

# Request for Qualifications (Criteria A/E)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Local Higher Education

Project Name	<u>Pearson Hall Laboratory Renovation</u>	Response Deadline	<u>10/01/15</u>	<u>4:00 PM</u>	local time
Project Location	<u>Oxford Campus</u>	Project Number	<u>MUN-100059</u>		
City / County	<u>Oxford / Butler</u>	Project Manager	<u>John Porchowsky</u>		
Owner	<u>Miami University</u>	Contracting Authority	<u>Local Higher Education</u>		
Delivery Method	<u>Design Build</u>	Prevailing Wages	<u>State</u>		
No. of paper copies requested (stapled, not bound)	<u>6</u>	No. of electronic copies requested on CD (PDF)	<u>1</u>		

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Elizabeth Davidson at 101 S. Fisher Drive, 181 Cole Service Building, Oxford, OH 45056. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to John Porchowsky at porchojp@MiamiOH.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.

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### Project Overview

#### A. Project Description

Pearson Hall, built in 1985, serves the biological sciences including the Departments of Biology and Microbiology. This phased, occupied rehabilitation will renovate teaching and research labs, offices, common areas, MEPF and circulation spaces over approximately four years. It is anticipated that 75% of the approx. 168,000 SF interior will be renovated by this project. In addition, an enabling project at Hughes Hall C Wing will provide flexible interdisciplinary swing space to house occupants as sections of Pearson are renovated as well as serve the needs of the Department of Chemistry after the Pearson occupants are fully relocated. The Hughes project will be fast tracked ahead of the Pearson project. It is anticipated that the Hughes Hall design phases will run concurrent with the full program development at Pearson Hall.

#### B. Scope of Services

The Criteria AE will oversee the planning and design of all phases of the project with a primary focus on laboratory design. It is not anticipated that redesign of building exteriors will be required although an investigation of the building envelope at Pearson Hall will be performed to assess any needed repair or replacement of the envelope elements.

Upon award of the Agreement, the Criteria AE will commence by developing the Program of Requirements.

The selected C-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. Participation in the Encouraging Growth, Diversity & Equity (EDGE) Program will be as required by statute and the Agreement.

As required by the Agreement, and as properly authorized, provide the following categories of services: Program Development, 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 *OFC Manual* 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 8 hours (excluding travel time) on-site construction administration services each week, including (1) attendance at progress meetings, (2) a written field report of each site visit, (3) on-site representation comprised of the A/E and its consultant staff involved in the primary design of the project, all having relevant and appropriate types of construction administration experience.

## Request for Qualifications (Criteria A/E) continued

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. Higher Ed Laboratory Design with a focus on the Biological Sciences
2. Management of a Phased, Occupied Renovation
3. Master Planning and Programming of Higher Ed Biological Sciences Projects
4. LEED Certified Projects and LEED AP Experience
5. BIM Modeling specific to a Laboratory Renovation
6. State of Ohio on Higher Education Projects
7. Coordination of all MEPFT disciplines with a focus on Laboratory Renovation
8. Construction Administration appropriate to a Criteria AE
9. Rehabilitation of a Masonry Building Envelope
10. Criteria AE on a Design Build Project of Similar Scale

### C. Funding / Estimated Budget

Total Project Cost	<u>\$71,000,000</u>	State Funding	<u>\$50,000,000</u>
Construction Cost	<u>\$50,000,000</u>	Other Funding	<u>\$21,000,000</u>
Estimated C-A/E Fee	<u>3.0% to 7.0%</u>		

NOTE: The C-A/E fee for this project includes all professional design services, and consultant services necessary for proper completion of the C-A/E Basic Services for the successful completion of the project, including but not limited to: preparation / review and verification of the Program of Requirements, validation of existing site conditions (but not subsurface or hidden conditions), preparation of cost estimates and design schedules for the project. Fees may be negotiated and allocated for Additional Services (e.g., creation of 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>Architecture &amp; Laboratory Planning</u>
Secondary	<u>MEPF Systems Engineering</u>
	<u>Data/Telecom Systems (RCDD Cert.)</u>
	<u>Structural Engineering</u>
	<u>Civil Engineering</u>
	<u>Landscape Design</u>
	<u>LEED Accredited Professional</u>

Others \_\_\_\_\_

### E. Anticipated Schedule

Professional Services Start (mm/yy)	<u>11 / 15</u>
Construction Stage Start (mm/yy)	<u>06 / 16</u>
Construction Stage Completed (mm/yy)	<u>06 / 20</u>
Professional Services Completed (mm/yy)	<u>06 / 20</u>

### F. EDGE Participation Goal

Percent of *initial* TOTAL A/E Fee 5.0%

NOTE: The primary C-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. 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 C-A/E and all its consultants must have the capability to use the Internet within their normal business location(s) during normal business hours.

## Request for Qualifications (Criteria A/E) continued

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Interested C-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 C-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 C-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 C-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>.

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.

Facsimile or e-mailed copies of the Statement of Qualifications will not be accepted.

Firms are requested to identify professional registrations, memberships and credentials including but not limited to: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, DBIA, CPE, 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.

# Criteria A/E Selection Rating Form

## State of Ohio Standard Forms and Documents

Project Name Pearson Hall Renovation Proposer Firm \_\_\_\_\_  
 Project Number MUN-100059 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 75 miles	5	
	75 miles to 150 miles	2	
	More than 150 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$1,000,000	2	
	\$1,000,000 to \$2,000,000	1	
	More than \$2,000,000	0	
c. Number of licensed professionals	Less than 10 professionals	1	Max = 3
	10 to 20 professionals	2	
	More than 20 professionals	3	
<b>2. Primary Qualifications (Maximum 30 points)</b>			
a. Project management lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	
b. Project design lead	Experience / creativity of project designer to document owner's vision and requirements	0 - 10	Max = 20
c. Technical staff	Experience / ability of technical staff to create accurate and complete design criteria	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 additional point for every 2 percent increase in professional services over the advertised EDGE participation goal	0 - 5	
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
a. Previous team collaboration	Less than 3 sample projects	1	Max = 3
	3 to 6 sample projects	2	
	More than 6 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 4 projects	0 - 3	
	4 to 7 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 6 projects	4 - 5	
* Must be comprised of professional design services consulting firm(s) and NOT the primary firm ** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute		<b>Subtotal</b>	

Notes:

Evaluator:

Name \_\_\_\_\_

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