

Request for Qualifications (A/E)

The Ohio State University
400 Central Classroom Building – 2009 Millikin Road
Columbus, OH 43210



www.fod.osu.edu
v: 614.292.4458 • f: 614.292.2539

Project Name	<u>Building Controls Replacements Plan Development</u>	Response Deadline	<u>10/30/2009</u>	<u>4:30 pm</u>	local time
Project Location	<u>The Ohio State University</u>	Project Number	<u>OSU-091326</u>		
City / County	<u>Columbus / Franklin</u>				

Local Administration

Agency/Institution	<u>The Ohio State University</u>	Agency/Institution	<u>The Ohio State University</u>				
Project Manager	<u>Gary Collier</u>	Inquiries to*	<u>Bernard Costantino, University Architect</u>				
Street	<u>2009 Millikin Road, room 400</u>		Street	<u>2009 Millikin Road, room 400</u>			
City	<u>Columbus</u>	Ohio	City	<u>Columbus</u>	Ohio		
Zip	<u>43210</u>		Zip	<u>43210</u>			
Phone	<u>614-292-1549</u>	Fax	<u>614-292-2539</u>	Phone	<u>614-292-4458</u>	Fax	<u>614-292-2539</u>
E-mail	<u>collier.26@osu.edu</u>		E-mail	<u>costantino.6@osu.edu</u>			

*Mail 5 copy(ies) of the most current version of the Statement of Qualification(s) (SAO Form #F110-330 available via the State Architect's Office Web site at <http://www.ohio.gov/sao>) directly to this contact.

Project Overview

A. Project Description

This project will complete condition assessments of Building Automation / Control Systems in approximately 40 buildings on the main campus of The Ohio State University. The Building Automation / Control Systems range in age, types (DDC, pneumatics, or none at all), and condition. The assessments will prioritize adding, replacing or upgrading of the Building Automation / Control Systems, including cost estimation of the assessments.

B. Scope of Services

Review maintenance documentation to determine the existing condition and future performance of Building Automation / Control Systems. Coordinate with FOD maintenance and FOD BAS shop to gain access to all required buildings. Document and create diagrams for all mechanical systems and building automation control systems. Provide personal protective safety equipment as required. Update and copy existing panel legends for record purposes. Provide a written conditions assessment draft report and final report, including a cost estimate and prioritization for adding, replacing or upgrading of the Building Automation / Control Systems. The draft and final reports shall address the condition and age of all mechanical systems that may be controlled by the energy management systems. Provide gathered data in UniFormat II for entry into the web based FacilityMax asset module. Ten (10) copies of the reports shall be provided in a printed format that shall be tabbed and in a binder.

The selected firm, 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 Firm's 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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Request For Qualifications (A/E) continued

Project Name Building Controls Replacements Plan Development Project Number OSU-091326

B. Scope of Services continued

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. Investigation of Building Automation / Control Systems
2. Working knowledge of energy management systems
3. Payback on investment cost analysis
4. Cost estimating and prioritization of Building Automation Systems and Energy Management Systems
5. Site investigation of systems, including opening of electrical equipment and control panels, review of mechanical systems, and assessing conditions of end devices and accessories



Request For Qualifications (A/E) continued

Project Name Building Controls Replacements Plan Development Project Number OSU-091326

C. Funding / Estimated Budget

Total Project Cost	<u>\$125,000.00</u>	State Funding	<u>\$0</u>
Construction Cost	<u>N/A</u>	Other Funding	<u>\$125,000.00</u>
Estimated Study Fee	<u>\$115,000</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). Required Professional Liability Insurance will be \$1,000,000 per claim and annual aggregate.

D. Services Required

Primary	<u>Mechanical Engineer</u>
Secondary	<u>Commissioning Engineer</u>
	<u>DDC Controls Specialist</u>
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	<u> </u>

E. Anticipated Schedule

Professional Services Start (mm/yy)	<u>12 / 09</u>
Construction Contracts Start (mm/yy)	<u>N/A</u>
Professional Services Completed (mm/yy)	<u>07 / 10</u>
Construction Contracts Completed (mm/yy)	<u>N/A</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. Design quality and demonstrated ability of prospective firm and its proposed consultants to provide design services which represent the University's *Design Values for Campus Development* which can be accessed at fod.osu.edu/proj_del/0200/0200_Design_Values.pdf. 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 will be required to sign the Limited Scope Agreement for Professional Design Services, which can be accessed at fod.osu.edu/vendor. No modifications to the requirements in the contract will be accepted. Interested AE firms are required to submit current proof of licensure provided by State of Ohio, Board of Examiners of Architect and Engineers.

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 fod.osu.edu/vendor.

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 Building Controls Replacements Plan Development Proposer Firm _____
Project Number OSU-091326 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 250 miles	4 - 5	
	250 to 500 miles	2 - 3	
	More than 500 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 to 15 licensed professionals	3	
	Large = More than 15 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 \$250,000	4 - 5	
	\$250,000 to \$1,000,000	2 - 3	
	More than \$1,000,000	0 - 1	
4. Primary A/E Qualifications			
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			
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 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			
a. Budget & 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 3 projects (Low)	0 - 3	
	3 to 6 projects (Average)	4 - 6	
	More than 6 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 _____