

# Request for Qualifications (Architect / Engineer)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Local Higher Education

Project Name	<u>Newton - Renovation and Addition</u>	Response Deadline	<u>03/12/2018</u>	<u>2:00 p.m.</u> local time
Project Location	<u>Newton Hall, 1585 Neil Ave</u>	Project Number	<u>OSU-180429</u>	
City / County	<u>Columbus / Franklin</u>	Project Manager	<u>Mitch Dollery</u>	
Owner	<u>The Ohio 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>0</u>	No. of electronic copies requested (PDF)	<u>1</u>	

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 Mitch Dollery at [dollery.2@osu.edu](mailto:dollery.2@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 is seeking qualifications from interested architectural/engineering teams to complete the renovation and addition of Newton Hall. Newton Hall is located on the Columbus campus of The Ohio State University at the corner of Ninth Avenue and Neil Avenue. This corner marks the gateway to campus from the south transitioning from large historic urban homes to Academic Main Street, connecting Health and Science District, South Residential District and landmarks like Mirror Lake, Thompson Library and the Oval.

The College of Nursing has been educating nurses since its founding in 1914, and has occupied Newton Hall since it was built in 1967. The College of Nursing is currently the country's top rated public college for graduate programs, ranked 5<sup>th</sup> by U.S. News & World Report and has increased enrollment almost 60% in the past 6 years. This project will reinforce the college's core goals to produce the highest caliber nurses, leaders and health professionals and transform healthcare to positively impact and sustain wellness through transdisciplinary and innovative education, research and evidence-based clinical practice.

The scope includes building a three-story 22,500 SF addition to the south of Newton Hall that includes classrooms, commons spaces and offices. Renovations in existing Newton Hall include a comprehensive primary care clinic, higher density open office areas, upgraded classrooms and collaboration space.

The buildings where we live and work have a profound effect on our well-being, this project will impact the health, comfort or knowledge of people in the building through design, operations and behavior. This facility must remain operational for student classes during all construction activities. A feasibility study and POR will be provided to the shortlisted teams.

It will be required to register this project with USGBC for a minimum Silver LEED as well as the International Well Building Institute.

This project is required to be designed and delivered within a collaborative BIM-enabled environment following The Ohio State University BIM Project Delivery Standards. The Primary firm submitting for the project will be required to have the BIM expertise capable of meeting the aforementioned standards. The Ohio State University BIM Project Delivery Standards can be accessed via the OSU FOD website: [ohio-state\\_bim\\_pds.pdf](#). Unless noted otherwise, the minimum required BIM Use Cases are outlined in Section 2.

#### B. Scope of Services

The project and construction budget as listed in this RFQ is estimated. The project has been approved for design services only. This request is for Architect/Engineer (A/E) to provide design and project management to establish the schematic design concept and design development. The university may amend the A/E contract upon approval for construction documents, bidding, construction contract administration and post-construction 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.

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This project is expected to be recognized for its quality of design and technical expertise. The A/E team will be expected to interface with the University Architect, University Landscape Architect, University Engineer, the University Design Review Board, the University Board of Trustees and Health Science/College of Nursing. The A/E team will be expected to have strong leadership and experience in the successful delivery of large scale occupied renovations

A Commissioning Agent will be contracted by the selected A/E. The C/M will participate in the interview process and will be in an advisory role but will not have a vote for selection.

The selected A/E team will develop the Basis of Design (BOD) and will coordinate with the Commissioning Agent during the design phase.

The AE will contract with the air and water balance contractor, coordination will be the responsibility of the selected CMR

The A/E will be required to prepare cost estimates as part of basic services at each phase of design and reconcile with the estimate prepared by the CM.

Design documents required for the Guaranteed Maximum Price (GMP) submittals will be at 75% document completion.

Material testing for the entire building has previously been completed by the university. The A/E will be required to contract for design documentation, supervision and inspection services as a reimbursable to their contract. The firm providing this service will be selected in conjunction with the University. The scheduling and coordination will be the responsibility of the selected CM.

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. 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.

During the construction period, provide not less than an average of 20 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. Renovations / Additions in Higher Education academic buildings
2. Project demonstrating architectural design excellence recognized by third parties and Ohio State
3. State of Ohio, and/or State of Ohio University administered projects

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.

### C. Funding / Estimated Budget

Total Project Cost	<u>\$20,000,000</u>	State Funding	<u>\$8,000,000</u>
Construction Cost	<u>\$15,400,000</u>	Other Funding	<u>\$12,000,000</u>
Estimated A/E Fee	<u>6% to 6.5%</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).

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### D. Services Required (see note below)

Primary	<u>Architect</u>
	<u>Mechanical, Plumbing, Electrical,</u>
Secondary	<u>Technology</u>
	<u>Structural Engineering</u>
	<u>Civil Engineer</u>
	<u>Landscape Architect</u>
	<u>Interior Design</u>
	<u>Exterior Envelope Consultant</u>
	The following services will be selected in consultation with the University: Hazardous Materials, Testing, Geotechnical and Commissioning Services
Others	<u>Commissioning Services</u>

### E. Anticipated Schedule

Professional Services Start	<u>04 / 18</u>
Construction Notice to Proceed	<u>06 / 19</u>
Substantial Completion of all Work	<u>11 / 20</u>
Professional Services Completed	<u>12 / 20</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 firms are required to address their BIM project delivery experience and how they will implement Building Information Modeling ("BIM") on the project by documenting:

- The ability for the entire team to effectively collaborate and share models and data.
- Each discipline model manager and their relevant experience.
- How you support a subcontractor that does not have sufficient BIM experience to meet the above expectations.

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

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>.

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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

## State of Ohio Standard Forms and Documents

Project Name Newton - Renovation and Addition Proposer Firm \_\_\_\_\_  
 Project Number OSU-180429 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	1	Max = 3
	2 to 10 professionals	2	
	More than 10 professionals	3	
<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 - 10	
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	
<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 \_\_\_\_\_