

Request for Qualifications

Ohio University, Office of Design & Construction
Building 19, Suite 220, The Ridges
Athens, Ohio 45701-2979



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Project Name	<u>Clippinger Laboratories Renovation Phases 2b & 3</u>	Response Deadline	<u>10 / 30 / 2009</u>	<u>4:30 p.m. local time</u>
Project Location	<u>Ohio University, South Green</u>	Project Number	<u>OHU-091500</u>	
City / County	<u>Athens / Athens</u>			

Local Administration

Owner/Agency	<u>Ohio University</u>	Owner/Agency	<u>Office of Design & Construction</u>				
Project Manager	<u>David A. Brown, P.E.</u>	Inquiries to*	<u>David A. Brown, P.E.</u>				
Street	<u>Building 19, Suite 220, The Ridges</u>		Street	<u>Building 19, Suite 220, The Ridges</u>			
City	<u>Athens</u>	Ohio	City	<u>Athens</u>	Ohio		
Zip	<u>45701</u>		Zip	<u>45701-2979</u>			
Phone	<u>740.593.2727</u>	Fax	<u>740.593.4081</u>	Phone	<u>740.593.2727</u>	Fax	<u>740.593.4081</u>
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*Mail 3 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

Clippinger Laboratories houses the departments of Physics and Astronomy, Chemistry and Biochemistry, Geography, and Geological Science. It is used for research and undergraduate teaching, including both classrooms and laboratories. The overall mechanical and electrical systems of the building are being renovated in phases. Phases 2b & 3 will complete the renovation of the facilities mechanical and electrical systems.

Phase 2 B will address the supply air side of Clippinger Hall and connect the building to the district chilled water system. The entire HVAC System of the building will be evaluated. The basis of the evaluation will allow the building to promote phased modifications for future work. The project engineer will determine the best methods of supply air systems and controls. The determination will address the use of low-flow fume hoods, either variable volume or constant volume. The project engineer will determine if existing air-handling units can be used as is or if modifications are required. The existing air handling units will be evaluated to determine if replacement is required. This phase will complete connections of all fume hoods to the central exhaust system installed in Phase 1.

Phase 3 will complete the mechanical and electrical renovation of Clippinger Hall. New fume hoods will be provided for the research laboratories located in the east wing, 1st, 2nd and 3rd floors. The electrical system of the building will be completely renovated to be in compliance with current electrical codes and to serve the research needs of the building. Mechanical systems not addressed in Phase 2 will be upgraded in Phase 3.

B. Scope of Services

The Program of Requirements (POR) has been previously established by Ohio University and is detailed in the project description. The selected Architect/Engineer (A/E) will develop a phasing plan for the project work. The building will be fully occupied during the renovation. The phasing plan must allow for laboratory usage. When final design documents are approved a detailed project cost estimate with alternates will be required.

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 the State Architect's Office, 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.

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B. Scope of Services continued

As required by the Agreement, and as properly authorized, provide the following categories of services: Program Verification, Schematic Design, Design Development, and Construction Document Preparation. Refer to *The SAO Manual* for additional information about the type and extent of services required for each. Construction Administration services will be required. The selected A/E will need to be on-site a minimum of 8 hours per week during construction.

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. HVAC Design / Electrical Design
2. Laboratory Renovation Expertise
3. Institutional renovation in an operating facility
4. Construction Phasing
5. Constructability review of provided documents



Request For Qualifications continued

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C. Funding / Estimated Budget

Total Project Cost	<u>\$6,900,000.00</u>	State Funding	<u>HB 562-CAP 020-C30048</u>
Construction Cost	<u>\$5,715,000.00</u>	Other Funding	<u>Future Capital Funds</u>
Estimated Design Fee	<u>\$450,000.00</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>Mechanical-HVAC-Laboratories</u>
Secondary	<u>Architectural</u>
	<u>Electrical</u>
	<u> </u>
	<u> </u>
	<u> </u>

E. Anticipated Schedule

Professional Services Start	<u>January 2010</u>
Construction Contracts Start	<u>To-be-determined</u>
Professional Services Completed	<u>To-be-determined</u>
Construction Contracts Completed	<u>To-be-determined</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 (<https://ohiobusinessgateway.ohio.gov/OBG/Membership/Security.mvc>).

Architect/Engineer Selection Rating



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Project Name Clippinger Laboratories Renovation Proposer Firm _____
Phases 2b & 3 City, State, Zip _____
 Project Number OHU-091500

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	0 – 250 miles	4 - 5	
	251 – 350 miles	2 - 3	
	Over 350 miles	0 - 1	
2. A/E Firm Size			
Number of relevant licensed professionals within primary A/E firm available to perform the work	Small = < 5 licensed professionals	5	
	Medium = 5 – 25 licensed professionals	5	
	Large = > 25 licensed professionals	5	
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)	< \$ 250,000.00	4 - 5	
	\$ 250,000.00 - \$ 500,000.00	2 - 3	
	> \$ 500,000.00	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	< 2 projects (Low)	0 - 1	
	2 – 10 projects (Average)	2 - 3	
	> 10 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	< 2 projects (Low)	0 - 3	
	2 – 10 projects (Average)	4 - 6	
	> 10 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	< 2 projects (Low)	0 - 3	
	2 – 10 projects (Average)	4 - 6	
	> 10 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 _____