

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>29 Park Place and Carriage House Renovation and ADA Improvements 2018</u>	Response Deadline	<u>06/25/2018</u>	<u>12:00 PM</u> local time
Project Location	<u>29 Park Place</u>	Project Number	<u>OHU-14874</u>	
City / County	<u>Athens/</u>	Project Manager	<u>Gem Stone</u>	
Owner	<u>Ohio University</u>	Contracting Authority	<u>Local Higher Education</u>	
Delivery Method	<u></u>	Prevailing Wages	<u>State</u>	

No. of electronic copies requested (PDF) 1

Submit the requested electronic Statements of Qualifications (Form F110-330) directly to 29_Park_Place_and_Carriage_Hous.01_Design_Professional_Selection@docs.e-builder.net. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to **Theresa Thompson** at thompsot@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.

Project Overview

A. Project Description

29 Park Place (built in 1899) and Carriage House (built in 1901) were built as the home of Clinton L Poston. During the early to mid-1920's the house underwent several remodels. Ohio University acquired the house and carriage house in 1954 and has invested in interior upgrades with most recent refurbish in 1995. Many of the house and carriage house historic features have been well maintained or restored to its original finish.

This project intention is to convert 29 Park Place (8,800 GSF) and Carriage House (2,800 GSF) from residential use to an Academic Engagement Center for campus-wide use including collaboration, social, and study spaces for students, office spaces, and event space. The facility has been vacant due to issues with the roof and intrusion of pests. This project will address deferred maintenance and building issues including ADA accessibility, improvements to the HVAC, electrical and fire protection systems, and roof and water infiltration issues. This project will also address programmatic compatibility for its re-purposed use through minor space reconfiguration and interior finish refresh to support academic functions. Major space renovation is not planned, and room layouts will not be significantly altered. Preliminary test fits show that the layout can be used for new program largely within the existing building configuration. The intent is to maintain the historical elements of the building to the extent possible, given the new building function.

B. Scope of Services

The Architect/ Engineer, as a portion of the required Scope of Services, will need to show competency in addressing deferred maintenance, ADA improvements including the addition of an elevator, upgrades to MEP and technology, roof & envelope repairs, minor space reconfiguration, and interior finish refresh. Minor site signage, lighting and electrical work is also anticipated. The Architect/Engineer should have an understanding of conversion of residential structures to institutional use within an historic context. The Architect/Engineer will need to show experience with projects with a broad stakeholder engagement.

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

Request for Qualifications (Architect / Engineer) continued

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 6 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.

Please list all major scope services needed to complete the selection process for successful project delivery. The specific scope of services must state particular building types, functional design or specialized professional services required to evaluate the level of experience of each applicant firm (e.g. parking garage, kitchen design, correctional facility, medical facility). The scope of services should also define the types of basic and additional professional design and administration services necessary for the project (e.g. Sustainable design capability, previous experience with local jurisdiction or similar sites, previous experience working with the State of Ohio). This information will be used by each applicant to populate the Relevant Project Experience Matrix in Section F of Form F110-330.

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 education facility with similar focus on academic engagement
2. Renovation and conversion of use of historic structures
3. Addressing deferred maintenance
4. Experience working with multiple stakeholders

C. Funding / Estimated Budget

Total Project Cost	<u>\$2,300,000.00</u>	State Funding	<u>\$ 0.00</u>
Construction Cost	<u>\$1,690,000.00</u>	Other Funding	<u>\$ 2,300,000</u>
Estimated A/E Fee	<u>8.0% to 10%</u>		

NOTE: The A/E fee percentage for this project includes all professional design services, and consultant services necessary for proper completion of the Basic Services for the successful completion of the project, including but not limited to: review and verification of the Program of Requirements provided by the Owner, 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., 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>Architectural</u>
Secondary	<u>Engineering/MEP</u>
	<u>Structural Engineering</u>
	<u>Civil Engineering</u>
	<u>Hazardous Materials</u>

E. Anticipated Schedule

Professional Services Start	<u>08.01.2018</u>
Construction Notice to Proceed	<u>03.01.2019</u>
Substantial Completion of all Work	<u>01.31.2020</u>
Professional Services Completed	<u>03.01.2020</u>

F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL A/E Fee	<u>5.0%</u>
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NOTE: The primary 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 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.

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>.

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.

Architect / Engineer Selection Rating Form

State of Ohio Standard Forms and Documents

Project Name 29 Park Place and Carriage House Renovation and ADA Improvements 2018 Proposer Firm _____
 Project Number _____ 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 0 miles	5	
	0 miles to 0 miles	2	
	More than 0 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than 200,000	2	
	200,000 to 500,000	1	
	More than 500,000	0	
c. Number of licensed professionals	Less than 1 professionals	1	Max = 3
	1 to 1 professionals	2	
	More than 1 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 3 sample projects	1	Max = 3
	3 to 5 sample projects	2	
	More than 5 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 3 projects	0 - 3	
	3 to 5 projects	4 - 6	
	More than 5 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 9 projects	2 - 3	
	More than 9 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		Subtotal	

Notes:

Evaluator:

Name _____

Request for Qualifications (Architect / Engineer) continued

Signature

Date