

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	Sustainability Standards Implementation - Subject Matter Expert Service Provider	Response Deadline	9/11/2020	11:00 am local time
Project Location	The Ohio State University	Project Number	OSU-210062	
City / County	Columbus / Franklin	Project Manager	Thomas Komlanc	
Owner	The Ohio State University	Contracting Authority	Local Higher Education	
Delivery Method	N/A	Prevailing Wages	None	
No. of paper copies requested (stapled, not bound)	0	No. of electronic copies requested (PDF)	1	

Submit the Statements of Qualifications (Form F110-330) via email to 330Submittals@osu.edu. In the subject line, include the project number and name for RFQ you are responding to. See Section J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Thomas Komlanc at komlanc.3@osu.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 university will enact new Sustainability Standards furthermore identified by Division 18 within its Building Design Standards (BDS), https://fod.osu.edu/sites/default/files/div_18.pdf on September 28, 2020. The university will require 3rd party professional services to fulfill the role of subject matter expert to assist with the implementation.

B. Scope of Services

The pending/proposed sustainability standards are broken down into the following core target areas: Water, Energy, Ecosystem Systems, Materials Waste Management & Recycling, User Experience, and Life Cycle/ Total Cost of Ownership Analysis. It is anticipated that a majority of the subject matter expert team's time will be spent within the core focus areas of Energy, Life Cycle, and User experience with the potential of assisting university in-house subject matter experts within the other core areas to a lesser extent. Within the Energy element, a working knowledge and applicability of ASHRAE 90.1 (2016) is a must, with an in-depth competency of Appendix G and energy modeling. Furthermore, the team shall bring a wealth of knowledge to the User Experience core area; including however not limited to: Indoor Air Quality, Thermal Comfort, Acoustical Performance, Daylighting and Lighting Quality, and Biophilic Design/Connection to Nature. Rounding out the key services to be rendered is assisting and critiquing life cycle cost analysis within the disciplined areas of Energy, Water, and Materials. The successful subject matter expert team will, from time to time, be required to provide reports and recommendations to the university as well as bring forward proposed edits and clarifications to Division 18, the Sustainability Standards, during the routine semi-annual BDS update cycle. We anticipate the funds available to be broken into bucket allocations for utilization across the spectrum of campus projects with the actual fees for services rendered drawn upon from the bucket strategy on a project by project and work task assignment basis. *The scope of services herein may, upon university approval, be extended for an additional 1-year term (with additional funds and successful negotiation of rates and terms)*

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.

As required by the Agreement, and as properly authorized, shall provide subject matter expert related services during: 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. The selected A/E will be required to sign the standard agreement. No modifications to the requirements in the agreement will be accepted.

Request for Qualifications (Architect / Engineer) continued

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. Standards Development with focus on Sustainability
2. Mechanical Engineering – including but not limited to: ASHRAE 55, 62, 90.1 (2016), 170, and 189
3. Architectural design experience with passive, biophilic design, acoustics and building envelop performance
4. Higher Education Owner’s Representative and Criteria AE
5. LEED Compliance Reviews

For the purpose of the selection of 10 Relevant Projects in Section F of the Statement of Qualification (Form F110-330), projects must be designed by the Lead Firm.

C. Estimated Budget / Funding

State Funding:	<u>\$0.00</u>
Other Funding:	<u>\$175,000.00</u>
Construction Cost:	<u>\$0.00</u>
Total Project Cost:	<u>\$175,000</u>

D. Anticipated Schedule

Professional Services Start:	<u>10/ 20</u>
Construction Notice to Proceed:	<u>N/A</u>
Substantial Completion of all Work:	<u>N/A</u>
Professional Services Completed:	<u>07/ 21</u>

E. Estimated Basic Fee Range (see note below)

N/A% to N/A%

F. EDGE Participation Goal

Percent of initial Total A/E Fee: 0.00%

G. Basic Service Providers Required (see note below)

Lead A/E Discipline:	<u>Architecture or Engineering</u>
Secondary	<u>Mechanical Engineering</u>
Disciplines:	<u>Architecture</u>

H. Additional Service Providers Required

<u>N/A</u>
<u>N/A</u>
<u>N/A</u>

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.
- 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) Section H. Additional Information 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 saved with the form name, project number listed on the RFQ and your firm's name (ex. F110-330_OSU-nnnnnn_Firm 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.

Statements of Qualifications must be submitted electronically by email. Submittals are limited to one email with a maximum file size of 25 MB.

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.

Project Name Sustainability Standards Implementation - Subject Proposer Firm _____
 Project Number Matter Expert Service Provider City, State, Zip _____
 Project Number OSU-210062 _____

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 \$500,000	2	
	\$500,000 to \$1,000,000	1	
	More than \$1,000,000	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 - 10	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 0	
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 2 sample projects	1	Max = 3
	2 to 4 sample projects	2	
	More than 4 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 2 projects	0 - 3	
	2 to 4 projects	4 - 6	
	More than 4 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 7 projects	2 - 3	
	More than 7 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 _____