

# 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>Campus Environmental Surveys</u>	Response Deadline	<u>06/5/2020</u>	<u>2:00 PM</u>	local time
Project Location	<u>Columbus Main Campus</u>	Project Number	<u>OSU-200466</u>		
City / County	<u>/ Franklin</u>	Project Manager	<u>Mark Hartmann</u>		
Owner	<u>The Ohio State University</u>	Contracting Authority	<u>Local Higher Education</u>		
Delivery Method	<u>Study</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 RFQ you are responding to. See Section J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Mark Hartmann at [hartmann.16@osu.edu](mailto:hartmann.16@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.

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### Project Overview

#### A. Project Description

The Ohio State University has established a proactive asbestos building survey program to enhance efficiency on future construction projects by creating an ongoing catalogue of building materials.

- This project includes Environmental Consultant(s) (EC) and Project Management (PM) services to provide full building asbestos surveys and project management services at Ohio State University owned facilities throughout Ohio. The University is seeking a lead consultant (A/E firm or Environmental Consultant) to lead this effort.
- Project Manager (PM) will employ qualified Environmental Consultant(s) (EC) to perform building surveys, sample testing, and compile reports.
- Project services shall be provided as described in the "Scope of Services" listed below.
- More than one subconsultant may be utilized to perform EC services.
- Services identified in this Request for Qualifications may be renewed.
- *The Medical Center buildings that will be surveyed have access restrictions that will necessitate extensive coordination, environmental controls, and work to be performed during unorthodox hours.* The selected consultant(s) will work with the university in determining buildings that will be surveyed and will ensure safety remains a top priority.

#### B. Scope of Services

- This project shall include, but is not limited to the following scope of services:
  - **Project Management (PM) and Oversight**
    - Provide OSU with an onsite person as deemed necessary throughout entire duration of the project.
      - Onsite person shall maintain current certification with the Ohio EPA as an Asbestos Hazard Evaluation Specialist. Additional certification as an Asbestos Hazard Abatement Project Designer and/or Asbestos Hazard Abatement Specialist is preferred.
      - OR Onsite person shall have a minimum of 5 years of documented experience in managing or overseeing asbestos building surveys and assessments. Asbestos survey and assessment management work needs to account for a minimum of 60% of that persons work during those 5 years, or an equivalent over a longer period of time.
      - EHS and FDC shall assign additional asbestos-related tasks to onsite personnel at their discretion (e.g. updating past building survey reports, preparing database bulk upload spreadsheets, QA/QC audits, field sampling, abatement closeout reviews, etc.)
      - Work with EHS and FDC in management of asbestos building survey data.
      - Assist in coordination of building surveys.

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- Work with EC(s) to review and correct Building Survey Reports prior to submission to OSU.
- **Asbestos Building Surveys**
  - EC shall assume all liability for compliance with federal, state, and local regulations in performance of all Asbestos Building Surveys.
  - EC performing Asbestos Building Surveys must have a minimum of two (2) years' experience performing asbestos surveys or asbestos material sampling. The EC shall be certified by the Ohio Department of Health (ODH) as an "Asbestos Hazard Evaluation Specialist".
  - The EC shall have experience performing working in University settings and/or city municipalities and shall provide examples of at least three (3) Asbestos Building Survey Reports.
  - The EC will be required to thoroughly inspect each building for the presence of asbestos, including Category I and Category II, friable and non-friable asbestos containing materials (ACM). All suspected ACM shall be sampled using industry accepted methods in a professional manner, using a degree of care and skill consistent with standards of competent consultants practicing in the same or similar locality. All work practices shall conform to the requirements of Occupational Safety and Health Administration (OSHA)'s 29 Code of Federal Regulations (CFR) 1926.1101(g)(9) for Class III Work Practices. All bulk samples are to be analyzed by a National Voluntary Laboratory Accreditation Program (NVLAP) accredited laboratory.
  - The EC shall sample all homogenous areas (unless realistically unobtainable or non-feasible) as prescribed by 40 CFR 763.86 to include all surfacing materials, thermal system insulation, miscellaneous material, friable and non-friable suspected asbestos containing building materials. The analysis shall be performed utilizing methods prescribed by 40 CFR 763.87. All bulk samples shall be analyzed utilizing Environmental Protection Agency (EPA) Method 600/R-93/116 using Polarized Light Microscopy (PLM) in combination with Transmission Electron Microscopy (TEM) as may be required. Any bulk sample analysis results with an asbestos content of greater than non-detect but less than 3% shall be reanalyzed utilizing the EPA Method 600/R-93/116 at 400 points.
  - The EC will collect samples as needed within non-conspicuous locations within each building surveyed. Sample size shall not exceed more than a 2" x 2" square per sample. All samples collected shall be repaired with the appropriate material as necessary to match the color and texture of the existing building material sampled.
  - Asbestos Building Survey Reports shall be performed in compliance with ODH Regulations [3701-34] and the EPA Asbestos Hazard Emergency Response Act (AHERA) [40 CFR Part 763, Subpart E] reporting requirements, as well as, in a format consistent with the *Revised* The Ohio State University master template for Asbestos Building Survey Reports. Asbestos Building Survey Reports shall contain the following sections at minimum:
    - Executive Summary of ACM
    - Table of Contents
    - List of Acronyms
    - Survey Report
    - Appendix A – Assessors' Certifications
    - Appendix B – Historical ACM Data (To Be Provided by OSU)
    - Appendix C – Sample Location Diagrams (OSU to provide base floor plans for each building in CADD format)
    - Appendix D – Tables
      - Table 1 – Summary of Identified Homogenous Materials
      - Table 2 – Inventory of Materials Containing Asbestos
      - Table 3 – Summary of Bulk Samples
    - Appendix E – Laboratory Certificates and Chain of Custodies
    - Appendix F1 – Inventory of ACM (Room-by-room inventory of ACMs)
      - This will be self-generated upon completion of tables in Appendix D
        - Coordinate completion of this appendix with EHS
    - Appendix F2– ACM Material Location Diagrams (CADD and PDF Format)
    - Appendix G – Photograph Log – Include representative photographs of all suspect sampled ACM, assumed ACM, and other hazardous materials.
    - Appendix H – Cost Estimate for Removal and Disposal of ACM
    - Appendix I – Personal Air Monitoring Data / Negative Exposure Assessment
  - The EC will coordinate Asbestos Building Surveys directly with the designated OSU Project Manager and provide a schedule of completion.
  - The EC shall submit documents and appendices in their native format (e.g. .DOC, .XLS, .JPG, etc.) ; Deliverables include building survey reports AND database spreadsheets in formats dictated by OSU. EHS will provide all template formats.
  - Laboratory data shall be provided in an electronic format as requested by OSU.

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- OSU EHS will review all Asbestos Building Survey Reports prior to substantial completion of the project. All Asbestos Building Survey Reports must meet the satisfaction of OSU prior to final invoicing of the project.
- The EC shall assume all costs associated with labor and materials as needed to successfully complete all Asbestos Building Surveys.
- The university reserves the right to select more than one Consultant for this project.

The selected EC, 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.

The project team (Owner / A/E / Contractor) will be required to utilize e-Builder, the University's Project Management System, for all compatible services required by the University.

Closeout Services: The closeout for this project is required to be delivered in an electronic cloud-based format using the e-Builder Project Management System and adhere 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.

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. Hazardous Material Consulting Service
2. Asbestos Assessments
3. A/E and subconsultants must have experience working on multiple, concurrent job sites.

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: \$0  
Other Funding: \$1,000,000  
Construction Cost:  
Total Project Cost: \$925,000

### D. Anticipated Schedule

Professional Services Start: 08 / 20  
Construction Notice to Proceed: 09 / 20  
Substantial Completion of all Work: 09 / 21  
Professional Services Completed: 09/21

### E. Estimated Basic Fee Range (see note below)

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### F. EDGE Participation Goal

Percent of initial Total A/E Fee: 5%

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)

### H. Additional Service Providers Required



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.

Project Name Campus Environmental Surveys Proposer Firm \_\_\_\_\_  
 Project Number OSU-200466 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	0	Max = 3
	2 to 10 professionals	1	
	More than 10 professionals	2	
<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 - 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	
<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 \_\_\_\_\_