

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>2019-2020 Basic Renovation</u>	Response Deadline	<u>03.12.2019</u>	<u>5:00 PM</u>	local time
Project Location	<u>Ohio University, All Campuses</u>	Project Number	<u>OHU-02019</u>		
City / County	<u>Athens / OH</u>	Project Manager	<u>Lynnette Clouse</u>		
Owner	<u>Ohio University</u>	Contracting Authority	<u>Local Higher Education</u>		
Delivery Method	<u>N/A</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 **Basic_Renovations.2019_Submissions@docs.e-builder.net**. See Section J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Candace Vlasak at vlasak@ohio.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

Qualifications are requested from professional design firms for Basic Renovations/Deferred Maintenance Projects. The improvement projects may involve one or several of the following disciplines/ expertise: Architectural, Graphics, Landscape, Civil, Mechanical, Electrical, Plumbing, Roofing, Structural, Geo-technical, Estimating, Scheduling and Constructability, Construction Materials Testing, and Hazardous Materials. These projects include ADA Improvements, Utility Upgrades, Exterior Lighting, Fire Alarm Improvements, Emergency Generator Installations, HVAC, High Voltage Electrical Distribution, Landscaping, Small to Medium Architectural Renovations, Environmental Graphics Signage and Wayfinding, and Building Envelope Renovations (Masonry, Repairs/Renovations, Roofing, Doors and Windows). Projects may be located at the main campus and/or regional campuses of Ohio University. Any firm submitting qualifications may be considered for one or more of the Basic Renovation Projects at the discretion of the owner.

B. Scope of Services

The selected Associate, as a portion of its required Scope of Services and prior to submitting its proposal, will discuss and clarify with the Owner the expected Scope of Services and the expected cost breakdown of the associate Agreement components to address the Owner's project requirements.

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.

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. 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 1 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.

Request for Qualifications (Architect / Engineer) continued

Please list all major scope services needed to complete the selection process for successful project delivery. The specific scope of services must state particular building types, functional design or specialized professional services required to evaluate the level of experience of each applicant firm (e.g. parking garage, kitchen design, correctional facility, medical facility). The scope of services should also define the types of basic and additional professional design and administration services necessary for the project (e.g. LEED credentials and experience, previous experience with local jurisdiction or similar sites, previous experience working with the State of Ohio, Building Information Modeling ("BIM") experience and training, specific BIM and Owner-defined requirements, level of development to be achieved within BIM models, BIM deliverables, and Owner's intended use of BIM models after construction). This information will be used by each applicant to populate the Relevant Project Experience Matrix in Section F of Form F110-330.

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. General Building Renovations
2. Building HVAC, Plumbing and Electrical Systems Improvements
3. Fire Alarm / Sprinkler Design
4. Utility Infrastructure Improvements
5. Hazardous Material Abatement
6. Roofing Upgrades
7. Elevator Upgrades
8. ADA Upgrades
9. Landscaping Improvements
10. Graphics/Wayfinding Improvements
11. Building Envelope Improvements
12. Project Estimating, Scheduling, Constructability Reviews
13. Construction Administration/ Project Management

C. Estimated Budget / Funding

State Funding: \$ varies _____
 Other Funding: \$ varies _____
 Construction Cost: \$ varies _____
 Total Project Cost: \$ varies _____

D. Anticipated Schedule

Professional Services Start: 04 / 19 _____
 Construction Notice to Proceed: 06 / 19 _____
 Substantial Completion of all Work: 01 / 21 _____
 Professional Services Completed: 01 / 21 _____

E. Estimated Basic Fee Range (see note below)

7.0% to 10% _____

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 Mechanical-Electrical-Plumbing Eng.
 Disciplines: Civil Engineering
Structural Engineering
Surveying

H. Additional Service Providers Required

Various Disciplines, as needed
Kitchen / Food Service Design
Interior / Loose Furnishings Design
Acoustic Design

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.
- 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.

Since the requested SOQ is not project specific, and since the specific scope of any project to which the proposed may be assigned cannot be determined at this time, the proposer should not submit the listing of any proposed sub consultants or specific EDGE participating firms. If a specific project for which the proposer is being considered requires the services of sub-consultants, identification of the sub-consultant will be made at the time of the project assignment.

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 insert the project number and firm name followed by "SOQ" in the email subject line.

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.

Architect / Engineer Selection Rating Form

State of Ohio Standard Forms and Documents

Project Name 2019-2020 Basic Renovations Proposer Firm _____
 Project Number OHU-02019 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 100 miles	5	
	100 miles to 250 miles	2	
	More than 250 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$200,000	2	
	\$200,000 to \$500,000	1	
	More than \$500,000	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 - 5	
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 3 sample projects	1	Max = 3
	3 to 6 sample projects	2	
	More than 6 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	
		Subtotal	

* 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 _____