

# 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>Russ Research Opportunity Center</u>	Response Deadline	<u>July 23, 2018</u>	<u>5:00PM</u>	local time
Project Location	<u>Ohio University</u>	Project Number	<u>OHU - 14442</u>		
City / County	<u>Athens / Athens</u>	Project Manager	<u>Michael West</u>		
Owner	<u>Ohio University</u>	Contracting Authority	<u>Local Higher Education</u>		
Delivery Method	<u>General Contracting</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 paper Statements of Qualifications (Form F110-330) Michael West at 160 West Union Street, Suite 280, Athens, OH 45701. See Section J of this RFQ for additional submittal instructions.

Submit the electronic copies of Statement of Qualifications to  
[WUSOC\\_Engineering\\_Repurpose\\_Ren.01\\_Design\\_Professional\\_Selection@docs.e-builder.net](mailto:WUSOC_Engineering_Repurpose_Ren.01_Design_Professional_Selection@docs.e-builder.net).

Submit all questions regarding this RFQ in writing to Tiffany Daniels at [danielst@ohio.edu](mailto:danielst@ohio.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

Ohio University has planned a renovation of the existing West Union Street Office Center (WUSOC) facility to be repurposed for the Russ College of Engineering and Technology as an engineering research facility (Russ Research Opportunity Center or ROC). The existing facility was originally designed/constructed as an industrial building housing heavy manufacturing, printing, warehousing operations. It was constructed in 6 phases dating from 1916 to 1996, comprising 110,000 GSF. In recent years, it has served the function of office space for several departments on campus and prior to that, it served as commercial store front space (including a bank). Since its construction, there has been minimal investment made in the facility to address deferred maintenance and programmatic improvements. The project will renovate the existing facility and address the deferred maintenance to create new flexible research spaces, unassigned open flexible lab spaces and a rapid prototyping/maker shop space. The project will also create an addition to accommodate high bay lab space, a 250-seat conference space and a three-story atrium event/activity space.

Four main principals were developed in the programming phase of the project. They will guide building development and solutions. The principles leverage the structural characteristics of the building which are: promote flexibility/collaboration, promote shared work spaces, provide informal research and collaboration spaces while providing centralized facilities and connectivity utility systems. This facility is a key transformational project of the Comprehensive Master Plan 2016 through the re-use of existing facilities and the contribution to the development of a new campus green (Union Street Green). This project is part of a broader campus capital program of interrelated projects. The University has planned and launched all project dependencies. The selected team will work with the other consultants and teams from the related projects to ensure success.

The proposed team should exhibit expertise in design of flexible research environments and possess a background in higher education/engineering research facilities. Due to the high level of flexibility required for the spaces, the role of the engineering team will be significant and weighted as such in the scoring.

The total project cost is estimated at \$30,000,000, with a \$24,000,000 construction budget. The design will be expected to fit the architectural context of the campus and will occupy the existing West Union Street Office Complex located at 160 West Union. Design will start with selection of the A&E with a target construction period of 17 months (February 2021 to June 2022). During the design period we will explore the option of introducing an early package for site/foundation work and possibly renovation of unoccupied space within the existing building. The goal will be to achieve **a minimum of LEED Silver** and it is anticipated project delivery method for this project is General Contracting. State Prevailing Wage requirements apply to this project.

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## B. Scope of Services

The University has conducted preliminary analysis, programming, and concepts for the facility which will be utilized as the jumping off point for the project. The initial portion of the project is to review and verify programming for the facility. During the schematic design phase, the team will explore opportunities of an early package that may include site work, foundations and renovation of existing unoccupied space.

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.

The University will contract with a separate Building Commissioning consultant.

The project services will commence with Program Development, Schematic Design, and verification of anticipated construction costs. Upon completion of this phase, the University will authorize procedure into Design Development, Construction Documents, Bidding, Conformed Documents and Construction Phase(s) services pending verification of adequate funding availability.

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 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. Science/Laboratory Planning and Design.
2. Vibration-sensitive Facilities.
3. Higher Education Projects.
4. Higher Education Renovations/Additions.
5. Construction Phasing
6. Multi-use flexible space.
7. Flexible mechanical system design.
8. Site design in University context.
9. Rapid prototyping design.

## C. Estimated Budget / Funding

State Funding:	<u>\$0</u>
Other Funding:	<u>\$30,000,000</u>
Construction Cost:	<u>\$24,000,000</u>
Total Project Cost:	<u>\$30,000,000</u>

## D. Anticipated Schedule

Professional Services Start:	<u>08 / 18</u>
Construction Notice to Proceed:	<u>01 / 21</u>
Substantial Completion of all Work:	<u>06 / 22</u>
Professional Services Completed:	<u>09 / 22</u>

## E. Estimated Basic Fee Range (see note below)

6.0% to 6.5%

## 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

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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  
Civil Engineering  
Landscape Architecture  
Technology, Communications Security  
\_\_\_\_\_

### H. Additional Service Providers Required

Vibration Specialist  
Lab/Rapid Prototype Designer  
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\_\_\_\_\_  
\_\_\_\_\_  
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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.
- 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 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 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 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.

# Architect / Engineer Selection Rating Form

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Project Name Russ Research Opportunity Center Proposer Firm \_\_\_\_\_  
 Project Number 14442 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 150 miles	5	
	150 miles to 300 miles	2	
	More than 300 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$50,000	2	
	\$50,000 to \$1,000,000	1	
	More than \$1,000,000	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 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 6 projects	0 - 3	
	6 to 9 projects	4 - 6	
	More than 9 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 4 projects	2 - 3	
	More than 4 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 \_\_\_\_\_