

# 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>Campus Wifi System</u>	Response Deadline	<u>June 11, 2018</u>	<u>2:00 p.m.</u> local time
Project Location	<u>Columbus &amp; Regional Campuses</u>	Project Number	<u>OSU-180625</u>	
City / County	<u>Columbus / Franklin</u>	Project Manager	<u>Todd Henderly</u>	
Owner	<u>The Ohio 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>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](mailto: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 Todd Henderly at [henderly.8@osu.edu](mailto:henderly.8@osu.edu) with the project number and name included in the subject line (no phone calls please).

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### Project Overview

#### A. Project Description

This project shall consist of the strategic design, coordination, and implementation of a campus wide Wi-Fi system capable of delivering robust service to the greater Ohio State campuses (Columbus and regional) to service students, faculty, staff, and outside customers and vendors. The implementation of the system will require coordination with multiple entities within OSU including but not limited to The Office of the Chief Information Officer (OCIO), Facilities Design and Construction, Planning and Real Estate, Academics, Athletics, Business Advancement and Student Life. The AE will need to work in conjunction with OSU to evaluate existing coverage and determine priority for design and installation of new equipment for better coverage both in buildings and around campus landscapes.

The project will target Academic and Student Life buildings and areas of high occupancies around campus that have less than desirable service. Amongst the general campus, the following locations will be extensively upgraded as part of this project:

- Indoor and outdoor areas around academic and Residence Hall areas.
- Regional Campuses (Lima, Mansfield, Marion, Newark, Wooster.)
- Athletic venues including The Ohio Stadium and The Jerome Schottenstein Center

This project will not be registered with USGBC for LEED certification.

#### B. Scope of Services

The project and construction budget as listed in this RFQ is estimated and the project has been approved for design and construction in accordance with the published estimate.

The project team will be expected to provide integrated design documents across multiple design disciplines to deliver a successful project. The AE team is expected to work in conjunction with the CMR & Design Assist team to provide a successful solution and implementation.

The A/E team will need to work as a design partner through a CMR Design Assist approach to implement a design that conceals various components as best as possible that is acceptable to The University and its OCIO. The A/E team will be expected to have strong leadership and experience in the successful delivery of large-scale Wifi systems, both in large scale public event spaces (Stadium and Schottenstein Center) as well as implementation across vast outdoor spaces and of varying construction materials.

Through the design assist process, it may be anticipated that the CMR and Design Assist partner provide more direction of the design of the technical components (location Wireless Access Points, identifying path ways, etc.). The AE may provide input on aesthetics, how to conceal components from view, review for compliance with OSU Building Design Standards and provide final documentation for the project. Conversely, depending on the building, the AE may need to take a greater role in the design and location of various components.

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



### 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.
- Design quality and demonstrated ability of prospective firm and its proposed consultants to provide design services which represent the University's *Design Guidelines for Buildings and Landscape* [buildings-landscape.pdf](#)
- 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.

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) Section H. Additional Information 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>.

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 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 Campus Wifi System Proposer Firm \_\_\_\_\_  
 Project Number OSU-180625 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 100 miles	2	
	More than 100 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$500,000	0	
	\$500,000 to \$2,000,000	2	
	More than \$2,000,000	1	
c. Number of licensed professionals	Less than 2 professionals	0	Max = 3
	2 to 10 professionals	2	
	More than 10 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 - 5	
c. Technical staff	Experience / ability of technical staff to create fully coordinated construction documents	0 - 10	
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	0	Max = 2
	Certified projects	0	
c. BIM project experience	Training and knowledge	0	Max = 3
	Direct project experience	0	
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 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 3 projects	0 - 1	
	3 to 6 projects	2 - 3	
	More than 6 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 \_\_\_\_\_