

# Request for Qualifications (Architect / Engineer)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Local Higher Education

Project Name	<u>Taylor Tower - Main Entrance</u>	Response Deadline	<u>4/16/18</u>	<u>2:00 p.m.</u> local time
Project Location	<u>55 W Lane Ave.</u>	Project Number	<u>OSU-180067</u>	
City / County	<u>Columbus / Franklin</u>	Project Manager	<u>Karin Murillo-Kirlangitis</u>	
Owner	<u>The Ohio 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>0</u>	No. of electronic copies requested (PDF)	<u>1</u>	

Submit the Statements of Qualifications (Form F110-330) via email to [330Submittals@osu.edu](mailto:330Submittals@osu.edu). In the subject line, include the project number and name for the RFQ you are responding to. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Karin Murillo-Kirlangitis at [murillo-kirlangitis.1@osu.edu](mailto:murillo-kirlangitis.1@osu.edu) with the project number and name included in the subject line (no phone calls please).

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### Project Overview

#### A. Project Description

The Ohio State University is requesting qualifications from A/E Firm to provide professional services for the renovation of the ground and first floor of Taylor Tower Residence Hall. Taylor Tower is a thirteen-story residence hall with resident rooms on floors one through twelve. The building has also lounge spaces in some floors, and kitchen and laundry facilities, along with music and fitness rooms at lower levels.

The A/E will identify the alternatives for spaces and configurations within the building and document functional requirements and space needs. Renovation will allow Taylor Tower to meet ADA requirements by creating a new ground level entrance and the expand building lobby to create open lounge spaces for students; both of these changes will require site modifications.

Reconfiguration of the 1<sup>st</sup> floor resident rooms will be needed in order to convert the east wing into Residence Life's staff offices. This last area should provide access through a separate entrance and be easily identified and defined from the resident's entry point to Taylor Tower.

It is assumed that hazardous materials are present within areas to be renovated, included but not limited to walls, pipe insulation, ductwork insulation and flooring; therefore an environmental survey and full abatement will be required.

Fire suppression and Fire Alarm systems are required to meet current code.

#### B. Scope of Services

The project and construction budget as listed in this RFQ is estimated. The project has been approved for design services. This request is for Architect/Engineer (A/E) to provide design and project management to establish the schematic design concept and begin design development. A robust programming effort will be required in conjunction with the conceptual design, and a comprehensive and detailed cost estimate will be required before the design phase can progress into construction documentation phase.

The university may amend the A/E contract upon approval for design development, construction documents, bidding, construction contract administration and post-construction services.

The A/E Firm is to provide programming services that will include robust documentation and analysis. Assessment of building existing conditions for compliance of life safety, including wall ratings and egress routes. Assessment of existing building systems for conversion of some areas from residence hall occupancy to office occupancy. Civil engineering assessment of site conditions as required for modification of building's main entry, egress points, sidewalks, site contours, drainage, sewers, and utilities. Structural engineering assessment of existing structural elements including foundation, slab and building envelope. Mechanical and electrical engineer analysis of existing HVAC, electrical, plumbing, and fire protection systems to support modifications for the new program. Architectural assessment of building envelope for modifications to enclosure and entry modifications. Development of budget estimates for each programming option. Development of a phasing plan and a proposed schedule for project delivery.

Final deliverables are expected in a three- to-six-month timeframe. Upon award of the Agreement, selected firm will be responsible for the Program of Requirements (PoR). The University seeks an A/E with experience implementing the PoR



## Request for Qualifications (Architect / Engineer) continued

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	<u>The following services will be selected in consultation with the University: Testing, Geotechnical and Commissioning Services</u>		
Others		Percent of <i>initial</i> TOTAL A/E Fee	<u>5.0%</u>

NOTE: The primary A/E shall be (1) a registered architect holding a license and certificate of authorization issued by the Ohio Architects Board pursuant to ORC Chapter 4703, (2) a landscape architect holding a license and certificate of authorization issued by the Ohio Landscape Architects Board pursuant to ORC Chapter 4703, or (3) a professional engineer or professional surveyor holding a license and certificate of authorization issued by the Ohio Engineers and Surveyors Board pursuant to ORC Chapter 4733.

### G. 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.
- Design quality and demonstrated ability of prospective firm and its proposed consultants to provide design services which represent the University's *Design Guidelines for Buildings and Landscape* [buildings-landscape.pdf](#)
- 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.

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) Section H. Additional Information 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.

### 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>.

**PDF file:** 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.

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 Taylor Tower - Main Entrance Proposer Firm \_\_\_\_\_  
 Project Number OSU-180067 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 50 miles	5	
	50 miles to 100 miles	2	
	More than 100 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	1	Max = 3
	2 to 10 professionals	2	
	More than 10 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 - 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	
<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 2 sample projects	1	Max = 3
	2 to 4 sample projects	2	
	More than 4 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 3 projects	0 - 3	
	3 to 6 projects	4 - 6	
	More than 6 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 3 projects	0 - 1	
	3 to 6 projects	2 - 3	
	More than 6 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		<b>Subtotal</b>	

**Notes:**

**Evaluator:**

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_