

# 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>Facility Site Improvements - HCOM Phase I</u>	Response Deadline	<u>08.01.2018</u>	<u>5:00 PM</u>	local time
Project Location	<u>Factory Street</u>	Project Number	<u>OHU-14868</u>		
City / County	<u>Athens/ Athens</u>	Project Manager	<u>Jon Cozad</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 electronic copies requested (PDF) \_\_\_\_\_ 1

Submit the requested number of Statements of Qualifications (Form F110-330) directly to **Facility\_Site\_Improvements\_-\_HC.01\_Design\_Professional\_Selection@docs.e-builder.net**. See Section J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to **Jon Cozad** at **cozadj1@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

The project being advertised on this RFQ will implement a series of preparatory site improvements in support of Ohio University's project to construct a major academic facility for the Heritage College of Osteopathic Medicine (HCOM) on the Athens Campus. Site improvements may include demolition of existing facilities, reconfiguration of parking lots and access driveways, and renovation of existing rooms for new and improved skilled trade shops. This project has an aggressive schedule and will require close and extensive coordination with Ohio University's Facilities Management and Safety (FMS) Team, the City of Athens, and the HCOM project team.

#### B. Scope of 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.

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 Diversity, Growth & 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 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.

The selected AE will provide design, permitting and construction administration services for the following potential scope items:

- Consolidation and renovation of the existing FMS Shop Building 1 to accommodate an additional shop/function
- Renovation of Lausche Heating Plant Room 110 to develop usable shop space
- Renovation of space in the University Service Center Storage Building for use as office space
- Demolition of facilities identified as being within the new HCOM building development site

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- Reconstruction of portions of Riverside Drive and Factory Street to accommodate anticipated increased vehicular and pedestrian traffic
- Construction of a new roadway for access to FMS shop buildings
- Construction and/or reconstruction of parking lot(s)
- Construction and/or reconstruction of roadway for access to identified dumpster storage location

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. Design, permitting and construction administration of:
  1. Roadway construction and/or reconstruction
  2. Streetscape improvements, including addition of sidewalks and landscaping elements
  3. Parking lot construction and/or reconstruction
  4. Industrial space renovations
  5. Building demolition
2. Previous experience coordinating with multiple end users
3. Experience working in a Higher Education environment

### C. Estimated Budget / Funding

State Funding: \$ 0.00  
Other Funding: \$2,100,000.00  
Construction Cost: \$1,600,000.00  
Total Project Cost: \$2,100,000.00

### D. Anticipated Schedule

Professional Services Start: 09.17.2018  
Construction Notice to Proceed: 02.04.2019  
Substantial Completion of all Work: 06.28.2019  
Professional Services Completed: 08.30.2019

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

8.0% to 10%

### 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: Civil Engineering

Secondary

Architecture  
Mechanical Engineering  
Electrical Engineering  
Structural Engineering

Disciplines:

### H. Additional Service Providers Required

Hazardous Material Assessment

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.

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- 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 insert the project number and firm name followed by "SOQ" in the email subject line.

**Statements of Qualifications must be submitted electronically by email. Submittals are limited to one email with a maximum file size of 25 MB.**

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 Facility Site Improvements - HCOM Phase I Proposer Firm \_\_\_\_\_  
 Project Number OHU-14868 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary Firm Location, Workload and Size</b> (Maximum 10 points)			
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 \$100,000.00	2	
	\$100,000.00 to \$200,000.00	1	
	More than \$200,000.00	0	
c. Number of licensed professionals	Less than 3 professionals	1	Max = 3
	3 to 6 professionals	2	
	More than 6 professionals	3	
<b>2. Primary Firm Qualifications</b> (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	
<b>3. Key Consultant Qualifications</b> (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	
<b>4. Overall Team Qualifications</b> (Maximum 10 points)			
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</b> (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 4 projects	0 - 3	
	4 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 2 projects	0 - 1	
	2 to 3 projects	2 - 3	
	More than 3 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