Request for Qualifications (A/E)

Central State University
PO Box 1004
Wilberforce, Ohio 45384

http://www.centralstate.edu
Phone 937-376-6304

Administration of Project: Local Administration

Project Name	Rehabilitation of Stadium Turf and Lights	Response Deadline	April 9, 2012 | 4:00 p.m. local time
Project Location	Central State University	Project Number	CSU-120017
City / County	Wilberforce / Greene	Project Manager	Harlan Henderson
Agency/Institution	Central State University	Contracting Authority*	Central State University

**The Contracting Authority for SAO-administered projects is the State Architect's Office. The Contracting Authority for locally administered projects is the state agency or institution of higher education.*

No. of paper copies requested (stapled, not bound) **3** No. of electronic copies requested on CD (PDF) **1**

Submit the requested number of Statements of Qualifications directly to the Central State University, Attention: Harlan Henderson, at PO Box 1004 , Wilberforce, Ohio 45384; or electronically to hhenderson@centralstate.edu. **See Section H for additional submittal instructions.**

Project Overview

A. Project Description

This project is to complete rehabilitation of stadium lights and turf at McPherson Stadium on the campus of Central State University. This project is grant funded with a project budget of $2M. The estimated construction budget is $1.75M. This project will be completed in two phases. Phase I will include engagement of a professional architectural/engineering firm to complete assessment of existing conditions and required rehabilitation, design, estimate, and bid documentation. Phase II will include construction to complete the rehabilitation. Work includes, but is not limited to structural, electrical, mechanical, life-safety, fixtures, equipment, and landscaping.

B. Scope of Services

This RFQ is to acquire the services of a professional architectural/engineering firm for the rehabilitation of lights and turf systems at McPherson Stadium on the campus of Central State University. The selected firm must have experience in NCAA Division II college stadium renovations, sports field expertise, sports field lighting, stadium design and construction, and State of Ohio capital construction experience. 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.

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 and/or the State Architect's Office (SAO), 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 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 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.

The selected firm will have proven success and experience with higher education, recreational, and stadium facilities projects.

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. NCAA Division II College Stadium Architectrual
2. Structural, Civil, Mechanical, and Electrical Engineering
3. Sports Fields
4. Sports Fields Lighting
5. State of Ohio Capital Construction Experience
6. Landscape

C. Funding / Estimated Budget

Total Project Cost	$2,000,000	State Funding	$0
Construction Cost	$1,750,000	Other Funding	$2,000,000
Estimated A/E Fee	6%% to 9.5%%		

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	NCAA Divsion II College Stadium Architecture and Design
Secondary	Structural Engineering
	MEP Engineering
	Civil Engineering
	Electrical Engineering
	Landscape Architecture
	Fire Protection Engineering
Other(s)	Sports Fields Experience Sports Fields Lighting State of Ohio Capital Construction Experience

E. Anticipated Schedule

Professional Services Start (mm/yy)	04/12
Construction Contracts Start (mm/yy)	07/12
Construction Contracts Completed (mm/yy)	09/12
Professional Services Completed (mm/yy)	06/12

F. EDGE Participation Goal

Percent of *initial* TOTAL A/E Fee	5.0%

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.

Interested A/E firms are required to submit the Commitment to Participate in the EDGE Business Assistance Program form in its Statement of Qualifications (SAO 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 SAO website at http://ohio.gov/sao (click on Forms). 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.

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 Harlan R. Henderson, Director of Business Services & Capital Development at hhenderson@centralstate.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 approximately 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

Central State University
PO Box 1004,
Wilberforce, Ohio 45384

http://www.centralstate.edu
Phone 937-376-6304

Project Name: Rehabilitation of Stadium Turf and Lights
Project Number: CSU-120017
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 50 miles	4 - 5	
	50 to 100 miles	2 - 3	
	More than 100 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 2 licensed professionals	1 - 2	
	Medium = 2 to 5 licensed professionals	3 - 5	
	Large = More than 5 licensed professionals	5 - 5	
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 $100,000.00	4 - 5	
	$100,000.00 to $250,000.00	2 - 3	
	More than $250,000.00	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 2 projects (Low)	0 - 1	
	2 to 4 projects (Average)	2 - 3	
	More than 4 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 2 projects (Low)	0 - 3	
	2 to 5 projects (Average)	4 - 6	
	More than 5 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 2 projects (Low)	0 - 3	
	2 to 5 projects (Average)	4 - 6	
	More than 5 projects (High)	7 - 10	
		Subtotal	

* 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

Notes:

Evaluator:

Name _____

Signature _____ Date _____