

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>Ottawa East 2021 Dining Expansion</u>	Response Deadline	<u>10/30/20</u> <u>2:00</u> local time
Project Location	<u>Ottawa East / Main Campus</u>	Project Number	<u>0094-21-231/UTO-210231</u>
City / County	<u>Toledo / Ohio</u>	Project Manager	<u>Jason Toth</u>
Owner	<u>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>4</u>	No. of electronic copies requested (PDF)	<u>1</u>

Submit the requested number of *Statements of Qualifications* (Form F110-330) directly to Lorie Sarnes at The University of Toledo: Attn: Lorie Sarnes, Project 0094-21-231/UTO-210231. Mail/Carrier address: The University of Toledo, Plant Operations, 2801 W. Bancroft St., MS 216, Toledo, Ohio 43606-3390. Physical address: The University of Toledo, Facilities and Construction, Plant Operations Bldg., 2925 East Rocket Dr., Toledo, Ohio 43606-3390. See Section J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Robert Waddle at robert.waddle@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 (UToledo) is soliciting qualifications for professional services for the addition of dining hall space in the Ottawa East Residence Hall. The project is expected to focus on the addition of seating space and the appropriate changes to serving stations required to accommodate added support in an All You Care to Eat dining environment.

Ottawa East was built in 2005. This dining facility was renovated in 2017, and currently operates as an All You Care to Eat venue.

The core of the project will be an addition that will expand the existing seating capacity to a total of approximately 550 within the overall dining space. As part of the All You Care to Eat concept, this new space will likely require addition(s) of associated cooking/serving stations. There will be limited modifications to the existing dining spaces and associated cooking/serving stations, as well as limited modifications to existing fixed seating stations. The project will also look to relocate the control point to the facility, along with the associated POS system, to incorporate and modify 1,200 square feet of existing meeting room space into dining space. The project will also modify the existing 1,800 square foot C-store/Market to a smaller footprint, allowing for more dining space. While the area is relatively new, the project will require any associated upgrades to building systems to support the identified concepts. The University intends to contract directly with furniture contractor(s). 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 technology is fully coordinated between specialty contractors and renovation contractors.

Although focused on the expansion of dining space, the project could include improvements to circulation areas or other kitchen areas serving the dining areas and the overall concept.

As this is an addition to an existing University building, the design will need to closely follow University standards and design guidelines.

This project is a continuation of what is expected to be a multi-year, multi-phase project to improve the dining facilities at UToledo. This overall plan and associated work is being done in conjunction with our dining partner, Chartwells/The Compass Group. The intention of this RFQ is to allow the University to select a consultant for this phase with the potential to continue to work with the same consultant in future phases.

B. Scope of Services

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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 developed conceptual designs for the improvements, which will be provided to the short-listed firms. In addition, CAD plans of Ottawa East will also be provided.

UToledo may purchase loose dining furniture directly. The selected A/E will be responsible for selecting and documenting interior finishes, in conjunction with UToledo’s interior designer.

The selected A/E is to provide 3D computer modeling for design exploration and communication with user groups.

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 <https://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 Dining Facilities in Higher Education
2. Design of buildings or building additions in a University setting
3. Design of building systems on renovation projects, including modifications to existing infrastructure/systems
4. Renovations within occupied facilities, while maintaining adjacent areas in operation
5. Previous experience managing dining renovations with tight design and construction schedules
6. Previous experience working with identified sub-consultants
7. Previous experience working with UToledo
8. Previous experience working the State of Ohio

C. Estimated Budget / Funding

State Funding:	<u>\$ 0</u>
Other Funding:	<u>\$ 2,800,000</u>
Construction Cost:	<u>\$ 2,340,000</u>
Total Project Cost:	<u>\$ 2,800,000</u>

D. Anticipated Schedule

Professional Services Start:	<u>01 / 21</u>
Construction Notice to Proceed:	<u>08 / 21</u>
Substantial Completion of all Work:	<u>04 / 22</u>
Professional Services Completed:	<u>06 / 22</u>

E. Estimated Basic Fee Range (see note below)

6.5% 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 **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 _____
 Disciplines: Mechanical-Electrical-Plumbing Eng.

H. Additional Service Providers Required

Request for Qualifications (Architect / Engineer) continued

Fire Protection Engineering

Kitchen/Food Service Design (K-12)

Interiors/Loose Furnishings Design (K-12)

Landscape Architecture

Technology/Communic./Security (K-12)

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 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 <https://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 <https://ofcc.ohio.gov>. The *Intent to Contract and to Perform* form is again required at the Fee Proposal stage.

If the A/E firm intends to receive points for exceeding the EDGE Participation Goal, it must provide BOTH a completed *Commitment to Participate* form AND a completed *Statement of Intent to Contract and to Perform* forms signed by both parties with its *Statement of Qualifications*.

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 <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.

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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 Ottawa East 2021 Dining Expansion Proposer Firm _____
 Project Number 0094-21-231/UTO-210231 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 200 miles	5	
	200 miles 300 miles	2	
	More than 300 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 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 - 5	
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 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 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 Green Business Certification Inc.

Notes:

Evaluator:

Name _____

Signature _____ Date _____