation	TBD: Contact Agency / Institution
03/20/2012 <b>OR #223</b> Locally Administered	KSU-11B146, KSU-11B147 & KSU-11B148 Kent State University, Renovations and Addition to Multiple Science Buildings - CxA, Kent, Ohio	\$80,000,000	Hill International *Karpinski Engineering URS Corporation	TBD: Contact Agency / Institution
03/21/2012 <b>OR #223</b> Locally Administered	CSU-120017 Central State University, Rehabilitation of Stadium Turf & Lights, Wilberforce, Ohio	\$2,000,000	MSA Architects The EDGE Group Woolpert Design	TBD: Contact Agency / Institution
03/21/2012 <b>OR #223</b> Locally Administered	CSU-120016 Central State University, Center for Human Performance and Sensor, Wilberforce, Ohio	\$500,000	Allan Scherr Associates O.A. Spencer, Inc. Oregon Group Architects	TBD: Contact Agency / Institution
03/14/2012 <b>OR #223</b> Locally Administered	OHU-03092012 Ohio University, Athens, Ohio	\$1,000,000	Bass Studio Architects KZF Design Phillip Markwood Architects RVC Architects	TBD: Contact Agency / Institution
03/29/2012 <b>OR #223</b>	KSU-12S605 Kent State University, Science & Nursing Building,	\$17,000,000	*BHDP Architecture Hasenstab Architects	TBD: Contact

Locally Administered	Stark Campus, North Canton		NBBJ Perspectus Architecture	Agency / Institution
03/02/2012 <b>OR #223</b> SAO - Administered	DAS-12P009 Ohio Department of Administrative Services, Assessment for Properties & Facilities Buildings, various locations	\$540,000	Davis Wince, Ltd. *KZF Design SSOE Star Consultants, Inc.	TBD
02/21/2012 <b>OR #222</b> Locally Administered	UTO-121723 University of Toledo Family Health Services Center (Renovation of VAB) Toledo, Ohio	\$6,000,000	Buehrer Group Architecture & Engineering SSOE Group The Collaborative Inc. Trinity Health Group	TBD: Contact Agency / Institution
02/08/2012 <b>OR #222</b> Locally Administered	WSU-120006 Wright State University Enrollment Services Renovation Fairborn, Ohio	\$2,150,000	Annette Miller Architects McGill Smith Punshon Robert Maschke Architects SHP Leading Design	TBD: Contact Agency / Institution
01/24/2012 <b>OR #221</b> Locally Administered	KSU-11B146, KSU-11B147 & KSU-11B148 Kent State University Renovations and Additions to Multiple Science Buildings (MEP Team) Kent, Ohio	\$80,000,000	*Prator Engineering Associates Scheeser Buckley Mayfield URS Corporation	TBD: Contact Agency / Institution
01/24/2012 <b>OR #221</b> Locally Administered	KSU-11B146, KSU-11B147 & KSU-11B148 Kent State University Renovations and Additions to Multiple Science Buildings (Architectural Team) Kent, Ohio	\$80,000,000	*Ayers Saint Gross BHDP Architecture Stantec Architecture	TBD: Contact Agency / Institution
01/24/2012 <b>OR #221</b> Locally Administered	OHU-121720 Heritage College of Osteopathic Medicine, Columbus Area Medical Facility - Ohio University Franklin County, Ohio	TBD	*BHDP Bostwick Design Partnership Design Group NBBJ	TBD: Contact Agency / Institution
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	*ASM Davis Wince Feinknopf Macioce Schappa Renouveau Design	<b>UPDATED</b> \$144,792.00
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
07/19/2011 <b>OR #215</b> Locally Administered	SSC-010003 Administration Building Renovation Shawnee State University Portsmouth, Ohio	\$964,855	BHDP Architecture KZF Design Levin Porter Associates RVC Architects *SPGB Architects TSHD Architects	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	<b>UPDATED</b> \$941,588.72
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 *Prator Engineering Star Consultants URS	\$35,700
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	\$1,400,000	Contech Design *JDRM Engineering Karpinski Engineering	TBD: Contact Agency / Institution

Administered	Toledo		Peters, Tschantz & Associates	
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 Winterville	\$7,000,000	*Miller Watson/JMSA Panich, Noel & Associates Richard Fleischman + Partners Schorr Architects Strollo Architects	\$429,790
06/08/2011 <b>OR #214</b> Locally Administered	UTO-111619 New Operating Rooms 13 & 14 University of Toledo Toledo, Ohio	\$1,400,000	Buehrer Group Architecture and Engineering Harley Ellis Devereaux RCM Architects	TBD: Contact Agency / 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 Armory 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 Armory 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	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>	KSU-11L123 Tri-Towers Residence Halls Rooms & HVAC		Dynamix Engineering Heapy Engineering	TBD: Contact

Locally Administered	Upgrades (MEP Engineer) Kent State University Kent, Ohio	\$30,000,000	*Scheeser Buckley Mayfield Thorson Baker & Associates	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	\$824,000	DLZ *Kramer Engineers SHP Leading Design W.E. Monks	TBD: Contact Agency / Institution

	Athens, Ohio			
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> Locally Administered	CLS-101007 Main Classroom - Roof Replacement Cleveland State University Cleveland, Ohio	\$4,400,000	Architectural Vision Group Domokur Architects *Makovich & Pusti Architects mbi-k2m Architecture	\$305,000
10/05/2010 <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 McCampbell 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 McCampbell 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	UPDATED \$147,500
05/28/2010 <b>OR #201</b> Locally Administered	MUN-100014 Harris Dining Hall HVAC Replacement Miami University	\$1,400,000	Heapy Engineering KLH Engineers Prater Engineering	TBD: Contact Agency / Institution

Administered	Oxford, Ohio			
05/28/2010 <b>OR #201</b> Locally Administered	OSU-081047 John Herrick Drive Rebuild Phase 1 The Ohio State University Columbus, Ohio	\$6,300,000	DLZ Ohio, Inc. EMH&T Kleingers & Associates MS Consultants	TBD: Contact Agency / Institution
05/27/2010 <b>OR #201</b> Locally Administered	DMR-100003 NODC Paving 2010 Northwest Ohio Developmental Center Toledo, Ohio	\$400,000	The Mannik & Smith Group Chevevey & Piccin *Buehrer Group	\$25,611
04/02/2010 <b>OR #200</b> SAO Administered	CSU-100010 (CM at Risk) Emery Hall Preservation & Restoration Phase IV Central State University Wilberforce, Ohio	\$1,780,000	Messer Construction Co. *Miles-McClellan Construction Thomas & Marker Construction	TBD
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 Dreesse 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	OSU-090581		Anshen + Allen BHDP	

OR #195 Locally Administered	Chemical and Biomolecular Engineering and Chemistry Building - <i>Architect of Record</i> The Ohio State University Columbus, Ohio	\$126,000,000	Braun & Steidl/IKM *Burt Hill Champlin Architecture NBBJ	\$8,425,000
11/10/2009 OR #195 Locally Administered	OSU-090581 Chemical and Biomolecular Engineering and Chemistry Building - <i>Commissioning</i> The Ohio State University Columbus, Ohio	\$126,000,000	*Four Seasons FTC&H Heapy Engineering Horizon Engineering	\$393,333.54
11/10/2009 OR #195 Locally Administered	OSU-090581 Chemical and Biomolecular Engineering and Chemistry Building - <i>MEP</i> The Ohio State University Columbus, Ohio	\$126,000,000	Affiliated Engineers (WI) ARUP (NY) HAWA (OH) M/E Engineering (NY) RMF (MD) Vanderweil (MA)	TBD: Contact Agency / Institution
11/24/2009 OR #195 Locally Administered	OSU-081230 William H. Hall Complex Expansion, Phase 2 - <i>Commissioning</i> The Ohio State University Columbus, Ohio	\$33,056,494	*Four Seasons Environmental Horizon Engineering Associates Scheeser Buckley Mayfield	\$68,088.05
11/24/2009 OR #195 Locally Administered	OSU-071589 Hopkins Hall Mechanical Improvements The Ohio State University Columbus, Ohio	\$5,668,290	Advanced Engineering DLZ Kramer Engineering *Prater Engineering	\$398,170
10/09/2009 OR #194 Locally Administered	OHU-091500 Clippinger Lab - Phase 2b-3 Ohio University Athens, Ohio	\$6,900,000	Burt Hill URS W.E. Monks & Co. Westlake, Reed, Leskosky	TBD: Contact Agency / Institution
10/19/2009 OR #194 Locally Administered	WSU-100012 Master Plan - Land Use and Development Wright State University Dayton, Ohio	\$200,000	Burt Hill NBBJ Sasaki	TBD: Contact Agency / Institution
09/21/2009 OR #193 SAO-Administered	NEM-090001 (CM) Campus Research and Academic Expansion NEOUCOM Rootstown, Ohio	\$37,930,000	Bovis Lend Lease, Inc. Donley's Inc. *The Ruhlin Company Wely Building Company	UPDATED \$1,405,035
09/11/2009 OR #193 SAO-Administered	BWC-100001 BWC Chiller/Ice Tank Replacement Columbus, Ohio	\$1,550,000	DLZ Ohio, Inc. Korda/Nemeth Engineering Motz Engineering *Star Consultants	\$141,260
09/02/2009 OR #193 SAO-Administered	DOT-100001 Noble County Maintenance Facility / ODOT Caldwell, Ohio	\$4,800,000	*Jerome M. Scott Architects ms consultants, inc. Schorr Architects, Inc. Wachtel & McAnally Architects/Planners, Inc.	\$403,171
08/28/2009 OR #192 Locally Administered	WSU-090041 Halon Replacement Project Wright State University Dayton, Ohio	\$500,000	Heapy Engineering Helmig-Lienesch Engineers *Prater Engineering	TBD: Contact Agency / Institution
08/28/2009 OR #192 Locally Administered	WSU-090034 Elevator Upgrades Wright State University Dayton, Ohio	\$500,000	JL Bender Oregon Group Architects *Stilson & Associates, Division of DLZ	TBD: Contact Agency / Institution
08/28/2009 OR #192 Locally Administered	WSU-090038 Health Science Roof Replacement Wright State University Dayton, Ohio	\$317,000	Annette Miller Architects eS Architecture and Development *SFA Architects	TBD: Contact Agency / Institution
08/28/2009 OR #192 Locally Administered	WSU-090029 Rike Hall Second Floor HVAC and General Renovation Wright State University Dayton, Ohio	\$520,000	*Annette Miller Architects Schorr Architects TRIAD Architects	\$50,000
07/14/2009 OR #191 SAO-Administered	NEM-090001 (A/E) Campus Research and Academic Expansion NEOUCOM Rootstown, Ohio	\$37,930,000	Burt Hill, Inc. Hasenstab Architects *TC Architects URS	UPDATED \$2,727,555.92
06/15/2009 OR #190 Locally Administered	UCN-09101A Radiology Office Building The University of Cincinnati Cincinnati, Ohio	\$2,100,000	BSA LifeStructures *GBBN PFB Architects	TBD: Contact Agency / Institution
06/18/2009 OR #190 SAO-Administered	DRC-090026 Fire Alarm Upgrade Lebanon Correctional Institution Lebanon, Ohio	\$3,125,500	*Advanced Engineering Consultants DLZ Ohio KZF Design Kramer Engineers Roger D. Fields & Associates	\$235,213
06/18/2009 OR #190 SAO-Administered	DRC-090050 Roof Replacement Correctional Reception Center Orient, Ohio	\$2,604,199	*Archatas, Inc. Asebrook & Co. Architecture eS Architecture and Development Schorr Architects	\$199,750
06/18/2009	DRC-090052		Kaczmar Architects Incorporated	

<b>OR #190</b> SAO-Administered	Medical/Dental Addition Lorain Correctional Institution Grafton, Ohio	\$1,735,000	*mbi k2m Architecture Ziska Architecture	\$268,125
05/06/2009 <b>OR #189</b> SAO-Administered	EXP-090003 North Parking Lot Improvements Ohio Expositions Commission Columbus, Ohio	\$5,000,000	Kabil Associates, Inc. *Korda/Nemeth Engineering, Inc. Star Consultants, Inc.	\$345,975
04/09/2009 <b>OR #189</b> SAO-Administered	DAS-010100 North High Street Complex Renovation, Phase 4 Ohio Dept. of Administrative Services Columbus, Ohio	\$52,505,945	*Acock Associates Architects Feinknopf Macioce Schappa Architects Schooley Caldwell Associates	\$4,005,429
04/09/2009 <b>OR #188</b> SAO-Administered	OHU-071730 Scripps College of Communication - Phase 1 Ohio University Athens, Ohio	\$18,000,000	Feinknopf Macioce Schappa Architects Moody Nolan, Inc. NBBJ Schooley Caldwell Associates *The Collaborative, Inc.	\$1,159,650
02/12/2009 <b>OR #186</b> SAO-Administered	DYS-050133 ORVJCF Classroom Addition - Phase 2 Ohio River Valley Juvenile Correctional Facility	\$6,800,000	KZF Design, Inc. Shremshock Architects, Inc. *Wachtel & McAnally Architects/Planners, Inc.	\$668,827
02/04/2009 <b>OR #186</b> SAO-Administered	DOT-090005 Rest Areas Renovation Various locations throughout Ohio	\$12,000,000	Feinknopf Macioce Schappa Architects KZF Design *Shremshock Architects	\$889,360
01/30/2009 <b>OR #185</b> SAO-Administered	CTI-090001 ERC Renovation (Columbus Hall) Columbus State Community College	\$5,400,000	Acock Associates Architects *BHDP Architecture McDonald, Cassell & Bassett Schooley Caldwell Associates	\$389,226
12/15/2008 <b>OR #184</b> SAO-Administered	DMR-090010 Various Improvements Northwest Ohio & Tiffin Developmental Centers	\$1,655,500	Archatas Bodner & Kerik Architects, Inc. *Buehrer Group Architecture & Engineering, Inc.	\$107,200
12/18/2008 <b>OR #184</b> SAO-Administered	DMR-090013 Various Improvements Southwest Ohio Developmental Center	\$1,260,000	Archatas *eS Architecture and Development Star Consultants, Inc.	\$158,802
12/01/2008 <b>OR #184</b> SAO-Administered	DOT-090003 District 11 Re-roof Ohio Department of Transportation New Philadelphia, Ohio	\$4,800,000	Makovich & Pusti Architects, Inc. *Schorr Architects, Inc. Shremshock Architects, Inc.	\$389,000
11/18/2008 <b>OR #183</b> SAO-Administered	EXP-090002 2008 Electrical Upgrades Ohio Expositions Commission	\$2,100,000	Advanced Engineering Consultants *Bennett Engineering, Inc. DLZ Ohio, Inc. Star Consultants, Inc.	\$180,892
11/10/2008 <b>OR #183</b> SAO-Administered	EXP-090001 Sheep and Swine Barn Renovations Ohio Expositions Commission Columbus, Ohio	\$11,900,000	Davis Wince, Ltd. McDonald, Cassell & Bassett, Inc. *Schorr Architects, Inc. Star Consultants, Inc.	\$898,244
07/24/2008 <b>OR #179</b> SAO-Administered	ADJ-090001 Delaware Training and Community Center Adjutant General's Department Delaware, OH	\$21,553,840	KZF Design, Inc. Maddox-NBD, Inc. *Poggemeyer Design Group	\$801,724



# Request for Qualifications Design-Build Services

The Ohio State University  
Facilities Operations and Development  
400 Central Classroom Building • 2009 Millikin Road • Columbus, OH 43210



<http://fod.osu.edu>  
Phone: 614-292-4458

**2012**

## **A. PROJECT DESCRIPTION**

1. The Ohio State University (the "Owner") is seeking statements of qualifications from firms interested in providing design and construction services as a design-builder for the Hale Hall Renovation and Relocation project, OSU-120510:

Construction budget is \$443,532.00

Total Project budget is \$641,916.00

Pre-construction Duration: October 2012 through November 2012

Construction Duration: December 2012 through April 2013

Occupancy: June 1, 2013 through June 30, 2013

Total Project Duration: July 2012 through June 2013

Criteria Architect/Engineer (the "Criteria A/E"): The Ohio State University – Facilities Design and Construction

This project will renovate Enarson Hall, the original student union on campus, for the Office of Diversity and Inclusion, the Office of Outreach and Engagement, and the Hale Center, which is located just across the street from Enarson Hall. This renovation and relocation project will allow these key groups to work more closely together in this historic building on campus. The project renovation should provide a harmonious balance of unity and diversity while allowing the Hale Center to maintain its title as one of the finest Black Cultural Centers in the country.

Construction will focus on the renovation of the first floor for the new MLK Lounge with new restroom accommodations to support the lounge. The new lounge in Enarson will be similar to the current one located in the heart of the Hale Center. Existing furniture, AV equipment and stage will be re-purposed in the new space. As part of the first floor upgrades additional lighting will be included in the scope of work to highlight the gallery pieces currently being showcased at the Hale Center. Four new offices will also be built in the garden level of Enarson for staff. Minor building finishes will be included in the upgrades, but much of the building will be considered "move-in" ready.

Relocating staff from their current locations to the new building is also part of this project. Existing furniture, files, personal items, seating, computers, copiers, and other office equipment will need to move with staff to Enarson Hall. Phone line transfers will need to be coordinated with the OCIO as part of the move. New lock cores will need to be installed and coordinated, as well. Upon completion of

construction and staff move-in, Enarson Hall will officially be named Hale Hall in honor of Frank Hale.

Project must adhere to the University's Building Design Standards and the Ohio Building Code.

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. GREEN BUILD POLICY. The Project is required to comply with the Owner's Green Build Policy.

## **B. PROJECT DELIVERY**

The Project will be designed and constructed using the "Design-Build" project delivery system. The design and construction services shall be set forth in more detail in the Design-Build Agreement, Ohio Department of Administrative Services, the form of which will be provided to short-listed firms, as defined in Section C.3.

## **C. SELECTION PROCESS**

1. General. The Design-Builder shall be selected using a two-step best value selection process in which award is based upon a combination of qualifications and price considerations.

2. Qualifications Phase. Qualifications generally include competence to perform the required design-build 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; ability to comply with Ohio Revised Code Sections 4703.182, 4703.332, and 4733.16, including the use of a licensed design professional for all design services; financial responsibility as evidenced by the capability to provide a surety bond equal to one hundred per cent of the contract sum; history of performance with meeting goals of any diversity and inclusion programs required by a public authority or by applicable law, compliance with applicable affirmative action programs; and other similar factors.

3. Short-List. The Owner will evaluate each firm responding to this RFQ on the basis of that firm's submitted 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.

4. 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 design-build contract, and a request for a pricing proposal. The RFP will specify that the proposal shall contain the technical proposal and a separate pricing proposal. The Owner may also include in the RFP a request for a proposed GMP.

5. 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-interview 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.

6. 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.

7. Selection Schedule

Qualifications Due	4PM August 8, 2012
Short-Listing of Firms	August 13, 2012
RFP Issued to the Short-Listed Firms	August 15, 2012
Pre-Proposal Meeting	August 20, 2012
Proposals Due	4PM September 3, 2012
Interviews	September 12, 2012
Selection of Design-Builder	September 12, 2012
Execution of the Design-Build Agreement	September 28, 2012

8. 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 in writing to the person identified in Section E.2 hereof.

9. 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. Statement of Qualifications. Complete the “Statement of Qualifications – Design Build” available on Facilities Operations and Development’s Vendor Resources web page (<http://fod.osu.edu/vendor/>) in the “Professional Services” section.
2. 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.
3. EDGE. Describe the firm’s history of performance with meeting goals of any diversity and inclusion programs required by a public authority or by applicable law, and compliance with applicable affirmative action programs.
4. 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.
5. 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.
6. Estimating. Describe the capability of in-house estimating and describe the use of in-house estimating on projects comparable to the Project.
7. Other Considerations.

**E. INSTRUCTIONS FOR DELIVERY AND DEADLINE**

1. Six (6) copies of the proposal must be submitted in a sealed container clearly marked "Statement of Qualifications for Design-Build Services for the Hale Hall Renovation and Relocation project" and delivered by the time and date specified in subparagraph E.3 to:

Attention: Heather McNamara  
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 Heather McNamara, email address at [mcnamara.69@osu.edu](mailto:mcnamara.69@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 4:00 p.m. local time on August 8, 2012.

# 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>Steam and Chilled Water Line Extension</u>	Response Deadline	<u>Aug. 17, 2012 4:30pm</u> local time
Project Location	<u>3065 Arlington Avenue</u>	Project Number	<u>1010-13-848/UTO-130848</u>
City / County	<u>Toledo / Lucas</u>	Project Manager	<u>Michael Green</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>4</u>	No. of electronic copies requested on CD (PDF)	<u>0</u>

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

## Project Overview

### A. Project Description

The University of Toledo (UT) is soliciting qualifications for professional services for the Steam and Chilled Water line extension at the University Main Campus. This project will improve comfort conditions while reducing energy consumption and maintenance by connecting several existing buildings to the steam and chilled water plants, completing the south system loops. The general scope of this project is to extend the existing steam and chilled water mains through the Fetterman Center (FC), over a ravine, and underground (including below active train tracks) to Health Education (HE), Recreation Center (RC), University Computer Center (UC), Carter Hall (CH), and complete the south loop near the northeast end of The Crossings (CR). Alternates to be included in this scope include hot water supply/return from the UC co-generation plant, new natural gas main into UC, and Health Science Campus chilled water plant improvements. The existing systems will need to remain operational during construction.

### B. Scope of Services

For projects advertised with an appropriately developed Program of Requirements (POR), upon award of the Agreement, commence with Design. For projects without such a POR, upon award of the Agreement, commence by developing the Program of Requirements.

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

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

During the construction period, provide not less than 4 hours (excluding travel time) on-site construction administration services each week, including (1) attendance at progress meetings, (2) a written field report of each site visit, (3) on-site representation comprised of the A/E and its consultant staff involved in the primary design of the project, all having relevant and appropriate types of construction administration experience.

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

1. Design of Steam/Chilled Water Distribution Systems
2. Experience constructing expansive underground piping
3. Experience executing system changeovers while maintaining existing services
4. Previous experience working with UT
5. Previous experience working with State of Ohio
6. Previous experience working with sub consultants



# Request For Qualifications (A/E) continued



Project Name Steam & Chilled Water Line Extension

Project Number 1010-13-848/UTO-130848

## 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 indentified in selection criteria 4 and 5.

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

Submit all questions regarding this RFQ in writing to Michael Green at [michael.green@utoledo.com](mailto:michael.green@utoledo.com) 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 Steam & Chilled Water Extension Proposer Firm \_\_\_\_\_  
 Project Number 1010-13-848/UTO-130848 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. A/E Firm Location (5 points)</b>			
Proximity of primary A/E firm office where majority of work is to be performed in relationship to project site	Less than 25 miles	4 - 5	
	25 to 50 miles	2 - 3	
	More than 50 miles	0 - 1	
<b>2. A/E Firm Size (5 points)</b>			
Number of relevant licensed professionals within primary A/E firm available to perform the work.	Small = Less than 5 licensed professionals	4 - 5	
	Medium = 5 to 10 licensed professionals	2 - 3	
	Large = More than 10 licensed professionals	0 - 1	
<b>3. Current Workload (5 points)</b>			
Amount of fees awarded by the Contracting Authority to the primary A/E Firm in the previous 24 months (exclude projects on hold)	Less than \$500,000	4 - 5	
	\$500,000 to \$750,000	2 - 3	
	More than \$750,000	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)

Cleveland State University, Division of Capital Planning  
Office of the University Architect  
2121 Euclid Avenue, Cleveland, Ohio 44114



www.csuohio.edu  
v: 216.687.2000 ▪ f: 216.687.9227

## Administration of Project: Local Administration

Project Name	<u>Residence Halls Security Enhancements</u>	Response Deadline	<u>Sept. 3, 2012 2:00pm</u> local time
Project Location	<u>Various</u>	Project Number	<u>CLS-081217 / LF-1217</u>
City / County	<u>Cleveland / Cuyahoga</u>	Project Manager	<u>Melanie Boyd</u>
Agency/Institution	<u>Cleveland State University</u>	Contracting Authority	<u>Cleveland State University</u>
No. of paper copies requested (stapled, not bound)	<u>4</u>	No. of electronic copies requested on CD (PDF)	<u>1</u>

Submit the requested number of Statements of Qualifications (SAO Form F110-330) directly to Melanie Boyd at 1802 East 25<sup>th</sup> Street, PS 219, Cleveland, Ohio 44114. See Section H for additional submittal instructions.

## Project Overview

### A. Project Description

Cleveland State University is requesting proposals from experienced and qualified Engineers to integrate and improve the current security systems within several residential halls on campus. The goal is to enhance the existing security through the installation of additional access control devices and upgraded surveillance equipment. The scope of work includes: 1) Installation of new proximity control equipment on 18 exterior doors, which are designated as "exit only doors" - there are 14 doors at the Euclid Commons complex and 4 doors at Fenn Tower; 2) Upgrade the existing cameras/system and add cameras where needed at Heritage Hall; 3) Install an electronic key box at Heritage Hall.

### B. Scope of Services

The selected Engineer 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 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 **2** 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.

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. IP based security camera systems design experience
2. Proximity card reader design experience
3. Qualifications of the staff assigned to the project and their professional experience with security projects
4. Previous experience working within a occupied residence facility
5. Previous experience working on a university campus
6. Previous experience working with the State of Ohio

# Request For Qualifications (A/E) continued

Project Name Residence Halls Security Enhancements

Project Number CLS-081217 / LF-1217

### C. Funding / Estimated Budget

Total Project Cost	<u>\$400,000</u>	State Funding	<u>\$0</u>
Construction Cost	<u>\$253,000</u>	Other Funding	<u>\$400,000</u>
Estimated A/E Fee	<u>8%</u>		

NOTE: The Engineer 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>Engineering</u>
Secondary	<u></u>
	<u></u>
	<u></u>
	<u></u>
	<u></u>
Others	<u></u>

### E. Anticipated Schedule

A/E Services Start (mm/yy)	<u>10 / 12</u>
Construction Contracts Start (mm/yy)	<u>3 / 13</u>
Construction Contracts Completed (mm/yy)	<u>6 / 13</u>
A/E Services Completed (mm/yy)	<u>6 / 13</u>

### F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL A/E Fee	<u>5%</u>
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NOTE: The primary A/E shall be (1) a registered architect holding a license and certificate of authorization issued by the Ohio Architects Board pursuant to O.R.C. Chapter 4703, (2) a landscape architect holding a license and certificate of authorization issued by the Ohio Landscape Architects Board pursuant to O.R.C. Chapter 4703, or (3) a professional engineer or professional surveyor holding a license and certificate of authorization issued by the Ohio Engineers and Surveyors Board pursuant to O.R.C. Chapter 4733.

### G. Evaluation Criteria for Selection

Demonstrated ability to meet Owner's programmed project vision, scope, budget, and schedule on previous projects. Previous experience compatible with the proposed project (e.g., type, size). Relevant past work of prospective firm's proposed consultants. Past performance of prospective firm and its proposed consultants. Qualifications and experience of individuals directly involved with the project. Proposer's previous experience (numbers of projects, sizes of projects) when working with its proposed consultants. Specification writing credentials and experience. Experience and capabilities of creating or using Critical Path Method (CPM) schedules and of using CPM schedules as a project management resource. Proximity of prospective firms to the project site. Proposer's apparent resources and capacity to meet the needs of this project. The selected Engineer and all its consultants must have the capability to use the Internet within their normal business location(s) during normal business hours.

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

# Request For Qualifications (A/E) continued



Project Name Residence Halls Security Enhancements

Project Number CLS-081217 / LF-1217

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 Melanie Boyd at [m.boyd@csuohio.edu](mailto:m.boyd@csuohio.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

Cleveland State University, Division of Capital Planning  
 Office of the University Architect  
 2121 Euclid Avenue, Cleveland, Ohio 44114



www.csuohio.edu  
 v: 216.687.2000 • f: 216.687.9227

Project Name Residence Halls Security Enhancements f Proposer Firm \_\_\_\_\_  
 Project Number CLS-081217 / LF-1217 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. A/E Firm Location (5 points)</b>			
Proximity of primary A/E firm office where majority of work is to be performed in relationship to project site	Less than 50 miles	4 - 5	
	50 to 100 miles	2 - 3	
	More than 100 miles	0 - 1	
<b>2. A/E Firm Size (5 points)</b>			
Number of relevant licensed professionals within primary A/E firm available to perform the work.	Small = Less than 6 licensed professionals	1	
	Medium = 6 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 \$500,000	4 - 5	
	\$500,000 to \$750,000	2 - 3	
	More than \$750,000	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 \_\_\_\_\_

# Question and Answer List

Cleveland State University, Division of Capital Planning  
Office of the University Architect  
2121 Euclid Avenue, Cleveland, Ohio 44114



www.csuohio.edu  
v: 216.687.2000 • f: 216.687.9227

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Project Name	<u>Residence Halls Security Enhancements</u>	Project Number	<u>CLS-081217</u>
Project Location	<u>Varies</u>	Contracting Authority	<u>Cleveland State University</u>

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Date posted: 8-15-12

Date revised: N/A

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

1. September 3<sup>rd</sup> is a holiday.
  - A. Proposals will due that Tuesday after the holiday September 4<sup>th</sup> at 2:00
2. Question regarding 2. A/E Firm Size (5 points)  
**Number of relevant licensed professionals within primary A/E firm available to perform the work.**  
Small = Less than 6 licensed professionals 1  
Medium = 6 to 10 licensed professionals 3  
Large = More than 10 licensed professionals 5

Since this is security RFP how will licensed individuals be ranked? What will be recognized licensing or certifications?

- A. I am looking for a licensed engineer in an engineering firm to do the initial drawings and specs. There will be a small amount of electrical work, therefore an electrical engineer will have to investigate our electrical panels to determine which ones can be utilized for power.
3. I am looking for a licensed engineer in an engineering firm to do the initial drawings and specs. There will be electrical connections made.
  - A. An electrical engineer will have to investigate our electrical panels to determine which ones can be utilized for power.



# Request for Qualifications (A/E)

Rehabilitation and Correction  
770 West Broad Street  
Columbus, Ohio 43222



<http://drc.ohio.gov>  
Phone 614-644-5243

## Administration of Project: Local Administration

Project Name	<u>Water Distribution Upgrade - SOCF</u>	Response Deadline	<u>08/22/2012   4:00 p.m.</u> local time
Project Location	<u>Lucasville, Ohio</u>	Project Number	<u>DRC-120049</u>
City / County	<u>Lucasville / Scioto</u>	Project Manager	<u>Robert Hawkes</u>
Agency/Institution	<u>Rehabilitation and Correction</u>	Contracting Authority*	<u>Rehabilitation and Correction</u>

\*The Contracting Authority for SAO-administered projects is the State Architect's Office. The Contracting Authority for locally administered projects is the state agency or institution of higher education.

No. of paper copies requested (stapled, not bound) 3 No. of electronic copies requested on CD (PDF) 0

Submit the requested number of Statements of Qualifications directly to the Rehabilitation and Correction, Attention: Robert Hawkes, at 770 West Broad Street, Columbus, Ohio 43222. **See Section H for additional submittal instructions.**

## Project Overview

### A. Project Description

This project will include the replacement of all underground main water lines and valves. Southern Ohio Correctional Facility has approximately 1 1/2 miles of 8-10" water lines that have been buried underground since 1968. Recent line breaks have revealed decaying conditions for our main water line system. The majority of this system's valves also show signs of corrosion that prevents the valve from holding which extremely hinders the ability to isolate breaks while making emergency repairs. Replacing these lines and valves will reduce the unexpected costs of paying for lost water and needed repair parts often associated with main water line breaks.

### B. Scope of Services

The purpose of this qualification request is to hire an architectural engineering or architectural/engineering firm to provide complete design, bidding and construction administration phases of this project.

The selected firm will be expected to participate in the Encouraging, Growth, Diversity and Equity ("EDGE") Program as required by statute and the Agreement.

The selected Associate, as a portion of its required Scope of Services and prior to submitting its proposals, shall discuss and clarify with the Owner the fee breakdown of the Associate Agreement detailed cost components to address the Owner's project requirements. The Associate shall also include as part of the basic services the preparation of a design solution and construction documents and estimates of construction cost.

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

During the construction period, provide not less than 4 hours (excluding travel time) on-site construction administration services each week, including (1) attendance at progress meetings, (2) a written field report of each site visit, (3) on-site representation comprised of the A/E and its consultant staff involved in the primary design of the project, all having relevant and appropriate types of construction administration experience.

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

1. Experience in Correctional facility setting design
2. Previous correctional/security projects experience
3. Bidding multiple prime contract projects experience
4. Previous experience working with the State of Ohio



# Request For Qualifications (A/E) continued

Project Name Water Distribution Upgrade - SOCF Project Number DRC-120049

### C. Funding / Estimated Budget

Total Project Cost	<u>\$1,405,166</u>	State Funding	<u>\$1,405,166</u>
Construction Cost	<u>\$1,213,169</u>	Other Funding	<u>\$0</u>
Estimated A/E Fee	<u>5% to 7%</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>Engineering</u>
Secondary	<u>Architectural</u>
	<u> </u>
Other(s)	<u> </u>

### E. Anticipated Schedule

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

### F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL A/E Fee	<u>5.0%</u>
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NOTE: The primary A/E shall be (1) a registered architect holding a license and certificate of authorization issued by the Ohio Architects Board pursuant to O.R.C. Chapter 4703, (2) a landscape architect holding a license and certificate of authorization issued by the Ohio Landscape Architects Board pursuant to O.R.C. Chapter 4703, or (3) a professional engineer or professional surveyor holding a license and certificate of authorization issued by the Ohio Engineers and Surveyors Board pursuant to O.R.C. Chapter 4733.

### G. Evaluation Criteria for Selection

Demonstrated ability to meet Owner's programmed project vision, scope, budget, and schedule on previous projects. Previous experience compatible with the proposed project (e.g., type, size). Relevant past work of prospective firm's proposed consultants. Past performance of prospective firm and its proposed consultants. Qualifications and experience of individuals directly involved with the project. Proposer's previous experience (numbers of projects, sizes of projects) when working with its proposed consultants. Specification writing credentials and experience. Experience and capabilities of creating or using Critical Path Method (CPM) schedules and of using CPM schedules as a project management resource. Approach to and success of using partnering and Alternative Dispute Resolution. Proximity of prospective firms to the project site. Proposer's apparent resources and capacity to meet the needs of this project.

The selected A/E and all its consultants must have the capability to use the Internet within their normal business location(s) during normal business hours. Participate in the EDGE Program as required by statute and the Agreement. Interested A/E firms are required to submit the Commitment to Participate in the Edge Business Assistance Program form in its Statement of Qualifications (SAO Form #F110-330) submitted in response to the RFQ, to indicate its intent to contract with and use EDGE-certified Business Enterprise(s), as a part of the A/E's team.

The Intent to Contract and to Perform and / or waiver request letter and Demonstration of Good Faith Effort form(s) with complete documentation must be attached to the A/E's Technical Proposal. Both forms can be accessed via the SAO Web site at [www.ohio.gov/sao](http://www.ohio.gov/sao) (click on Forms). The Intent to Contract and to Perform form is again required at the Fee Proposal stage.

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



# Request For Qualifications (A/E) continued

Project Name Water Distribution Upgrade - SOCF

Project Number DRC-120049

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 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 Robert Hawkes at [Robert.hawkes@odrc.state.oh.us](mailto:Robert.hawkes@odrc.state.oh.us) with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the OAKS Capital Improvements Web site at <http://ci.oaks.ohio.gov> on a regular basis until one week before the time of proposal submittal. The Question & Answer (Q&A) document can be found by downloading a new version of the RFQ or by clicking on the Q&A link to the right of the project listing. The name of the party submitting a question will not be included on the Q&A document.

# Architect/Engineer Selection Rating

Rehabilitation and Correction  
770 West Broad Street,  
Columbus, Ohio 43222



http://drc.ohio.gov  
Phone 614-644-5243

Project Name Water Distribution Upgrade - SOCF Proposer Firm \_\_\_\_\_  
Project Number DRC-120049 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. A/E Firm Location (5 points)</b>			
Proximity of primary A/E firm office where majority of work is to be performed in relationship to project site	Less than 75 miles	4 - 5	
	75 to 100 miles	2 - 3	
	More than 100 miles	0 - 1	
<b>2. A/E Firm Size (5 points)</b>			
Number of relevant licensed professionals within primary A/E firm available to perform the work.	Small = Less than 6 licensed professionals	4 - 5	
	Medium = 6 to 10 licensed professionals	2 - 3	
	Large = More than 10 licensed professionals	0 - 1	
<b>3. Current Workload (5 points)</b>			
Amount of fees awarded by the Contracting Authority to the primary A/E Firm in the previous 24 months (exclude projects on hold)	Less than \$100,000.00	4 - 5	
	\$100,000.00 to \$500,000.00	2 - 3	
	More than \$500,000.00	0 - 1	
<b>4. Primary A/E Qualifications (30 points)</b>			
a. Project Management Lead	Experience / ability of A/E project manager to manage scope / budget / schedule / quality	0 - 10	
b. Project Design Lead	Experience / creativity of lead designer to meet needs of owner	0 - 5	
c. Technical Staff	Experience / ability of technical staff to develop quality construction documents	0 - 5	
d. Construction Administration	Experience / ability of field representative to identify / solve issues during construction	0 - 10	
<b>5. A/E Consultant Qualifications (10 points)</b>			
Key Discipline Leads	Experience / ability of all key discipline leads to effectively perform the work	0 - 10	
<b>6. Project Team Qualifications (15 points)</b>			
a. Previous Team Collaboration Number of projects that a majority of the team members have worked together	Less than 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 4 projects (Low)	0 - 3	
	4 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 Construction Manager at Risk

**BGSU**

**Bowling Green State University**

Office of Design and Construction

1008 Administration Building ▪ Bowling Green, Ohio 43403-0132

[www.bgsu.edu/offices/architect](http://www.bgsu.edu/offices/architect)

v: 419.372-2511 ▪ f: 419.372.2513

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**August 8, 2012**

## **A. Project Description**

Bowling Green State University (the "Owner") is requesting interested firms to submit proposals to provide pre-construction and construction services as a Construction Manager at Risk (the "CMR") for the addition and renovations to occur on the Student Recreation Center Renovation project.

The 185,000 square foot Student Recreation Center opened for use by the students in the fall of 1979. Since that time, it has not undergone any major renovations, other than the addition of air conditioning and the replacement of the pool filtration system, both done approximately 11 years ago. At the time of its opening, the Student Recreation Center was considered to be the state of the art in recreational complexes, and served as a model for many facilities across Ohio, as well as throughout the country.

Over the past year, the Owner and The Collaborative Inc. (Toledo, OH) have completed a feasibility study and performed programming to develop a list of needed improvements and appropriate budgetary numbers to meet the goal of returning the building to a vibrant and open complex that would ensure the Center remains a popular and valuable asset to the campus and surrounding community.

Heading into Schematic Design Phase of the addition and renovation, this RFQ seeks a CMR who will assist in evaluating and determining the final project scope based on estimates, schedules, and constructability. *Phasing of the work in order to continue providing some services to the campus is possible.*

Information regarding the existing facility can be found at the following link:  
<http://www.bgsu.edu/offices/sa/recwell/facilities/page68561.html>. A copy of the renovation study that preceded this project can be found at the following link:  
<http://www.bgsu.edu/offices/sa/recwell/facilities/page103472.html>

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.

LEED. The Project is anticipating obtaining 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 G.3.

The selected CMR, as a portion of its required Scope of Services and prior to submitting its implementation plan and proposal, will discuss and clarify with the Owner the breakdown of the Construction Manager Agreement detailed cost components to address the Owner's project requirements and refine the project schedule. Participate in the Encouraging Growth, Diversity & Equity (EDGE) Program as required by statute and the Agreement.

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

When the construction documents are at a stage of completion specified in the Construction Management at Risk Agreement (approximately 60-75%), such partially completed documents (the "Basis Documents") shall be provided to the (CMR), along with the Design Professional's detailed listing of any material incomplete design elements and the Design Professional's statement of intended scope with respect to such incomplete elements (the "Design Intent Statement"). The CMR will work together with the design professional to reduce the CMR's adjustments and clarifications of the Construction Documents to writing. The CMR 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 (CDs). The CMR, 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 an addendum to the qualifications and assumptions and shall be approved in writing by the Owner, the Design Professional, and the CMR. The CMR shall then submit to the Owner, for the Owner's approval, the CMR'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 CMR 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 CMR possession related to itself, its subcontractors and material suppliers pertaining to bidding, pricing or performance of the Construction Management Agreement (CM at Risk). The CMR shall construct the Project pursuant to the construction documents and in accordance with the Owner's schedule requirements. The CMR shall select subcontractors based on proposals submitted by prequalified subcontractors in accordance with criteria approved by the Owner. All subcontracts shall be on the subcontract form prescribed by OAC Section 153:1-03-02. The Owner reserves the right to approve the CMR's selection of subcontractors and Material Suppliers, and any supplement terms to the form subcontract. The CMR 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, DFSP, and prevailing wage requirements, and submitting monthly reports of these activities to the Owner.

**C. Funding / Estimated Budget**

Total Project Cost	<u>\$11,000,000</u>	State Funding	<u>\$0</u>
Construction Cost	<u>\$7,700,000</u>	Other Funding	<u>\$11,000,000</u>
Estimated CMR Fee	<u>2.0% to 3.0%</u>		

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

**D. Services Required**

Primary	<u>Services listed in Section B.1</u>
Secondary	<u>_____</u>
	<u>_____</u>

**E. Anticipated Schedule**

CMR Services Start (mm/yy)	<u>10 / 12</u>
Construction Contracts Start (mm/yy)	<u>05 / 13</u>
CMR Services Completed (mm/yy)	<u>08 / 14</u>
Construction Contracts Completed (mm/yy)	<u>08 / 14</u>

**F. EDGE Participation Goal**

Percent of Total Construction Contracts	<u>5.0%</u>
Percent of <i>initial</i> TOTAL CMR Fee	<u>5.0%</u>

**G. Evaluation Criteria for Selection**

The evaluation of responding firms will include, but not be limited to, the following: 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); past performance of prospective firm; qualifications and experience of individuals directly involved with the project; experience and capabilities of creating or using Critical Path Method (CPM) schedules and of using CPM schedules as a project management tool; experience and capabilities of developing cost estimates; approach to and success of using partnering and Alternative Dispute Resolution; proximity of prospective firms to the project site; proposer’s apparent resources and capacity to meet the needs of this project.

Interested CM 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 CM’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 CM's implementation plan. 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 Construction Manager Agreement (CM at Risk), the selected CMR 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>).

The following will set forth the review and selection for this RFQ, along with the anticipated time line for the same:

1. Selection Criteria. The CMR 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 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 lump sum preconstruction fee, (ii) a lump sum 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-proposal meeting is to permit the short-listed firms a chance 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 in Room 1004 Administration Building, Bowling Green State University, Bowling Green, Ohio 43403. The Owner will notify each short-listed firm to schedule individual times for the 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 in Room 1004 Administration Building, Bowling Green State University, Bowling Green, Ohio 43403. The Owner will notify each short-listed firm to schedule individual times for the interviews.

Anticipated Selection Schedule:

• Qualifications Due	August 17, 2012
• Short-Listing of Firms	August 27, 2012
• RFP Issued to the Short-Listed Firms*	August 29, 2012
• Pre-Proposal Meeting*	September 5, 2012
• Proposals Due*	September 12, 2012
• Interviews*	September 19, 2012
• Selection of Construction Manager*	September 21, 2012
• Execution of the GMP Agreement	September 28, 2012

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

6. 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 1.2 hereof.

7. 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

## 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.

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

1. Firm Profile.
2. 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.
3. Standard Qualifications. Provide a completed contractor's qualification statement using the most current version of the Statement of Qualifications (F110-330) available from State Architect's Office website, Section 100 Procurement (link below). This form is to be completed to provide pertinent information that highlights the firm's team and their related experience to this project.  
<http://das.ohio.gov/Divisions/GeneralServices/StateArchitectsOffice/StateArchitectsOfficeDocuments.aspx>
4. 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.
5. 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.
6. 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 to 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.
7. 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.

8. 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.

9. Estimating. Demonstrate capability of in-house estimating on projects comparable to the Project.

10. 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.

#### **I. Instructions for Delivery and Deadline**

1. Six (6) copies of the proposal must be submitted in sealed envelopes clearly marked "Proposal for Construction Manager at Risk Services for Student Recreation Center Addition & Renovation" RFQ #5815 and delivered to:

Bowling Green State University  
Purchasing Department  
Attention: Beth Nagel  
103 Park Avenue Warehouse  
Bowling Green, Ohio 43403

2. Questions must be in writing and directed to Beth Nagel, at [bnagel@bgsu.edu](mailto:bnagel@bgsu.edu), and Ryan Miller, at [rjmille@bgsu.edu](mailto:rjmille@bgsu.edu), no later than Tuesday, August 14 at 12:00 pm. 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 I.1 by 4:30 pm local time on Friday, August 17, 2012.

**END OF DOCUMENT**

# CM Selection Rating

Bowling Green State University

Office of Design and Construction

1008 Administration Building • Bowling Green, Ohio 43403-0132

# BGSU

www.bgsu.edu/offices/architect

Phone (419) 372-2511

Project Name Student Recreation Center Addition & Renovation Proposer Firm \_\_\_\_\_  
 Project Number 5815 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. CM Firm Location (5 points)</b>			
Proximity of primary CM firm office where majority of work is to be performed in relationship to project site	Less than 60 miles	4 - 5	
	60 to 120 miles	2 - 3	
	More than 120 miles	0 - 1	
<b>2. CM Firm Size (5 points)</b>			
Staff availability by number of project managers / superintendents within primary CM firm to perform the work	Small = Less than 5 project mgt. staff	1	
	Medium = 5 to 10 project mgt. staff	2	
	Large = More than 10 project mgt. staff	3	
<b>3. Current Workload (5 points)</b>			
Amount of fees awarded by the Contracting Authority to the primary CM Firm in the previous 24 months (exclude projects on hold)	Less than \$250,000	4 - 5	
	\$250,000 to \$500,000	2 - 3	
	More than \$500,000	0 - 1	
<b>4. Primary CM Qualifications (30 points)</b>			
a. Project Management Lead	Experience / ability of Project Manager to manage scope / budget / schedule / quality	0 - 10	
b. Project Administration Lead	Experience / ability of Project Engineer to accurately and timely facilitate paperwork	0 - 5	
c. Technical Staff	Experience / ability of Project Admin. staff to timely process documents	0 - 5	
d. Construction Administration	Experience / ability of Superintendent to identify / solve issues during construction	0 - 10	
<b>5. CM Consultant Qualifications (10 points)</b>			
Key Discipline Leads	Experience / ability of Discipline Leads in scheduling, estimating, constructability reviews and bid packaging/mkt. analysis	0 - 10	
<b>6. Project Team Qualifications (15 points)</b>			
a. Previous Team Collaboration Number of projects that a majority of the team members have worked together	Less than 4 projects (Low)	0 - 1	
	4 to 7 projects (Average)	2 - 3	
	More than 7 projects (High)	4 - 5	
b. LEED* Experience within Team	LEED AP(s)** on Team	0 - 1	
	LEED Registered Project(s)	0 - 2	
	LEED Certified Project(s)	0 - 2	
	Satisfies ALL above Criteria	Sum = 0 - 5	
c. Team Organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
<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 8 projects (Average)	4 - 6	
	More than 8 projects (High)	7 - 10	
c. Past Performance	Level of performance as indicated by past CM evaluations / letters of reference	0 - 5	
d. Knowledge of State of Ohio Capital Project Administration Process	Less than 5 projects (Low)	0 - 3	
	5 to 8 projects (Average)	4 - 6	
	More than 8 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 \_\_\_\_\_

# Question and Answer List

Bowling Green State University  
Office of Design and Construction  
1008 Administration Building ▪ Bowling Green, Ohio 43403-0132

**BGSU**  
Bowling Green State University  
www.bgsu.edu/offices/architect  
Phone 419.372.2511

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Project Name	<u>BGSU Student Recreation Center Addition &amp; Renovation</u>	Project Number	<u>RFQ #5815</u>
Project Location	<u>1411 Ridge Street, Bowling Green, OH</u>	Contracting Authority	<u>Bowling Green State University</u>

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Date posted: 8/15/12

Date revised: N/A

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

1. Should items such as Form Profile, Business, Bonding/Insurance, Similar Experience, etc. be included as *part of* the F110-330 form (in Section H), or should they be included *in addition to* the F110-330 form?
  - A. *Most of the information identified above has fields within the form in which to provide the requested information. Any additional information to further clarify or present can be included under Item H- Additional Information.*
2. The requested submission items included in Section H of the RFQ, "Submittal Instructions" do not include the items listed on the CM Selection Rating Form that was included with the RFQ. Is the CM Selection Rating Form being used for the RFQ, or is this for the RFP?
  - A. *A completed Statement of Qualifications Form (F110-330), including those items highlighted in Section H, will provide the necessary information to properly evaluate and score each firm according to the Rating Form attached to the posted RFQ.*
3. Do you anticipate a need for building commissioning on this project?
  - A. *A separate RFQ for (Enhanced) Commissioning will be posted in the near future.*

**END OF DOCUMENT**

# Question and Answer List

Bowling Green State University  
Office of Design and Construction  
1008 Administration Building ▪ Bowling Green, Ohio 43403-0132

**BGSU**  
Bowling Green State University  
www.bgsu.edu/offices/architect  
Phone 419.372.2511

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Project Name	<u>BGSU Student Recreation Center Addition &amp; Renovation</u>	Project Number	<u>RFQ #5819</u>
Project Location	<u>1411 Ridge Street, Bowling Green, OH</u>	Contracting Authority	<u>Bowling Green State University</u>

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Date posted: 9/4/12

Date revised: N/A

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

1. Within the texts of the above listed RFQ the document references the "Consultant Contract". I would like to review that contract and was hoping that you could assist me in obtaining that document. Please let me know if you can help.
  - A. *The new delivery methods recently approved for use by the State Architect's Office and it's Local Representatives has required the majority of the Forms and Agreements used to be modified. It is our understanding that C130-01 - Consultant Agreement Form, M130-01 – Exhibit A Consultant Standard Terms and Conditions, and M130-13 – Exhibit B Consultant's Scope of Services together will make for the total Agreement for this service. For the most recent version of these documents, you can contact the State Architect's Office or visit their website.*
2. Regarding the Commissioning RFQ recently issued, please confirm the "estimated fee" percentage of 0.2% and 0.4%, (\$22,000 and \$44,000 contract value) is correct. Thank you.
  - A. *While we have approximated that percent fee range for these services from past projects, we understand that each project is unique and market conditions change. We will follow standard negotiation procedures starting with the firm that is considered most qualified.*

**END OF DOCUMENT**

# Request for Qualifications Construction Manager at Risk

The Ohio State University  
Facilities Operations and Development  
400 Central Classroom Building • 2009 Millikin Road • Columbus, OH 43210



<http://fod.osu.edu>  
Phone: 614-292-4458

**August 9, 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 Stadium -Waterproofing & Concrete Repairs, Project No. OSU-120322:

Construction budget is \$3,495,250

Total Project budget is \$4,297,062

Construction Duration: December 1, 2012 through August 15, 2013

Engineer: TBD

Lab Consultants: TBD

Stadium Renovation work on A-Deck and C-Deck, will consist of removing and replacing the existing waterproofing membrane, removal and replacement of the expansion joint seals and sealants, and performing concrete repairs.

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.

## **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 at Risk Agreement (CM at Risk), such partially completed 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	September 10, 2012
Short-Listing of Firms	September 12, 2012
RFP Issued to the Short-Listed Firms	September 14, 2012
Pre-Proposal Meeting	September 18, 2012
Proposals Due	September 21, 2012
Interviews	September 25, 2012
Selection of Construction Manager	September 28, 2012
Execution of the GMP Agreement	November 30, 2012

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 on Facilities Operations and Development's Vendor Resources web page (<http://fod.osu.edu/vendor/>) in the "Professional Services" section.

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 must be submitted in sealed envelopes clearly marked "Proposal for Construction Manager at Risk Services for Stadium – Waterproofing & Concrete Repairs, OSU-120322" and delivered to:

Attention: Cihangir Calis  
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 Cihangir Calis, email address at calis.1@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 September 10, 2012.



# Request for Qualifications (A/E)

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



www.facilities.ohiou.edu/design\_construction  
Phone 740-593-2727

## Administration of Project: Local Administration

Project Name	<u>Roof Replacements, Various Buildings</u>	Response Deadline	<u>08/28/2012</u> <u>4:00 PM</u> local time
Project Location	<u>Ohio Univ, Main &amp; Regional Campuses</u>	Project Number	<u>OHU-07112012</u>
City / County	<u>Athens / Belmont/Ross</u>	Project Manager	<u>Mike West</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 Mike West at westm@ohio.edu. See Section H for additional submittal instructions.

## Project Overview

### A. Project Description

This project involves the replacement of roofing on several buildings on the Athens campus, plus two others on regional campuses. The work may involve as many as 16 different structures. The scope of work will range from total or partial replacement of roofing to upgrades of flashings, gutters, and downspouts. Most of the roofs involved are flat, with membrane systems. Upgrades to some shingled roofs and clay tile roofs may also be included. Any proposer may be selected for some or all of the projects.

The buildings currently being considered for work are:

Grosvenor Hall	Clippinger Hall	Edwards Accelerator Laboratory
Chubb Hall	Seigfred Hall	Sing Tao House
Bentley Hall	Lasher Hall	Radio-TV Communications Building
Memorial Auditorium	Aquatic Center	Convocation Center
Irvine Hall	Stocker Center	Shoemaker Center at Chillicothe Campus
Shannon Hall at Eastern Campus		

NOTE: NEITHER ROOFING CONDITION REPORTS NOR INSPECTIONS OF ANY OF THE INVOLVED BUILDINGS WILL BE GRANTED TO ANY PROPOSER FOR THIS REQUEST FOR PROPOSAL PHASE.

### B. Scope of Services

Evaluate existing roof conditions. Design repairs/replacements as needed. Provide complete construction documents package. Coordinate bidding and construction administration. The number of construction contracts required to do the work will be determined by the University and the consultant, and consideration may be given to bidding multiple projects in a bundle to one contractor.

For projects advertised with an appropriately developed Program of Requirements (POR), upon award of the Agreement, commence with Design. For projects without such a POR, upon award of the Agreement, commence by developing the Program of Requirements.

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

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

During the construction period, provide 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



# Request For Qualifications (A/E) continued

Project Name Roof Replacements, Various Buildings

Project Number OHU-07112012

Interested A/E firms are required to submit the Commitment to Participate in the EDGE Business Assistance Program form in its Statement of Qualifications (SAO Form #F110-330) submitted in response to the RFQ, to indicate its intent to contract with and use EDGE-certified Business Enterprise(s), as a part of the A/E's team. The Intent to Contract and to Perform and / or waiver request letter and Demonstration of Good Faith Effort form(s) with complete documentation must be attached to the A/E's Technical Proposal. Both forms can be accessed via the SAO website at <http://ohio.gov/sao> (click on Forms). The Intent to Contract and to Perform form is again required at the Fee Proposal stage.

For all Statements of Qualifications, please identify the EDGE-certified Business Enterprises, by name, which will participate in the delivery of the proposed professional services solicited in the RFQ.

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

## H. Submittal Instructions

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

Paper copies of the Statement of Qualifications should be stapled only. Do not use special bindings or coverings of any type. Two-sided printing is preferred. 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 Mike West at [westm@ohio.edu](mailto:westm@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 & Construction  
 Ridges Bldg. #19, Suite 220  
 Athens, Ohio 45701

www.facilities.ohiou.edu/design\_construction/  
 Phone 740.593.2727

Project Name Roof Replacements, Various Buildings Proposer Firm \_\_\_\_\_  
 Project Number OHU-07112012 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. A/E Firm Location (5 points)</b>			
Proximity of primary A/E firm office where majority of work is to be performed in relationship to project site	Less than 100 miles	4 - 5	
	100 to 200 miles	2 - 3	
	More than 200 miles	0 - 1	
<b>2. A/E Firm Size (5 points)</b>			
Number of relevant licensed professionals within primary A/E firm available to perform the work.	Small = Less than 5 licensed professionals	1	
	Medium = 6 to 10 licensed professionals	3	
	Large = More than 10 licensed professionals	3	
<b>3. Current Workload (5 points)</b>			
Amount of fees awarded by the Contracting Authority to the primary A/E Firm in the previous 24 months (exclude projects on hold)	Less than \$300,000	4 - 5	
	\$300,000 to \$800,000	2 - 3	
	More than \$800,000	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 4 projects (Low)	0 - 3	
	4 to 8 projects (Average)	4 - 6	
	More than 8 projects (High)	7 - 10	
c. Past Performance	Level of performance as indicated by past A/E evaluations / letters of reference	0 - 5	
d. Knowledge of State of Ohio Capital Project Administration Process	Less than 5 projects (Low)	0 - 3	
	5 to 10 projects (Average)	4 - 6	
	More than 10 projects (High)	7 - 10	
		<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)

State Architect's Office  
4200 Surface Road  
Columbus, Ohio 43228-1395



<http://ohio.gov/sao>  
Phone 614.466.4761

## Administration of Project: State Architect's Office

Project Name	<u>Paving</u>	Response Deadline	<u>08/31/2012   4:00 p.m.</u> local time
Project Location	<u>3416 Columbus Ave.</u>	Project Number	<u>DVS-130001</u>
City / County	<u>Sandusky / Erie</u>	Project Manager	<u>Bob Simkins</u>
Agency/Institution	<u>Department of Veteran Services</u>	Contracting Authority*	<u>State Architect's Office</u>

\*The Contracting Authority for SAO-administered projects is the State Architect's Office. The Contracting Authority for locally administered projects is the state agency or institution of higher education.

No. of paper copies requested (stapled, not bound) 0 No. of electronic copies requested on CD (PDF) 1

Submit the requested number of Statements of Qualifications (SAO Form F110-330) directly to the following address: State Architect's Office, Attention: Program Services, 4200 Surface Road, Columbus, Ohio 43228. **See Section H for additional submittal instructions.**

## Project Overview

### A. Project Description

The Ohio Department of Veterans Services proposes to resurface the existing asphalt roads and parking lots at the Ohio Veterans Home - Sandusky facility. This project will include the resurfacing the approximately 208,000 square feet of roadway asphalt and the 290,000 square feet of parking lots. The project will also involve cutting out defective paving in selected areas and providing new paving, expanding and/or reconfiguring parking lots and related storm drainage, repair/replace selected curbs, catchbasins and gutters, rearranging parking layouts and relocating handicapped spaces, widening lanes for walking paths, repairing/replacing Carr Road bridge, selected new sidewalks, installing conduit for future utility crossing points, sealing and striping, adding wayfinding signage, removing selected lightpole concrete bases, islands, and curbs, and minor drive reconfiguration and guard rail repair. Renovate existing or provide new security lighting in expanded or reconfigured parking areas. The work also includes replacing approx. two damaged tunnel access doors in pavement, repairing approx. six exterior columns supporting construction at the Giffin building, and a walking path which may circle the entire site (material to be determined).

### B. Scope of Services

For projects advertised with an appropriately developed Program of Requirements (POR), upon award of the Agreement, commence with Design. For projects without such a POR, upon award of the Agreement, commence by developing the Program of Requirements. The Owner will provide a POR for this project.

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/or the State Architect's Office (SAO), the cost breakdown of the Architect/Engineer Agreement detailed cost components to address the Owner's project requirements. Participate in the Encouraging Growth, Diversity & Equity (EDGE) Program as required by statute and the Agreement.

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

During the construction period, provide not less than 16 hours (excluding travel time) on-site construction administration services each week, including (1) attendance at weekly 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.



Project Name Paving

Project Number DVS-130001

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Interested A/E firms are required to submit the Commitment to Participate in the EDGE Business Assistance Program form in its Statement of Qualifications (SAO Form #F110-330) submitted in response to the RFQ, to indicate its intent to contract with and use EDGE-certified Business Enterprise(s), as a part of the A/E's team. The Intent to Contract and to Perform and / or waiver request letter and Demonstration of Good Faith Effort form(s) with complete documentation must be attached to the A/E's Technical Proposal. Both forms can be accessed via the SAO website at <http://ohio.gov/sao> (click on Forms). The Intent to Contract and to Perform form is again required at the Fee Proposal stage.

For all Statements of Qualifications, please identify the EDGE-certified Business Enterprises, by name, which will participate in the delivery of the proposed professional services solicited in the RFQ.

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

## H. Submittal Instructions

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

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 [StateArchOff@das.state.oh.us](mailto:StateArchOff@das.state.oh.us) with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the OAKS Capital Improvements (OAKS CI) website at <http://ci.oaks.ohio.gov> on a regular basis until approximately 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

State Architect's Office  
4200 Surface Road  
Columbus, Ohio 43228-1395



http://ohio.gov/sao  
Phone 614.466.4761

Project Name Paving Proposer Firm \_\_\_\_\_  
Project Number DVS-130001 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. A/E Firm Location (5 points)</b>			
Proximity of primary A/E firm office where majority of work is to be performed in relationship to project site	Less than 25 miles	4 - 5	
	25 to 50 miles	2 - 3	
	More than 50 miles	0 - 1	
<b>2. A/E Firm Size (5 points)</b>			
Number of relevant licensed professionals within primary A/E firm available to perform the work.	Small = Less than 3 licensed professionals	2 - 3	
	Medium = 3 to 5 licensed professionals	4 - 5	
	Large = More than 5 licensed professionals	0 - 1	
<b>3. Current Workload (5 points)</b>			
Amount of fees awarded by the Contracting Authority to the primary A/E Firm in the previous 24 months (exclude projects on hold)	Less than \$50,000.00	4 - 5	
	\$50,000.00 to \$200,000.00	2 - 3	
	More than \$200,000.00	0 - 1	
<b>4. Primary A/E Qualifications (30 points)</b>			
a. Project Management Lead	Experience / ability of A/E project manager to manage scope / budget / schedule / quality	0 - 10	
b. Project Design Lead	Experience / creativity of lead designer to meet needs of owner	0 - 5	
c. Technical Staff	Experience / ability of technical staff to develop quality construction documents	0 - 5	
d. Construction Administration	Experience / ability of field representative to identify / solve issues during construction	0 - 10	
<b>5. A/E Consultant Qualifications (10 points)</b>			
Key Discipline Leads	Experience / ability of all key discipline leads to effectively perform the work	0 - 10	
<b>6. Project Team Qualifications (15 points)</b>			
a. Previous Team Collaboration Number of projects that a majority of the team members have worked together	Less than 2 projects (Low)	0 - 1	
	2 to 4 projects (Average)	2 - 3	
	More than 4 projects (High)	4 - 5	
b. LEED* Experience within Team	LEED AP(s)** on Team	0 - 1	
	LEED Registered Project(s)	0 - 2	
	LEED Certified Project(s)	0 - 2	
	Satisfies ALL above Criteria	Sum = 0 - 5	
c. Team Organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
<b>7. Overall Project Team Experience (30 points)</b>			
a. Budget and Schedule Management	Performance in completing projects within original budget and schedule limitations	0 - 5	
b. Experience with Similar Project Type	Less than 3 projects (Low)	0 - 3	
	3 to 6 projects (Average)	4 - 6	
	More than 6 projects (High)	7 - 10	
c. Past Performance	Level of performance as indicated by past A/E evaluations / letters of reference	0 - 5	
d. Knowledge of State of Ohio Capital Project Administration Process	Less than 3 projects (Low)	0 - 3	
	3 to 6 projects (Average)	4 - 6	
	More than 6 projects (High)	7 - 10	
		<b>Subtotal</b>	

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

Notes:

Evaluator:

Name \_\_\_\_\_

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

# Question and Answer List

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

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

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Project Name	<u>Paving</u>	Project Number	<u>DVS-130001</u>
Project Location	<u>3416 Columbus Ave, Sandusky, Erie County</u>	Contracting Authority	<u>State Architect's Office</u>

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Date posted: August 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. We note that under Selection Criteria 1 the highest Value is assigned to firm proximity of "Less than 25 miles".

We often discover that the Rating sheet is simply pulled from previous RFQs and that these values may inadvertently be unedited/miscommunicated. Can you please confirm that "Less than 25 miles" is, indeed, the intent for this project?

- A. The 25 mile criteria intentional. The construction administration component for this project will be substantially higher than average so we felt that proximity to the site should be more important than usual.

2. What will the Architect be responsible for on this project

- A. It's not SAO's intent to dictate what disciplines should be responsible for what parts of the design. Site signage, repair of building columns, replacement of utility tunnel access doors, design of expanded parking lots, complying with ADA re handicapped parking and accessible routes, and any aesthetic issues concerning the walking path were considered to be areas where architectural experience might be of value. These are relatively minor aspects of the project. If your firm's internal capabilities are such that having an architectural consultant is not warranted, make those qualifications clear on the SOQ.

3. Are there any actual LEED requirements on this project?

- A. No.

4. We can certainly fulfill the LEED experience requirement (6b) on the A/E Selection rating form and possibly gain some advantage in the overall point tally but is it relevant to submit this information for this project?

- A. Points are allocated for LEED qualifications. SAO routinely includes LEED experience in its scoring criteria on the presumption that energy and environmentally sensitive design is of some importance on all projects.



# 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>Maumee AOC-Wolf Creek Watershed</u>	Response Deadline	<u>Aug 31, 2012 4:30pm</u> local time
Project Location	<u>Maumee Bay State Park</u>	Project Number	<u>1020-13-850 / UTO-130850</u>
City / County	<u>Oregon / Lucas</u>	Project Manager	<u>Alan Vaughn</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>4</u>	No. of electronic copies requested on CD (PDF)	<u>0</u>

Submit the requested number of Statements of Qualifications (SAO Form F110-330) directly to 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 to complete an engineering design plan for a constructed wetland to treat agricultural drainage water in Berger Ditch (the Wolf Creek Watershed). The overall goal is to reduce the loading of contaminants, thereby improving water quality in Maumee Bay and reducing the number of swim advisories at the Lake Erie beach in Maumee Bay State Park. The immediate goal is to reduce inputs of E. coli and phosphorus that promotes the growth of harmful algal blooms by subsurface flow of water through the wetland. Important ancillary goals are to restore wetlands using native plants that enhance fish habitat.

### B. Scope of Services

For projects advertised with an appropriately developed Program of Requirements (POR), upon award of the Agreement, commence with Design. For projects without such a POR, upon award of the Agreement, commence by developing the Program of Requirements.

The selected Architect/Engineer (A/E), as a portion of its required Scope of Services and prior to submitting its proposals, will discuss and clarify with the Owner and the Contracting Authority, the cost breakdown of the Architect/Engineer Agreement detailed cost components to address the 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.

The scope of services include engineering design calculations that are necessary to complete site development plans as required for submittal to the City of Oregon Engineering Department and Lucas County Engineers Office; grading plans and slope stability analyses will be necessary for the proposed excavation grades; hydraulic modeling will be reviewed to design the storm water ditches, subsurface wetland area pipe sizing/spacing, and to determine appropriate sizing for flood storage. Site design will incorporate the City's checklist, including the site dimensioning plan, site grading, and storm water management. Based on the engineering design, detailed drawings and specifications for the proposed wetland development activities will be prepared using AutoCAD. Plans will include proposed excavation grades in the project area; final site plan for the project area; subsurface wetland area final site plan; vegetation planting site plans; surface water ditch plan and profiles; and sedimentation and erosion control plan.



# Request For Qualifications (A/E) continued



Project Name Maumee AOC-Wolf Creek Watershed: Treatment Wetlands Project Number 1020-13-850 / UTO-130850

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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 the 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 Alan Vaughn at [alan.vaughn@utoledo.edu](mailto:alan.vaughn@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 Maumee AOC-Wolf Creek Watershed: Proposer Firm \_\_\_\_\_  
 Project Number 1020-13-850 / UTO-130850 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. A/E Firm Location (5 points)</b>			
Proximity of primary A/E firm office where majority of work is to be performed in relationship to project site	Less than 25 miles	4 - 5	
	25 to 50 miles	2 - 3	
	More than 50 miles	0 - 1	
<b>2. A/E Firm Size (5 points)</b>			
Number of relevant licensed professionals within primary A/E firm available to perform the work.	Small = Less than 7 licensed professionals	4 - 5	
	Medium = 7 to 12 licensed professionals	2 - 3	
	Large = More than 12 licensed professionals	0 - 1	
<b>3. Current Workload (5 points)</b>			
Amount of fees awarded by the Contracting Authority to the primary A/E Firm in the previous 24 months (exclude projects on hold)	Less than \$200,000	4 - 5	
	\$200,000 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 2 projects (Low)	0 - 3	
	2 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 2 projects (Low)	0 - 3	
	2 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)

State Architect's Office  
4200 Surface Road  
Columbus, Ohio 43228-1395



<http://ohio.gov/sao>  
Phone 614.644.5913

## Administration of Project: State Architect's Office

Project Name	<u>Bldg. A Renovation and Site Infrastructure</u>	Response Deadline	<u>Aug. 31, 2012   2:00 pm</u> local time
Project Location	<u>8995 East Main Street</u>	Project Number	<u>COM-130001</u>
City / County	<u>Reynoldsburg / Licking</u>	Project Manager	<u>Bruce Ratekin</u>
Agency/Institution	<u>Department of Commerce</u>	Contracting Authority*	<u>State Architect's Office</u>

\*The Contracting Authority for SAO-administered projects is the State Architect's Office. The Contracting Authority for locally administered projects is the state agency or institution of higher education.

No. of paper copies requested (stapled, not bound) 1 No. of electronic copies requested on CD (PDF) 0

Submit the requested number of Statements of Qualifications (SAO Form F110-330) directly to the following address: State Architect's Office, Attention: Program Services, 4200 Surface Road, Columbus, Ohio 43228. **See Section H for additional submittal instructions.**

## Project Overview

### A. Project Description

The Ohio Department of Commerce, (COM), plans to remediate and renovate their existing apparatus storage / classroom building (Building 'A'), renovate existing parking lots, upgrade existing site utilities, install a new water supply "loop" around the main building, run a new gas line to the 'B' Building, replace "dry" hydrants with pressurized hydrants, address drainage issues around the property and rehabilitate the Ohio Fire Academy shelter.

The Apparatus Building (Building 'A') is a mixed use, pre-engineered metal building, consisting of an original building constructed in 1970's, totaling 12,500 square feet and a 2002 addition with renovations that added 4,300 square feet total building size is 16,800 square feet. There is a second floor covering one third of the first floor footprint.

The two story space is considered a Business (B) use while the remainder of the building is considered Storage 1 (S1), The second floor is not handicapped accessible. The building is protected throughout by an automatic fire suppression system.

The building is not currently equipped with a vehicle exhaust scavenging system Part of this Project will be to remediate Building 'A' to include mold and bird infestation remediation and repair or replacement of the exterior walls, roofs and the structural damage to the second floor. Include will be additional testing and redesign of the HVAC systems to eliminate future mold issues.

An integral part of the project will utilize a phased approach with the first phase being the construction of a "temporary" structure to house the existing rolling stock to protect it from the weather while the work is being done in Building 'A'.

The temporary structure may potentially be a fabric covered building which then can be used for additional training space after Building 'A' is completed.

### 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/or the State Architect's Office (SAO), 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 4 hours (excluding travel time) on-site construction administration services each week, including (1) attendance at progress meetings, (2) a written field report of each site visit, (3) on-site

# Request For Qualifications (A/E) continued



Project Name Bldg. A Renovation and Site Infrastructure

Project Number COM-130001

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. Remodeling / Remediation
2. Working within a limited budget
3. Construction Phasing
4. Construction administration
4. HVAC Design / Electrical Design / Plumbing Design
5. Energy Conservation
6. Previous experience working with the State of Ohio, Department of Administrative Services
7. Site utility work
8. Relevant past experience with pre-engineered metal buildings

### C. Funding / Estimated Budget

Total Project Cost	<u>\$2,500,000</u>	State Funding	<u>\$2,500,000</u>
Construction Cost	<u>\$2,000,000</u>	Other Funding	<u>\$0</u>
Estimated A/E Fee	<u>7.5% to 7.8%</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>MEP Engineering</u>
	<u>Civil Engineering</u>
	<u>Structural Engineering</u>
	<u>Hazardous Materials Consulting (Abatement)</u>
	<u> </u>
	<u> </u>
Other(s)	<u> </u>

### E. Anticipated Schedule

Professional Services Start (mm/yy)	<u>11/12</u>
Construction Contracts Start (mm/yy)	<u>07/13</u>
Construction Contracts Completed (mm/yy)	<u>06/14</u>
Professional Services Completed (mm/yy)	<u>06/15</u>

### F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL A/E Fee	<u>5.0%</u>
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NOTE: The primary A/E shall be (1) a registered architect holding a license and certificate of authorization issued by the Ohio Architects Board pursuant to O.R.C. Chapter 4703, (2) a landscape architect holding a license and certificate of authorization issued by the Ohio Landscape Architects Board pursuant to O.R.C. Chapter 4703, or (3) a professional engineer or professional surveyor holding a license and certificate of authorization issued by the Ohio Engineers and Surveyors Board pursuant to O.R.C. Chapter 4733.

## G. Evaluation Criteria for Selection

The selected firm will have:

- Past experience with pre-engineered metal buildings
- Ability to partner with all project team members
- 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.

Interested A/E firms are required to submit the Commitment to Participate in the EDGE Business Assistance Program form in its Statement of Qualifications (SAO Form #F110-330) submitted in response to the RFQ, to indicate its intent to contract with and use EDGE-certified Business Enterprise(s), as a part of the A/E's team. The Intent to Contract and to Perform and / or waiver request letter and Demonstration of Good Faith Effort form(s) with complete documentation must be attached to the A/E's Technical Proposal. Both forms can be accessed via the SAO website at <http://ohio.gov/sao> (click on Forms). The Intent to Contract and to Perform form is again required at the Fee Proposal stage.

For all Statements of Qualifications, please identify the EDGE-certified Business Enterprises, by name, which will participate in the delivery of the proposed professional services solicited in the RFQ.

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

## H. Submittal Instructions

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

Paper copies of the Statement of Qualifications (if requested) 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 State Architect's Office at [StateArchOff@das.state.oh.us](mailto:StateArchOff@das.state.oh.us) with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the OAKS Capital Improvements (OAKS CI) website at <http://ci.oaks.ohio.gov> on a regular basis until approximately one week before the response deadline. The Question & Answer (Q&A) document can be found 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

State Architect's Office  
4200 Surface Road,  
Columbus, Ohio 43228-1395



http://ohio.gov/sao  
Phone 614.644.5913

Project Name Bldg. A Renovation and Site Infrastructure Proposer Firm \_\_\_\_\_  
Project Number COM-130001 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. A/E Firm Location (5 points)</b>			
Proximity of primary A/E firm office where majority of work is to be performed in relationship to project site	Less than 50 miles	4 - 5	
	50 to 75 miles	2 - 3	
	More than 75 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	0 - 1	
	Medium = 3 to 6 licensed professionals	4 - 5	
	Large = More than 6 licensed professionals	2 - 3	
<b>3. Current Workload (5 points)</b>			
Amount of fees awarded by the Contracting Authority to the primary A/E Firm in the previous 24 months (exclude projects on hold)	Less than \$50,000	4 - 5	
	\$50,000 to \$200,000	2 - 3	
	More than \$200,000	0 - 1	
<b>4. Primary A/E Qualifications (30 points)</b>			
a. Project Management Lead	Experience / ability of A/E project manager to manage scope / budget / schedule / quality	0 - 10	
b. Project Design Lead	Experience / creativity of lead designer to meet needs of owner	0 - 5	
c. Technical Staff	Experience / ability of technical staff to develop quality construction documents	0 - 5	
d. Construction Administration	Experience / ability of field representative to identify / solve issues during construction	0 - 10	
<b>5. A/E Consultant Qualifications (10 points)</b>			
Key Discipline Leads	Experience / ability of all key discipline leads to effectively perform the work	0 - 10	
<b>6. Project Team Qualifications (15 points)</b>			
a. Previous Team Collaboration Number of projects that a majority of the team members have worked together	Less than 2 projects (Low)	0 - 1	
	2 to 4 projects (Average)	2 - 3	
	More than 4 projects (High)	4 - 5	
b. LEED* Experience within Team	LEED AP(s)** on Team	0 - 1	
	LEED Registered Project(s)	0 - 2	
	LEED Certified Project(s)	0 - 2	
	Satisfies ALL above Criteria	Sum = 0 - 5	
c. Team Organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
<b>7. Overall Project Team Experience (30 points)</b>			
a. Budget and Schedule Management	Performance in completing projects within original budget and schedule limitations	0 - 5	
b. Experience with Similar Project Type	Less than 5 projects (Low)	0 - 3	
	5 to 7 projects (Average)	4 - 6	
	More than 7 projects (High)	7 - 10	
c. Past Performance	Level of performance as indicated by past A/E evaluations / letters of reference	0 - 5	
d. Knowledge of State of Ohio Capital Project Administration Process	Less than 3 projects (Low)	0 - 3	
	3 to 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)

State Architect's Office  
4200 Surface Road 4200 Surface Road  
Columbus, Ohio 43228-1395



<http://ohio.gov/sao>  
Phone 614-466-4761

## Administration of Project: State Architect's Office

Project Name	<u>Highland Full Service Maintenance Facility</u>	Response Deadline	<u>Aug. 30, 2012   5:00 pm</u> local time
Project Location	<u>Highland Maintenance Facility</u>	Project Number	<u>DOT-130002</u>
City / County	<u>Hillsboro / Highland</u>	Project Manager	<u>Bruce Ratekin</u>
Agency/Institution	<u>Ohio Department of Transportation</u>	Contracting Authority*	<u>State Architect's Office</u>

\*The Contracting Authority for SAO-administered projects is the State Architect's Office. The Contracting Authority for locally administered projects is the state agency or institution of higher education.

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 the following address: State Architect's Office, Attention: Program Services, 4200 Surface Road, Columbus, Ohio 43228. **See Section H for additional submittal instructions.**

## Project Overview

### A. Project Description

The Ohio Department of Transportation, (ODOT), plans on replacing their existing Maintenance facilities in Hillsboro, Ohio. The new Full Service Facility will be located on their existing site 7887 State Route 124.

This project will develop an approximately 10-acre site to include the construction of new site utilities, a 7,500 G.S.F. office / maintenance building, a 19,000 G.S.F. heated truck storage building, relocation of re-fueling station with above ground fuel tanks, 2,500 G.S.F. fabric covered Mix Building, monopole communications antenna, site grading, and parking lots.

The final scope and building construction type has not yet been selected but, will be either a custom wood post frame construction or pre-engineered metal building and, will include some prototypical structures. By agreeing to this contract the A/E firms agree that ALL construction documents will become the property of the State of Ohio to be used on other projects in the future by other firms as they may select. Please refer to Section 9.2.1.4 of the A/E Standard Contract.

After making a complete, comprehensive review of the documents and any design changes necessary, a professional seal will be required for all Architectural, Structural, MEP and Civil Site documents for this project.

### B. Scope of Services

The selected Architect/Engineer (A/E) will be required to provide all basic architectural and engineering services and will serve as the primary consultant incorporating the professional services fees of all secondary consultants. The basic fee will include, but is not limited to, architectural, interior design, landscaping, signage, civil, structural, mechanical (HVAC, plumbing gases, water, oil / water separators, service bay equipment, above ground fuel island, sanitary waste, fire protection, etc.), electrical, information technology (data and communication). A Program of Requirements (POR) has not been completed for this project. The selected A/E shall 'validate' the POR with the State's team and adapt for specific site requirements prior to the project design.

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. Site Adaption
2. Construction Phasing
3. Construction administration
4. HVAC Design / Electrical Design
5. Energy Conservation
6. Previous experience working with the State of Ohio, Department of Administrative Services
7. Administering prototypical projects, originally designed by others
8. Relevant past experience with wood custom post frame structures and pre-engineered metal buildings

# Request For Qualifications (A/E) continued



Project Name Highland Full Service Maintenance Facility

Project Number DOT-130002

For projects advertised with an appropriately developed Program of Requirements (POR), upon award of the Agreement, commence with Design. For projects without such a POR, upon award of the Agreement, commence by developing the Program of Requirements.

The selected Architect/Engineer (A/E), as a portion of its required Scope of Services and prior to submitting its proposals, will discuss and clarify with the Owner and/or the State Architect's Office (SAO), 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 4 hours (excluding travel time) on-site construction administration services each week, including: (1) Attendance at progress meetings; (2) A written field report of each site visit; and (3) On-site representation comprised of the A/E and its consultant staff involved in the primary design of the project, all having relevant and appropriate types of construction administration experience.

The successful firm will demonstrate a willingness and experience to approach the programming and design because of the diverse team with flexibility and change in mind. Because of the intention to mix potential new design and prototypical building design the successful firm will be considered based on their demonstrated experience and ability to design with little or no addendums items and adherence to a schedule.

## C. Funding / Estimated Budget

Total Project Cost	<u>\$7,500,000</u>	State Funding	<u>\$7,500,000</u>
Construction Cost	<u>\$6,500,000</u>	Other Funding	<u>\$0</u>
Estimated A/E Fee	<u>2% to 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>MEP Engineering</u>
	<u>Civil Engineering</u>
	<u>Structural Engineering</u>
	<u> </u>
	<u> </u>
Other(s)	<u>Scheduling Custom Wood post frame structures (if this building type is selected)</u>

## E. Anticipated Schedule

Professional Services Start (mm/yy)	<u>10/12</u>
Construction Contracts Start (mm/yy)	<u>07/13</u>
Construction Contracts Completed (mm/yy)	<u>06/14</u>
Professional Services Completed (mm/yy)	<u>06/15</u>

## F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL A/E Fee	<u>5.0%</u>
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NOTE: The primary A/E shall be (1) a registered architect holding a license and certificate of authorization issued by the Ohio Architects Board pursuant to O.R.C. Chapter 4703, (2) a landscape architect holding a license and certificate of authorization issued by the Ohio Landscape Architects Board pursuant to O.R.C. Chapter 4703, or (3) a professional engineer or professional surveyor holding a license and certificate of authorization issued by the Ohio Engineers and Surveyors Board pursuant to O.R.C. Chapter 4733.

## G. Evaluation Criteria for Selection

The selected firm will have:

- Past experience in custom post frame wood structures and pre-engineered metal buildings
- Ability to partner with all project team members
- 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.

Interested A/E firms are required to submit the Commitment to Participate in the EDGE Business Assistance Program form in its Statement of Qualifications (SAO Form #F110-330) submitted in response to the RFQ, to indicate its intent to contract with and use EDGE-certified Business Enterprise(s), as a part of the A/E's team. The Intent to Contract and to Perform and / or waiver request letter and Demonstration of Good Faith Effort form(s) with complete documentation must be attached to the A/E's Technical Proposal. Both forms can be accessed via the SAO website at <http://ohio.gov/sao> (click on Forms). The Intent to Contract and to Perform form is again required at the Fee Proposal stage.

For all Statements of Qualifications, please identify the EDGE-certified Business Enterprises, by name, which will participate in the delivery of the proposed professional services solicited in the RFQ.

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

## H. Submittal Instructions

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

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

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

Submit all questions regarding this RFQ in writing to the State Architect's Office at [StateArchOff@das.state.oh.us](mailto:StateArchOff@das.state.oh.us) with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the OAKS Capital Improvements (OAKS CI) website at <http://ci.oaks.ohio.gov> on a regular basis until approximately one week before the response deadline. The Question & Answer (Q&A) document can be found 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



State Architect's Office  
4200 Surface Road, 4200 Surface Road  
Columbus, Ohio 43228-1395

<http://ohio.gov/sao>  
Phone 614-466-4761

Project Name Highland Full Service Maintenance Facility Proposer Firm \_\_\_\_\_  
Project Number DOT-130002 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. A/E Firm Location (5 points)</b>			
Proximity of primary A/E firm office where majority of work is to be performed in relationship to project site	Less than 50 miles	4 - 5	
	50 to 75 miles	2 - 3	
	More than 75 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	0 - 1	
	Medium = 3 to 6 licensed professionals	4 - 5	
	Large = More than 6 licensed professionals	2 - 3	
<b>3. Current Workload (5 points)</b>			
Amount of fees awarded by the Contracting Authority to the primary A/E Firm in the previous 24 months (exclude projects on hold)	Less than \$50,000	4 - 5	
	\$50,000 to \$200,000	2 - 3	
	More than \$200,000	0 - 1	
<b>4. Primary A/E Qualifications (30 points)</b>			
a. Project Management Lead	Experience / ability of A/E project manager to manage scope / budget / schedule / quality	0 - 10	
b. Project Design Lead	Experience / creativity of lead designer to meet needs of owner	0 - 5	
c. Technical Staff	Experience / ability of technical staff to develop quality construction documents	0 - 5	
d. Construction Administration	Experience / ability of field representative to identify / solve issues during construction	0 - 10	
<b>5. A/E Consultant Qualifications (10 points)</b>			
Key Discipline Leads	Experience / ability of all key discipline leads to effectively perform the work	0 - 10	
<b>6. Project Team Qualifications (15 points)</b>			
a. Previous Team Collaboration Number of projects that a majority of the team members have worked together	Less than 2 projects (Low)	0 - 1	
	2 to 4 projects (Average)	2 - 3	
	More than 4 projects (High)	4 - 5	
b. LEED* Experience within Team	LEED AP(s)** on Team	0 - 1	
	LEED Registered Project(s)	0 - 2	
	LEED Certified Project(s)	0 - 2	
	Satisfies ALL above Criteria	Sum = 0 - 5	
c. Team Organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
<b>7. Overall Project Team Experience (30 points)</b>			
a. Budget and Schedule Management	Performance in completing projects within original budget and schedule limitations	0 - 5	
b. Experience with Similar Project Type	Less than 5 projects (Low)	0 - 3	
	5 to 7 projects (Average)	4 - 6	
	More than 7 projects (High)	7 - 10	
c. Past Performance	Level of performance as indicated by past A/E evaluations / letters of reference	0 - 5	
d. Knowledge of State of Ohio Capital Project Administration Process	Less than 3 projects (Low)	0 - 3	
	3 to 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 \_\_\_\_\_

# Question and Answer List

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

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

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Project Name	<u>Highland Full Service Maintenance Facility</u>	Project Number	<u>DOT-130002</u>
Project Location	<u>Hillsboro, Highland County</u>	Contracting Authority	<u>State Architect's Office</u>

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Date posted: August 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. Does the State have any soils information? We are aware that there is a lot of limestone and sandstone in the area.

Answer: We currently do not have soils information but, you are correct we are told that rock is just below the existing surface across the site.

2. Does the state anticipate maintaining the operations on-site during construction, or relocating the employees and equipment elsewhere? Will the deployment and hook-up of temporary facilities or move assistance be part of the scope?

Answer: The State plans on moving 99% of the operations off site, but may elected to keep the salt operations running during winter months. The move assistance and hook-up of temporary facilities is not part of this RFQ.

3. Is the state planning on procuring any additional land? It appears that the facility is sharing a curb cut with the adjacent natural gas company.

Answer: The State already owns the parking lot in front of the Gas Company building and plans on incorporating it into our new layout. We are also pursuing acquiring the Gas Company building itself. Additionally there is a dedicated alley between the two properties that we are currently trying to have vacated.

4. Is there a reason for the amount of time between the award of contract and start of construction? With a prototype design it would seem that this project would be ready to bid by February 2013, and construction could start in March or April.

Answer: We are currently discussing the desire to make structural and layout modifications to one of our prototypes. There is also the need to do soils exploration and site design. The schedule also takes into consideration the 60 days required to award a construction contract after bidding, and finally we also prefer to begin construction after the snow and ice season is over, If the planned schedule would allow for an earlier start we would not object.

5. Can we get a copy of the planned site layout?

Answer: We do not have a final site layout available. Any plans we may currently have are conceptual only and should not be construed as final.



# Request for Qualifications (Planning Services)

Bowling Green State University  
Office of Design & Construction, 1010 Administration Building  
Bowling Green, Ohio 43403



www.bgsu.edu/offices/architect  
Phone 419.372.2511

## Administration of Project: Local Administration

Project Name	<u>Student Recreation Center Addition &amp; Renovation- Commissioning Provider</u>	Response Deadline	<u>Sept. 7, 2012 5:00 pm</u> local time
Project Location	<u>1411 Ridge Street</u>	Project Number	<u>BGU-125819</u>
City / County	<u>Bowling Green / Wood</u>	Project Manager	<u>Ryan Miller</u>
Agency/Institution	<u>Bowling Green State University</u>	Contracting Authority	<u>Institution</u>
No. of paper copies requested (stapled, not bound)	<u>3</u>	No. of electronic copies requested on CD (PDF)	<u>1</u>

Submit the requested number of Statements of Qualifications (SAO Form F110-330) directly to Beth Nagel at BGSU 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 (the "Owner") is requesting interested firms to submit proposals to provide independent pre-construction and construction services as a Commissioning Provider (the "CP") for the addition and renovations to occur on the Student Recreation Center Renovation project.

The 185,000 square foot Student Recreation Center opened for use by the students in the fall of 1979. Since that time, it has not undergone any major renovations, other than the addition of air conditioning and the replacement of the pool filtration system, both done approximately 11 years ago. At the time of its opening, the Student Recreation Center was considered to be the state of the art in recreational complexes, and served as a model for many facilities across Ohio, as well as throughout the country.

Over the past year, the Owner and The Collaborative Inc. (Toledo, OH) have completed a feasibility study and performed programming to develop a list of needed improvements and appropriate budgetary numbers to meet the goal of returning the building to a vibrant and open complex that would ensure the Center remains a popular and valuable asset to the campus and surrounding community.

Heading into Schematic Design Phase of the addition and renovation, this RFQ seeks a CP who will assist in providing: design review and comments starting at the Design Development phase, commissioning related documents to incorporate into the construction documents, a commissioning plan for the project to ensure the LEED requirements of the project, and the enhanced commissioning of affected systems during construction. The anticipated systems to be commissioned include, but are not limited to: building envelope, HVAC equipment and systems, temperature controls, electrical, life safety, plumbing, site utilities, structural, etc. *Phasing of the work in order to continue providing some services to the campus is possible.*

Information regarding the existing facility can be found at the following link:  
<http://www.bgsu.edu/offices/sa/recwell/facilities/page68561.html>.

A copy of the renovation study that preceded this project can be found at the following link:  
<http://www.bgsu.edu/offices/sa/recwell/facilities/page103472.html>

**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.

**LEED.** The Project is anticipating obtaining LEED Certification.

# Request For Qualifications (Planning) continued

Project Name Student Recreation Center Addition & Renovation-  
Commissioning Provider

Project Number BGU-125819

## B. Scope of Services

The objective of this commissioning is to provide documented confirmation that the facility fulfills the functional and performance requirements of the building owner, occupants, and operators. To reach this goal, it is necessary for the commissioning process to review and document the owner's criteria for system function, performance, and maintainability; as well as to verify and document compliance with these criteria throughout design, construction, start-up, and the initial period of operation.

The primary role of the CP during the overall design phase is to develop detailed commissioning specifications for all commissioned equipment and review design to ensure it meets the Owner's objectives. The commissioning specification will include a detailed description of the responsibilities of all parties, details of the commissioning process; reporting and documentation requirements, including formats; alerts to coordination issues, deficiency resolution; construction checklist and startup requirements; the functional testing process; specific functional test requirements, including testing conditions and acceptance criteria for each piece of equipment being commissioned.

The CP will attend meetings with the Design Team to perform focused reviews of the design, drawings, and specifications at the design development and contract document phases. Meetings will help to develop the engineering design goals of the building, develop the commissioning plan, and provide the above specifications to the Architect and Engineer for inclusion in the construction documents.

During construction, the CP is to review and comment on all relative contractor submittals for compliance with Design Intent and Bid Documents, participate in periodic construction progress meetings, perform regular field inspections and document and track any non-compliance, oversee timely delivery of Operations and Maintenance Manuals, and coordinate the execution of the developed testing plan, which includes observing and documenting all system's performance to ensure that systems are functioning in accordance with the Owner's objectives and the contract documents. The CP is not responsible for design or general construction scheduling, cost estimating, or construction management, but may need to assist with problem solving, resolving nonconformance issues or deficiencies, or conflict resolution cases.

A complete scope of services will be provided to the firm selected as most qualified.

### **Desired Qualifications**

The State of Ohio is now requiring all Professional Design Service Responses to be provided on the Statement of Qualifications SF330 Form (SAO No. F110-330). The current SF330 Form can be obtained from <http://das.ohio.gov/gsd/sao/documents.htm>. **All responses must be provided on the SF330. Do not send to the State Architects Office.** It is the Owners desire for the person designated as the site Commissioning Provider to satisfy as many of the following requirements as possible:

1. Acted as the principal Commissioning Provider for at least three (3) renovation projects of similar size and scope.
2. Acted as the principal Commissioning Provider for at least three (3) projects that have achieved or is currently attempting to achieve LEED certification.
3. Extensive experience in the operation and troubleshooting of building envelope, energy management control systems, MEP and FP systems.
4. Extensive field experience is required. A minimum of five (5) full years in this type of work is required.
5. Knowledgeable in building operation and maintenance and O&M training.
6. Knowledgeable in test and balance of both air and water systems.
7. Experienced in writing commissioning specifications.
8. Experienced in energy-efficient equipment design and control strategy optimization.
9. Direct experience in monitoring and analyzing system operation using energy management control system trending and stand-alone data logging equipment.
10. Excellent verbal and written communication skills. Highly organized and able to work with both the office and field personnel of the A/E's, Consultants, and Contractors.



# Request For Qualifications (Planning) continued

Project Name Student Recreation Center Addition & Renovation-  
Commissioning Provider

Project Number BGU-125819

## 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.

Submit all questions regarding this RFQ in writing to Beth Nagel at [bnagel@bgsu.edu](mailto:bnagel@bgsu.edu) with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the OAKS Capital Improvements (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.

# Planning Services Selection Rating

Bowling Green State University  
Office of Design & Construction, 1010 Administration Building  
Bowling Green, Ohio 43403



Bowling Green State University  
www.bgsu.edu/offices/architect  
Phone 419.372.2511

Project Name Student Rec Center Addition & Renovations - Commissioning Provider Proposer Firm \_\_\_\_\_  
Project Number BGU-125819 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 60 miles	4 - 5	
	60 to 120 miles	2 - 3	
	More than 120 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 3 planning professionals	1	
	Medium = 3 to 6 planning professionals	3	
	Large = More than 6 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 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 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	
		<b>Subtotal</b>	

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

**Notes:**

**Evaluator:**

Name \_\_\_\_\_

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



# Request for Qualifications (A/E)

Ohio University, Design and Construction  
Building 19, The Ridges, 108 Ridges Circle, Suite 220  
Athens, Ohio 45701-2979



www.facilities.ohiou.edu/design\_construction  
Phone 740-593-2727

## Administration of Project: Local Administration

Project Name	<u>Alden Library AHU Replacements</u>	Response Deadline	<u>Sept. 21, 2012 5:00 PM</u> local time
Project Location	<u>Athens, Ohio</u>	Project Number	<u>OHU-131040</u>
City / County	<u>Athens / Athens</u>	Project Manager	<u>David A. Brown, P.E.</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 David Brown, P.E. at brown5@ohio.edu. See Section H for additional submittal instructions.

## Project Overview

### A. Project Description

The Vernon R. Alden Library serves the Athens campus as the central library facility; the building can seat 3,000 readers. The Ohio University libraries' collections contain over two million printed volumes, 2.3 million units of microfilm material, and 13,500 current periodical subscriptions. Alden Library was constructed between 1966 and 1969; it opened in February, 1969, with 550,000 volumes. The east and west wings, added to floors four through seven, were completed in June, 1972.

This project is a continuation of the overall improvements to the HVAC infrastructure of the facility. The building areas served by AHU 1 & 2 are targeted for this phase of improvements. The improvements will include new AHU's, distribution system replacements and direct digital control upgrades. Building finishes will need to be replaced as required. Additional areas served by other AHU's will be added as the project budget allows. The library is a critical facility for the university community. The A/E firm selected will take this into consideration when preparing the documents for this project. Allowance for HVAC system outages shall be designed to minimize impact to the ongoing library operations.

### 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 12 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. HVAC Engineering
2. Institutional Experience
3. Energy Conservation Measures
4. HVAC System Commissioning
5. Construction Administration
6. Institutional Phasing & Scheduling

# Request For Qualifications (A/E) continued



Project Name Alden Library AHU Replacements

Project Number OHU-131040

## C. Funding / Estimated Budget

Total Project Cost	<u>\$1,750,000.00</u>	State Funding	<u>\$1,750,000.00</u>
Construction Cost	<u>\$1,413,500.00</u>	Other Funding	<u>\$0.00</u>
Estimated A/E Fee	<u>9% to 12%</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>Mechanical</u>
Secondary	<u>Electrical</u>
	<u>Structural</u>
	<u>Commissioning</u>
	<u>Architectural</u>
	<u>Construction Administration</u>
	<u>Project Management</u>
Others	<u>Construction Estimating</u>

## E. Anticipated Schedule

A/E Services Start (mm/yy)	<u>11 / 2012</u>
Construction Contracts Start (mm/yy)	<u>03 / 2013</u>
Construction Contracts Completed (mm/yy)	<u>02 / 2014</u>
A/E Services Completed (mm/yy)	<u>03 / 2014</u>

## F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL A/E Fee	<u>5%</u>
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NOTE: The primary A/E shall be (1) a registered architect holding a license and certificate of authorization issued by the Ohio Architects Board pursuant to O.R.C. Chapter 4703, (2) a landscape architect holding a license and certificate of authorization issued by the Ohio Landscape Architects Board pursuant to O.R.C. Chapter 4703, or (3) a professional engineer or professional surveyor holding a license and certificate of authorization issued by the Ohio Engineers and Surveyors Board pursuant to O.R.C. Chapter 4733.

## G. Evaluation Criteria for Selection

Demonstrated ability to meet Owner's programmed project vision, scope, budget, and schedule on previous projects. Previous experience compatible with the proposed project (e.g., type, size). Relevant past work of prospective firm's proposed consultants. Past performance of prospective firm and its proposed consultants. Qualifications and experience of individuals directly involved with the project. Proposer's previous experience (numbers of projects, sizes of projects) when working with its proposed consultants. Specification writing credentials and experience. Experience and capabilities of creating or using Critical Path Method (CPM) schedules and of using CPM schedules as a project management resource. Approach to and success of using partnering and Alternative Dispute Resolution. Proximity of prospective firms to the project site. Proposer's apparent resources and capacity to meet the needs of this project. The selected A/E and all its consultants must have the capability to use the Internet within their normal business location(s) during normal business hours.

Interested A/E firms are required to submit the Commitment to Participate in the EDGE Business Assistance Program form in its Statement of Qualifications (SAO Form #F110-330) submitted in response to the RFQ, to indicate its intent to contract with and use EDGE-certified Business Enterprise(s), as a part of the A/E's team. The Intent to Contract and to Perform and / or waiver request letter and Demonstration of Good Faith Effort form(s) with complete documentation must be attached to the A/E's Technical Proposal. Both forms can be accessed via the SAO website at <http://ohio.gov/sao> (click on Forms). The Intent to Contract and to Perform form is again required at the Fee Proposal stage.

For all Statements of Qualifications, please identify the EDGE-certified Business Enterprises, by name, which will participate in the delivery of the proposed professional services solicited in the RFQ.

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

# Request For Qualifications (A/E) continued



Project Name Alden Library AHU Replacements

Project Number OHU-131040

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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 David A. Brown, P.E. at [brownd5@ohio.edu](mailto:brownd5@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  
 Building 19, The Ridges, 108 Ridges Circle, Suite 220  
 Athens, Ohio 45701-2979



www. facilities.ohiou.edu/design\_construction  
 Phone 740-593-2727

Project Name Alden Library AHU Replacements Proposer Firm \_\_\_\_\_  
 Project Number OHU-131040- 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 250 miles	2 - 3	
	More than 250 miles	0 - 1	
<b>2. A/E Firm Size (5 points)</b>			
Number of relevant licensed professionals within primary A/E firm available to perform the work.	Small = Less than 5 licensed professionals	5	
	Medium = 5 to 10 licensed professionals	5	
	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 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 6 projects (Average)	4 - 6	
	More than 6 projects (High)	7 - 10	
c. Past Performance	Level of performance as indicated by past A/E evaluations / letters of reference	0 - 5	
d. Knowledge of State of Ohio Capital Project Administration Process	Less than 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)

Ohio University, Design and Construction  
Building 19, The Ridges, 108 Ridges Circle, Suite 220  
Athens, Ohio 45701-2979



www.facilities.ohio.edu/design\_construction  
Phone 740-593-2727

## Administration of Project: Local Administration

Project Name	<u>Convocation Center Concrete Restoration</u>	Response Deadline	<u>Sept. 21, 2012 5:00 PM</u> local time
Project Location	<u>Athens, Ohio</u>	Project Number	<u>OHU-131140</u>
City / County	<u>Athens / Athens</u>	Project Manager	<u>David A. Brown, P.E.</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 David Brown, P.E. at brownd5@ohio.edu. See Section H for additional submittal instructions.

## Project Overview

### A. Project Description

The Convocation Center, located on West Green, houses Ohio University Bobcat basketball, volleyball, and wrestling matches, and offices for Intercollegiate Athletics, including the baseball, basketball, cross country, field hockey, golf, soccer, softball, track, volleyball, and wrestling programs, and part of the School of Electrical Engineering and Computer Science. It is also a residence hall.

This project is a continuation of exterior structural concrete repairs to assure the sustainability of the facility. Previous work has focused on the walkways and ramps. The work addressed by this project is the top section of the building columns and joints at the ring beam. The exterior walkways and ramps of the building will need spot repairs not addressed in previous phases. A detailed inspection of the complete exterior concrete framing of the structure will be required. Construction documents will be issued in 2 or 3 phases. The documents shall take into account the schedule of the facility. Once structural repairs are completed the complete exterior finish system shall be upgraded.

### 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 12 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. Structural Engineering
2. Institutional Experience
3. Structural Concrete Restoration Experience
4. High Structure Inspection Methods
5. Construction Administration
6. Institutional Phasing & Scheduling

# Request For Qualifications (A/E) continued



Project Name Convocation Center Concrete Restoration Project Number OHU- 131140

## C. Funding / Estimated Budget

Total Project Cost	<u>\$1,100,000.00</u>	State Funding	<u>\$1,100,000.00</u>
Construction Cost	<u>\$893,000.00</u>	Other Funding	<u>\$0.00</u>
Estimated A/E Fee	<u>9% to 12%</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>Structural</u>
Secondary	<u>Concrete Restoration</u>
	<u>Architectural</u>
	<u>Construction Administration</u>
	<u>Project Management</u>
	<u>Construction Estimating</u>
	<u>Project Management</u>
Others	<u>Construction Estimating</u>

## E. Anticipated Schedule

A/E Services Start (mm/yy)	<u>11 / 2012</u>
Construction Contracts Start (mm/yy)	<u>05 / 2013</u>
Construction Contracts Completed (mm/yy)	<u>08 / 2014</u>
A/E Services Completed (mm/yy)	<u>08 / 2014</u>

## F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL A/E Fee	<u>5%</u>
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NOTE: The primary A/E shall be (1) a registered architect holding a license and certificate of authorization issued by the Ohio Architects Board pursuant to O.R.C. Chapter 4703, (2) a landscape architect holding a license and certificate of authorization issued by the Ohio Landscape Architects Board pursuant to O.R.C. Chapter 4703, or (3) a professional engineer or professional surveyor holding a license and certificate of authorization issued by the Ohio Engineers and Surveyors Board pursuant to O.R.C. Chapter 4733.

## G. Evaluation Criteria for Selection

Demonstrated ability to meet Owner's programmed project vision, scope, budget, and schedule on previous projects. Previous experience compatible with the proposed project (e.g., type, size). Relevant past work of prospective firm's proposed consultants. Past performance of prospective firm and its proposed consultants. Qualifications and experience of individuals directly involved with the project. Proposer's previous experience (numbers of projects, sizes of projects) when working with its proposed consultants. Specification writing credentials and experience. Experience and capabilities of creating or using Critical Path Method (CPM) schedules and of using CPM schedules as a project management resource. Approach to and success of using partnering and Alternative Dispute Resolution. Proximity of prospective firms to the project site. Proposer's apparent resources and capacity to meet the needs of this project. The selected A/E and all its consultants must have the capability to use the Internet within their normal business location(s) during normal business hours.

Interested A/E firms are required to submit the Commitment to Participate in the EDGE Business Assistance Program form in its Statement of Qualifications (SAO Form #F110-330) submitted in response to the RFQ, to indicate its intent to contract with and use EDGE-certified Business Enterprise(s), as a part of the A/E's team. The Intent to Contract and to Perform and / or waiver request letter and Demonstration of Good Faith Effort form(s) with complete documentation must be attached to the A/E's Technical Proposal. Both forms can be accessed via the SAO website at <http://ohio.gov/sao> (click on Forms). The Intent to Contract and to Perform form is again required at the Fee Proposal stage.

For all Statements of Qualifications, please identify the EDGE-certified Business Enterprises, by name, which will participate in the delivery of the proposed professional services solicited in the RFQ.

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

# Request For Qualifications (A/E) continued



Project Name Convocation Center Concrete Restoration

Project Number OHU- 131140

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 David A. Brown, P.E. at [brownd5@ohio.edu](mailto:brownd5@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  
 Building 19, The Ridges, 108 Ridges Circle, Suite 220  
 Athens, Ohio 45701-2979



www. facilities.ohiou.edu/design\_construction  
 Phone 740-593-2727

Project Name Convocation Center Concrete Restoration Proposer Firm \_\_\_\_\_  
 Project Number OHU-131140 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 250 miles	2 - 3	
	More than 250 miles	0 - 1	
<b>2. A/E Firm Size (5 points)</b>			
Number of relevant licensed professionals within primary A/E firm available to perform the work.	Small = Less than 5 licensed professionals	5	
	Medium = 5 to 10 licensed professionals	5	
	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 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 6 projects (Average)	4 - 6	
	More than 6 projects (High)	7 - 10	
c. Past Performance	Level of performance as indicated by past A/E evaluations / letters of reference	0 - 5	
d. Knowledge of State of Ohio Capital Project Administration Process	Less than 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)

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



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

**Administration of Project:** Local Administration

Project Name	<u>Reactor Building Improvements</u>	Response Deadline	<u>09/13/2012 4:30 pm</u> local time
Project Location	<u>1298 Kinnear Rd</u>	Project Number	<u>OSU-110216</u>
City / County	<u>Columbus / Franklin</u>	Project Manager	<u>Rick Van Deusen</u>
Agency/Institution	<u>The Ohio State University</u>	Contracting Authority	<u>The Ohio State University</u>
No. of paper copies requested (stapled, not bound)	<u>5</u>	No. of electronic copies requested on CD (PDF)	<u>1</u>

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

## Project Overview

### A. Project Description

The Nuclear Reactor Lab was built in 1960 and is approximately 3850 SF. A contract for funding has been awarded to proceed with the design of an entry foyer, parking lot, and multiple security upgrades as part of the Global Threat Reduction Initiative (GTRI). The entry foyer footprint will be approximately 26' x 29' containing restrooms and the addition will be connected on the southwest side of the existing building. Security improvements to the existing building will include a custom remote monitoring system as well as the addition of a number of devices to the existing OSU alarm and video monitoring systems, including cameras, access-control devices, intrusion-detection devices, anti-tamper devices and duress switches. In addition, there will be installation of intrusion-prevention devices including doors, locks, vehicle and pedestrian gates, custom grates and bars on existing openings and features to limit vehicle access. The existing Reactor Building exterior paint coating contains asbestos that will require abatement if disturbed.

Any contractor personnel working on this project who will have access to security related information regarding the Nuclear Reactor Laboratory must pass a background check as described at:

<http://ehs.osu.edu/RadSafety/IncreasedControls.aspx>

Individuals who can provide documentation from a recent similar background check may be able to expedite this process.

A detailed scope of work has been established by the granting agency and will be provided to A/E firm that is awarded a contract. The scope will be used to develop a Program of Requirements that will be reviewed and approved by multiple parties prior to the start of Schematic Design.

### B. Scope of Services

Upon award of the Agreement, commence by developing the Program of Requirements for distribution, review, and approval.

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

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

During the construction period, provide not less than 5 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 Reactor Building Improvements Project Number OSU-110216

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. Projects should represent the work of the primary firm, not consultants.

1. Similar building types in high security areas
2. Advanced security upgrades design
3. State of Ohio projects of similar size and scope

### C. Funding / Estimated Budget

Total Project Cost	<u>\$866,038</u>	State Funding	<u>\$0</u>
Construction Cost	<u>\$581,795</u>	Other Funding	<u>\$866,038</u>
Estimated A/E Fee	<u>9.36%</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>Architecture</u>
Secondary	<u>MEP Engineering</u>
	<u>Security Consultant</u>
	<u>Landscape Architect</u>
	<u>Hazardous Materials Consultant</u>
	<u>Civil Engineering</u>
Others	<u></u>

### E. Anticipated Schedule

A/E Services Start (mm/yy)	<u>11 / 12</u>
Construction Contracts Start (mm/yy)	<u>05 / 13</u>
Construction Contracts Completed (mm/yy)	<u>10 / 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>5%</u>
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NOTE: The primary A/E shall be (1) a registered architect holding a license and certificate of authorization issued by the Ohio Architects Board pursuant to O.R.C. Chapter 4703, (2) a landscape architect holding a license and certificate of authorization issued by the Ohio Landscape Architects Board pursuant to O.R.C. Chapter 4703, or (3) a professional engineer or professional surveyor holding a license and certificate of authorization issued by the Ohio Engineers and Surveyors Board pursuant to O.R.C. Chapter 4733.

### G. Evaluation Criteria for Selection

Demonstrated ability to meet Owner's programmed project vision, scope, budget, and schedule on previous projects. Previous experience compatible with the proposed project (e.g., type, size). Relevant past work of prospective firm's proposed consultants. Past performance of prospective firm and its proposed consultants. Qualifications and experience of individuals directly involved with the project. Proposer's previous experience (numbers of projects, sizes of projects) when working with its proposed consultants. Design quality and demonstrated ability of prospective firm and its proposed consultants to provide design services which represent the University's *Design Values for Campus Development* ([fod.osu.edu/proj\\_del/ref/0200\\_Design\\_Values.pdf](http://fod.osu.edu/proj_del/ref/0200_Design_Values.pdf)). Specification writing credentials and experience. Experience and capabilities of using Critical Path Method (CPM) schedules as a project management resource. Proximity of prospective firms to the project site. Proposer's apparent resources and capacity to meet the needs of this project. The selected A/E will be required to sign the Professional Design Services Agreement, which can be accessed at [fod.osu.edu/vendor](http://fod.osu.edu/vendor). No modifications to the requirements in the contract will be accepted.

Interested A/E firms are required to submit the Commitment to Participate in the EDGE Business Assistance Program form in its Statement of Qualifications (SAO Form #F110-330) submitted in response to the RFQ, to indicate its intent to contract with and use EDGE-certified Business Enterprise(s), as a part of the A/E's team. The Intent to Contract and to Perform and / or waiver request letter and Demonstration of Good Faith Effort form(s) with complete documentation must

# Request For Qualifications (A/E) continued

Project Name Reactor Building Improvements

Project Number OSU-110216

be attached to the A/E's Technical Proposal. Both forms can be accessed at [fod.osu.edu/vendor](http://fod.osu.edu/vendor). The Intent to Contract and to Perform form is again required at the Fee Proposal stage.

For all Statements of Qualifications, please identify the EDGE-certified Business Enterprises, by name, which will participate in the delivery of the proposed professional services solicited in the RFQ.

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

## H. Submittal Instructions

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

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

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

Submit all questions regarding this RFQ in writing via email to Rick Van Deusen at [van-deusen.2@osu.edu](mailto:van-deusen.2@osu.edu) with the project number included in the subject line.

# Architect/Engineer Selection Rating

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



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

Project Name Reactor Building Improvements Proposer Firm \_\_\_\_\_  
Project Number OSU-110216 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. A/E Firm Location (5 points)</b>			
Proximity of primary A/E firm office where majority of work is to be performed in relationship to project site	Less than 50 miles	4 - 5	
	50 to 100 miles	2 - 3	
	More than 100 miles	0 - 1	
<b>2. A/E Firm Size (5 points)</b>			
Number of relevant licensed professionals within primary A/E firm available to perform the work.	Small = Less than 5 licensed professionals	4 - 5	
	Medium = 5 to 10 licensed professionals	2 - 3	
	Large = More than 10 licensed professionals	0 - 1	
<b>3. Current Workload (5 points)</b>			
Amount of fees awarded by the Contracting Authority to the primary A/E Firm in the previous 24 months (exclude projects on hold)	Less than \$100,000	4 - 5	
	\$100,000 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 2 projects (Low)	0 - 1	
	2 to 4 projects (Average)	2 - 3	
	More than 4 projects (High)	4 - 5	
b. LEED* Experience within Team	LEED AP(s)** on Team	0 - 1	
	LEED Registered Project(s)	0 - 2	
	LEED Certified Project(s)	0 - 2	
	Satisfies ALL above Criteria	Sum = 0 - 5	
c. Team Organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
<b>7. Overall Project Team Experience (30 points)</b>			
a. Budget and Schedule Management	Performance in completing projects within original budget and schedule limitations	0 - 5	
b. Experience with Similar Project Type	Less than 3 projects (Low)	0 - 3	
	3 to 6 projects (Average)	4 - 6	
	More than 6 projects (High)	7 - 10	
c. Past Performance	Level of performance as indicated by past A/E evaluations / letters of reference	0 - 5	
d. Knowledge of State of Ohio Capital Project Administration Process	Less than 3 projects (Low)	0 - 3	
	3 to 6 projects (Average)	4 - 6	
	More than 6 projects (High)	7 - 10	
		<b>Subtotal</b>	

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

Notes:

Evaluator:

Name \_\_\_\_\_

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

# Request for Qualifications (A/E)

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



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

## Administration of Project: Local Administration

Project Name	<u>North Residential District Transformation (Geotechnical Engineering)</u>	Response Deadline	<u>9/7/2012</u> <u>4:30pm</u> local time
Project Location	<u>Columbus, OH</u>	Project Number	<u>OSU-110672</u>
City / County	<u>Columbus / Franklin</u>	Project Manager	<u>Aldino Stazzone</u>
Agency/Institution	<u>The Ohio State University</u>	Contracting Authority	<u>The Ohio State University</u>
No. of paper copies requested (stapled, not bound)	<u>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 Aldino Stazzone at 2009 Millikin Road, room 400, Columbus, OH 43210. See Section H for additional submittal instructions.

## Project Overview

### A. Project Description

The Ohio State University is preparing to transform our north residential community through the addition of 3,200 beds of new student housing, recreation, dining, creating a new, vibrant neighborhood of over 6,000 student residents. Guided by our recently completed One University Framework Plan (<http://oneframework.osu.edu/>), the soon to be completed North Residential District Transformation Master Plan, and our dynamic vision for Student Life, this new, densely developed North Campus Residential District must be carefully planned in a manner to reflect the best practices in both urban design, and campus-based student residential life.

Currently the University is working with a Master Planner team on a district plan for the project which will establish the Program of Requirements, building locations, utility strategy, budgets, overall schedule and phasing for the project. The University's Master Planner will maintain a planning design oversight role throughout the implementation of the North Residential District Transformation project. Teams selected via this RFQ shall work in conjunction and collaboration with the University's Master Planner to maintain the intent and principles as laid out in the Master Plan. **The scope that is described in this RFQ is preliminary and may be changed as a result of the final district plan.** Interested firms should periodically check our website for updates for this project such as questions and answers, additional information about the North Residential District Transformation, and similar information: <http://fod.osu.edu/projects/index.htm>

### B. Scope of Services

Scope 1: Contingent on Board of Trustee approval for this project, anticipated August 2012, the selected Geotechnical Engineer shall provide an initial infrastructure survey of the 27 acre project site. The initial infrastructure survey shall include, but is not limited to soil borings, boring plan, boring logs and narrative assessment of the site.

Scope 2: Contingent on Board of Trustee approval for this project, anticipated August 2012, the Geotechnical Engineer will be assigned to and subcontracted under the Architects of Record for each phase of the project. At this time, it is anticipated that there will be a total of three Architects of Record. In addition, the Geotechnical Engineer will work in collaboration with other members of the North District consulting team including but not limited to the Infrastructure Team and the District Planners. Scope of services to be negotiated independently with each AoR.

A minimum of 5% EDGE participation will be required on the contract between the University and the contracts for this program. The University requires that all facilities will minimally obtain LEED Silver certification.

The successful shortlisted geotechnical engineering firm will need to show a demonstrated ability in the following: a successful track record of large-scale projects, projects in a complex environment (similar to those found in higher education environments), geotechnical services provided at previously developed-dense infill settings, ability to creatively identify cost effective solutions to challenges, responsiveness and flexibility to changes in scope and schedule, experience working in collaboration with a design/planning team, and must meet the state licensure requirements.



# Request For Qualifications (A/E) continued

Project Name North Residential District Transformation

Project Number OSU-110672

Interested A/E firms are required to submit the Commitment to Participate in the EDGE Business Assistance Program form in its Statement of Qualifications (SAO Form #F110-330) submitted in response to the RFQ, to indicate its intent to contract with and use EDGE-certified Business Enterprise(s), as a part of the A/E's team. The Intent to Contract and to Perform and / or waiver request letter and Demonstration of Good Faith Effort form(s) with complete documentation must be attached to the A/E's Technical Proposal. Both forms can be accessed at [fod.osu.edu/vendor](http://fod.osu.edu/vendor). The Intent to Contract and to Perform form is again required at the Fee Proposal stage.

For all Statements of Qualifications, please identify the EDGE-certified Business Enterprises, by name, which will participate in the delivery of the proposed professional services solicited in the RFQ.

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

## H. Submittal Instructions

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

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

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

Submit all questions regarding this RFQ in writing via email to Aldino Stazzone at [stazzone.1@osu.edu](mailto:stazzone.1@osu.edu) with the project number included in the subject line (no phone calls please).

# Architect/Engineer Selection Rating

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



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

Project Name North Residential District Transformation Proposer Firm \_\_\_\_\_  
Project Number OSU-110672 City, State, Zip \_\_\_\_\_

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

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

Notes:

Evaluator:

Name \_\_\_\_\_

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

