Request for Qualifications (A/E)

Clark State Community College
570 East Leffel Lane
Springfield, Ohio 45505

www.clarkstate.edu
937-328-6003

Administration of Project: Local Administration

Project Name	Student Success Center	Response Deadline	April 18, 2012 4:00 pm, local time
Project Location	570 East Leffel Lane	Project Number	CLT-100020
City / County	Springfield / Clark County	Project Manager	Joseph R. Jackson
Agency/Institution	Clark State Community College	Contracting Authority	Clark State Community College
No. of paper copies requested (stapled, not bound)	4	No. of electronic copies requested on CD (PDF)	1

Submit the requested number of Statements of Qualifications (SAO Form F110-330) directly to Joseph R. Jackson, VP Business Affairs at Clark State Community College, 570 East Leffel Lane, Springfield, Ohio 45505 or electronically to jacksonj@clarkstate.edu . See Section H for additional submittal instructions.

Project Overview

A. Project Description

This project consists of renovating the first floor of two separate buildings and constructing a new building connecting the two existing buildings. The College undertook a space planning process that was completed in June 2011, to define potential functions to be housed in these areas. This plan suggested new construction of approximately 21,500 square feet, renovation in the LRC building of 9,700 square feet, and renovation in the Rhodes Hall building of 13,800 square feet.

Rhodes Hall – The bookstore, food service, and restrooms will be renovated.

LRC – This space housed the College's library before it was relocated. The renovation will convert this space into classrooms, labs, and faculty/administrative offices for the Business & Applied Technologies academic division and will also include updating restrooms.

New Construction (Student Success Center) – This could be a one-story or two-story structure connecting, in some fashion, to the LRC and to Rhodes Hall. A little more than half of the building will be dedicated to success center functions including retention, student services, student life, testing, developmental/language labs, and career management. The remaining portion will house the remaining space needed for the Business & Applied Technologies classrooms and labs.

The space planning study and other documents related to the function of the spaces in these buildings will provided to the short-listed firms.

It is anticipated that the project delivery method will be single prime contractor.

B. Scope of Services

The consultant will work with College personnel to review and define the scope and extent of the various renovations/new construction required. The consultant will prepare a scope of work plan and cost projection for various components involved. Construction and bidding documents will be prepared with appropriate Owner reviews at typical intervals during the Design Phase. Since this project includes renovation in currently occupied buildings, certain elements of these buildings must be protected during renovation. No known hazardous materials are present in these buildings or on the site. Although LEED Certification is not a goal of the project, the consultant is expected to incorporate sustainable materials and practices throughout the project.

The selected Architect/Engineer (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. Participation in the Encouraging Growth, Diversity & Equity (EDGE) is not a legal requirement but is a concept embraced and supported by the College.

As required by the Agreement, and as properly authorized, provide the following categories of services: Program Verification and Schematic Design. At the end of Schematic Design, a determination will be made as to whether there is sufficient funding to continue the project. If there is sufficient funding, the additional categories of services shall be

provided - Design Development, Construction Document Preparation, Bid and Award Support, Conformed Documents, Construction Phase, Post-Construction Phase, and Extra Services and Additional Services of all types. Refer to *The SAO Manual* for additional information about the type and extent of services required for each.

During the construction period, provide not less than 20 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 (SAO Form #F110-330), below is a list of relevant scope of work requirements for this RFQ:

1. Building renovation
2. New construction
3. Connecting new construction to existing buildings
4. Higher education projects
5. Renovation of occupied structures
6. Engineered system – HVAC, plumbing, fire protection, electric
7. Sustainability elements
8. Bookstore/food service
9. Technology infrastructure/computer labs
10. Student lounge spaces
11. Furnishings, Fixtures and Equipment Consultant

C. Funding / Estimated Budget

Total Project Cost	$5,400,000	State Funding	$3,700,000
Construction Cost	$4,600,000	Other Funding	$1,700,000
Estimated A/E Fee	5.0% to 6.0% - The A/E fee must be shown for each category of service (i.e., Program Verification, Schematic Design, etc.)		

NOTE: The A/E fee percentage for this project includes all professional design services, and consultant services necessary for proper completion of the Basic Services for the successful completion of the project, including but not limited to: review and verification of the Program of Requirements provided by the Owner, validation of existing site conditions (but not subsurface or hidden conditions), preparation of cost estimates and design schedules for the project. Fees may be negotiated and allocated for Additional Services (e.g., creation of a Program of Requirements, extensive evaluation or validation of site conditions, extensive pre-design investigations, code-required special inspection and testing, Quality Assurance testing during the construction period, and testing due to unforeseen conditions).

D. Services Required (see note below)

Primary	Architecture
Secondary	MEP Engineering
	Hazardous Materials Assessment
	Landscape Architecture
	Technology Consultant
	FF&E Consultant
Others	

E. Anticipated Schedule

A/E Services Start (mm/yy)	06 / 2012
Construction Contracts Start (mm/yy)	03 / 2013
Construction Contracts Completed (mm/yy)	07 / 2014
A/E Services Completed (mm/yy)	09 / 2014

F. EDGE Participation Goal

Percent of *initial* TOTAL A/E Fee N/A

NOTE: The primary A/E shall be (1) a registered architect holding a license and certificate of authorization issued by the Ohio Architects Board pursuant to O.R.C. Chapter 4703, (2) a landscape architect holding a license and certificate of authorization issued by the Ohio Landscape Architects Board pursuant to O.R.C. Chapter 4703, or (3) a professional engineer or professional surveyor holding a license and certificate of authorization issued by the Ohio Engineers and Surveyors Board pursuant to O.R.C. Chapter 4733.

G. 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.

Prior to executing the Architect/Engineer Agreement, the selected A/E must represent and warrant that it has not provided any material assistance, as that term is defined in O.R.C. Section 2909.33(C), to an organization that is identified by, and included on, the United States Department of State Terrorist Exclusion List and that it has truthfully answered "no" to every question on the Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization, and that it has provided or shall provide such to the Contracting Authority and/or the Ohio Business Gateway (https://ohiobusinessgateway.ohio.gov/OBG/Membership/Security.mvc).

H. Submittal Instructions

Firms are required to submit the current version of Statement of Qualifications (SAO Form F110-330) available via the SAO website at http://ohio.gov/sao (click on Forms).

Paper copies of the Statement of Qualifications should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary.

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 Professional or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Adobe Acrobat Professional, go to Advanced, then PDF Optimizer. Also, please label the CD and the CD cover with the project number and firm name.

Submit all questions regarding this RFQ in writing to Joseph R. Jackson at jacksonj@clarkstate.edu with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the OAKS Capital Improvements (OAKS CI) website at http://ci.oaks.ohio.gov on a regular basis until one week before the response deadline. The Question & Answer (Q&A) document can be found by downloading a new version of the RFQ or by clicking on the Q&A link to the right of the project listing. The name of the party submitting a question will not be included on the Q&A document.

Architect/Engineer Selection Rating

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Project Name: Student Success Center
Project Number: CLT-100020
Proposer Firm: _____
City, State, Zip: _____

Selection Criteria		Value	Score
1. A/E Firm Location (5 points)			
Proximity of primary A/E firm office where majority of work is to be performed in relationship to project site	Less than 30 miles	4 - 5	
	30 to 60 miles	2 - 3	
	More than 60 miles	0 - 1	
2. A/E Firm Size (5 points)			
Number of relevant licensed professionals within primary A/E firm available to perform the work.	Small = Less than 5 licensed professionals	1	
	Medium = 6 to 10 licensed professionals	2	
	Large = More than 10 licensed professionals	3	
3. Current Workload (5 points)			
Amount of fees awarded by the Contracting Authority to the primary A/E Firm in the previous 24 months (exclude projects on hold)	Less than $100,000	4 - 5	
	$100,000 to $500,000	2 - 3	
	More than $500,000	0 - 1	
4. Primary A/E Qualifications (30 points)			
a. Project Management Lead	Experience / ability of A/E project manager to manage scope / budget / schedule / quality	0 - 10	
b. Project Design Lead	Experience / creativity of lead designer to meet needs of owner	0 - 5	
c. Technical Staff	Experience / ability of technical staff to develop quality construction documents	0 - 5	
d. Construction Administration	Experience / ability of field representative to identify / solve issues during construction	0 - 10	
5. A/E Consultant Qualifications (10 points)			
Key Discipline Leads	Experience / ability of all key discipline leads to effectively perform the work	0 - 10	
6. Project Team Qualifications (15 points)			
a. Previous Team Collaboration Number of projects that a majority of the team members have worked together	Less than 3 projects (Low)	0 - 1	
	3 to 5 projects (Average)	2 - 3	
	More than 5 projects (High)	4 - 5	
b. LEED* Experience within Team	LEED AP(s)** on Team	0 - 1	
	LEED Registered Project(s)	0 - 2	
	LEED Certified Project(s)	0 - 2	
	Satisfies ALL above Criteria	Sum = 0 - 5	
c. Team Organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
7. Overall Project Team Experience (30 points)			
a. Budget and Schedule Management	Performance in completing projects within original budget and schedule limitations	0 - 5	
b. Experience with Similar Project Type	Less than 3 projects (Low)	0 - 3	
	3 to 6 projects (Average)	4 - 6	
	More than 6 projects (High)	7 - 10	
c. Past Performance	Level of performance as indicated by past A/E evaluations / letters of reference	0 - 5	
d. Knowledge of State of Ohio Capital Project Administration Process	Less than 5 projects (Low)	0 - 3	
	5 to 10 projects (Average)	4 - 6	
	More than 10 projects (High)	7 - 10	
* LEED = Leadership in Energy & Environmental Design developed by the U.S. Green Building Council ** LEED AP = LEED Accredited Professional credential by the Green Building Certification Institute		**Subtotal**	

Notes:

Evaluator:

Name _____

Signature _____ Date _____