

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>Main Classroom Building - General Classrooms Renovation - Phase II</u>	Response Deadline	<u>June 6, 2018</u>	<u>3:00pm</u>	<u>local time</u>
Project Location	<u>Cleveland State University</u>	Project Number	<u>C26065</u>		
City / County	<u>Cleveland / Cuyahoga</u>	Project Manager	<u>Melanie Boyd</u>		
Owner	<u>Cleveland State University</u>	Contracting Authority	<u>Local Higher Education</u>		
Delivery Method	<u>CM at Risk</u>	Prevailing Wages	<u>State</u>		
No. of paper copies requested (stapled, not bound)	<u>8</u>	No. of electronic copies requested (PDF)	<u>1</u>		

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Melanie Boyd at PS216 – 1802 East 25th Street, 4114. See Section J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Melanie Boyd at 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 Opportunities page on the OFCC website at <http://ofcc.ohio.gov> on a regular basis until one week before the response deadline. The name of the party submitting a question will not be included on the Q&A document.

Project Overview

A. Project Description

This project continues the general classroom upgrade of the University's Main Classroom Building with approximately 20 additional classrooms and associated facilities (20,000 square) of space. This project is to provide effective instructional and learning environments for both faculty and students. The scope of renovation includes 1) reconfiguration of existing space (walls, egress, building systems, finishes, etc.), 2) upgrades to state-of-the-art classroom technology, 3) infrastructure network upgrades, 4) modernization of safety systems, 5) classroom-adjacent restroom facility improvements, and 6) code compliance upgrades.

The University will be contracting directly with the furniture and technology equipment vendors/contractors. The selected A/E will need to structure construction documents to insure that installation of these packages are coordinated between the specialty vendor installers and the renovation contractor.

The building will remain occupied during construction. Phased construction coordinated with the University's academic calendar, will be required. A detailed Program of Requirements (POR) does not exist. The Architect/Engineer (A/E) in conjunction with the Office of the University Architect and a core faculty planning committee.

There are no personal tours scheduled before proposals are due. Those who wish to see the Main Classroom building at 1899 East 22nd Street, are welcome to do so between 8:00am and 5:00pm Monday through Friday. There will be a pre-interview walk-through for the short-listed firms. Contact with the Deans, faculty or staff of the University regarding this project will not be permitted.

Cleveland State University encourages firms it does business with to hire staff and consultants from under-represented groups. These groups include, but are not limited to: veterans, females, historically excluded people of color, people with disabilities and members of the LGBTQ community.

B. Scope of Services

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

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As required by the Agreement, and as properly authorized, provide the following categories of services: Program Verification, Schematic Design, Design Development, Construction Document Preparation, Bid and Award Support, Conformed Documents, Construction Administration, Post-Construction, and Additional Services of all types.

Refer to the *Ohio Facilities Construction Manual* for additional information about the type and extent of services required for each. A copy of the standard Agreement can be obtained at the OFCC website at <http://ofcc.ohio.gov>.

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

1. Design and planning in major renovations of higher education facilities
2. Design of higher education classroom environments with emphasis on open, flexible, and collaborative learning.
3. Interior design of high performance spaces, including selection and procurement of environmentally friendly and sustainable furniture and materials.
4. Renovation/remodeling work in existing buildings while maintaining occupancy.
5. Experience in design of higher education learning environment's MEPF & Data Systems
6. Experience in Classroom AV design and information technology
7. Experience with phased construction.
8. State Of Ohio Capital Project construction administration experience

C. Estimated Budget / Funding

State Funding:	<u>\$5,525,000</u>
Other Funding:	<u>\$00</u>
Construction Cost:	<u>\$3,400,000</u>
Total Project Cost:	<u>\$5,525,000</u>

D. Anticipated Schedule

Professional Services Start:	<u>09 / 18</u>
Construction Notice to Proceed:	<u>06 / 19</u>
Substantial Completion of all Work:	<u>06 / 20</u>
Professional Services Completed:	<u>07 / 20</u>

E. Estimated Basic Fee Range (see note below)

7% to 8%

F. EDGE Participation Goal

Percent of initial Total A/E Fee: 5.0%

NOTE: **Basic Services** include: (1) Program Verification, (2) Schematic Design, (3) Design Development, (4) Construction Documents, (5) Bidding and Award OR GMP Proposal and Amendment (as applicable), (6) Construction Administration, and (7) Closeout services. The **Basic Fee** includes all professional design services and consultant services necessary for proper completion of the Basic Services, including validation of existing conditions (but not subsurface or hidden conditions) and preparation of cost estimates and design schedules for the project. **The Basic Fee excludes any Additional Services required for the project.**

G. Basic Service Providers Required (see note below)

Lead A/E Discipline:	<u>Architecture</u>
Secondary Disciplines:	<u>Interior Loose Furnishings Design</u>
	<u>Mechanical-Electrical-Plumbing Eng.</u>
	<u>Technology, Communications Security</u>
	<u>Fire Protection Engineering</u>
	<u>Select Secondary Discipline</u>
	<u>Select Secondary Discipline</u>

H. Additional Service Providers Required

<u>A/V Consultant</u>
<u>Hazardous Materials Testing and Design</u>
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NOTE: The lead A/E shall be (1) an architect registered pursuant to ORC Chapter 4703, (2) a landscape architect registered pursuant to ORC Chapter 4703, or a (3) professional engineer or (4) professional surveyor licensed pursuant to ORC Chapter 4733.

I. 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).

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- 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 address how they will implement Building Information Modeling ("BIM") on the project, experience and level of training of staff related to BIM, incorporation of team partners that have previous BIM experience, and an understanding of collaborative BIM processes, including but not limited to the *State of Ohio BIM Protocol* available at the OFCC website at <http://ofcc.ohio.gov>.

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

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

J. Submittal Instructions

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

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

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

Facsimile copies of the Statement of Qualifications will not be accepted.

Firms are requested to identify professional registrations, memberships and credentials including: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, CPE, DBIA, and any other appropriate design and construction industry credentials. Identify that information on the resume page for individual in Block 22, Section E of the F110-330 form.

Architect / Engineer Selection Rating Form

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Project Name Main Classroom Building - General Classrooms Proposer Firm _____
 Renovation - Phase II
 Project Number C26065 City, State, Zip _____

Selection Criteria		Value	Score
1. Primary Firm Location, Workload and Size (Maximum 10 points)			
a. Proximity of firm to project site	Less than 50 miles	5	
	50 miles to 100 miles	2	
	More than 100 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$200,000	2	
	\$200,000 to \$1,000,000	1	
	More than \$1,000,000	0	
c. Number of licensed professionals	Less than 5 professionals	1	Max = 3
	5 to 10 professionals	2	
	More than 10 professionals	3	
2. Primary Firm Qualifications (Maximum 30 points)			
a. Project management lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	Max = 20
b. Project design lead	Experience / creativity of project designer to achieve owner's vision and requirements	0 - 15	
c. Technical staff	Experience / ability of technical staff to create fully coordinated construction documents	0 - 5	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 5	
3. Key Consultant Qualifications (Maximum 20 points)			
a. Key discipline leads	Experience / ability of key consultants to perform effectively and collaboratively	0 - 15	
b. Proposed EDGE-certified Consultant participation*	One point for every 2 percent increase in professional services over the EDGE participation goal	0 - 5	
4. Overall Team Qualifications (Maximum 10 points)			
a. Previous team collaboration	Less than 2 sample projects	1	Max = 3
	2 to 4 sample projects	2	
	More than 4 sample projects	3	
b. LEED** Registered / Certified project experience	Registered projects	1	Max = 2
	Certified projects	2	
c. BIM project experience	Training and knowledge	1	Max = 3
	Direct project experience	3	
d. Team organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
5. Overall Team Experience (Maximum 30 points)			
a. Previous team performance	Past performance as indicated by evaluations and letters of reference	0 - 10	
b. Experience with similar projects / delivery methods	Less than 3 projects	0 - 3	
	3 to 6 projects	4 - 6	
	More than 7 projects	7 - 10	
c. Budget and schedule management	Performance in completing projects within original construction budget and schedule	0 - 5	
d. Knowledge of Ohio Capital Improvements process	Less than 3 projects	0 - 1	
	3 to 6 projects	2 - 3	
	More than 7 projects	4 - 5	
* Must be comprised of professional design services consulting firm(s) and NOT the lead firm		Subtotal	
** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute			

Notes:

Evaluator:

Name _____

Signature _____ Date _____