

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>Fawcett Center - Lobby and Restaurant Renovation</u>	Response Deadline	<u>11/23/2009</u>	<u>4:30 pm</u>	local time
Project Location	<u>2400 Olentangy River Road</u>	Project Number	<u>OSU-100197</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>Ruth Miller</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>614-292-4240</u>	Fax	<u>614-292-2539</u>	Phone	<u>614-292-4458</u>	Fax	<u>614-292-2539</u>
E-mail	<u>miller.2495@osu.edu</u>		E-mail	<u>costantino.6@osu.edu</u>			

*Mail 4 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

The Ohio State University Athletic department will be moving their administrative offices into the Fawcett Center. This project will strive to create an experience when entering the main entrance lobby and will renovate a portion of the restaurant located in the building to improve its visibility. The project will re-brand the lobby and restaurant with a coaches theme and will also include graphics and way finding. It is highly desired to have this work completed by Fall quarter 2010, so the selected A/E should be prepared to start immediately.

B. Scope of Services

This project will require architectural and interior design services with an emphasis on graphics and branded concepts. There will be some minor engineering services required for modifications to existing systems.

This project will require an abbreviated 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. Design must comply with the requirements of House Bill 251 Inter-University Council guidelines for energy use reduction and the University's Green Build Policy.

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. Restaurant / hospitality services design
2. Branding
3. Interior design and renovation
4. Interior design excellence (third party endorsement)

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, 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.



Request For Qualifications (A/E) continued

Project Name Fawcett Center - Lobby and Restaurant Renovation Project Number OSU-100197

B. Scope of Services continued

During the construction period, provide not less than 6 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 (A/E) continued

Project Name Fawcett Center - Lobby and Restaurant Renovation Project Number OSU-100197

C. Funding / Estimated Budget

Total Project Cost	<u>\$435,427</u>	State Funding	<u>\$0</u>
Construction Cost	<u>\$307,094</u>	Other Funding	<u>\$435,427</u>
Estimated Design Fee	<u>10% to 10.3%</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>Architectural/Interior Design</u>
Secondary	<u>MEP Engineering</u>
	<u> </u>
	<u> </u>
	<u> </u>
	<u> </u>
	<u> </u>

E. Anticipated Schedule

Professional Services Start (mm/yy)	<u>01 / 10</u>
Construction Contracts Start (mm/yy)	<u>06 / 10</u>
Professional Services Completed (mm/yy)	<u>11 / 10</u>
Construction Contracts Completed (mm/yy)	<u>09 / 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. 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 Professional Design Services Agreement, 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 University (www.publicsafety.ohio.gov/links/HLS0038.pdf)

Architect/Engineer Selection Rating

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 Fawcett Center - Lobby and Restaurant Renovation Proposer Firm _____
Project Number OSU-100197 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 10 licensed professionals	5	
	Medium = 10 to 25 licensed professionals	3	
	Large = More than 25 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 \$500,000	4 - 5	
	\$500,000 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 _____