

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>Voice of America Commerce Department</u>	Response Deadline	<u>November 13, 2018</u>	<u>2:00 pm</u> local time
Project Location	<u>Voice of America Park</u>	Project Number	<u>MUN-100082</u>	
City / County	<u>West Chester / Butler</u>	Project Manager	<u>Ted Christian</u>	
Owner	<u>Miami 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>0</u>	No. of electronic copies requested (PDF)	<u>1</u>	

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Elizabeth Davidson at davidsea@miamioh.edu. See Section J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Ted Christian at christtn@miamioh.edu with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the Facilities Contracting Office's website at www.pfd.miamioh.edu/fco and 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

Miami University's Voice of America campus (VOA) is one of three regional campuses (including Hamilton and Middletown) that are occupied by the College of Liberal Arts and Applied Science (CLAAS). These campuses are more commonly referred to collectively as the Regionals. The VOA campus currently houses the Farmer School of Business' Professional MBA program and also serves as a resource to the broader community.

The Commerce Department within CLAAS currently occupies space on both the Hamilton and Middletown regional campuses. This project will modify existing spaces within the VOA facility to create offices for the Commerce Department to consolidate all faculty and departmental resources at the VOA campus. Bringing a whole department to the facility will mean a larger and more consistent student population will be using the facility. Therefore, other student services will also need to be provided. These services will be accommodated through a combination of utilizing current staff and also by creating space and technology for students to interact with staff housed at one of the other campuses. This may be done in person and/or electronically. While this change will not make VOA a full-service campus, it will require an enhancement of existing student lounge space.

This project shall be accommodated within existing space; no new square footage will be added to the facility. The VOA facility comprises 22,908 gross square feet, of which 13,575 is assignable square footage. The Program of Requirements estimates that 3,600-4,000 square feet of space will require renovation. This includes approximately 2,000 square feet for new offices, modification of two classrooms, and creating and enhancing student lounge spaces throughout the facility.

This project is the first step toward making each of the three regional campuses a hub for specific departments. The VOA campus will become the business and commerce hub, while the Hamilton Campus will become the Nursing hub. To realize this vision, two personnel relocations are required.

The Middletown facility currently housing the Nursing faculty will be subleased beginning July 1, 2019. Therefore, the Commerce Department staff currently located in University Hall at the Hamilton Campus must relocate to their new offices in the VOA facility no later than June 1, 2019. This will create the space in Hamilton for the Nursing faculty to move into no later than June 30, 2019. While the VOA offices must be completed by June 1, the remainder of the project may, if necessary, continue later into the summer. Remaining spaces must be completed by August 1, 2019 to allow classes to begin later that month.

The selected AE will be responsible for creating a phasing plan and a project schedule that includes critical milestones, partial occupancy of the offices, and sufficient float to ensure the above noted deadlines will not be missed.

B. Scope of Services

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

Request for Qualifications (Architect / Engineer) continued

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: 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.

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 4 hours (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. Interior Renovation
2. Compressed schedule
3. Higher Education office and Instructional spaces
4. Occupied renovation
5. General Contracting - bidding

C. Estimated Budget / Funding

State Funding: \$0
 Other Funding: \$1,200,000
 Construction Cost: \$840,000
 Total Project Cost: \$1,200,000

D. Anticipated Schedule

Professional Services Start: 12 / 18
 Construction Notice to Proceed: 03 / 19
 Substantial Completion of all Work: 07 / 19
 Professional Services Completed: 08 / 19

E. Estimated Basic Fee Range (see note below)

8.0% to 9.0%

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: Architecture
 Secondary Interior / Loose Furnishings Design
 Disciplines: Mechanical-Electrical-Plumbing Eng.
Fire Protection Engineering
Technology / Communications / Security
Signage / Graphic Design
Structural Engineering

H. Additional Service Providers Required

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.

Request for Qualifications (Architect / Engineer) continued

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.
- 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.
- 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) 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 (PDF) copies of Statements of Qualifications must be submitted by email. Submittals are limited to one email with a maximum file size of 25 MB.

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. Send the electronic submittals to Elizabeth Davidson at davidsea@miamioh.edu by the response deadline set forth above.

Printed copies, Facsimile copies, Compact Discs, USB Drives, and other media containing 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 Voice of America Commerce Department Proposer Firm _____
 Project Number MUN-100082 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 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 \$200,000	2	
	\$200,000 to \$1,000,000	1	
	More than \$1,000,000	0	
c. Number of licensed professionals	Less than 2 professionals	3	Max = 3
	2 to 4 professionals	3	
	More than 4 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 - 5	
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 - 5	
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 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	
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	
* 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 _____