

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	Sustainability Standards Implementation - Subject Matter Expert Service Provider	Response Deadline	10/27/2020	11:00 am local time
Project Location	The Ohio State University	Project Number	OSU-210062	
City / County	Columbus / Franklin	Project Manager	Thomas Komlanc - or Designee	
Owner	The Ohio State University	Contracting Authority	Local Higher Education	
Delivery Method	N/A	Prevailing Wages	None	
No. of paper copies requested (stapled, not bound)	0	No. of electronic copies requested (PDF)	1	

Submit the requested number of *Statements of Qualifications* (Form F110-330) directly to 330Submittals@osu.edu
See Section J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Tom Komlanc at Komlanc.3@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

The university will enact new Sustainability Standards furthermore identified by Division 18 within its Building Design Standards (BDS), <https://fod.osu.edu/bds> on September 28th, 2020. The university will require 3rd party professional services to fulfill the role of subject matter expert to assist with the implementation

B. Scope of Services

The pending/proposed sustainability standards are broken down into the following core target areas: Water, Energy, Ecosystem Systems, Materials Waste Management & Recycling, User Experience, Commissioning, and Life Cycle/ Total Cost of Ownership Analysis. The subject matter expert team will represent the university in the core focus areas of Energy, Life Cycle, Commissioning (scoping) and User experience serving as SME lead while providing staff augmentation within the other core areas. Within the Energy element, a working knowledge and applicability of ASHRAE 90.1 (2016) is a must, with an in-depth competency of Appendix G and energy modeling. Furthermore, the team shall bring a wealth of knowledge to the User Experience core area; including however not limited to: Indoor Air Quality, Thermal Comfort, Acoustical Performance, Daylighting and Lighting Quality, and Biophilic Design/Connection to Nature. Rounding out the key services to be rendered is assisting and critiquing life cycle cost analysis within the disciplined areas of Energy, Water, and Materials. The successful subject matter expert team will, from time to time, be required to provide reports and recommendations to the university as well as bring forward proposed edits and clarifications to Division 18, the Sustainability Standards, during the routine semi-annual BDS update cycle. Assistance with the development of measures of effectiveness (MOEs) / Metrics development shall be anticipated. We foresee the funds available to be broken into bucket allocations for utilization across the spectrum of campus projects with the actual fees for services rendered drawn upon from the bucket strategy on a project by project and work task assignment basis. *The scope of services herein may, upon university approval, be extended for an additional 1-year term (with additional funds and successful negotiation of rates and terms)*

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.

As required by the Agreement, and as properly authorized, shall provide subject matter expert related services during: 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 *Select type of 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 <https://ofcc.ohio.gov>.

Request for Qualifications (Architect / Engineer) continued

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. Standards Development with focus on Sustainability
2. Mechanical Engineering – including but not limited to: ASHRAE 55, 62, 90.1 (2016), 170, and 189
3. Architectural design experience with passive, biophilic design, acoustics and building envelop performance
4. Higher Education Owner’s Representative and Criteria AE
5. LEED Compliance Reviews
6. Ecosystem Services
7. Materials Waste Management & Recycling
8. Innovation in sustainable design
9. Life Cycle Cost Analysis
10. Sustainability Metrics Development / Measures of level of effectiveness

C. Estimated Budget / Funding

State Funding: NA
 Other Funding: \$175,000
 Construction Cost: NA
 Total Project Cost: \$175,000

D. Anticipated Schedule

Professional Services Start: 12 / 20
 Construction Notice to Proceed: mm / yy
 Substantial Completion of all Work: mm / yy
 Professional Services Completed: 07 / 21

E. Estimated Basic Fee Range (see note below)

Percentage% to Percentage%

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 Engineering
 Disciplines: Architecture
Landscape Architecture

H. Additional Service Providers Required

Additional Service Discipline
Additional Service Discipline
Additional Service Discipline
Additional Service Discipline

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 with providing development, implementation, monitoring and fine tuning of performance-based sustainability criteria consistent with the university’s sustainability standards, on previous projects.
- Previous experience providing independent party reviews, staff augmentation, and scope development.
- Relevant past work of prospective firm’s proposed consultants.
- Past performance of prospective firm and its proposed consultants on similar work.
- Qualifications and experience of individuals directly involved with the project.
- Proposer’s previous and relevant experience when working with its proposed consultants in a similar capacity.
- Scoping and specification writing credentials and experience.
- MOEs / Metrics development and tracking
- 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.

J. Submittal Instructions

Firms are required to submit the current version of *Statement of Qualifications* (Form F110-330) available via the OFCC website at <https://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 label the CD or DVD and the sleeve with the project number and firm name if applicable.

Paper copies of the *Statement of Qualifications*, if requested, should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary.

Facsimile copies of the *Statement of Qualifications* will not be accepted.

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.

- **For the purposes of this RFQ Section 4c. BIM will not be scored**

Architect / Engineer Selection Rating Form

State of Ohio Standard Forms and Documents

Project Name Sustainability Standards Implementation Proposer Firm _____
 - Subject Matter Expert Service Provider
 Project Number OSU-210062 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 100 miles	5	
	100 miles to 150 miles	2	
	More than 200 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$500,000	2	
	\$500,000 to \$1,000,000	1	
	More than \$1,000,000	0	
c. Number of licensed professionals	Less than 5 professionals	1	Max = 3
	5 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 - 10	
c. Technical staff	Experience / ability of technical staff to create fully coordinated construction documents	0 - 10	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 0	
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 LEED v4 or v4.1 projects	1	Max = 2
	Certified LEED v4 or v4.1 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 2 projects	0 - 3	
	2 to 4 projects	4 - 6	
	More than 4 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 2 projects	0 - 1	
	2 to 7 projects	2 - 3	
	More than 7 projects	4 - 5	
* Must be comprised of professional design services consulting firm(s) and NOT the lead firm		Subtotal	
** Leadership in Energy & Environmental Design administered by Green Business Certification Inc.			

Notes:

Evaluator:

Name _____

Signature _____ Date _____