

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>Hospital Kitchens Renovation</u>	Response Deadline	<u>12/02/2009</u>	<u>4:30 pm</u>	local time
Project Location	<u>Rhodes/James/Ross/Doan</u>	Project Number	<u>OSU-091575</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>Corrie Feldmann</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>614-688-3757</u>	Fax	<u>614-292-2539</u>	Phone	<u>614-292-4458</u>	Fax	<u>614-292-2539</u>
E-mail	<u>feldmann.5@osu.edu</u>		E-mail	<u>costantino.6@osu.edu</u>			

*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

The project is the renovation of four areas within the hospital system for "on demand dining" hospitality centers based on a room service model. This project will upgrade the existing central production kitchen to work within the "on demand dining" model. Other phases of the project will renovate and potentially expand the existing dish room and renovate the existing Seasons Café. A feasibility study has been completed to develop a phasing plan, location suggestions for the hospitality centers and a conceptual budget for each phase.

B. Scope of Services

This project will include three bid packages that span three consecutive fiscal years (FY) starting with FY 2010. Design Phases per FY will be as follows: 2010, the central production kitchen and 2 hospitality centers (TBD); 2011, 2 additional hospitality centers (TBD) and dry storage renovation; 2012, the dish room expansion and the Seasons Café. Each FY group of projects will be bid as one construction package. The design of the next FY package will start at the beginning of the year so that construction and design overlap for each package. Staffing of the project must take the phasing and scheduling into consideration.

A specialty food service consultant will be selected through a separate RFQ, but contracted by this selected A/E as an additional service.

The project team will be required to work closely with the Project One team that is currently working on the design of the new hospital addition as several of our projects will be impacted by the final plan of the new hospital.

The Program of Requirements (POR) has been developed at a schematic level in the feasibility study. Upon award of the Agreement, commence with completion of the POR and Design.

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.

Continued on next page...



Request For Qualifications (A/E) continued

Project Name Hospital Kitchens Renovation

Project Number OSU-091575

B. Scope of Services continued

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 **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.

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. Production Kitchen
2. Healthcare Food Service
3. Large Scale Hospitality
4. Restaurant
5. Medical Center Renovation
6. Ohio State University project
7. Certified LEED projects

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 Hospital Kitchens Renovation Proposer Firm _____
Project Number OSU-091575 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 3 licensed professionals	1	
	Medium = 3 to 7 licensed professionals	3	
	Large = More than 7 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	4 - 5	
	\$100,000 to \$500,000	2 - 3	
	More than \$500,000	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 _____