

# Request for Qualifications (Commissioning Agent)

## State of Ohio Standard Forms and Documents

**Administration of Project:** Local Higher Education

Project Name	<u>Instructional Science Bldgs Deferred Maintenance</u>	Response Deadline	<u>1/23/19</u>	<u>2:00 p.m.</u>	local time
Project Location	<u>Columbus Campus</u>	Project Number	<u>OSU-190264</u>		
City / County	<u>Columbus / Franklin</u>	Project Manager	<u>Bill Holtz</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 on CD (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 Bill Holtz at [Holtz.28@osu.edu](mailto:Holtz.28@osu.edu) with the project number and name included in the subject line (no phone calls please). Questions will be answered and posted by 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 questions will not be included on the Q&A document.

### Project Overview

#### A. Project Description

The Ohio State University is planning on addressing deferred maintenance items in four instructional science buildings: Bolz Hall (82,059 gsf built in 1960), Howlett Hall (61,688 gsf built in 1969), Mendenhall Laboratory (82,120 gsf built in 3 phases completed in 1905, 1914 and 1921), Parks Hall (94,463 gsf built in 1967). The project will renew mechanical, plumbing and electrical services in the buildings. The scope of work will vary in all four buildings based on the needs of each building, but could include some of the following: hazardous material abatement, building controls, air handling units, exhaust fans, piping (heating hot water and chilled water), heat exchangers, and electrical gear. The buildings will be occupied during the renovations.

An Architect/Engineer and Construction Manager at Risk will be selected and contracted directly with the University. The University intends to engage design assist through the Construction Manager at Risk with mechanical, plumbing and electrical trades at a minimum. The Architect/Engineer will participate in the interview process of the CxA and will be in an advisory role.

The minimum required BIM Use Cases for this project are noted below. Details on the BIM Uses Cases are outlined in Section 2 of the Ohio State University BIM Project Delivery Standards. Use cases noted with a \* are typically required on all projects that exceed the threshold noted in the Building Design Standards. The Ohio State University BIM Project Delivery Standards can be accessed via the OSU FOD website: [ohio-state\\_bim\\_pds.pdf](#).

Design Assist and/or Construct BIM Use Case		
2.4.1. Model Authoring – Trade Coordination BIMs*	X	
2.4.2. Model Authoring – Shop/Fabrication BIMs		
2.4.3. Clash Detection*	X	

The minimum required deliverables for this project are noted below. Details on the BIM deliverables are outlined in Section 4 of the Ohio State University BIM Project Delivery Standards

Deliverable	Required
BIM Execution Plan	X
COBie Worksheet	X
Asset Worksheet	X
Asset Tagging	X

#### B. Scope of Services

The objective of commissioning is to provide documented confirmation that a facility fulfills the functional and performance requirements of the building owner, including but not limited to fundamentals contained within Climate Action Plan, Energy



# Request for Qualifications (Commissioning Agent) continued

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	_____	<b>F. EDGE Participation Goal</b>	
	_____		
Others	_____	Percent of <i>initial</i> TOTAL CxA Fee	<u>5.0%</u>

## G. Evaluation Criteria for Selection

- Demonstrated ability to meet Owner’s project requirements.
- 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.
- Proximity of prospective firms to the project site.
- Proposer’s apparent resources and capacity to meet the needs of this project.

Interested CxA 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 CxA’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 CxA’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.

The **EDGE Participation Statement of Intent to Contract and Perform** from Section H. Additional Information must also be submitted. 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 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.

# Commissioning Agent Selection Rating Form

## State of Ohio Standard Forms and Documents

Project Name Instructional Science Bldgs Deferred Maintenance Proposer Firm \_\_\_\_\_  
 Project Number OSU-190264 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 75 miles	5	
	75 miles to 150 miles	2	
	More than 150 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 relevant professionals	Less than 2 professionals	1	Max = 3
	2 to 8 professionals	2	
	More than 8 professionals	3	
<b>2. Primary 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 administration lead	Experience / ability to effectively administer project controls and processes	0 - 5	
c. Technical staff	Experience / ability of technical staff to verify fully coordinated construction documents	0 - 5	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 10	
<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 additional point for every 2 percent increase in professional services over the advertised EDGE participation goal	0 - 5	
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
a. Previous team collaboration	Less than 2 sample projects	0	
	2 to 4 sample projects	2	
	More than 4 sample projects	5	
b. Team organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
<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 primary firm ** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute		<b>Subtotal</b>	

Notes:

Evaluator:

Name \_\_\_\_\_

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