

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>Nursing Move to BAA 2nd/3rd Floors</u>	Response Deadline	<u>Dec. 9, 2019</u>	<u>11:00am</u> local time
Project Location	<u>Bowling Green State University</u>	Project Number	<u>BGU-207129</u>	
City / County	<u>Bowling Green / Wood</u>	Project Manager	<u>Robert Boucher</u>	
Owner	<u>Bowling Green State University</u>	Contracting Authority	<u>Local Higher Education</u>	
Delivery Method	<u>General Contracting</u>	Prevailing Wages	<u>State</u>	
No. of paper copies requested (stapled, not bound)	<u>0</u>	No. of electronic copies requested (PDF)		<u>1 emailed copy</u>

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Kristina Rhine at krhine@bgsu.edu. See Section J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Kristina Rhine at krhine@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.

Project Overview

A. Project Description

Bowling Green State University (the "Owner") is requesting interested firms to submit qualifications for full design and construction administration services as the Architect/Engineer of Record for renovation of the second and third floors of the existing Main Campus Business Administration Annex Building. The floors will be renovated specifically for a BGSU Nursing Program.

This project seeks to realize a fully consolidated nursing program in one location on the BGSU Main Campus. The Business Administration Annex Building was originally built in 1986 as an addition to the earlier built main Business Administration Building. Current Business administration programs located within this area of the Annex Building will be relocated in the future to a new facility for the Business Administration Program.

B. Scope of Services

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. This project may require a POR/scope verification for the scope of work listed above.

The selected 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/or the Contracting Authority, the cost breakdown of the Architect/Engineer Agreement detailed cost components to address the Owner's project requirements. Participate in the Encouraging Growth, Diversity & 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 Administration, Post-Construction, and Additional Services of all types.

Reimbursable Expenses will be approved per the Agreement, including travel reimbursement and meal rates according to the Owner's Controlling Office (<http://www.bgsu.edu/finance-and-administration/controller/university-travel-and-business-entertainment/university-travel-reimbursement-rates.html>). Mileage will not be paid for travel within 60 miles of the project site.

Refer to the *Ohio Facilities Construction Manual* for additional information about the type and extent of services required for each. A copy of the standard Agreement can be obtained at the OFCC website at <http://ofcc.ohio.gov>.

During the construction period, provide not less than 8 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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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. Extensive experience in design of University or equivalent type nursing programs.
2. Extensive design, renovation, and modification experience of existing building spaces regarding architectural, HVAC, plumbing, electrical, fire protection, IT/communications, and any possible structural modifications, etc.
3. Development of Program of Requirements (POR)/scope of work validation experience for the scope of work type listed in this RFQ.
4. Previous experience compatible with the proposed project scope (e.g., type, size).
5. Experience and capabilities of creating or using Critical Path Method (CPM) schedules and of using CPM schedules as a project management resource.
6. Extensive knowledge and experience with the State of Ohio building codes and permitting/plan approval requirements and Special Inspection requirements.
7. State of Ohio General Contracting delivery method experience.

C. Estimated Budget / Funding

State Funding: \$ _____
 Other Funding: \$3,500,000 _____
 Construction Cost: \$2,319,749 _____
 Total Project Cost: \$3,500,000 _____

D. Anticipated Schedule

Professional Services Start: 02 / 20 _____
 Construction Notice to Proceed: 01 / 21 _____
 Substantial Completion of all Work: 07 / 21 _____
 Professional Services Completed: 09 / 21 _____

E. Estimated Basic Fee Range (see note below)

8% to 10% _____

F. EDGE Participation Goal

Percent of initial Total A/E Fee: 5.0% _____

NOTE: **Basic Services** include: (1) Program Verification, (2) Schematic Design, (3) Design Development, (4) Construction Documents, (5) Bidding and Award OR GMP Proposal and Amendment (as applicable), (6) Construction Administration, and (7) Closeout services. The **Basic Fee** includes all professional design services and consultant services necessary for proper completion of the Basic Services, including validation of existing conditions (but not subsurface or hidden conditions) and preparation of cost estimates and design schedules for the project. The **Estimated Basic Fee Range** is calculated as a percentage of the **Estimated Budget for Construction Cost** above, including the Owner's contingency. **The Basic Fee excludes any Additional Services required for the project.**

G. Basic Service Providers Required (see note below)

Lead A/E Discipline: Architecture _____
 Secondary _____
 Disciplines: Technology / Communications / Security _____
 Mechanical-Electrical-Plumbing Eng. _____
 Structural Engineering _____
 Interior / Loose Furnishings Design _____
 Signage / Graphic Design _____
 Fire Protection Engineering _____

H. Additional Service Providers Required

Hazardous Material Abatement as a sub consultant only
 Should only be for minor abatement if any. _____

NOTE: The lead A/E shall be (1) an architect registered pursuant to ORC Chapter 4703, (2) a landscape architect registered pursuant to ORC Chapter 4703, or a (3) professional engineer or (4) professional surveyor licensed pursuant to ORC Chapter 4733.

I. Evaluation Criteria for Selection

- Demonstrated ability to meet Owner's programmed project vision, scope, budget, and schedule on previous similar type projects.
- Previous experience compatible with the proposed project/scope of work listed (e.g., type, size, architectural/engineering design – especially, a high level of experience with design of renovating and retrofitting existing spaces to accommodate nursing/medical type programs.
- Relevant past work of prospective firm's proposed sub consultants.

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- Past performance of prospective firm and its proposed sub consultants. Also, show prospective firm's team and proposed consultants' team members that have worked on several, similar to ours, projects together – all disciplines of design. Prefer the entire team, internal and external, have employees that have worked together on several similar projects that are provided as examples in the RFQ submitted.
- Qualifications and experience of individuals that will be directly involved with the project.
- Proposer's previous experience (numbers of projects, sizes of projects) when working with its proposed consultants.
- Specification writing credentials, experience, and process to ensure complete, coordinated, accurate, error free, specifications that are fully coordinated with the drawings prior to bidding.
- 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.
- Proposer's construction phase on the site representative experience and demonstrated success examples. This person is very important to us in insuring the construction process goes well.
- Proposer's in house estimating capabilities. Are you able to accurately estimate project costs in house during the design process without need of an outside estimating firm?
- Proposer's process and resolution to document design/coordination errors discovered when construction is in progress.
- Proposer's process to ensure accuracy of bidding documents before a project goes out for bids.

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.

J. 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>.

Additionally, as a supplement to the required (Form F110-330 package), BGSU is also asking that you please provide as much qualifications information as possible, including answers to each of the questions on the attached consultant ratings form, on two (2) single - sided A3's (11 x 17) only, in pdf format. The condensed highlighted information provided on these two pages should provide a quick means for the selection team to expeditiously review the provided information and score the attached rating form. The intent here is if for your firm to convince the selection team that you are highly qualified to perform design and construction administration services on this type of project in a quick and easy to read format. Ultimately, it will be up to the design firm to creatively decide how they present the information on these two pages. **Again, the most important information to specifically provide on both pages of the A3's are answers to each of the questions on the attached consultant ratings form. LEED questions for this particular project are not applicable. The top three scoring consultants will then be selected for interviews.**

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 or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Acrobat, go to Advanced, then PDF Optimizer. Also, all submissions will be electronic via email submission as described on the first page of this RFQ.

Facsimile copies of the Statement of Qualifications will not be accepted.

Firms are requested to identify professional registrations, memberships and credentials including: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, CPE, DBIA, 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.

Architect / Engineer Selection Rating Form

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Project Name Nursing Proposer Firm _____
 Project Number BGU-207129 City, State, Zip _____

Selection Criteria		Value	Score
1. Primary Firm Location, Workload and Size (Maximum 10 points)			
a. Proximity of firm to project site	Less than 125 miles	5	
	125 miles to 150 miles	2	
	More than 150 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$1,000,000	2	
	\$1,000,000 to \$2,000,000	1	
	More than \$2,000,000	0	
c. Number of licensed professionals	Less than 10 professionals	1	Max = 3
	10 to 20 professionals	2	
	More than 20 professionals	3	
2. Primary Firm Qualifications (Maximum 30 points)			
a. Project management lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	Max = 20
b. Project design lead	Experience / creativity of project designer to achieve owner's vision and requirements	0 - 10	
c. Technical staff	Experience / ability of technical staff to create fully coordinated construction documents	0 - 5	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 5	
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 point for every 2 percent increase in professional services over the EDGE participation goal	0 - 5	
4. Overall Team Qualifications (Maximum 10 points)			
a. Previous team collaboration	Less than 3 sample projects	1	Max = 3
	3 to 8 sample projects	2	
	More than 8 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 4 projects	0 - 3	
	4 to 8 projects	4 - 6	
	More than 8 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 4 projects	0 - 1	
	4 to 8 projects	2 - 3	
	More than 8 projects	4 - 5	
		Subtotal	

* Must be comprised of professional design services consulting firm(s) and NOT the lead firm
 ** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute

Notes:

Evaluator:

Name _____

Signature _____

Date _____