

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>Classroom Renovations</u>	Response Deadline	<u>May 4, 2018</u>	<u>2:30pm</u>	local time
Project Location	<u>Multiple Buildings - Main Campus</u>	Project Number	<u>UTO-190201 / 1020-19-201</u>		
City / County	<u>Toledo / Lucas</u>	Project Manager	<u>Nicole Baden</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. 1020-19-201 / UTO-190201. 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 classrooms. The project is expected to focus on the following rooms and buildings on Main Campus (although the scope could include other classrooms in these or other buildings on UT's Main Campus or Health Science Campus): Rooms 1002, 1003, 1005 in McMaster Hall; Rooms 0107, 0111, 0114, 0118, 0129, 0131 in Stranahan Hall; Rooms 2040, 2050, 2100, 2110, 2160 in Snyder Memorial.

McMaster Hall was built in 1987. Stranahan Hall was built in 1984. Snyder Memorial was built in 1959. These buildings have undergone varying levels of renovation in the intervening years.

The project will refresh finishes. It will upgrade building systems and repair building envelope deficiencies as required to improve the classrooms. In rooms where furniture is being replaced, the University intends to contract directly with furniture contractor(s). The University similarly intends to contract directly with specialty contractor(s) to upgrade instructional technology in the classrooms. The selected A/E will need to coordinate with the University and structure the Construction Documents to ensure that the installation and hook-up of furniture and instructional technology is fully coordinated between specialty contractors and renovation contractors.

There may be other work--in separate project(s) -- scheduled to occur in the vicinity of the areas being renovated as part of this project. The selected A/E will need to coordinate with the University and structure the Construction Documents to ensure that the work of all the contractors is coordinated.

The intention is that the room configuration will not change in the following rooms: McMaster 1002, 1003, 1005; Stranahan 0107, 0111, 0114, 0118, 0129, 0131; Snyder 2100, 2110. The intention is to renovate Snyder 2040, 2050, 2160 into "active learning" classrooms.

Although focused on classroom upgrades, the project could include improvements to circulation areas or other common spaces serving the classrooms.

This project is a continuation of what is expected to be a multi-year, multi-phase project to improve the classrooms at UT. 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 in future phases.

B. Scope of Services

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

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.

This project does not have a POR. The University has created a number of “active learning” classrooms in recent years. The locations of these rooms will be provided to the short-listed firms. In addition, CAD plans of Stranahan Hall, McMaster Hall and Snyder Memorial; and electronic copies of the construction documents (original construction and all renovations) for these three buildings will be provided to the short-listed firms. There will be a mandatory pre-interview walk-through for the short-listed firms.

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. Renovations of classrooms in higher education.
2. Design of “active learning” classrooms in higher education.
3. Design of building systems on renovation projects, including modification to existing infrastructure/systems.
4. Repairs to building envelope, specifically in below-grade occupied spaces.
5. Renovations within occupied facilities, while maintaining adjacent areas in operation.
6. Previous experience managing multi-building renovation projects with tight design and construction schedules.
7. Previous experience working with identified sup-consultants.
8. Previous experience working with UT.
9. Previous experience working with State of Ohio.

C. Estimated Budget / Funding

State Funding:	<u>\$1,500,000</u>
Other Funding:	<u>\$1,000,000</u>
Construction Cost:	<u>\$1,650,000</u>
Total Project Cost:	<u>\$2,500,000</u>

D. Anticipated Schedule

Professional Services Start:	<u>08 / 18</u>
Construction Notice to Proceed:	<u>05 / 19</u>
Substantial Completion of all Work:	<u>08 / 19</u>
Professional Services Completed:	<u>10 / 19</u>

E. Estimated Basic Fee Range (see note below)

7.0% to 7.5%

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 **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: Electrical Engineering

H. Additional Service Providers Required

Request for Qualifications (Architect / Engineer) continued

Disciplines:	<u>HVAC Engineering</u>	<u></u>
	<u>Technology, Communications, Security</u>	<u></u>
	<u>Fire Protection Engineering</u>	<u></u>
	<u>Interior and Loose Furnishings Design</u>	<u></u>
	<u>Acoustic Design</u>	<u></u>
	<u></u>	<u></u>
	<u></u>	<u></u>

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

Request for Qualifications (Architect / Engineer) continued

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 Classroom Renovations Proposer Firm _____
 Project Number UTO-190201 / 1020-19-201 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 _____