

# Request for Qualifications (Architect / Engineer)

## State of Ohio Standard Forms and Documents

---

**Administration of Project:** Local Higher Education

Project Name	<u>Conklin HVAC Upgrades</u>	Response Deadline	<u>12/18/2018</u>	<u>10:00 am</u> local time
Project Location	<u>Bowling Green State University</u>	Project Number	<u>BGU-186838</u>	
City / County	<u>Bowling Green / Wood</u>	Project Manager	<u>Robert Boucher</u>	
Owner	<u>Bowling Green State University</u>	Contracting Authority	<u>Local Higher Education</u>	
Delivery Method	<u>General Contracting</u>	Prevailing Wages	<u>State</u>	
No. of paper copies requested (stapled, not bound)	<u>3</u>	No. of electronic copies requested (PDF)		<u>(1) flash drive</u>

Submit the requested number of Statements of Qualifications (Form F110-330) directly to BGSU Purchasing Dept., Attn: Beth Nagel at 1851 N. Research Drive, Bowling Green, Ohio 43403. See Section J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Beth Nagel at [bnagel@bgsu.edu](mailto:bnagel@bgsu.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

Bowling Green State University (the "Owner") is requesting interested firms to submit qualifications for full design and construction administration services as the Engineer of Record for three HVAC associated upgrades/modifications project scope of work items, within the Conklin Residence Hall, per the following:

Item 1. Connection of existing Central Chilled Water Plant CCP-1 to the Conklin Residence Hall Building for its cooling needs. Also, included are removal of the two, year 2000 installed, existing inefficient air cooled chillers currently supplying the building cooling needs which are at the end of their useful life cycle, plus replacement of the existing roofing within the two areas the chillers are located.

Item 2. Modifications, additions, and alterations to the deficient existing building fresh air ventilation supply system that are needed to increase the amount of outside air to improve the overall indoor air quality for both student rooms and other building areas. Also, included is new DDC controls to monitor and adjust the fresh air quantities plus install control interlocks between student room fan coil units and windows for further IAQ improvements.

Item 3. Downsizing of the old existing inefficient heat exchangers in both mechanical rooms that supply heating water for heating the building. The exchangers are grossly oversized now, since they also provided heating for the old Conklin east and west wings that were demolished as part of the New Greek Housing Project a few years ago. This will correct what the Greek Village Project could not due to budget issues.

#### B. Scope of Services

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. This project will require a POR/scope verification for the scope of works listed above.

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, 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: Creation of an Owner approved Program of Requirements, 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.

Reimbursable Expenses will be approved per the Agreement, including travel reimbursement and meal rates according to the Owner's Controlling Office (<http://www.bgsu.edu/finance-and-administration/controller/university-travel-and-business->

# Request for Qualifications (Architect / Engineer) continued

[entertainment/university-travel-reimbursement-rates.html](#)). Mileage will not be paid for travel within 60 miles of the project site.

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, or as negotiated and agreed to (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. Extensive experience in design of University or equivalent type centralized chilled water distribution, including connection of existing plants to campus buildings being modified from standalone cooling to central plant supported and BAS controls modifications and additions required.
2. Extensive experience in design of building HVAC systems, including fresh air ventilation systems for campus type residence hall student rooms, including new DDC controls to monitor and adjust the fresh air quantities plus install control interlocks between student room fan coil units and windows for further IAQ improvements.
3. Development of Program of Requirements (POR)/scope validation experience for finalizing the scope of works project items listed in this RFQ.
4. State of Ohio Higher Education project experience.
5. State of Ohio Special Inspection requirements
6. All permitting/notifications for State of Ohio/EPA/AHJ/etc.
7. State of Ohio General Contracting delivery method experience.
8. Specific to the scope of work items listed, similar previous design experience with university type residence halls.

**C. Estimated Budget / Funding**

State Funding: \$0  
 Other Funding: \$1,576,331.63  
 Construction Cost: \$1,300,000  
 Total Project Cost: \$1,576,331.63

**D. Anticipated Schedule**

Professional Services Start: 12 / 18  
 Construction Notice to Proceed: 05 / 19  
 Substantial Completion of all Work: 08 / 19  
 Professional Services Completed: 10 / 19

**E. Estimated Basic Fee Range** (see note below)

7.0% to 8.0%

**F. EDGE Participation Goal**

Percent of initial Total A/E Fee: 5.0%

NOTE: **Basic Services** include: (1) Program Verification, (2) Schematic Design, (3) Design Development, (4) Construction Documents, (5) Bidding and Award OR GMP Proposal and Amendment (as applicable), (6) Construction Administration, and (7) Closeout services. The **Basic Fee** includes all professional design services and consultant services necessary for proper completion of the Basic Services, including validation of existing conditions (but not subsurface or hidden conditions) and preparation of cost estimates and design schedules for the project. The **Estimated Basic Fee Range** is calculated as a percentage of the **Estimated Budget for Construction Cost** above, including the Owner's contingency. **The Basic Fee excludes any Additional Services required for the project.**

**G. Basic Service Providers Required** (see note below)

Lead A/E Discipline: Engineering  
 Secondary HVAC Engineering  
 Disciplines: Technology / Communications / Security  
Mechanical-Electrical-Plumbing Eng.  
Structural Engineering  
Civil Engineering  
Architecture  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**H. Additional Service Providers Required**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Request for Qualifications (Architect / Engineer) continued

---

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 and quickly develop a POR/validate scopes for the work items listed for this RFQ.
- Previous experience compatible with the proposed project/scope of works listed (e.g., type, size, engineering design – especially, a high level of experience with campus type central chilled water plant connection to campus buildings and residence hall fresh air ventilation and controls modifications and upgrades.
- Relevant past work of prospective firm's proposed consultants.
- Past performance of prospective firm and its proposed consultants. Also, show prospective firm's team and proposed consultants' team members that have worked on several, similar to ours, projects together – all disciplines of design. Prefer the entire team, internal and external, have employees that have worked together on several similar projects that are provided as examples in the RFQ submitted.
- Directly related scope items qualifications and experience of individuals that will be directly involved with the project.
- Proposer's previous experience (numbers of projects, sizes of projects) when working with its proposed consultants.
- Proposer's ability to quickly begin design in late December 2018 and prepare bid documents for bidding by March 2019.
- 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.
- Proximity of prospective firms to the project site.
- Proposer's apparent resources and capacity to meet the needs of this project.
- Proposer's construction phase on the site representative experience and demonstrated success examples. This person is very important to us in insuring the construction process goes well.
- 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.

### 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 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 flash drive 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 Conklin HVAC Upgrades Proposer Firm \_\_\_\_\_  
 Project Number BGU-186838 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 125 miles	5	
	125 miles to 150 miles	2	
	More than 150 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$1,000,000	2	
	\$1,000,000 to \$2,000,000	1	
	More than \$2,000,000	0	
c. Number of licensed professionals	Less than 10 professionals	1	Max = 3
	10 to 20 professionals	2	
	More than 20 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 - 5	
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 - 10	
<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 8 sample projects	2	
	More than 8 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 4 projects	0 - 3	
	4 to 8 projects	4 - 6	
	More than 8 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 4 projects	0 - 1	
	4 to 8 projects	2 - 3	
	More than 8 projects	4 - 5	
		<b>Subtotal</b>	

\* 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

Notes:

Evaluator:

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_