

Request for Qualifications (Commissioning Agent)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>Aeronautics and Engineering Building Addition</u>	Response Deadline	<u>Sept 18, 2020</u>	<u>4:00 p.m.</u>	local time
Project Location	<u>Kent State University</u>	Project Number	<u>KSU-20L089</u>		
City / County	<u>Kent / Portage</u>	Project Manager	<u>Michael Wasowski</u>		
Owner	<u>Kent State University</u>	Contracting Authority	<u>Local Higher Education</u>		
Delivery Method	<u>CM at Risk</u>	Prevailing Wages	<u>State</u>		
No. of paper copies requested (stapled, not bound)	<u>1</u>	No. of electronic copies requested on CD (PDF)	<u>1</u>		

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Michael Wasowski at Office of the University Architect at 615 Loop Road, Suite 101 Harbourt Hall, Kent State University, Kent, Ohio 44242. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Michael Wasowski at mwasowsk@kent.edu with the project number included in the subject line (no phone calls please). Questions will be answered and posted to 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 existing Aeronautics and Engineering Building (AEB, formerly the Aeronautics and Technology Building) opened in 2014. The 55,000 s.f. building houses classrooms, instructional and research laboratories, air traffic control simulation facilities, and academic administration offices and support spaces. The building was planned with a future addition to accommodate the program's anticipated growth. This project will build an approximately 29,000 s.f. addition to provide additional research and instructional lab space, faculty and administration office space as well as a 200-seat lecture hall. The existing footprint of the proposed addition is constrained by several underground utilities which cannot be relocated and must be protected during construction. A Program of Requirements is complete. A conceptual design has been approved and is being circulated to solicit philanthropic support for the project.

The Design Team selection is currently within the shortlist phase.

All aspects of the project and related issues will be implemented and operated consistent with the Contracting Authority and/or Owner's policies and procedures. The building will remain occupied during construction and all utilities and life safety measures must be maintained during construction.

An RFQ Pre-Submission Informational Meeting will be held on Tuesday, September 8, 2020 at 1:30pm via TEAMS. Details regarding this Meeting will be posted on the website for the Office of the University Architect <https://www.kent.edu/universityarchitect>.

A Short List is anticipated by Friday, October 2, 2020. Interviews will be scheduled for the week of October 12, 2020.

B. Scope of Services

The selected Commissioning Agent ("CxA"), 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 Consultant 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.

G. Evaluation Criteria for Selection

Kent State University will evaluate each Statements of Qualifications (SOQ) with respect to the following:

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

The selected CxA and all its consultants must have the capability to use the Internet within their normal business location(s) during normal business hours.

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.

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.

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, if requested, should 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 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

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Project Name Aeronautics and Engineering Building Addition Proposer Firm _____
 Project Number KSU-20L089 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 150 miles	5	
	150 miles to 300 miles	2	
	More than 300 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 relevant professionals	Less than 5 professionals	1	Max = 3
	5 to 9 professionals	3	
	More than 9 professionals	3	
2. Primary 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 administration lead	Experience / ability to effectively administer project controls and processes	0 - 5	
c. Technical staff	Experience / ability of technical staff to verify fully coordinated construction documents	0 - 5	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 10	
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 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	0	
	3 to 6 sample projects	2	
	More than 6 sample projects	5	
b. Team organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
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 6 projects	0 - 3	
	6 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 primary firm ** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute		Subtotal	

Notes:

Evaluator:

Name _____

Signature _____ Date _____