**Administration of Project:**

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| Project Name | Campus Energy & Sustainability Study |  | Response Deadline | 09/02/15 |  | 1:00 PM |  local time |
| Project Location | Main Campus |  | Project Number | BGU-156144 |
| City / County | Bowling Green / Wood Countty |  | Project Manager | Brian Swope/Bruce Meyer |
| Owner | Bowling Green State University |  | Contracting Authority |  |
| Delivery Method |  |  | Prevailing Wages |  |
| No. of paper copies requested (stapled, not bound) | 2 |  | No. of electronic copies requested on CD (PDF) | 1 |

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| Submit the requested number of Statements of Qualifications (Form F110-330) directly to Beth Nagel at 1851 N. Research Drive, Bowling Green, Ohio 43402. See Section H of this RFQ for additional submittal instructions. |
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| Submit all questions regarding this RFQ in writing to Beth Nagel at bnagel@bgsu.edu with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the Opportunities page on the OFCC website at <http://ofcc.ohio.gov> on a regular basis until one week before the response deadline. The name of the party submitting a question will not be included on the Q&A document. |
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**Project Overview**

**A. Project Description**

Bowling Green State University (BGSU) was established in 1910 as a teacher training institution and is a public, non-profit institution of higher education located primarily in the City of Bowling Green, Ohio with a regional campus, Firelands College, located in Huron, Ohio. BGSU’s main campus is located on a 1,300 acre site and includes 119 buildings of various architectural styles; Georgian, Mid-Century Modern to Contemporary.

In 2012, University President Mary Ellen Mazey signed the American College and University President’s Climate Commitment, PCC. BGSU is in the process of completing a Climate Action Plan to reduce waste and work toward carbon neutrality.

The University desires to explore the potential for renewable energy installations on the BGSU campus and reduce waste through creative sustainable solutions.

B. Scope of Services

BGSU is issuing a Request for Proposal for consultant services to develop a comprehensive plan and make recommendations for installations of renewable energy technologies and waste reduction initiatives.

1. At a minimum, the consultant will consider the following renewable energy technologies, including but not limited to:
* Solar (thermal and photovoltaic)
* Wind (ground mounted and building integrated)
* Geothermal
* Biofuels and biomass
* Fuel cells
* Cogeneration
1. For each of the renewable energy technologies the following shall be considered when preparing the final report:
* Site orientation and conditions, including geology
* State and local regulatory requirements
* Costs related to installation and operations
* Existing utility infrastructure
* Proximity to utility connection
* Historical, archeological and/or culturally significant buildings and sites
1. Waste reduction
2. Due to potential campus Green Fund financial support for this comprehensive plan, all proposals must include a statement detailing opportunities for BGSU student involvement.

**DELIVERABLES**

Deliverables of this feasibility study will include:

1. A campus strategic renewable energy plan that includes an assessment of the opportunities for each of the renewable energy technologies listed above.

a. Provide an overall maximum capacity of renewable energy potential of the BGSU campus. Recommendations can be phased to accommodate successive carbon neutrality goals.

b. Determine the most appropriate renewable energy technologies for the University’s geographic location, and climatic conditions.

c. Identify the optimal location of these technologies.

2. A map of all potential installation locations divided into layers for each individual technology. This map shall be delivered in both electronic (GIS and CAD files), as well as hard copy formats. A campus base map will be provided to the selected consultant, in AutoCAD format for use in creating this map.

3. An executive summary of the comprehensive report, as a separate document.

4. Budget cost data for each initiative and grant funding resources for each.

*All deliverables shall be the property of Bowling Green State University.*

For purposes of completing the Relevant Project Experience Matrix in Section F of the Statement of Qualifications (Form F110-330), below is a list of relevant scope of work requirements for this RFQ:

1. Demonstrated experience completing energy and sustainability studies for academic institutions.

**C. Funding / Estimated Budget**

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| --- | --- | --- | --- |
| Total Project Cost | $100,000 for Sustainability Study | State Funding | $0.00 |
| Construction Cost | N/A  | Other Funding | $100,000  |
| Estimated A/E Fee | 100% |  |  |
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| NOTE: The A/E 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). |
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| **D. Services Required** (see note below) | **E. Anticipated Schedule** |
|  |
| Primary | Sustainable Design |  | Professional Services Start (mm/yy) | 10 / 15 |
| Secondary | Renewable Energy Engineering |  | Construction Stage Start (mm/yy) | N/A /       |
|  |       |  | Construction Stage Completed (mm/yy) | N/A /       |
|  |       |  | Professional Services Completed (mm/yy) | 01 / 16 |
|  |       |  |  |  |
|  |       |  | **F. EDGE Participation Goal** |  |
|  |       |  |  |  |
| Others |       |  | Percent of *initial* TOTAL A/E Fee | 5.0% |
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| NOTE: The primary A/E shall be (1) a registered architect holding a license and certificate of authorization issued by the Ohio Architects Board pursuant to ORC Chapter 4703, (2) a landscape architect holding a license and certificate of authorization issued by the Ohio Landscape Architects Board pursuant to ORC Chapter 4703, or (3) a professional engineer or professional surveyor holding a license and certificate of authorization issued by the Ohio Engineers and Surveyors Board pursuant to ORC Chapter 4733. |

**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).
* 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 (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 OFCC website at <http://ofcc.ohio.gov>. The Intent to Contract and to Perform form is again required at the Fee Proposal stage.

For all Statements of Qualifications, please identify the EDGE-certified Business Enterprises, by name, which will participate in the delivery of the proposed professional services solicited in the RFQ.

**H. Submittal Instructions**

Firms are required to submit the current version of Statement of Qualifications (Form F110-330) available via the OFCC website at <http://ofcc.ohio.gov>.

Paper copies of the Statement of Qualifications, if requested, should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary.

Electronic submittals should be combined into one PDF file named with the project number listed on the RFQ and your firm’s name. Use the “print” feature of Adobe Acrobat Professional or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Adobe Acrobat Professional, go to Advanced, then PDF Optimizer. Electronic submittals on flash drive is preferred over CD.

Facsimile or e-mailed copies of the Statement of Qualifications will not be accepted.

Firms are requested to identify professional registrations, memberships and credentials including but not limited to: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, DBIA, CPE, and any other appropriate design and construction industry credentials. Identify that information on the resume page for individual in Block 22, Section E of the F110-330 form.

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| Project Name | Campus Energy & Sustainability Study |  | Proposer Firm |  |
| Project Number | BGU-156144 |  | City, State, Zip |  |

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| **Selection Criteria** | **Value** | **Score** |
| **1.** **Primary Firm Location, Workload and Size** (Maximum 10 points) |
| a. Proximity of firm to project site | Less than  miles  | 5 |  |
|  miles to  miles  | 2 |
| More than miles  | 0 |
| b. Amount of fees awarded by Contracting Authority in previous 24 months | Less than $  | 2 |  |
| $ to $  | 1 |
| More than $  | 0 |
| c. Number of licensed professionals | Less than  professionals |  | Max = 3 |  |
|  to  professionals |  |
| More than professionals |  |
| **2. Primary Firm Qualifications** (Maximum 30 points) |
| a. Project management lead | Experience / ability of project manager to manage scope / budget / schedule / quality | 0 - 10 |  |  |
| b. Project design lead | Experience / creativity of project designer to achieve owner’s vision and requirements | 0 -  | Max = 20 |  |
| c. Technical staff | Experience / ability of technical staff to create fully coordinated construction documents | 0 -  |  |
| d. Construction administration staff | Experience / ability of field representative to identify and solve issues during construction | 0 -  |  |
| **3. Key Consultant Qualifications** (Maximum 20 points) |
| a. Key discipline leads | Experience / ability of key consultants to perform effectively and collaboratively | 0 - 15 |  |
| b. Proposed EDGE-certified Consultant participation\* | One additional point for every 2 percent increase in professional services over the advertised EDGE participation goal | 0 - 5 |  |
| **4. Overall Team Qualifications** (Maximum 10 points) |
| a. Previous team collaboration | Less than  sample projects | 1 | Max = 3 |  |
|  to  sample projects | 2 |
| More than sample projects | 3 |
| b. LEED\*\* Registered / Certified project experience | Registered projects | 1 | Max = 2 |  |
| Certified projects | 2 |
| c. BIM project experience | Training and knowledge | 1 | Max = 3 |  |
| Direct project experience | 3 |
| d. Team organization  | Clarity of responsibility / communication demonstrated by table of organization | 0 - 2 |  |
| **5. Overall Team Experience** (Maximum 30 points) |
| a. Previous team performance | Past performance as indicated by evaluations and letters of reference | 0 - 10 |  |
| b. Experience with similar projects / delivery methods | Less than  projects | 0 - 3 |  |
|  to  projects | 4 - 6 |
| More than projects | 7 - 10 |
| c. Budget and schedule management  | Performance in completing projects within original construction budget and schedule | 0 - 5 |  |
| d. Knowledge of Ohio Capital Improvements process | Less than  projects | 0 - 1 |  |
|  to  projects | 2 - 3 |
| More than projects | 4 - 5 |
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| \* Must be comprised of professional design services consulting firm(s) and NOT the primary firm\*\* Leadership in Energy & Environmental Design administered by the Green Building Certification Institute | **Subtotal** |  |

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| **Notes:** |  | **Evaluator:** |
|  |  |  | Name |  |
|  |  |  |  |  |
|  |  | Signature |  | Date |