

# 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>SI/SR Engaged Learning Labs - Phase 2</u>	Response Deadline	<u>06/05/18</u> <u>2:00 PM</u> local time
Project Location	<u>2399 Euclid Avenue</u>	Project Number	<u>CLS-141432 / CP-201800733</u>
City / County	<u>Cleveland / Cuyahoga</u>	Project Manager	<u>Dwayne Wilson</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>6</u>	No. of electronic copies requested (PDF)	<u>1</u>

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Dwayne Wilson at 1802 E. 25th Street, Rm 221, Cleveland, Ohio 44114. See Section J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Dwayne Wilson at [d.d.wilson17@csuohio.edu](mailto:d.d.wilson17@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.

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### Project Overview

#### A. Project Description

Cleveland State University (CSU) is committed to developing the minds and talents of students to foster an academic environment promoting innovation, discovery and entrepreneurship. As part of this mission CSU is shifting its educational model to one emphasizing engagement that is focused on the student and the learning environment.

The University's Science Building (SI) was built in 1969, and the Science Research Building was completed in 1983, interior renovations will consist of new collaborative learning environments, repurposing existing space in the current buildings for Biology, Organic Chemistry and the Center for Gene Regulation in Health and Disease (GRHD). The proposed renovations include multi-functional instructional and research laboratory space.

Following the successful recent completion of seven renovated labs, CSU's continuing goal for its science teaching and research facilities is a continuing and sustained effort to repurpose existing space in the science facilities to build open, flexible, interactive learning environments. The intent of the interior renovations will be to address areas on multiple floors of both buildings. The target number of instructional labs to be renovated is 4-5 and will focus on Biology and Organic Chemistry. The total number of labs renovated will be dependent upon scheduling, availability of swing space as well as the anticipated construction costs. The target may vary from the goal depending on project funding. Both the teaching and research labs to be renovated are outdated and require not only space renovations but upgrades to provide accessibility to current laboratory technology.

The intent of the research lab portion is to renovate multiple labs focused on CSU's noted Center for Gene Regulation in Health and Disease (GRHD). GRHD was launched in 2008 with a grant from the Ohio Third Frontier Commission's Research Scholars Program. The Center focuses on research to improve understanding of biological processes and how malfunctions of these processes result in various diseases. GRHD is comprised of 14 faculty researchers representing three departments in the College of Sciences and Health Professions. The primary focus will be on centralized, cross discipline labs, including shared equipment, instrumentation and imaging. The target is to renovate between 6,000-8,000 sf of GRHD focused spaces. These labs may range in size from 150 – 1,500 sf. A priority list of labs will be developed in conjunction with the POR. The total number of labs renovated will be dependent upon availability of swing space and the anticipated construction costs.

The scope includes:

1. Reconfiguration of existing lab spaces (walls, ceilings, circulation, building systems, etc.).
2. New casework and associated support services.
3. Upgrade equipment to state of the art technology.
4. Modernization of safety systems for code compliance.

The scope will also need to address replacement of aging and failing infrastructure and systems that coincide with the reorganization of program spaces. Some upgrades may also be necessary outside of the parameters of the reorganized spaces. The infrastructure and system needs will possibly include, ductwork, heating and plumbing piping replacement, HVAC controls, fire suppression, electrical systems, fire alarm, telecommunications, and audio/visual systems. In interior

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areas to be renovated, new finishes and laboratory casework are required and may extend to adjacent areas including corridors, lounge and ancillary spaces.

The buildings will remain occupied during construction. Phased construction and multiple bid packages coordinated with the University's academic calendar, will be required. The successful firm will also be required to assist in identifying and laying out and renovating temporary swing space for the departments. A detailed Program of Requirements (POR) does not exist, the Architect/Engineer ("A/E") in conjunction with the Office of the University Architect will prepare the POR as an Additional Service.

### B. Scope of Services

The A/E will be expected to have strong leadership and design skills with experience in the successful delivery of complex laboratory projects in a campus setting. The successful A/E must have experience in working in collaboration with a complex consulting team and complex user groups. The project is expected to be recognized for its quality of design and its response to the existing building. The A/E will provide study models and 3D renderings during the schematic design and design development phases. The team will be expected to interface and collaborate with the Office of the University Architect, College of Sciences and Health Professions and University administration.

The development of the POR will be a collaborative process and will be guided by the Office of the University Architect. The A/E will be expected to work with the College of Sciences and Health Professions, GRHD faculty participants as well as the facility's occupants to develop a program based on prioritized space needs that will:

1. Provide state of the art instructional and research lab spaces.
2. Optimize shared interdepartmental space and adjacencies including collaborative research opportunities.
3. Maximize sustainable practices by the building and its occupants.
4. Create flexibility in lab design with modularity.
5. Provide efficient space utilization.

The selected Architect/Engineer (A/E), as a portion of its required Scope of Services and prior to submitting its proposals, will discuss and clarify with 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. In addition the selected A/E shall be required to abide by and following the Office of the University Architect's, A/E Design Guidelines, CAD, Finish, Furniture and Signage Standards. A copy of the respective standards can be obtained at the OUA website at <http://www.csuohio.edu/architect/oua-standards>

As required by the Agreement, and as properly authorized, provide the following categories of services: POR, 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 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.

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. Programming for higher education science/lab/classroom facilities.
2. Higher education science/lab teaching/ instructional facilities design.
3. Higher education science/lab research facilities design.
4. Higher education classroom facilities design.
5. Rehabilitation / retrofit of existing science/lab facilities in existing buildings while maintaining occupancy.
6. Multiple phase renovations of existing science facilities.
7. Mechanical / Electrical phased renovations of an existing science facility.
8. Interior design of high performance spaces, including selection and procurement of environmentally friendly and sustainable furniture and materials.
9. Experience in Classroom A/V and information technology and security integration.

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10. State Of Ohio Capital Project construction administration experience.

**C. Estimated Budget / Funding**

State Funding:	<u>\$7,225,000</u>
Other Funding:	<u>\$0</u>
Construction Cost:	<u>\$4,760,000</u>
Total Project Cost:	<u>\$7,225,000</u>

**D. Anticipated Schedule**

Professional Services Start:	<u>09 / 18</u>
Construction Notice to Proceed:	<u>05 / 19</u>
Substantial Completion of all Work:	<u>07 / 20</u>
Professional Services Completed:	<u>09 / 20</u>

**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:	<u>Architecture</u>
Secondary	<u>Mechanical-Electrical-Plumbing Eng.</u>
Disciplines:	<u>Technology, Communications Security</u>
	<u>Fire Protection Engineering</u>
	<u>Interior Loose Furnishings Design</u>
	<u>Signage Design</u>
	<u>Structural Engineering</u>

**H. Additional Service Providers Required**

<u>Laboratory Planning / Design</u>
<u>Hazardous Material Testing &amp; Design Consultant</u>
<u>Audio Visual Consultant</u>
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<u> </u>
<u> </u>

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).
- 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.
- 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.

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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.

1. *In addition to the EDGE commitment, Cleveland State University is committed to increasing its MBE spend in accordance with its Purchasing Policy and the Supplier Diversity Initiative. Participation goals for the project are 20% 1st & 2nd tier contractors and suppliers awarded to certified EDGE, MBE, DBE, SBE, FBE or VBE firms. At least 10% of goal awarded to Non-Hispanic MBE, 5% of goal awarded to FBE, 3% of goal awarded to Hispanic Firms. A/E teams are encouraged to participate however participation in addition to the EDGE requirements will not be factored into the evaluation criteria of the A/E Selection Rating Form.*

### 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.

**Pre-Submittal Meeting/ Site Visit:** The Office of the University Architect will present an overview of the Project and Contract requirements, followed by a tour of the facility on Tuesday May 22, 2018 from 2:00pm-3:30pm local time. The pre-proposal meeting will be held in the Plant Services Building, 1802 E. 25<sup>th</sup> Street, Cleveland, Ohio 44114 in Room 242. The facility tour will be held after the meeting, participants will be required to walk from the Plant Services Building to the proposed facility site. This pre-proposal meeting will provide the only public forum for potential applicants and team members to view the facility and ask questions of the client and Office of the University Architect prior to the submission deadline. Other than this meeting, **no personal tours, contact with the Dean, faculty or staff of the College will be permitted.**

# Architect / Engineer Selection Rating Form

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Project Name SI/SR Engaged Learning Labs - Phase 2 Proposer Firm \_\_\_\_\_  
 Project Number CLS-141432 / CP-201800733 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 200 miles	2	
	More than 200 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$500,000	2	
	\$500,000 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 20 professionals	3	
	More than 20 professionals	1	
<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 - 0	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 10	
<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 4 sample projects	1	Max = 3
	4 to 7 sample projects	2	
	More than 7 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 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 2 projects	0 - 1	
	2 to 6 projects	2 - 3	
	More than 6 projects	4 - 5	
		<b>Subtotal</b>	

\* 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 \_\_\_\_\_