

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>N. Engineering Lab/Classroom Renovations</u>	Response Deadline	<u>April 20, 2018</u>	<u>2:30pm</u>	local time
Project Location	<u>1700 North Westwood Ave.</u>	Project Number	<u>UTO - 190198 / 0051-19-198</u>		
City / County	<u>Toledo / Lucas</u>	Project Manager	<u>Chris Levicki</u>		
Owner	<u>The University of Toledo</u>	Contracting Authority	<u>Local Higher Education</u>		
Delivery Method	<u>Multiple Prime Contracting</u>	Prevailing Wages	<u>State</u>		
No. of paper copies requested (stapled, not bound)	<u>6</u>	No. of electronic copies requested (PDF)	<u>1</u>		

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Howard Hillard at The University of Toledo: Attn: Howard Hillard, Project No. 0051-19-198 / UTO - 190198. Mail/Carrier address: Purchasing Department, The University of Toledo Medical Center, Room 0001, MS 1221, 3000 Arlington Ave., Toledo, Ohio 43614. Physical address: Purchasing Department, Ruppert Health Center, Room 0001, MS 1221, 3125 Transverse Drive, Toledo, Ohio 43614. See Section J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Daniel.Klett at daniel.klett@utoledo.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 Toledo (UT) is soliciting qualifications for professional services for the renovation of the high-bay portion of the North Engineering building on UT's Main Campus, and for the potential renovation/reconfiguration of the area in the North Engineering building that serves as the main connector from Nitschke Hall to the high-bay space in North Engineering. North Engineering is a 250,000 GSF building that was constructed in 1954 for industrial/research activities. UT has owned the building for approximately 30 years and much of it has been renovated to meet UT College of Engineering programs. The high-bay area, with a footprint of approximately 25,000 GSF and a partial second floor mezzanine, is essentially unchanged since its construction over 60 years ago.

This project is the first phase of what is expected to be a multi-year, multi-phase project to renovate North Engineering for classrooms and laboratories. Funding for this phase is included in the State Capital Bill for FY19 – FY20. It is hoped that funding for future phases will be provided by future State Capital Bills. In addition to funding from State Capital Bills, other sources of funding for the multi-phase project might include "local" institutional funds. The intention of this RFQ is to allow the University to select a consultant for this phase, and continue to work with the same consultant on future phases.

The objective of the multi-phase project is to optimize space use in the high-bay portion of the building for classrooms and laboratories, allowing the eventual demolition of Palmer Hall (as envisioned in UT's 2015 Multiple Campus Master Plan). The first phase will provide a new exterior skin for the high-bay portion of the building, replacing asbestos-containing materials in the existing exterior walls. It will remove the second floor mezzanine in the high-bay portion and construct the new structural system that will allow the development of a full second floor in subsequent phases. The remainder of the building will need to remain occupied during the renovation.

It is expected that plumbing, HVAC, electrical, fire protection and technology systems for the renovated space -- as well as the partitions, finishes and furnishings -- will be addressed as part of future phases of the project.

Future phases of the project might include renovations in other parts of North Engineering for instructional, research, office or student/common spaces. Future phases might also involve renovations in other buildings to accommodate domino moves related to the renovations in North Engineering.

B. Scope of Services

For projects advertised with an appropriately developed Program of Requirements (POR), upon award of the Agreement, commence with Design. For projects without such a POR, upon award of the Agreement, commence by developing the Program of Requirements.

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This project does not have a POR. The University intends to engage the selected A/E, as an additional service, to develop a space program for the area in North Engineering that will be renovated and to develop a master plan for the overall multi-phase renovation project.

There have been planning and conceptual design studies prepared for the renovation of the North Engineering building, including the high-bay space. These will be provided to the short-listed firms. In addition, CAD plans of North Engineering and Nitschke Hall, and electronic copies of the construction documents (original construction when available and all renovations) will be provided to the short-listed firms. There will be a mandatory pre-interview walk-through for the short-listed firms.

The University intends to contract directly with specialty contractor(s) to abate any asbestos-containing materials, including the cladding on the exterior wall of the high-bay portion of North Engineering. The selected A/E will need to structure the Construction Documents to ensure that the work of the abatement contractor(s) and the renovation contractor(s) is fully coordinated.

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.

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>.

During the construction period, provide not less than 6 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.

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. Major renovations to create classroom and laboratory facilities.
2. Design of instructional and research facilities for colleges of engineering.
3. Major renovations involving structural modifications and the construction of additional floor(s) in high-bay space.
4. Design of infrastructure/building systems on major renovation projects, including integration with existing systems.
5. Programming and master planning for higher education.
6. Renovations of occupied facilities, while maintaining adjacent areas in operation.
7. Previous experience managing multi-phase projects with tight design and construction schedules.
8. Previous experience working with identified sub-consultants.
9. Previous experience working with UT.
10. Previous experience working with State of Ohio

C. Estimated Budget / Funding

State Funding:	<u>\$3,000,000</u>
Other Funding:	<u>\$0</u>
Construction Cost:	<u>\$2,300,000</u>
Total Project Cost:	<u>\$3,000,000</u>

D. Anticipated Schedule

Professional Services Start:	<u>07 / 18</u>
Construction Notice to Proceed:	<u>05 / 19</u>
Substantial Completion of all Work:	<u>05 / 20</u>
Professional Services Completed:	<u>06 / 20</u>

E. Estimated Basic Fee Range (see note below)

7.5% to 8.0%

F. EDGE Participation Goal

Percent of initial Total A/E Fee: 15.0%

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

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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

Secondary Structural Engineering

Disciplines: HVAC Engineering

Electrical Engineering

Plumbing Engineering

Fire Protection Engineering

Technology, Communications, Security

Interior and Loose Furnishings Design

Select Secondary Discipline

H. Additional Service Providers Required

Programming/Master 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, 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.
- 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.
- 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.

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 contact 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.

The Contracting Authority reserves the right to reject any or all submissions and cancel at any time for any reason this solicitation, any portion of this solicitation, or any phase of the Project. If Contracting Authority and the apparent chosen A/E are unable to reach agreement on the terms and conditions of the A/E Agreement, Contracting Authority reserves the right to reject the firm and utilize the short list to select an A/E. The Contracting Authority shall have no liability to any firm arising out of such cancellation or rejection. The Contracting authority reserves the right to waive minor variations in the selection process.

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. 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. Indicate Project Name and Project Number on outside of packaging.

Facsimile or emailed copies of the Statement of Qualifications will not be accepted.

In Section H of Statement of Qualifications (Form F110-330), provide a summary of your firm's/team's qualifications in each of the selection criteria included on the Architect/Engineer Selection Rating score sheet included in the RFQ. Use the number system of the selection criteria on the score sheet to organize your response in Section H. Identify by name the individuals(s) you are proposing to serve in the roles identified in selection criteria 2 and 3. List the projects that show experience for selection criteria 4b and 4c. Include copies of evaluations and/or letters of reference for selection criterion 5a. Include information on specific projects for selection criterion 5c.

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 North Engineering Lab/Classroom Renovations Proposer Firm _____
 Project Number UTO - 190198 / 0051-19-198 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 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 \$500,000	1	
	More than \$500,000	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 - 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 4 projects	0 - 3	
	4 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 _____