

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>Basic Renovation-Prequalification List</u>	Response Deadline	<u>03/02/18</u>	<u>12:00 PM</u>	local time
Project Location	<u>Main and Regional Campuses</u>	Project Number	<u>OHU-180004</u>		
City / County	<u>Various / Various</u>	Project Manager	<u>To-Be-Determined</u>		
Owner	<u>Ohio University, Design & Construction</u>	Contracting Authority	<u>Local Higher Education</u>		
Delivery Method	<u>General Contracting</u>	Prevailing Wages	<u>State</u>		
		No. of electronic copies requested (PDF)	<u>1</u>		

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Basic_Renovations.2018_Submissions@docs.e-builder.net . See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Lynnette Clouse at clouse@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

Qualifications are requested from professional design firms for Basic Renovation/Deferred Maintenance Projects. The improvement projects may involve one or several of the following disciplines/expertise: Architectural, Landscape, Civil, Mechanical, Electrical, Plumbing, Roofing, Structural, Geotechnical, Estimating, Scheduling and Constructability, Construction Materials Testing, and Hazmat. These projects include ADA Improvements, Utility Upgrades, Exterior Lighting, Fire Alarm Improvements, Emergency Generator Installations, HVAC, High Voltage Electrical Distribution, Landscaping, Small Architectural Renovations, and Building Envelope Renovations (Masonry Repairs/Renovations, Roofing, Doors and Windows). Projects may be located at the main campus and/or regional campuses of Ohio University. Any firm submitting qualifications may be considered for one or more of the Basic Renovation Projects at the discretion of the owner.

Most projects that will be considered for these services will have a total project budget of \$1,000,000 maximum.

B. Scope of Services

All projects will typically have an appropriately-developed Program of Requirements (POR), and upon award of the Agreement, the projects will commence with Design. The selected Associate, as a portion of its required Scope of Services, and prior to submitting its proposal, will discuss and clarify with the Owner the expected Scope of Services and the expected cost breakdown of the Associate Agreement components to address the Owner's project requirements. The Associate is expected to participate in the EDGE Program as required by statute and the Agreement.

As required by the Agreement, and as properly authorized, the selected Associate will provide some or all of the following categories of services, as dictated by the project scope: Conceptual Development, Schematic Design, Design Development, Construction Document Preparation, Bid and Award Support, Construction Phase, Post-Construction Phase, and Extra Services and Additional Services of all types. Refer to The OFC Manual for additional information about the type and extent of services required for each.

Refer to the *OFC 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, the selected consultant(s) may be required to provide on-site construction administration services, 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. The scope of required construction administration services will be determined on a project-by-project basis.

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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. General Building Renovations
2. Building HVAC, Plumbing and Electrical Systems Improvements
3. Fire Alarm/Sprinkler Design
4. Utility Infrastructure Improvements
5. Hazardous Materials Abatement
6. Roofing Upgrades
7. Elevator Upgrades
8. ADA Upgrades
9. Landscaping Improvements
10. Building Envelope Improvements
11. Geotechnical Services
12. Project Estimating, Scheduling, Constructability Reviews
13. Construction Administration/ Project Management

C. Funding / Estimated Budget

Total Project Cost	<u>\$TBD</u>	State Funding	<u>\$TBD</u>
Construction Cost	<u>\$TBD</u>	Other Funding	<u>\$TBD</u>
Estimated A/E Fee	<u>6.0% to 16.0%</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., creation of a Program of Requirements, 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>Various, as noted in the description</u>
Secondary	<u>Various, only if within primary firm</u>
	<u> </u>
	<u> </u>
	<u> </u>
	<u> </u>
Others	<u> </u>

E. Anticipated Schedule

Professional Services Start (mm/yy)	<u>2018 / 2019</u>
Construction Stage Start (mm/yy)	<u>2018 / 2019</u>
Construction Stage Completed (mm/yy)	<u>2018 / 2019</u>
Professional Services Completed (mm/yy)	<u>2018 / 2019</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 projects.
- Previous experience with small and medium sized projects in a University context.
- Past performance of prospective firm.
- Qualifications and experience of individuals directly involved with typical University projects.
- 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(s).
- Proposer's apparent resources and capacity to meet the needs of this project.

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- **Since the requested SOQ is not project specific, and since the specific scope of any project to which the proposer may be assigned cannot be determined at this time, the proposer should not submit the listing of any proposed sub consultants or specific EDGE participating firms. If a specific project for which the proposer is being considered requires the services of sub-consultants, identification of the sub-consultant will be made at the time of the project assignment.**

Interested A/E firms are required to demonstrate their Building Information Modeling (“BIM”) capability for various projects, 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>. Not all potential projects will necessarily require BIM but understanding the proposer’s BIM capability is of value to the Owner.

Proposers must include a list of all the major projects (over \$500,000 total project cost) that are currently underway, or that have been completed in the past 24 months.

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.

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>.

Paper copies of the Statement of Qualifications should utilize two-sided printing and be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary.

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 Professional or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Adobe Acrobat Professional, go to Advanced, then PDF Optimizer. Also, please label the CD and the CD cover with the project number and firm name.

Facsimile or e-mailed copies of the Statement of Qualifications will not be accepted.

Firms are requested to identify professional registrations, memberships and credentials including but not limited to: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, DBIA, CPE, 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.

LEED Credentials: Leadership in Energy & Environmental Design (Green Building Certification Institute)

GA: Green Associate
AP: LEED AP (Legacy LEED Accredited Professional without specialty)
AP +: (see below):
LEED AP BD+C (Building Design and Construction specialty)
LEED AP ID+C (Interior Design and Construction specialty)
LEED AP O+M (Operations and Maintenance specialty)
LEED AP ND (Neighborhood Development specialty)
LEED AP Homes (Specialty for residential LEED construction)

Other Industry Credentials

ACEC: American Council of Engineering Companies
AIA or FAIA: American Institute of Architects
CCCA: Certified Construction Contract Administrator (CSI)
CCM: Certified Construction Manager (CMAA)
CCS: Certified Construction Specifier (CSI)
CDT: Construction Document Technologist (CSI)
CMAA: Construction Management Association of America
CPE: Certified Professional Estimator (American Society of Professional Estimators)
CSI or FCSI: Construction Specifications Institute
DBIA or Associate DBIA: Design-Build Institute of America (list credentials, not memberships)
NCARB: National Council of Architectural Registration Boards (list certification only)
NCIDQ: National Council for Interior Design Qualification
NSPE: National Society of Professional Engineers

Architect/Engineer Selection Rating Form

State of Ohio Standard Forms and Documents

Project Name Basic Renovation-Prequalification List Proposer Firm _____
 Project Number TBD 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 \$200,000	2	
	\$200,000 to \$500,000	1	
	More than \$500,000	0	
c. Number of licensed professionals	Less than 5 professionals	1	Max = 3
	5 to 10 professionals	1	
	More 10 than professionals	1	
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	1 - 15	
b. Proposed EDGE-certified Consultant participation*	One additional point for every 2 percent increase in professional services over the advertised 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	
		Subtotal	

* Must be comprised of professional design services consulting firm(s) and NOT the primary firm
 ** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute

Notes:

Evaluator:

Name _____

Signature _____ Date _____