# Request for Qualifications (A/E)

Ohio University
Ridges Building #19
Athens, Ohio 45701

www.facilities.ohiou.edu
Phone 740-593-2727

**Administration of Project:** Local Administration

| | | | |
|---|---|---|---|
| Project Name | Classroom & Office Building Renovations | Response Deadline | April 24, 2012 4:00 PM local time |
| Project Location | Ohio University – Athens Campus | Project Number | OHU-03242012 |
| City / County | Athens / Athens | Project Manager | Dick Planisek |
| Agency/Institution | Ohio University | Contracting Authority | Ohio University |
| 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 (SAO Form F110-330) directly to Dick Planisek at Facilities Planning & Space Management; Ridges Bldg #19; Athens, Ohio 45701 or electronically to planisek@ohio.edu. See Section H for additional submittal instructions.

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**Project Overview**

**A. Project Description**

This project involves the renovation of a currently mothballed (unoccupied) building on the Athens Campus, as well as some related miscellaneous renovations in other (currently occupied) buildings. The involved buildings were originally constructed in the early 20th century, and have received various minor upgrades over the years. The buildings will be renovated as generic classroom/faculty office buildings to be used as swing space while other campus buildings are being renovated over the next six years. As such, the renovated buildings must have adequate flexibility to accommodate the needs of the particular programs being housed there at any given time.

**B. Scope of Services**

The mothballed building being considered for renovation, Tupper Hall, is in serviceable condition, and will receive a partial renovation to improve its mechanical / electrical/ plumbing systems, the building envelope, and interior finishes. This renovation will be done with a view toward a more thorough renovation several years into the future. The anticipated total project cost for the Tupper Hall portion of this project is $4.5 million.

This project will also consider various renovations to Lindley Hall, including a major upgrade of the HVAC systems. The building will be temporarily vacated to facilitate the work. Upgrades to some interior finishes and life safety components are also expected as a component of this project, although the full extent of the required renovations have not been determined at this time.

In order to facilitate various relocations, additional small renovations to other campus buildings may be included in this project.

The University may choose to hire different consultant teams for each project, or may award multiple projects to one team. This will be determined after statements of qualifications are reviewed and interviews conducted.

All major building renovations are to be designed and constructed to achieve LEED Silver Certification.

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 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 Phase, Post-Construction Phase, and Extra Services and Additional Services of all types. These projects will be considered for construction implementation by way of design/bid/build (single or multiple prime), CM at risk, or possibly Design-Build. The submitting firm should show experience in administration of projects with alternative construction delivery methods. 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. Design of Flexible Spaces
3. Work on a Constricted Site
4. State of Ohio Capital Funding Process
5. Higher Education Projects
6. LEED Registered Project Experience
7. Alternative Construction Delivery Methods

**C. Funding / Estimated Budget**

| | | | |
|---|---|---|---|
| Total Project Cost | $10,000,000 | State Funding | $ 0 |
| Construction Cost | $8,000,000 | Other Funding | $10,000,000 |
| Estimated A/E Fee | 7% to 8% | | |

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 |
| | Structural Engineering |
| | Hazardous Materials Assessment |
| | Construction Administration |
| | |
| | |
| Others | |

**E. Anticipated Schedule**

| | |
|---|---|
| A/E Services Start (mm/yy) | 07 / 12 |
| Construction Contracts Start (mm/yy) | 06 / 13 |
| Construction Contracts Completed (mm/yy) | 06 / 14 |
| A/E Services Completed (mm/yy) | 07 / 14 |

**F. EDGE Participation Goal**

| | |
|---|---|
| Percent of *initial* TOTAL A/E Fee | 5% |

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. Please submit paper copies on bond paper only; two sided printing is preferred.

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 Dick Planisek at planisek@ohio.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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Athens, Ohio 45701

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Project Name: Classroom & Office Building Renovations
Project Number: OHU-03242012
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 100 miles | 4 - 5 | |
| | 100 to 250 miles | 2 - 3 | |
| | More than 250 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 = 5 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 $250,000 | 2 - 3 | |
| | More than $250,000 | 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 6 projects (Average) | 2 - 3 | |
| | More than 6 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<br>** LEED AP = LEED Accredited Professional credential by the Green Building Certification Institute | | **Subtotal** | |

**Notes:**

**Evaluator:**

Name _____

Signature _____ Date _____