

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>Technology Building Renovations</u>	Response Deadline	<u>09/21/18</u>	<u>2:00pm</u>	local time
Project Location	<u>Bowling Green State University</u>	Project Number	<u>BGU-186734</u>		
City / County	<u>Bowling Green / Wood</u>	Project Manager	<u>Joe Phillips</u>		
Owner	<u>Bowling Green 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>2</u>	No. of electronic copies requested (PDF)	<u>1</u>		

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Beth Nagel at BGSU Purchasing Office, 1851 North Research Drive, Bowling Green, Ohio 43403. See Section J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Beth Nagel at bnagel@bgsu.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

Bowling Green State University ("the Owner"), is requesting interested firms to submit qualifications for Architectural/Engineering (A/E) services for the renovation of the Technology Building for the College of Technology, Architecture and Applied Engineering. The College is comprised of four (4) departments, Department of Architecture and Environmental Design, Department of Construction Management (these two departments make up the School of the Built Environment), Department of Engineering Technologies and Department of Visual Communication and Technology Education.

The Technology Building was constructed in 1971 for Industrial Education and Technology. The building has seen limited interior/exterior improvements since that time. The Technology Building consists of two buildings connected by a second floor lobby. The west two story building is approximately 10,700 SF. The east building is approximately 41,500 SF, including a 13,000 SF high bay "lab space." The entire facility will require upgrades/replacement of HVAC, electrical, plumbing, fire protection and IT systems.

The University goal for this project is to transform the building to support 21st century teaching, learning, and office best practices. "Lab spaces" will be created as flexible and interactive, reflecting advanced manufacturing business concepts.

B. Scope of Services

The selected A/E will be responsible for developing the Program of Requirements (POR) and organizing benchmarking site visits to other Universities or Businesses with advanced technology thinking and practices. The renovation work is anticipated to include upgrade of major utilities within the building including electrical, MEP, fire alarm and technology systems. The scope will also include upgrades to ADA requirements, a new fire suppression system and emergency generator.

As required by the Agreement, and as properly authorized, provide for participation in the following categories: Organizational Meeting, Program Verification, Schematic Design, 50% Design Development, GMP Proposal and Amendment, Construction Documents, Construction Stages, and Closeout Deliverables. Additional Services will be discussed as necessary during the negotiation phase. Reimbursable Expenses will be approved per the Agreement, Travel will not be considered a reimbursable expense, include estimated travel in final fee calculation.

A/E shall anticipate an occupied renovation that necessitates finishing the project in multiple phases. A/E shall assist The CM in developing phasing plan and producing documents that facilitate this plan. Punchlist generation is by phase as well.

As noted, Construction Manager at Risk is the intended delivery model. The Construction Manager will join team just prior to start of Schematic Design Stage. Selected A/E will assist in selection of The CM. The A/E shall assume three Guaranteed Maximum Price (GMP) amendments with each requiring GMP basis documents.

Upon award of the Agreement, commence by developing the POR.

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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.

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 16 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. Major facility renovation of similar vintage and make-up
2. Corporate office design
3. Higher Education classroom, office spaces and collaboration spaces
4. Advanced manufacturing experience, corporate or educational
5. Building design and layout involving cultural change in corporate or higher education
6. Successful projects working with Construction Manager at Risk with multiple GMP's
7. LEED silver or above renovation projects

C. Estimated Budget / Funding

State Funding: \$10,400,000.00
 Other Funding: \$0.00
 Construction Cost: \$7,240,000.00
 Total Project Cost: \$10,400,000.00

D. Anticipated Schedule

Professional Services Start: 11 / 18
 Construction Notice to Proceed: 06 / 19
 Substantial Completion of all Work: 06 / 20
 Professional Services Completed: 09 / 20

E. Estimated Basic Fee Range (see note below)

8.0% to 9.0%

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: Architecture
 Secondary Mechanical-Electrical-Plumbing Eng.
 Disciplines: Structural Engineering
Fire Protection Engineering
Civil Engineering
Interior Loose Furnishings Design
Technology, Communications Security

H. Additional Service Providers Required

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

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1. Extensive corporate and/or higher education transformative interiors including offices, classrooms, manufacturing labs, and collaboration spaces. Projects identified as relevant shall have a construction value greater than \$5 million.
2. Previous experience with successfully integrating Owner teams into a collaborative design environment that achieves consensus within allocated design timeline.
3. Previous experience with gut renovations of campus or manufacturing. Projects identified as relevant shall have a construction value greater than \$5 million.
4. Project Manager, Project Design Lead, Technical Staff and Construction Administration clearly identified on organization chart.
5. Project Manager and Project Design Lead demonstrated direct involvement with relevant projects.
6. Key Consultants experience compatible with proposed type, size and scope.
7. Demonstrated ability to meet Owner's programmed project vision, scope, budget, and schedule on previous projects.
8. Proposer's previous experience (numbers of projects, sizes of projects) when working with its proposed consultants.
9. Specification writing credentials and experience.
10. Proximity of prospective firms to the project site.
11. Proposer's apparent resources and capacity to meet the needs of this project.

RFQ Evaluation Schedule

Activity	Date
RFQ Responses Due	September 21, 2018
Short-Listed Firms Notified	September 28, 2018
Interview Dates	October 5, 2018
Preferred Firm Selection	October 10, 2018
Technical Proposal Due	October 24, 2018
Contract Executed	November 19, 2018

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 (flash drive) 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 flash drive 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 Technology Building Renovations Proposer Firm _____
 Project Number BGU-186734 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 125 miles	5	
	125 miles to 200 miles	2	
	More than 200 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	0	Max = 3
	5 to 10 professionals	1	
	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 - 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	
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 4 sample projects	1	Max = 3
	4 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	
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 5 projects	0 - 3	
	5 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 5 projects	0 - 1	
	5 to 7 projects	2 - 3	
	More than 7 projects	4 - 5	
		Subtotal	

* 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

Notes:

Evaluator:

Name _____

Signature _____ Date _____