

Request for Qualifications (A/E)



Division of Administration and Finance

Planning + Design + Construction

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www.uc.edu/af/finance/

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Project Name	Morgens Hall Renovation and Scioto Decommissioning	Response Deadline	11/23/2009 4:30 PM local time
Project Location	Morgens Hall, 2931 Scioto Street	Project Number	UCN-06040C
City / County	Cincinnati / Hamilton		

Local Administration

Agency/Institution	The University of Cincinnati	Agency/Institution	The University of Cincinnati
Project Manager	John F. Schnieder	Inquiries to*	John F. Schnieder
Street	51 Goodman Dr., Suite 600, PO Box 210186	Street	51 Goodman Dr., Suite 600, PO Box 210186
City	Cincinnati Ohio	City	Cincinnati Ohio
Zip	45219	Zip	45219
Phone	513-558-8999 Fax 513-556-4885	Phone	513-558-8999 Fax 513-556-4885
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*Mail 8 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 Department of Campus Services - Housing & Food Services has scheduled Morgens Residence Hall for a major renovation. The purpose is to renovate for dormitory use. The Residence Hall is located on the Uptown Campus - West near Martin Luther King Drive and Jefferson Ave. The dormitory was constructed in 1965 with 138,000 gross sq. ft. The dormitory has 16 stories, of which 13 stories are assigned for residential occupancy. The apartment units have individual bathrooms and kitchens and follow a typical arrangement on the dormitory floors. The goal is a 25-30 year lifespan renovation/improvement with minimal disruption and alteration to the existing building interior. The project has two design phases. The Phase A project is Scioto Hall Decommissioning. The Phase B project is Morgens Hall Renovation.

- A) Scioto Hall will be partially decommissioned with the goal of decreasing the utility costs to the University. The floors 300 and up are unoccupied and unneeded utilities will be shut off.
- B) The Morgens Renovation project will provide a new exterior envelope of aluminum curtainwall, new roofing, elevator upgrades and a replacement of the interior plumbing, mechanical, and electrical systems. The interior partitions will remain in their original positions.

A recent Building Use and Occupancy Analysis indicated that limited elements of the code apply to the renovation scope of work. Fire-rated walls will be replaced as part of this renovation at the vertical shafts. Other code compliance issues may apply if they are considered serious safety hazards.

Morgens Hall has recently received a Life Safety Renovation that included a fire protection sprinkler system and fire alarm system, which should not be changed. It is not anticipated that additional life safety work will be needed.

B. Scope of Services

- A) Scioto Hall will be decommissioned with the goal of decreasing the utility costs of the University. The building is not occupied on the basement, ground, 100 and 200 levels, and the current occupants will not be relocated out of the building. The interior piped services are to be valved off to the unoccupied floors and the piping drained. Electrical services to unoccupied floors are to be shut off. The exterior building envelope is to have unnecessary openings and louvers closed off. The elevator controllers will be changed to permit public access to occupied floors only.

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Request For Qualifications (A/E) continued

Project Name **Morgens Hall Renovation and Scioto
Decommissioning**

Project Number **UCN-06040C**

B. Scope of Services continued

- B) The Morgens Hall Renovation includes the removal of hazardous materials as defined and as encountered during renovation. Along with the building envelope replacement, the interior plumbing, mechanical and electrical systems will be renovated. Disturbed finish surfaces will be refinished. The plumbing system renovation includes the removal of the infrastructure and replacement of the risers and horizontal connections to fixtures. Plumbing that is exterior to the building is excluded. The mechanical system renovation includes the removal of the piping infrastructure and the replacement of the risers and horizontal connections to new heating/cooling units in the apartments, public spaces and mechanical rooms. Mechanically, the fans and pumps are to be replaced with new. The air systems will feature new fans and finish devices in the apartments units and public spaces. Fire dampers are to be added to the existing duct system as agreed upon with code officials. The mechanical controls system is to be replaced. The electrical system renovation includes the replacement of outdated equipment, main entry service center, distribution panels, motor control, and circuit breakers panels within the apartments. The outlet devices within the apartments will be renovated to comply with codes. Electrical service to mechanical equipment will be replaced with new.

For projects advertised with an appropriately developed Program of Requirements (POR), upon award of the Agreement, commence with Design. For projects without such a POR, upon award of the Agreement, commence by developing the Program of Requirements.

The University will provide an opportunity to review Morgens Hall and answer questions on November 5, 2009, at 1:00 pm until 2:30 pm and November 12th from 1:00 pm until 2:00 pm. Interested firms can enter the building on the ground floor east side and check in with the University representative.

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: 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.

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Request For Qualifications (A/E) continued

Project Name Morgens Hall Renovation and Scioto Decommissioning Project Number UCN-06040C

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. Qualifications and experience with the design and preparation of construction bid documents and administering the construction phase of contracts following the State of Ohio, Department of Administrative Services, Guide for Capital Improvements and the Department of Industrial Compliance.
2. Qualifications and experience on past projects on the Campus of the University of Cincinnati to address the design and construction requirements of a building exterior renovation involving multiple University Departments.
3. Qualifications and experience in the design of exterior building envelopes and roofing systems of high-rise residential buildings.
4. Qualifications and experience in the design of high-rise renovation projects which include refinishing of architectural elements disrupted during the replacement of plumbing, mechanical and electrical systems.
5. Qualifications and experience in the design of the structural attachments of new exterior wall systems onto existing structures.
6. Qualifications and experience in the design of plumbing systems in renovated high rise residential structures.
7. Qualifications and experience in the design of energy-efficient, residential-style heating and cooling systems in high-rise dormitories.
8. Qualifications and experience in the design of replacement electrical service entry gear, switching, distribution and upgrades of residential units in a high-rise structure.
9. Qualifications and experience in the preparation of design schedules, initial construction schedules, FLCC cost estimates, and construction phase reporting of progress and costs with a high degree of accuracy.
10. Qualifications and experience in the successful application of LEED practices and documentation of project history for certification within the requirements of Major Renovation.
11. Qualification and experience in the design of geothermal well fields with ground source heat pumps as a source of energy. The geothermal system is a potential addition to the basic design services.
12. Experience in the evaluation of existing systems and the design of building decommissioning and decreasing utility costs.

Request For Qualifications (A/E) continued

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C. Funding / Estimated Budget

Total Project Cost	<u>\$27,748,000.00</u>	State Funding	<u>N/A</u>
Construction Cost	<u>\$22,214,000.00</u>	Other Funding	<u>\$27,748,000.00</u>
Estimated Design Fee	<u>10% to 12%</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>Architecture</u>
Secondary	<u>Structural</u>
	<u>Plumbing, Mechanical & Electrical</u>
	<u>Cost & Scheduling Consultant</u>
	<u>LEED Design and certification</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>02 / 11</u>
Professional Services Completed (mm/yy)	<u>06 / 13</u>
Construction Contracts Completed (mm/yy)	<u>02 / 13</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 Morgens Hall Renovation and Scioto Decommissioning Proposer Firm _____
 Project Number UCN-06040C 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 6 licensed professionals	0	
	Medium = 6 to 15 licensed professionals	0	
	Large = More than 15 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)	Less than \$100,000.00	4 - 5	
	\$100,000.00 to \$300,000.00	2 - 3	
	More than \$300,000.00	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 8 projects (Average)	2 - 3	
	More than 8 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 6 projects (Low)	0 - 3	
	6 to 9 projects (Average)	4 - 6	
	More than 9 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 13 projects (Average)	4 - 6	
	More than 13 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 _____