

Request for Qualifications



Miami University
Physical Facilities Dept., Facilities Contracting Office
181 Cole Service Building, Oxford, Ohio 45056

<http://www.pfd.muohio.edu>
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Project Name	<u>HC-Rentschler Hall Second Floor Renovation</u>	Response Deadline	<u>10 / 09 / 2009 4:30 p.m. local time</u>
Project Location	<u>Miami University Hamilton Campus</u>	Project Number	<u>MUN-100010</u>
City / County	<u>Hamilton / Butler</u>		

Local Administration

Owner / Agency	<u>Miami University</u>	Owner/Agency	<u>Miami University</u>
Project Manager	<u>Howard Bradley</u>	Inquiries to*	<u>Elizabeth Davidson</u>
Street	<u>127 Cole Service Building</u>	Street	<u>181 Cole Service Building</u>
City	<u>Oxford</u> Ohio	City	<u>Oxford</u> Ohio
Zip	<u>45056</u>	Zip	<u>45056</u>
Phone	<u>513.529.7013</u> Fax <u>513.529.4101</u>	Phone	<u>513.529.2801</u> Fax <u>513.529.6846</u>
E-mail	<u>bradleha@muohio.edu</u>	E-mail	<u>davidsea@muohio.edu</u>

*Mail 2 copy(ies) of the Statement of Qualification(s) (SAO Form #F110-330 available via the State Architect's Office Web site at <http://www.das.ohio.gov/gsd/sao/documents.htm>) directly to this contact.

Project Overview

A. Project Description

This project encompasses the second floor of Rentschler Hall on the Hamilton Campus of Miami University: an area of approximately 14,400 square feet. The 9,000 square feet of currently unoccupied floor area was the campus library, original to the building construction in 1968, which was evacuated in 1997. The remaining 5,400 square feet of space consists of 17 offices, faculty lounge, and restrooms. This project will incorporate a mix of classroom and office space renovations. Anticipated improvements shall include building code upgrades; fire suppression and alarm system; HVAC; lighting; as well as new floor, walls, and ceiling finishes. The Architect/Engineer ("A/E") will be required to prepare a POR as an Additional Service. It should be noted that the balance of the building will be occupied through the duration of the project.

B. Scope of Services

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 the cost breakdown of the Architect/Engineer Agreement detailed cost components to address the Owner's project requirements. Participate in the Encouraging Growth, Diversity and 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: Schematic Design, Design Development, Construction Document Preparation, Bid and Award Support, Conformed Documents, Construction Phase, Post-Construction Phase. The Architect of Record will serve as the primary consultant. Secondary consultant service includes mechanical and electrical engineering. A/E will be responsible for obtaining plan approval and permits from the State of Ohio Department of Industrial Compliance.

During the construction period, provide not less than **four (4)** 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 continued



Project Name HC-Rentschler Hall Second Floor Renovation Project Number MUN-100010

C. Funding / Estimated Budget

Total Project Cost	<u>\$1,464,060</u>	State Funding	<u>HB562 Line C28559 and HB496 Line C28559</u>
Construction Cost	<u>\$1,000,000</u>	Other Funding	<u>HPF007</u>
Estimated Design Fee	<u>\$70,000</u>		

NOTE: The design 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

Primary	<u>Architectural</u>
Secondary	<u>Plumbing</u>
	<u>Mechanical</u>
	<u>Electrical</u>
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	<u> </u>

E. Anticipated Schedule

Design Services Start	<u>11/09</u>
Construction Notice to Proceed	<u>05/10</u>
Construction Contracts Completed	<u>08/10</u>
Professional Services Completed	<u>10/10</u>

F. EDGE Participation Goal

Percent of *initial* TOTAL Design Fee 5%

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 Web site at www.ohio.gov/sao (click on Forms). The Intent to Contract and to Perform form is again required at the Fee Proposal stage.

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 (<http://homelandsecurity.ohio.gov/dma/dma.asp>).

Architect/Engineer Selection Rating



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Project Name HC-Rentschler Hall Second Floor Renovations Proposer Firm _____
Project Number MUN-100010 City, State, Zip _____

Selection Criteria		Value	Score
1. A/E Firm Location			
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 - 75 miles	2 - 3	
	More than 75 miles	0 - 1	
2. A/E Firm Size			
Number of relevant licensed professionals within primary A/E firm available to perform the work	Small = Less than 6 licensed professionals	5	
	Medium = 6 - 10 licensed professionals	3	
	Large = More than 10 licensed professionals	1	
3. Current Workload			
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 - \$200,000	2 - 3	
	More than \$200,000	0 - 1	
4. Primary A/E Qualifications			
a. Project Management Lead	Experience / ability of 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			
Key Discipline Leads	Experience / ability of all key discipline leads to effectively perform the work	0 - 10	
6. Project Team Qualifications			
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 - 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			
a. Budget & 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 - 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 - 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:

Owner Evaluation:

Name _____

Signature _____ Date _____