

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

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|--|--------------------------------------|--|-------------------------------|---------------|------------|
| Project Name | <u>Pedestrian Bridge Renovations</u> | Response Deadline | <u>April 5, 2019</u> | <u>4:00pm</u> | local time |
| Project Location | <u>YSU Campus</u> | Project Number | <u>YSU 1920-17</u> | | |
| City / County | <u>Youngstown / Mahoning</u> | Project Manager | <u>Richard Feldmiller</u> | | |
| Owner | <u>Youngstown State University</u> | Contracting Authority | <u>Local Higher Education</u> | | |
| Delivery Method | <u>General Contracting</u> | Prevailing Wages | <u>State</u> | | |
| No. of paper copies requested (stapled, not bound) | <u>5</u> | No. of electronic copies requested (PDF) | | <u>1</u> | |

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Richard White at Youngstown State University, One University Plaza, Youngstown, Ohio 44555 Attn: University Facilities Office. See Section H of this RFQ for additional submittal instructions. ***Do not email the electronic copies.**

Submit all questions regarding this RFQ in writing to Richard White at rmwhite@ysu.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

This project will be the evaluation, recommendation, development of construction documents and construction management to upgrade, renovate and repair the two pedestrian bridges on Youngstown State's campus. Of concern for this project are potential structural issues with foundations and structural supports along with roofing issues, glazing issues and interior/exterior finishes.

B. Scope of Services

Youngstown State has two aging pedestrian bridges on our campus that are heavily used. Over the years, building movement and the elements have created structural issues that threaten the integrity and safety of these bridges. This project will address these structural and safety concerns, replace deteriorated/outdated interior flooring, replace existing lighting, upgrade interior finishes, replace sections of the roof that are leaking, upgrade minor HVAC elements, and replace failed glazing and entry doors.

The selected consultant will be required to develop documents for bidding, assist with bidding and evaluate bids and recommend award and manage construction through project completion. For this project, upon award of the agreement, a Program of Requirements (POR) will first need to be developed with the owner.

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 eight (8) 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.

Request for Qualifications (Architect / Engineer) continued

- 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 <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.

H. 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.

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 Pedestrian Bridge Renovations Proposer Firm _____
 Project Number YSU 1920-17 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 75 miles | 5 | |
| | 75 miles to 100 miles | 2 | |
| | More than 100 miles | 0 | |
| b. Amount of fees awarded by Contracting Authority in previous 24 months | Less than \$100,000 | 2 | |
| | \$100,000 to \$200,000 | 1 | |
| | More than \$200,000 | 0 | |
| c. Number of licensed professionals | Less than 3 professionals | 1 | Max = 3 |
| | 3 to 6 professionals | 2 | |
| | More than 6 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 5 sample projects | 1 | Max = 3 |
| | 5 to 7 sample projects | 2 | |
| | More than 7 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 5 projects | 0 - 3 | |
| | 5 to 7 projects | 4 - 6 | |
| | More than 7 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 5 projects | 0 - 1 | |
| | 5 to 7 projects | 2 - 3 | |
| | More than 7 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 _____