

# Request for Qualifications (Architect / Engineer)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Local Higher Education

Project Name	Campus Building Asbestos Surveys Phase I	Response Deadline	March 19, 2018	2:00 p.m. local time
Project Location	Main Campus	Project Number	OSU-180102	
City / County	Columbus / Franklin	Project Manager	Aldino Stazzone	
Owner	The Ohio State University	Contracting Authority	Local Higher Education	
Delivery Method	Select Delivery Method	Prevailing Wages	None	
No. of paper copies requested (stapled, not bound)	0	No. of electronic copies requested (PDF)	1	

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Submit the Statements of Qualifications (Form F110-330) via email to [330Submittals@osu.edu](mailto:330Submittals@osu.edu). In the subject line, include the project number and name for the RFQ you are responding to. See Section H of this RFQ for additional submittal instructions.

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

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### Project Overview

#### A. Project Description

The Ohio State University has established a proactive asbestos building survey program to enhance efficiency on future construction projects by creating an ongoing catalogue of building materials.

- This project includes Environmental Consultant (EC) services to provide full building asbestos surveys at Ohio State University owned facilities throughout Ohio.
- Project services shall be provided as described in the "Scope of Services" listed below.
- More than one consultant may be selected to perform EC services.
- Services identified in this Request for Qualifications may be renewed.
- The buildings that will be surveyed have not yet been determined. The selected consultant(s) will work with the university in determining buildings that will be surveyed and will ensure safety remains a top priority.

#### B. Scope of Services

- This project shall include, but is not limited to the following scope of services:
  - EC shall assume all liability for compliance with federal, state, and local regulations in performance of all Asbestos Building Surveys.
  - EC performing Asbestos Building Surveys must have a minimum of two (2) years' experience performing asbestos surveys or asbestos material sampling. The EC shall be certified by the Ohio Department of Health (ODH) as an "Asbestos Hazard Evaluation Specialist".
  - The EC shall have experience performing working in University settings and/or city municipalities and shall provide examples of at least three (3) Asbestos Building Survey Reports.
  - The EC will be required to thoroughly inspect each building for the presence of asbestos, including Category I and Category II, friable and non-friable asbestos containing materials (ACM). All suspected ACM shall be sampled using industry accepted methods in a professional manner, using a degree of care and skill consistent with standards of competent consultants practicing in the same or similar locality. All work practices shall conform to the requirements of Occupational Safety and Health Administration (OSHA)'s 29 Code of Federal Regulations (CFR) 1926.1101(g)(9) for Class III Work Practices. All bulk samples are to be analyzed by a National Voluntary Laboratory Accreditation Program (NVLAP) accredited laboratory.
  - The EC shall sample all homogenous areas (unless realistically unobtainable or non-feasible) as prescribed by 40 CFR 763.86 to include all surfacing materials, thermal system insulation, miscellaneous material, friable and non-friable suspected asbestos containing building materials. The analysis shall be performed utilizing methods prescribed by 40 CFR 763.87. All bulk samples shall be analyzed utilizing Environmental Protection Agency (EPA) Method 600/R-93/116 using Polarized Light Microscopy (PLM) in combination with Transmission Electron Microscopy (TEM) as may be required. Any bulk sample analysis results with an asbestos content of greater than non detect but less than 3% shall be reanalyzed utilizing the EPA Method 600/R-93/116 at 400 points.
  - The EC will collect samples as needed within non-conspicuous locations within each building surveyed. Sample size shall not exceed more than a 2" x 2" square per sample. All samples collected shall repaired

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- with the appropriate material as necessary to match the color and texture of the existing building material sampled.
- Asbestos Building Survey Reports shall be performed in compliance with ODH Regulations [3701-34] and the EPA Asbestos Hazard Emergency Response Act (AHERA) [40 CFR Part 763, Subpart E] reporting requirements, as well as, in a format consistent with The Ohio State University master template for Asbestos Building Survey Reports. Asbestos Building Survey Reports shall contain the following sections at minimum:
    - Executive Summary of ACM
    - Table of Contents
    - List of Acronyms
    - Survey Report
    - Appendix A – Assessors’ Certifications
    - Appendix B – Historical ACM Data (To Be Provided by OSU)
    - Appendix C – Sample Location Diagrams (OSU to provide base floor plans for each building in CADD format)
    - Appendix D – Data Summary Tables
    - Appendix E – Laboratory Certificates and Chain of Custodies
    - Appendix F1 – Inventory of ACM (Room-by-room inventory of ACMs)
    - Appendix F2 – ACM Material Location Diagrams
    - Appendix G – Photograph Log – Include representative photographs of all suspect sampled ACM, assumed ACM, and other hazardous materials.
    - Appendix H – Cost Estimate for Removal and Disposal of ACM
    - Appendix I – Personal Air Monitoring Data
  - The EC will coordinate Asbestos Building Surveys directly with the designated OSU Project Manager and provide a schedule of completion.
  - The EC shall submit one (2) hard bound copies and an electric PDF copy of each Asbestos Building Survey Report to the OSU PM. Additionally, the EC shall submit documents and appendices in their native format (e.g. .DOC, .XLS, .JPG, etc.) so that this data may be incorporated into an asbestos management database by OSU.
  - Laboratory data shall be provided in an electronic format as requested by OSU.
  - OSU EHS will review all Asbestos Building Survey Reports prior to substantial completion of the project. All Asbestos Building Survey Reports must meet the satisfaction of OSU prior to final invoicing of the project.
  - The EC shall assume all costs associated with labor and materials as needed to successfully complete all Asbestos Building Surveys.
  - The university reserves the right to select more than one Consultant for this project.

The selected EC, 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. Required Professional Liability Insurance will be per Exhibit A – A/E Terms and Conditions Article 7.2.6.

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>. The selected A/E will be required to sign the standard agreement. No modifications to the requirements in the agreement will be accepted.

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. Hazardous Material Consulting Services
2. Asbestos Assessments

For the purpose of the selection of 10 Relevant Projects in Section F of the Statement of Qualification (Form F110-330), projects must be designed by the Lead Firm.

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### C. Funding / Estimated Budget

Total Project Cost	<u>\$245,000</u>	State Funding	<u>\$0</u>
Construction Cost	<u>\$0</u>	Other Funding	<u>\$245,000</u>
Estimated A/E Fee	<u>Percentage% to Percentage%</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., 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>Hazardous Material Consultant</u>
Secondary	<u>_____</u>
	<u>_____</u>
	<u>_____</u>
	<u>_____</u>
	<u>_____</u>
	<u>M</u>
Others	<u>_____</u>

### E. Anticipated Schedule

Professional Services Start	<u>05 / 18</u>
Construction Notice to Proceed	<u>05 / 18</u>
Substantial Completion of all Work	<u>05 / 19</u>
Professional Services Completed	<u>06 / 19</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 ORC Chapter 4703, (2) a landscape architect holding a license and certificate of authorization issued by the Ohio Landscape Architects Board pursuant to ORC 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 ORC 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 Guidelines for Buildings and Landscape* [buildings-landscape.pdf](#)
- 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 (Form F110-330) Section H. Additional Information 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.

### H. Submittal Instructions

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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>.

PDF file: 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.

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 Campus Building Asbestos Surveys Phase I Proposer Firm \_\_\_\_\_  
 Project Number OSU-180102 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary Firm Location, Workload and Size (Maximum 10 points)</b>			
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 2 professionals	gg	Max = 3
	2 to 10 professionals	hh	
	More than 10 professionals	ii	
<b>2. Primary Firm Qualifications (Maximum 30 points)</b>			
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 - jj	
c. Technical staff	Experience / ability of technical staff to create fully coordinated construction documents	0 - kk	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - ll	
<b>3. Key Consultant Qualifications (Maximum 20 points)</b>			
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	
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
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	
<b>5. Overall Team Experience (Maximum 30 points)</b>			
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 6 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 6 projects	4 - 5	
* Must be comprised of professional design services consulting firm(s) and NOT the lead firm ** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute		<b>Subtotal</b>	

Notes:

Evaluator:

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_