

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name Ridges Buildings 13, 14 and 18 Renovation Response Deadline 03/30/2018 12:00 PM local time Project
Location 108 Ridges Circle Project Number OHU-14609
City / County Athens/Athens Project Manager Lynnette Bush Clouse
Owner Ohio University Contracting Authority Local Higher Education
Delivery Method General Contracting Prevailing Wages State No. of
electronic copies requested (PDF) 1

Submit the requested electronic Statements of Qualifications (Form F110-330) directly to Ridges_13_14_and_18_Renovation.01_Acquisition_Procurement@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

The Ridges, built in 1868-1874, was originally the Athens Lunatic Asylum. The State of Ohio institution was part of a state system of hospitals designed according to the 'Kirkbride Plan', as were most mental hospitals at the time. Dr. Kirkbride was a leading proponent of the theory that the institution itself - in its design and administration - played a key role in the cure of patients. By the 1980's, treatment for the mentally ill changed radically and moved away from institutionalization toward the treatment in the community -- either as outpatients or in smaller group homes places in residential neighborhood settings. This course of action led to the closing of the Athens State Hospital complex and the discussion of the possible demolition. Instead, the State of Ohio transferred the property to Ohio University which has been gradually upgrading the buildings as new uses are found for the space.

Among some of the buildings which have been given new uses are the 1st and 2nd floor of the main block of the original building which now houses the Kennedy Museum of Art: The Auditorium Building; Cottage 'L' - (Konnecker Research Laboratories) which is now used by the Edison Biotechnology Institute, and the former horse stables which was converted to the Child Development Center. The University has also undertaken the rehabilitation of buildings 21 and 22 which now houses the Voinovich School for Leadership and Public Affairs. Ohio University recognizes the distinct value of The Ridges and seeks to protect it as it maximizes the benefit of the resource for the University to support the mission, vision, core values and guiding principles.

This project will involve the renovation of 3 connected buildings, Ridges Buildings 13, 14, and 18, which comprise the east wing of the Kirkbride complex, originally serving as the Female Patient Ward. Renovation will enable a portion of administrative offices for Ohio University to be relocated to The Ridges, as part of the implementation of the Administration Relocation Strategy. This plan will relocate staff from Finance, Architecture, Design and Construction, OU Police Department, Internal Audit, and other departments. The scope of this work is to renovate The Ridges buildings 13, 14 and 18 for these departments, adhering to the guidance and principles of the Ridges Framework Plan. This project will be to program, design and prepare construction documents. Building organization, technology, building systems and building interiors will be upgraded. The project will require close coordination with related projects, in particular a project to demolish Ridges Building 20, construct a new parking lot, and construct a walking path.

Planning for the renovation has been completed, and overarching principles have been laid out for this project:

- Minimal changes to the layout of the buildings; The University Comprehensive Master Plan confirms, "The typical existing layout...would require limited reconfiguration with smaller rooms suitable for individual offices and large corridors suitable for open office workspace."
- Buildings will upgrade to new HVAC, plumbing, and electrical.

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, efficient use of space planning, minimal interior embellishment, being able to demonstrate successful projects in which clients engaged within a space and show quantifiable outcomes.

The A/E will evaluate building systems, including MEP, and review upgrades based on University Standards.

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 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 8 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. LEED credentials and experience, previous experience with local jurisdiction or similar sites, previous experience working with the State of Ohio, Building Information Modeling ("BIM") experience and training, specific BIM and Owner-defined requirements, level of development to be achieved within BIM models, BIM deliverables, and Owner's intended use of BIM models after construction). 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. Architectural
2. Engineering / MEP
3. Hazardous Materials

C. Funding / Estimated Budget

| | | | |
|--------------------|-----------------|---------------|-----------------|
| Total Project Cost | \$13,125,072.00 | State Funding | \$ 0.00 |
| Construction Cost | \$10,084,402.00 | Other Funding | \$13,125,072.00 |
| <hr/> | | | |
| Estimated A/E Fee | 8% - 11% | | |

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 Architectural

Secondary Engineering
Hazardous Materials

E. Anticipated Schedule

Professional Services Start 05/07/2018

Construction Notice to Proceed 03/04/2019

Substantial Completion of all Work 03/27/2020

Professional Services Completed 06/01/2020

F. EDGE Participation Goal

_____ Percent of *initial* TOTAL A/E Fee 5.0%

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. Request for Qualifications (Architect / Engineer)
continued

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 Ridges 13, 14 and 18 Renovation Proposer Firm _____
 Project Number OHU-14609 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 100 miles | 5 | |
| | 100 miles to 250 miles | 2 | |
| | More than 250 miles | 0 | |
| b. Amount of fees awarded by Contracting Authority in previous 24 months | Less than 200000 | 2 | |
| | 200000 to 500000 | 1 | |
| | More than 500000 | 0 | |
| c. Number of licensed professionals | Less than 5 professionals | 1 | Max = 3 |
| | 5 to 10 professionals | 2 | |
| | More than 10 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 5 projects | 0 - 3 | |
| | 5 to 9 projects | 4 - 6 | |
| | More than 9 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 | | Subtotal | |
| ** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute | | | |

Notes:

Evaluator:

Name _____

Signature _____ Date _____