

Request for Qualifications (Planning Services)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>North and South Residence Hall Tuckpointing</u>	Response Deadline	<u>July 5, 2018</u>	<u>2:00 p.m.</u> local time
Project Location	<u>OSU Main Campus</u>	Project Number	<u>OSU-180550</u>	
City / County	<u>Columbus / Franklin</u>	Project Manager	<u>Pat Purtee</u>	
Owner	<u>The Ohio State University</u>	Contracting Authority	<u>Local Higher Education</u>	
No. of paper copies requested (stapled, not bound)	<u>0</u>	No. of electronic copies requested (PDF)	<u>1</u>	

Submit the Statements of Qualifications (Form F110-330) via email to 330Submittals@osu.edu. In the subject line, include the project number and name for the RFQ you are responding to. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Pat Purtee at purtee.12@osu.edu with the project number and name included in the subject line (no phone calls please).

Project Overview

A. Project Description

This project consists of exterior envelope investigation of conditions of masonry mortar bed and end joints, verification and testing of hazardous materials in mortar joints, investigation of conditions of copings and flashings, investigations of roofing at parapets, providing recommendations for repairs and defining of scope for future construction activity, providing estimates of the work by building, and providing a preliminary schedule for the reparation work.

The Buildings are Student Life Residential buildings, primarily older in life cycle, and include the following buildings:

North Campus: Jones Tower, Houck House, Taylor Tower, Halloran House, Barrett House, Haverfield House, Drackett Tower, Norton House, and Archer House.

South Campus: Baker Hall, Park/Stradley Hall, Smith/Steeb Hall, Siebert Hall, Canfield Hall, Mack Hall, Bradley-Patterson Hall, and Morrison Tower.

B. Scope of Services

The selected Consultant, as a portion of its required Scope of Services and prior to submitting its proposals, will discuss and clarify with the Owner and/or Contracting Authority, the cost breakdown of the 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 Planning, Building Exterior Condition Assessment, Program Development, Meeting Facilitation, Conceptual Estimating, Phasing and Budgeting, and any Additional Services as agreed upon as provided by the Consultant and their sub-consultants.

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. 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. Experience with exterior building envelope design and restoration
2. Masonry evaluation, recommendation on repairs and cost estimating
3. Hazardous material abatement coordination

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C. Funding / Estimated Budget

Total Project Cost	\$622,960.00 includes professional services, testing, and additional services	State Funding	\$0
		Other Funding	\$622,960.00

D. Services Required (see note below)

Primary	<u>Architecture (masonry, roofing, flashing)</u>
Secondary	<u>Hazardous Material Consultant</u>
	<u>Cost estimating</u>
	<u>Material testing</u>
Others	<u></u>

E. Anticipated Schedule

Planning Services Start	<u>09 / 18</u>
Planning Services Completed	<u>05 / 19</u>

F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL A/E Fee	<u>5.0%</u>
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G. Evaluation Criteria for Selection

- Demonstrated ability to meet Owner's 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.
- Proximity of prospective firms to the project site.
- Proposer's apparent resources and capacity to meet the needs of this project.

Interested 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 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 Technical Proposal. Both forms can be accessed via the OFCC website at <http://ofcc.ohio.gov>.

The **EDGE Participation Statement of Intent to Contract and Perform** from Section H. Additional Information must also be submitted. 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>.

PDF file: 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.

Firms are requested to identify professional registrations, memberships, 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.

Planning Services Selection Rating Form

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Project Name North and South Residence Hall Tuckpointing Proposer Firm _____
 Project Number OSU-180550 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 50 miles	5	
	50 miles to 100 miles	2	
	More than 100 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 relevant professionals	Less than 2 planning professionals	1	Max = 3
	2 to 10 planning professionals	2	
	More than 10 planning professionals	3	
2. Primary Firm Qualifications (Maximum 30 points)			
a. Master planning lead	Experience / ability of lead master planner to manage visioning / capital improvement plans	0 - 10	Max = 20
b. Assessment lead	Experience / ability of lead to manage assessors of various disciplines	0 - 5	
c. Planning staff	Experience / ability of planning staff to develop long range master plans	0 - 5	
d. Technical staff	Experience / ability of assessors to accurately collect data and evaluate systems and components	0 - 10	
3. Sub-Consultant Qualifications (Maximum 10 points)			
a. Key discipline leads	Experience / ability of key consultants to perform effectively and collaboratively	0 - 10	
4. project Team Qualifications (Maximum 15 points)			
a. Previous team collaboration	Less than 2 sample projects (Low)	0	Max = 5
	2 to 4 sample projects (Average)	2	
	More than 4 sample projects (High)	5	
b. LEED* Registered / Certified consultant participation	No projects	0	Max = 5
	Registered	2	
	Certified	5	
d. Team organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
5. Overall Team Experience (Maximum 30 points)			
a. Criteria development and prioritization	Performance in establishing owner criteria for capital improvement plans	0 - 10	
b. Experience with similar planning projects	Less than 3 projects (Low)	0 - 3	
	3 to 6 projects (Average)	4 - 6	
	More than 6 projects (High)	7 - 10	
c. Past Performance	Level of performance as indicated by past evaluations / letters of reference	0 - 10	
* LEED = Leadership in Energy & Environmental Design developed by the U.S. Green Building Council		Subtotal	

Notes:

Evaluator:

Name _____

Signature _____ Date _____