

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	Grosvenor Hall Administrative Relocation Renovation 2019	Response Deadline	03.15.2019	5:00 PM	local time
Project Location	16 West Green DRive	Project Number	OHU-15750		
City / County	Athens/ Athens	Project Manager	Michael McAvoy, PE		
Owner	Ohio University	Contracting Authority	Local Higher Education		
Delivery Method		Prevailing Wages	State		

No. of electronic copies requested (PDF) _____ 1
Submit the requested number of Statements of Qualifications (Form F110-330) directly to
Grosvenor_Hall_Administrative_R.01_Design_Professional_Selection@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

Ohio University is undergoing several transformative renovation and new construction projects across its main campus over the next several years related to its medical and engineering colleges. Constructed in the early 1970's, Grosvenor Hall currently houses the Heritage College of Medicine, which is scheduled to vacate the building in November 2020. Within a month of their exit from the building, administrative staff will be moved into Grosvenor Hall from the West Union Street Office Center so the office center can start renovation for a new engineering research facility.

As Grosvenor Hall has a significant level of deferred maintenance, this substantial change in building occupancy presents an opportunity to address many of these critical items. Items that have been prioritized by the University for this project include many that can be performed while the building is still occupied, eliminating the need for swing space elsewhere on campus. Completing deferred maintenance activities while Grosvenor Hall is occupied will extend the construction period as compared to similar renovation projects where the building is empty, but it will allow current and future occupants to move in late 2020, ensuring that the start date for the engineering research facility renovation is not impacted.

B. Scope of Services

Major work items prioritized by Ohio University for Grosvenor Hall include select window and door replacement, elevator maintenance, HVAC air handler and controls replacement, chiller and controls replacement, electrical system upgrades, and minor building envelope improvements, among others. While many of the critical deferred maintenance needs of Grosvenor will be addressed, this project scope is not inclusive of all deferred maintenance needs for the building due to budgetary constraints. New furniture and substantial changes to the interior finishes of Grosvenor Hall are not proposed as part of this project, with the exception of an existing medical college anatomy lab that will be converted into open office space.

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. The A/E will also demonstrate its ability to participate in the Encouraging Growth, Diversity & Equity (EDGE) Program as required by statute and the Agreement. Upon award of the Agreement, the selected A/E will assist Ohio University by commencing development of a Program of Requirements for the project, including recommendations for prioritizing which elements of deferred maintenance should be addressed with the constraints of the project budget.

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.

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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 16 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.

Ohio University utilizes e-Builder, a cloud-based program that manages capital program costs and documents. The selected A/E will be required to utilize e-Builder for all phases of the project from submitting responses to this RFQ to construction closeout.

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. Experience developing a Program of Requirements for Mechanical and Electrical Work
2. Developing Realistic Opinions of Probable Construction Cost
3. HVAC Design
4. Building Controls
5. Building Based Chilled Water Systems
6. Building Based Steam Systems
7. Hazardous Material Assessment & Removal
8. Electrical Systems, Transformers, Switchgear, & Distribution
9. Architectural
10. Experience Working in a Higher Education Setting
11. Construction Administration Experience of Commercial Mechanical / Utility Systems / Architectural

C. Estimated Budget / Funding

State Funding: \$ 0.00
Other Funding: \$7,529,333.00
Construction Cost: \$6,070,000.00
Total Project Cost: \$7,529,333.00

D. Anticipated Schedule

Professional Services Start: 05/20/2019
Construction Notice to Proceed: 05/25/2020
Substantial Completion of all Work: 07/03/2021
Professional Services Completed: 12/18/2021

E. Estimated Basic Fee Range (see note below)

8% 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 Basic Fee excludes any Additional Services required for the project.**

G. Basic Service Providers Required (see note below)

Lead A/E Discipline: Engineering

Secondary

Disciplines: Mechanical Engineering
Electrical Engineering
HVAC Engineering
Architecture

H. Additional Service Providers Required

Hazardous Material Consultant

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.

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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 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 Grosvenor Hall Administrative Relocation Proposer Firm _____
 Renovation 2019
 Project Number OHU-15750 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	
	150miles to 300 miles	2	
	More than 300 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$200,000.00	2	
	\$200,000.00 to \$500,000.00	1	
	More than \$500,000.00	0	
c. Number of licensed professionals	Less than 10 professionals	1	Max = 3
	10 to 20 professionals	2	
	More than 20 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 4 sample projects	1	Max = 3
	4 to 9 sample projects	2	
	More than 9 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 4 projects	0 - 3	
	4 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 4 projects	0 - 1	
	4 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 _____