

# 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>School of Film, Television and Interactive Media - Tenant Build-Out</u>	Response Deadline	<u>04/07/2017</u>	<u>2:00 pm</u>	local time
Project Location	<u>2121 Euclid Ave</u>	Project Number	<u>CLS-17FILM</u>		
City / County	<u>Cleveland / Cuyahoga</u>	Project Manager	<u>Dwayne Wilson</u>		
Owner	<u>Cleveland 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>6</u>	No. of electronic copies requested (PDF)	<u>1</u>		

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Dwayne Wilson at 1802 E. 25th Street, RM 221, Cleveland, Ohio 44114. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Dwayne Wilson at [d.d.wilson17@csuohio.edu](mailto:d.d.wilson17@csuohio.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

Cleveland State University is in the forefront of strengthening the educational infrastructure to attract media production to the region and support the media production industry through its Film, Television, and Interactive Media program. The program is dedicated to educating and training students to work successfully in this expanding field. This program occupies a distinctive niche in the region, one of the fastest growing sectors of the nation's economy.

The educational infrastructure needed to capitalize on this growth and future economic development opportunities is strongly aligned with the primary goal of the Film, Television, and Interactive Media program currently housed in CSU's School of Music & Communication building. This program is one of the fastest growing majors at the University (180 students). To strengthen the impact of the program and to nourish further growth, the project proposes to create an independent School of Film, Television, and Interactive Media. The program's current facilities and equipment, housed in the Music and Communication Building, were constructed and purchased over 20 years ago and are not adequate for the future plans for the program.

The University proposes the build-out of a new anchor facility to be located in long term leased space in close proximity to the CSU campus. The space consists of approximately 39,394 GSF to accommodate the project's program of requirements. This new state-of-the-art facility will give the program room to grow and provide a more inviting and contemporary environment to attract new students and fulfill the educational mission. New equipment will further enable faculty to train students in the kinds of technologies students are likely to encounter in the professional realm. The proposed motion picture production lab, audio recording and editing facilities, and cloud-based editing technologies will enhance the University's ability to bring the most contemporary film, television and interactive media production practices into the classroom.

#### B. Scope of Services

The Architect/Engineer (A/E) will be expected to have strong leadership and design (film specific) skills with experience in the successful delivery of complex projects in a campus setting. The successful A/E must have experience in working in collaboration with a diverse consulting team and sophisticated user groups. The project is expected to be recognized for its quality of design and its response to the existing building. The team will be expected to interface and collaborate with the Office of the University Architect and University administration.

The project has a Program of Requirements (POR) developed by the Office of the University Architect and the School of Film, Television and Interactive Media faculty and staff. The A/E will be expected to work with the School of Film, Television and Interactive Media and the facility's occupants to verify the POR. and revise as necessary to meet the needs and budget.

For projects advertised with an appropriately developed POR, upon award of the Agreement, commence with Program Verification and Design.

## Request for Qualifications (Architect / Engineer) continued

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 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: 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 12 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.

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. Programming for higher education TV and film school facilities.
2. Higher Education TV and film studio and associated spaces, teaching facilities design.
3. Higher Education classroom facilities design.
4. Rehabilitation / retrofit of existing facilities in existing buildings that are occupied.
5. Phased renovations of existing facilities.
6. LEED Certified projects.
7. State of Ohio Capital Project construction administration experience.
8. Interior design of high performance spaces, including selection and procurement of environmentally friendly and sustainable furniture and materials.
9. Experience in Classroom A/V and information technology and security integration.

### C. Funding / Estimated Budget

Total Project Cost	<u>\$7,500,000</u>	State Funding	<u>\$7,500,000</u>
Construction Cost	<u>\$4,082,000</u>	Other Funding	<u>\$0</u>
Estimated A/E Fee	<u>8.0% to 9.0%</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>Architecture</u>
Secondary	<u>TV/ Film Studio Planning &amp; Design</u>
	<u>Structural Engineer</u>
	<u>MEP Engineer</u>
	<u>Fire Supression Engineer</u>
	<u>Hazardous Material Consultant</u>
	<u>A/V, Techonology and Security Consultant</u>
Others	<u>Wayfinding and Civil</u>

### E. Anticipated Schedule

Professional Services Start	<u>06 / 17</u>
Construction Notice to Proceed	<u>04 / 18</u>
Substantial Completion of all Work	<u>12 / 18</u>
Professional Services Completed	<u>02 / 19</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 similar 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.
- 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, and an understanding of collaborative BIM processes, including but not limited to the *State of Ohio BIM Protocol* available at the OFCC website at <http://ofcc.ohio.gov> and CSU's CAD Standards available at <http://www.csuohio.edu/architect/oua-standards>.

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.

- *In addition to the EDGE commitment, Cleveland State University is committed to increasing its MBE spend in accordance with its Purchasing Policy and the Supplier Diversity Initiative. Participation goals for the project are 20% 1st & 2nd tier contractors and suppliers awarded to certified EDGE, MBE, DBE, SBE, FBE or VBE firms. At least 10% of goal awarded to Non-Hispanic MBE, 5% of goal awarded to FBE, 3% of goal awarded to Hispanic Firms. A/E teams are encouraged to participate, however participation in addition to the EDGE requirements will not be factored into the evaluation criteria the A/E Selection Rating Form.*

### 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.

## Request for Qualifications (Architect / Engineer) continued

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**Pre-Proposal Meeting:** The Office of the University Architect will present an overview of the Project and Contract requirements, followed by a tour of the facility on **Tuesday March 28, 2017** from **1:30pm-3:30pm local time**. The pre-proposal meeting will be held in the Plant Services Building, 1802 E. 25<sup>th</sup> Street, Cleveland, Ohio 44115 in Room 242. The facility tour will be held after the meeting, participants will be required to walk from the Plant Services Building to the proposed facility site, approximately 15 minute walk. This pre-proposal meeting will provide the only public forum for potential applicants and team members to view the facility and ask questions of the client and Office of the University Architect prior to the submission deadline. Other than this meeting, **no personal tours, or contact with the Dean, faculty and staff of the College and or School of Film, Television and Interactive Media or contact with any other staff will be permitted.**

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 School of Film, Television and Interactive Media Proposer Firm \_\_\_\_\_  
 Project Number CLS-17FILM 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	2	
	\$500,000 to \$2,000,000	1	
	More than \$2,000,000	0	
c. Number of licensed professionals	Less than 4 professionals	1	Max = 3
	4 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 - 15	
c. Technical staff	Experience / ability of technical staff to create fully coordinated construction documents	0 - 0	
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 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 (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 2 projects	0 - 3	
	2 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 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		<b>Subtotal</b>	

Notes:

Evaluator:

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_