

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>Elevator Upgrade and Modernization FY 2019</u>	Response Deadline	<u>Date</u> <u>12/17/2018</u> <u>2:00 p.m.</u> local time
Project Location	<u>OSU Main Campus</u>	Project Number	<u>OSU-190121</u>
City / County	<u>Columbus / Franklin</u>	Project Manager	<u>Aldino Stazzone</u>
Owner	<u>The Ohio 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>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. In the subject line, include the project number and name for RFQ you are responding to. See Section J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Aldino Stazzone at stazzone.1@osu.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

This project will upgrade, replace and modernize elevator systems at various campus buildings. Work shall include, but is not limited to upgrading and replacing elevator power systems, controller equipment and systems, elevator cars and machine room upgrades and bringing existing building elevators up to current ASME A.17.1 code requirements.

The Architect/Engineer ("A/E") will prepare the POR as an Additional Service.

The proposed project delivery method for this project is CM at Risk. The Construction Manager ("CM") will be selected and contracted directly with the university. The A/E will participate in the interview and selection process.

The University anticipates utilizing Design Assist to compliment the CM's preconstruction services.

If it is determined that a Hazardous Material Consultant is needed, the university will be part of the selection process for this consultant.

BIM and LEED will not be part of this project.

B. Scope of Services

The A/E shall include a qualified elevator consultant and a member of IAEC (International Association of Elevator Consultants) as part of their team. This consultant shall have specific experience with elevator construction, modernization, maintenance, model codes and standards, and expertise with local building codes, laws and regulations.

The elevator consultant shall have up to date knowledge of industry products and suppliers, the ability to design elevator systems, to specify components, to perform elevator bank traffic studies, to provide blueprint drawings for incorporation into contract bid packages, to provide maintenance audits, and to verify contract compliance.

The selected firm will provide the following scope of services:

- Preliminary Engineering services to include an assessment of existing elevator systems and prioritization of repairs with an opinion of probable costs.
- Measure of Actual Operating Performance vs. Recommended Standards
- Theoretical Traffic Analysis
- Itemized Deficiency Documentation
- Recommendations for Short- and Long-Term Modernization/Upgrading
- Modernization or Upgrading Recommendations with Cost Estimates
- Code Analysis and ADA Compliance
- Mechanical, Electrical and Structural Loads
- Specification and Contract Documents Design services
- Budget Estimates.

Request for Qualifications (Architect / Engineer) continued

- Bidding and Award Support,
- Shop Drawing Review
- Site Visits, Punch List Evaluation, Final Acceptance and Close-Out
- Contractor Prequalification
- Feasibility Studies
- Evaluation of Overall Level of Maintenance
- Review of Mandated Testing Dates
- Preparation of a preliminary milestone schedules
- Interface with vertical transportation trades or disciplines to insure deliverables will be available when needed.
- Review of drawings/specifications/deliverables to assure project is on track
- Monitor schedules and review, approve/reject/negotiate change orders
- Verify permitting authorities have been notified in a timely manner
- Insure all post-construction deliverables are provided to the Owner

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. Required Professional Liability Insurance will be per Exhibit A – A/E Terms and Conditions Article 7.2.6.

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>.

The selected A/E will be required to sign the standard agreement. No modifications to the requirements in the agreement will be accepted.

During the construction period, provide not less than 20 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.

Closeout Services: The closeout for this project is required to be delivered in an electronic cloud-based format adhering to The Ohio State University Project Closeout Standards. The Ohio State University Project Closeout Standards can be accessed via the OSU FOD vender resource website (<https://fod.osu.edu/resources>) under Post Construction / Close Out.

LEED and BIM are not required, and will not be evaluated for this proposal

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. Elevator Design
2. Experience with CM at Risk Processes
3. Elevator Upgrade and Replacement Experience
4. Renovation Projects in sensitive work areas
5. State of Ohio Public Project Experience

For the purpose of the selection of 10 Relevant Projects in Section F of the Statement of Qualification (Form F110-330), projects must be designed by the Lead Firm.

C. Estimated Budget / Funding

State Funding:	<u>\$3,960,000</u>
Other Funding:	<u>\$0</u>
Construction Cost:	<u>\$3,087,619</u>
Total Project Cost:	<u>\$3,960,000</u>

D. Anticipated Schedule

Professional Services Start:	<u>01 / 19</u>
Construction Notice to Proceed:	<u>11 / 19</u>
Substantial Completion of all Work:	<u>01 / 21</u>
Professional Services Completed:	<u>02 / 21</u>

Request for Qualifications (Architect / Engineer) continued

E. Estimated Basic Fee Range (see note below)

7.15% to 8.58%

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 or Engineering

Secondary Mechanical-Electrical-Plumbing Eng.

Disciplines: _____

H. Additional Service Providers Required

Elevator Consultant

Hazardous Material Consultant will be selected in consultation with the university

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.
- 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.

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.

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 Elevator Upgrade and Modernization Proposer Firm _____
 Project Number OSU-190121 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 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	
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 - 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 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 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	
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 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	
		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 _____