

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>Coroner's Building Renovation</u>	Response Deadline	<u>10/28/2020</u>	<u>3:00 p.m.</u> local time
Project Location	<u>3159 Eden Ave.</u>	Project Number	<u>UCN-20191B</u>	
City / County	<u>Cincinnati / Hamilton</u>	Project Manager	<u>John K Seibert</u>	
Owner	<u>University of Cincinnati</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>3</u>	No. of electronic copies requested (PDF)	<u>1</u>	

Submit the requested number of Statements of Qualifications (Form F110-330) directly to:

John K Seibert
University of Cincinnati
Department of Planning + Design + Construction
51 Goodman Drive, Suite 600
Cincinnati, Ohio 45221-0186

See Section J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to John Seibert at john.seibert@uc.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 of Cincinnati is in the process of receiving back the currently leased Hamilton County Coroners Building property as the County's new facility in Blue Ash comes online in 2021. The existing building and property located at 3159 Eden Avenue Clifton is strategically located in the heart of the University of Cincinnati medical / east uptown campus. It is the university's intent to modestly renovate and use the facility as a bio medical sciences research facility and to utilize the estimated ten to fifteen-year life cycle left in its current arrangement as much as possible. A commissioned feasibility study with the goal of repurposing the building was conducted and will serve as the program of requirements giving definition to the desired scope of work. The building is approximately 35,000 GSF and consists of a lower level, main entrance/first floor level, and a second floor.

The feasibility study was performed by BHDP Architects Columbus, Ohio office in conjunction with Prater Engineering of Columbus (MEP analysis). Excerpts from the study are included as part of this RFQ. The entire contents of the feasibility study, as well as other relevant reports, will be made available to the shortlisted firms. In general, the scope of the renovation work consists of the following:

The main design driver for laboratory space is to provide flexibility and variety across the three floors. This will allow the occupants to conduct a variety of research types and activities over the next 10 to 15 years. All labs will include utility configurations to allow flexibility.

Interior Improvements:

- Existing spaces will be demolished (finishes, ceilings, doors, wall-mounted items, MEP items, interior CMU walls as required). Abatement of existing hazardous materials is anticipated. Efforts to minimize interior partition demolition and relocation should be a priority.
- New interior gypsum board and metal stud partitions will be provided as required by the new space layout.
- Existing concrete masonry (CMU) partitions will be retained where possible. CMU walls will receive metal furring and gypsum board where needed to conceal mechanical and electrical and where feasible within the available budget. All CMU walls are not assumed to be furred out and receive new gypsum board due to budget limits.
- Interior finishes will be replaced throughout, to update the character of the space.
- The building will receive new door hardware to comply with ADA. Doors will be replaced where needed, with some doors reused if possible.
- New ceilings will be provided throughout.

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- Work on the building roof has been excluded other than work required as part of other rooftop equipment installation.
- Restrooms will be renovated to comply with ADA requirements.
- Work on the existing building envelope and façade is limited to replacement of existing joint sealants at brick control and expansion joints

MEP Improvements:

- Domestic water service and piping will be maintained with new vales and new service entrance and backflow preventer
- The domestic hot water boiler and storage tank will be replaced
- The sanitary, sanitary vent, and storm water piping systems will be replaced and a related storm roof overflow drain and piping will be added.
- The lab waste piping will be replaced
- The lab air piping system will be replaced
- Chiller #2 and both chilled water pumps will be replaced
- Substantial portions of the hot and cold-water heating and cooling piping system should be suitable for reuse when the building is renovated. Conversion of the dual duct and multizone air handling units to single duct with hot water reheat will occur. A heating hot water piping loop will be required on each floor to feed the new VAV box hot water reheat coils.
- Stairwell unit heaters will be replaced.
- AHU-1 should be converted from Multi-Zone Constant Volume operation to single duct Variable Air Volume (VAV) operation.
- AHU -2 & 3 should be converted from Dual Duct Constant Volume operation to single duct Variable Air Volume (VAV) operation.
- Humidifiers will be replaced.
- All fans will be replaced when the building is renovated. Laboratory fans should be upblast mixed flow dilution type fans similar to those manufactured by Strobic. Stand by fans should be provided for laboratory areas. If fans are replaced in their current location, fall protection rails will need to be added to several of the fans.
- Each fume hood should be provided with a new exhaust air control valve and the hoods should be certified after the new exhaust system is installed.
- All existing supply air, return air and exhaust ductwork, dual duct mixing boxes and air devices vices located in and above the ceilings of the occupied spaces will be replaced with a new system designed for the new space usage.
- The BAS will be replaced with a Siemens or Automated Logic system meeting University of Cincinnati standards.
- Most of the electrical distribution will be replaced.
- The existing interior lighting will be replaced with new LED fixtures and new controls as a part of the renovation.
- Exterior lighting fixtures have exceeded their expected service lives and will be replaced with new LED fixtures and new controls as a part of the renovation.
- The existing campus telecommunications network will be extended to this location and new IT rooms provided to match campus standards. New systems, cabling and devices should be put in place as part of the renovation to match campus standards.

Life Safety Improvements:

- The facility has recently completed a fire alarm system upgrade and should be able to serve the facility's long-term needs.
- A fire suppression (sprinkler) system will be added.
- The emergency generator is beyond its useful service life and will be replaced.

LEED Certification:

The University is not seeking LEED certification for this project.

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B. Scope of Services

The selected AE firm shall have proven experience in academic and research lab planning, adaptive reuse, and University standards for learning environments.

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, 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.

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.**

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>.

During the construction period, provide not less than **16-hours** (Architect and Engineer total) 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.

Please list all major scope services needed to complete the selection process for successful project delivery. The specific scope of services must state particular building types, functional design or specialized professional services required to evaluate the level of experience of each applicant firm (e.g. parking garage, kitchen design, correctional facility, medical facility). The scope of services should also define the types of basic and additional professional design and administration services necessary for the project (e.g. LEED credentials and experience, previous experience with local jurisdiction or similar sites, previous experience working with the State of Ohio, Building Information Modeling ("BIM") experience and training, specific BIM and Owner-defined requirements, level of development to be achieved within BIM models, BIM deliverables, and Owner's intended use of BIM models after construction). This information will be used by each applicant to populate the Relevant Project Experience Matrix in Section F of Form F110-330.

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. Experience in adaptive reuse of buildings.
2. Experience in in academic and research lab planning.
3. Experience with University classroom design standards.
4. Experience with University technology design standards.
5. Experience on past projects for the University of Cincinnati.
6. Experience with the State of Ohio, CM at Risk methodology.
7. Qualifications and experience with the design and preparation of construction bid documents and administering the construction phase of projects following the State of Ohio, Department of Administrative Services Guide for Capital Improvements and the Department of Industrial Compliance.
8. Experience executing projects using BIM.

C. Estimated Budget / Funding

State Funding:	<u>\$0</u>
Other Funding:	<u>\$11,500,000</u>
Construction Cost:	<u>\$8,000,000</u>
Total Project Cost:	<u>\$11,500,000</u>

D. Anticipated Schedule

Professional Services Start:	<u>11 / 20</u>
Construction Notice to Proceed:	<u>08 / 21</u>
Substantial Completion of all Work:	<u>07 / 22</u>
Professional Services Completed:	<u>09 / 22</u>

E. Estimated Basic Fee Range (see note below)

6% to 8%

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

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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

Secondary Mechanical-Electrical-Plumbing Eng.

Disciplines: Fire Protection Engineering

Technology / Communications / Security

Interior / Loose Furnishings Design

Structural Engineering

Civil Engineering

H. Additional Service Providers Required

Commissioning Services

Lab Planning

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 and 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.
- Specification writing credentials and experience.
- 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 and communicate via the internet and email at their normal business location(s) during business hours.

Interested A/E firms are required to address how they will implement Building Information Modeling ("BIM") on the project, experience and level of training of staff related to BIM, incorporation of team partners that have previous BIM experience, and an understanding of collaborative BIM processes, including but not limited to the *State of Ohio BIM Protocol* available at the OFCC website at <http://ofcc.ohio.gov>.

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) 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

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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.

Architect / Engineer Selection Rating Form

State of Ohio Standard Forms and Documents

Project Name Coroner's Building Renovation Proposer Firm _____
 Project Number UCN-20191B 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 25 miles	5	
	25 miles to 100 miles	2	
	More than 100 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$1,000,000	2	
	\$1,000,000 to \$5,000,000	1	
	More than \$5,000,000	0	
c. Number of licensed professionals	Less than 4 professionals	1	Max = 3
	4 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 - 10	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 5	
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 3 sample projects	1	Max = 3
	3 to 6 sample projects	2	
	More than 6 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 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 4 projects	2 - 3	
	More than 4 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 _____