

Request for Qualifications (A/E)

Youngstown State University
One University Plaza
Youngstown, Ohio 44555

Youngstown
STATE UNIVERSITY

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Project Name	<u>Kilcawley Center Renovation/Expansion</u>	Response Deadline	<u>11/06/2009</u>	<u>4:30pm</u> local time
Project Location	<u>Campus of Youngstown State University</u>	Project Number	<u>YSU-091024</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>Matthew Novotny</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

Using a recently completed study of Kilcawley Center, analyze Kilcawley Centers' mission, existing infrastructure which includes all MEP, review of all programs and activities then develop design drawings and specifications to renovate/expand the entire space for the needs of food service, conference facilities, retail operations, offices and student oriented spaces to better help Kilcawley Center and YSU compete with other student centers at other universities.

B. Scope of Services

Opened in 1967, Kilcawley Center received a major expansion in 1974 and a subsequent expansion into its present form in 1983. In 2005, a bookstore renovation and a new Recreation Center was added to the west end of the building. Kilcawley Center is connected to Kilcawley House, a residence Hall that was build in 1965. Many of the building systems (plumbing, electric, fire safety, HVAC, etc.) are co-mingled among the connected buildings. Many of the systems have had partial upgrades over the years. The building has served as the University's student center as well as the University's conference center. It houses 17 seminar rooms, a large multi purpose room, lounges, computer labs, offices, retail operations and restaurants. Kilcawley Center (147,000) is undersized and has uninspiring architecture and confining interior spaces and over the past 20 years, there has been an erosion of spaces dedicated to students. Wayfinding can be difficult in the facility and like functions are not currently clustered together.

Working with the appropriate students, staff and administrators, the selected firm will analyze the University's desire to expand and update Kilcawley Center to remain competitive with other university student centers and to take advantage of all the recruitment and retention of students that modern facilities offer and develop a POR. The analysis should begin with a thorough study of the existing condition of the building systems (plumbing, electric, HVAC, fire safety, technology, kitchen, roof/exterior, etc.) including recommendations for improvements and or consolidation of systems within the complex of buildings.

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Request For Qualifications (A/E) continued

Project Name Kilcawley Center Renovation/Expansion

Project Number YSU-091024

B. Scope of Services continued

The new facility should emphasize student oriented spaces, and also enhance conference space to meet our current and future needs. A consideration of the design should be a separation of conference facilities from student center facilities and improving traffic patterns to reduce issues relating to distinct and different functions in the same building (i.e. separated by floors) as well as making wayfinding easier for guests. The selected firm should also consider the parking needs of the student center. The selected firm should review, reference and enhance the 2007 programming study available at:

<http://cc.yosu.edu/studentervices/kc/kcplanningstudy/YSUKilcawleyPlanningStudy-final.pdf>. The team shall provide a comparative study of other newly constructed student centers in the state and region including an analysis of the kinds and sizes of spaces provided, including services, amenities, retail, kitchen, storage and offices that are part of student centers. Additional benchmarking information such as technology needed, size and proximity of parking should be considered. Narrative and visual documents of the selected A/E firms recommendations would be expected to select the best design for the project. The expansion/renovation should be designed and built in a manner to allow and minimize disruption of the operations of the existing building during construction. The selected firm should present options for phased construction and contingencies for maintaining building functions during construction.

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 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.

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 **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. Design, construction/renovation of university student centers
2. Space utilization
3. Building systems analysis/design
4. LEED

Architect/Engineer Selection Rating

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Project Name Kilcawley Center Renovation/Expansion Proposer Firm _____
 Project Number YSU-091024 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 _____