

Request for Qualifications (A/E)

Youngstown State University
One University Plaza
Youngstown, Ohio 44555

Youngstown
STATE UNIVERSITY

www.ysu.edu
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Project Name	<u>Wick Pollock Inn Restoration</u>	Response Deadline	<u>11/06/2009</u>	<u>4:30pm</u> local time
Project Location	<u>Youngstown State University Campus</u>	Project Number	<u>YSU-091010</u>	
City / County	<u>Youngstown / Mahoning</u>			

Local Administration

Agency/Institution	<u>Youngstown State University</u>	Agency/Institution	<u>Youngstown State University</u>				
Project Manager	<u>Richard White</u>	Inquiries to*	<u>Hunter Morrison</u>				
Street	<u>One University Plaza</u>		Street	<u>One University Plaza</u>			
City	<u>Youngstown,</u>	Ohio	City	<u>Youngstown,</u>	Ohio		
Zip	<u>44555</u>		Zip	<u>44555</u>			
Phone	<u>330-941-3238</u>	Fax	<u>330-941-1454</u>	Phone	<u>330-941-2745</u>	Fax	<u>330-941-1471</u>
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*Mail **6** 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 be the renovation of the historic Wick Pollock mansion and carriage house and adjacent grounds for University related conferencing and hospitality uses that will complement the existing campus and support additional development both in the immediate on-campus area and in the adjacent downtown central business district. A Program of Requirement will be prepared by the selected A/E as an additional service.

B. Scope of Services

The Wick Pollock mansion, carriage house and grounds together constitute one of the most historically significant properties in Youngstown, Ohio. Located on Wick Avenue, the city's Victorian "high street," the Wick Pollock is one of the few remaining residential properties from Youngstown's Gilded Age. The Wick Pollock property was gifted to the University by the original family and was initially used by the University for classrooms and offices. After some time, the University leased the property to a private development team for the purpose of developing a full service 85-room hotel to meet the then-existing needs of the Youngstown community. This project entailed expanding the mansion with a five-level addition including sleeping rooms and suites, a ballroom, and the institutional kitchen and the back-of-house facilities necessary to operate both the hotel and a full service bar/restaurant on the ground floor of the mansion. Plans were also made but never executed to renovate the historic carriage house and use it as a fitness center to meet the needs of hotel guests.

The Wick Pollock Inn operated successfully for years but, in response to the continuing decline of the Youngstown economy, it closed in 1998 and has been vacant ever since. After extensive study, the University has concluded that the local market will no longer support a full-service hotel of the current scale and as a consequence, the University seeks to renovate and adopt the historic mansion for use as a University supported conferencing/hospitality center, remove the majority of the addition and retain those parts of the addition that will support the mansion's adoptive reuse. The University has further concluded that the historic carriage house and the adjacent garden should also be restored to a condition appropriate to their historic significance.

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Request For Qualifications (A/E) continued

Project Name Wick Pollock Inn Restoration

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B. Scope of Services continued

The Architectural Team will be requested to recommend and design, using a previous master plan, a University conferencing/hospitality center incorporating the historic mansion, carriage house, garden and related grounds. The Team will further recommend and design the deconstruction of the recent addition, retaining those portions of that structure that support the continued use of the mansion and refacing the remnant addition element in a manner that appropriately compliments the restoration of the historic property to which it is attached. Finally, the Team will be requested to recommend and design the reconfiguration of the project site to incorporate required off-street parking and to reutilize the site of the demolished addition in the manner that compliments and supports both the Wick Pollock property and the adjacent Bliss Hall.

The Architectural Team shall analyze, using the information from the previous Master Plan phase, the intended functions with area estimates, type of building spaces, site analysis of the campus and surrounding areas (including Downtown Youngstown, the Madison Avenue Expressway, the Butler Museum of American Arts and the proposed Smoky Hollow residential neighborhood), vehicular and pedestrian circulation, landscaping, open spaces, University parking facilities, aesthetic concerns, materials, systems and equipment and useable and assignable areas. The Team shall also analyze existing building electrical, mechanical and HVAC systems (including elevators and dumb waiters, alarm and fire suppression), facilities (including the institutional kitchen, laundry and loading/storage spaces) and handicapped access to determine compliance with existing codes and LEED compliant energy standards and shall recommend retention, adaptation or replacement of those systems and facilities based on a detailed analysis of costs and benefits.

The Team shall evaluate and incorporate recommendations from prior and contemporaneous area studies including Youngstown 2010, the Wick District/Smoky Hollow Master Plan, the Centennial Campus Master Plan and its Victorian Laws appendix, the University's on-going Parking Facilities and Kilcawley Center studies and the City's Pedestrian Safety Enhancement Study.

The Team shall be prepared to consult and collaborate throughout the planning and design process with the campus constituencies concerned with and interested in the successful adaptive reuse of the Wick Pollock property for University related conferencing/hospitality uses.

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: 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 **16** 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. Experience in applying Secretary of the Interior Standards to renovation of historic properties.
2. Historic Architectural preservation/renovation
3. Conferencing/Hospitality design experience
4. MEP

Insert additional scope information here if applicable.

Request For Qualifications (A/E) continued

Project Name Wick Pollock Inn Restoration Project Number YSU-091010

C. Funding / Estimated Budget

Total Project Cost	<u>\$4,470,000</u>	State Funding	<u>\$0</u>
Construction Cost	<u>\$3,710,000</u>	Other Funding	<u>\$Local YSU Funds</u>
Estimated Design Fee	<u>7% to 10%</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>Historic Architectural</u>
Secondary	<u>Mechanical</u>
	<u>Electrical</u>
	<u>Plumbing</u>
	<u>LEED</u>
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E. Anticipated Schedule

Professional Services Start (mm/yy)	<u>01 / 10</u>
Construction Contracts Start (mm/yy)	<u>05 / 10</u>
Professional Services Completed (mm/yy)	<u>12 / 10</u>
Construction Contracts Completed (mm/yy)	<u>12 / 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 (<https://ohiobusinessgateway.ohio.gov/OBG/Membership/Security.mvc>).

Architect/Engineer Selection Rating

Youngstown State University
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 Youngstown, Ohio



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Project Name Wick Pollock Inn Restoration Proposer Firm _____
 Project Number YSU-091010 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 to 100 miles	2 - 3	
	More than 100 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 2 licensed professionals	0 - 1	
	Medium = 2 to 5 licensed professionals	2 - 3	
	Large = More than 5 licensed professionals	4 - 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)	Less than \$50,000	4 - 5	
	\$50,000 to \$100,000	2 - 3	
	More than \$100,000	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 5 projects (Low)	0 - 1	
	5 to 10 projects (Average)	2 - 3	
	More than 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	Less than 5 projects (Low)	0 - 3	
	5 to 10 projects (Average)	4 - 6	
	More than 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	Less than 5 projects (Low)	0 - 3	
	5 to 10 projects (Average)	4 - 6	
	More than 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 _____