

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>Rieveschl - Lab/Classroom/Office Renovations</u>	Response Deadline	<u>5-23-2018</u>	<u>2:00 PM</u> local time
Project Location	<u>318 College Drive</u>	Project Number	<u>UCN-17214C</u>	
City / County	<u>Cincinnati / Hamilton</u>	Project Manager	<u>Peter J Luken</u>	
Owner	<u>University of Cincinnati</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>four</u>	No. of electronic copies requested (PDF)	<u>one</u>	

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Peter Luken at University of Cincinnati, Planning + Design + Construction, University Hall, Suite 600, 51 Goodman Drive, Cincinnati, Ohio 45221. See Section J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Peter Luken at peter.luken@uc.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

The project will consist of a partial renovation of the 400, 500, 600 and 700 levels. These four floors are approximately 186,000 gross square feet total area. Rieveschl Hall is a five-story building which was built in 1968. The project will renovate existing laboratory, classroom and office spaces. The renovated space will focus on accommodating the Departments of Chemistry and Biology's undergraduate teaching laboratories and research. This renovation will require extension and upgrade of the infrastructure serving the four floors; however, most of the engineered systems have been replaced in the past 8 years. The fire protection system will also be extended to serve all the floors where required. Asbestos fireproofing has been used on the steel structure throughout all the floors. This fireproofing will have to be removed and replaced with a non-asbestos fire proofing material. Construction phase planning will be required to facilitate the existing building's operations, as well as those of the surrounding buildings, throughout the construction period.

B. Scope of Services

A Program of Requirements is being developed by P+D+C and will be shared with the shortlisted finalists. The university has a laboratory planning/programming firm currently engaged in the planning, programming and design of the known chemistry labs and intends to provide this data to the selected A/E. Therefore, no laboratory planning firm is required or desired as part of the team. The university's existing laboratory planning consultant will be available to this design team and will be paid separately by the university.

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>.

The selected Architect/Engineer, upon award of the agreement, as a portion of its required Scope of Services and prior to submitting its proposal, will discuss and clarify with the university the cost breakdown of the Architect/Engineer Agreement detailed cost components to address the university's project requirements.

Participate in the Encouraging Growth, Diversity and Equity ("EDGE") Program with a minimum 5% participation is required.

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 Phase, Post-Construction Phase, and Extra Services and Additional Services of all types. Refer to *The SAO Manual* for additional information about the type and extent of services required for each.

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

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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. Laboratory, chemistry, etc.
2. Structural engineering
3. Architecture
4. Furniture and casework
5. HVAC
6. Plumbing
7. Fire protection
8. Electric; lighting, power, A/V and phone/data
9. Asbestos abatement

C. Estimated Budget / Funding

State Funding: \$10,000,000
 Other Funding: \$500,000
 Construction Cost: \$7,500,000
 Total Project Cost: \$10,500,000

D. Anticipated Schedule

Professional Services Start: 07 / 18
 Construction Notice to Proceed: 03 / 19
 Substantial Completion of all Work: 10 / 19
 Professional Services Completed: 11 / 19

E. Estimated Basic Fee Range (see note below)

9% to 11%

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: Architecture
 Secondary Mechanical Engineering
 Disciplines: Electrical Engineering
Plumbing Engineering
Fire Protection Engineering
Structural Engineering
Interior Loose Furnishings Design

H. Additional Service Providers Required

Hazardous material abatement document preparation and testing

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 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.

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- 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 address how they will implement Building Information Modeling (“BIM”) on the project, experience and level of training of staff related to BIM, incorporation of team partners that have previous BIM experience,

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 Rieveschl - Laboratory/Classroom/Office Renovations Proposer Firm _____
 Project Number 17214C 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 25 miles	5	
	25 miles to 50 miles	2	
	More than 50 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$5,000,000	2	
	\$5,000,000 to \$10,000,000	1	
	More than \$10,000,000	0	
c. Number of licensed professionals	Less than 5 professionals	0	Max = 3
	5 to 20 professionals	1	
	More than 20 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 - 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	
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 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	
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 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 4 projects	2 - 3	
	More than 4 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 _____

Signature _____ Date _____