

# Request for Qualifications (Commissioning Agent)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Local Higher Education

Project Name	<u>Arts District</u>	Response Deadline	<u>10/02/2018</u>	<u>2:00 p.m.</u>	local time
Project Location	<u>Columbus Campus</u>	Project Number	<u>OSU-180285</u>		
City / County	<u>Columbus / Franklin</u>	Project Manager	<u>Nathaniel Thomas</u>		
Owner	<u>The Ohio State University</u>	Contracting Authority	<u>Local Higher Education</u>		
Delivery Method	<u>Construction Manager at Risk</u>	Prevailing Wages	<u>State</u>		
No. of paper copies requested (stapled, not bound)	<u>0</u>	No. of electronic copies requested on CD (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 **Nathaniel Thomas** at [thomas.2651@osu.edu](mailto:thomas.2651@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

The Ohio State University (Ohio State) requests qualifications for a commissioning agent team with all required consultants necessary to complete the Arts District project. This project is a result of the university's masterplan, Framework 2.0, a long-term guiding vision that imagines transformational research and learning environments over the next decade and beyond. Framework 2.0, coupled with the university's strategic plan, comprehensively supports the university's academic and outreach missions, while strengthening Ohio State's position as a leading national flagship public research university. This project is a key component to fulfill that vision.

#### Additional information:

Framework 2.0: [https://pare.osu.edu/sites/default/files/framework2.0\\_presentation.pdf](https://pare.osu.edu/sites/default/files/framework2.0_presentation.pdf)

Time and Change (University's Strategic Plan): <https://president.osu.edu/strategicplan/>

#### Project Overview

The project designs a new School of Music building and Department of Theatre building in the Arts District of the Columbus campus. The design will be based on a completed program and planning study. The project includes:

**Department of Theatre Building:** To be located bounded on the west by College Road, on the north by 18th Avenue, on the east by Arps Hall and on the south by extended Annie and John Glenn Avenue. The program is about 73,000 ASF; 103,000 GSF and includes space for the Moving-Image Production Program, a 500-seat proscenium theatre, a 300-seat flexible theatre, a 100-seat black box, classrooms, faculty offices, rehearsal space, lobby and theatre support spaces.

**School of Music Building:** To include Weigel Hall and an addition north of existing Weigel Hall on the east side of College Avenue. The program is approximately 11,500 ASF renovation of existing space and 83,000 GSF new includes a new 250-seat Recital Hall, rehearsal spaces, faculty offices, classrooms, lobby and music support spaces.

The project also includes the design of site amenities including the extension of Annie and John Glenn Avenue from College Road to High Street and modifications to College Road and adjacent pedestrian spaces.

This project will be registered with USGBC for a minimum Silver LEED certification.

This project is required to be constructed and delivered within a collaborative BIM-enabled environment following The Ohio State University BIM Project Delivery Standards.

This project is required to deliver asset tagging within a collaborative BIM-enabled environment. The Primary firm submitting for the project will be required to have the expertise capable of meeting this requirement, and is responsible to support their subcontractors to meet this requirement. The Asset Tagging Workflow and the OSU PDS Tools can be accessed via the OSU FOD website (<https://fod.osu.edu/resources>) under Design Guidelines, Specifications, Standards; Specifications and Standards; Building Information Modeling (BIM).



# Request for Qualifications (Commissioning Agent) continued

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Others	_____	Percent of <i>initial</i> TOTAL CxA Fee	<u>5.0%</u>
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## G. Evaluation Criteria for Selection

- Demonstrated ability to meet Owner's project requirements.
- 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.
- Proximity of prospective firms to the project site.
- Proposer's apparent resources and capacity to meet the needs of this project.

Interested CxA 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 CxA'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 CxA'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.

The **EDGE Participation Statement of Intent to Contract and Perform** from Section H. Additional Information must also be submitted. 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 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.

# Commissioning Agent Selection Rating Form

## State of Ohio Standard Forms and Documents

Project Name Arts District Proposer Firm \_\_\_\_\_  
 Project Number OSU-180285 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 100 miles	5	
	100 miles to 200 miles	2	
	More than 200 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$200,000	2	
	\$200,000 to \$1,000,000	1	
	More than \$1,000,000	0	
c. Number of relevant professionals	Less than 10 professionals	2	Max = 3
	10 to 25 professionals	3	
	More than 25 professionals	1	
<b>2. Primary 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 administration lead	Experience / ability to effectively administer project controls and processes	0 - 10	
c. Technical staff	Experience / ability of technical staff to verify fully coordinated construction documents	0 - 7	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 3	
<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 additional point for every 2 percent increase in professional services over the advertised EDGE participation goal	0 - 5	
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
a. Previous team collaboration	Less than 2 sample projects	0	
	2 to 4 sample projects	2	
	More than 4 sample projects	5	
b. Team organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
<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 primary firm ** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute		<b>Subtotal</b>	

Notes:

Evaluator:

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_