

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>University Hall Renovation</u>	Response Deadline	<u>07/17/15</u>	<u>2:00 pm</u>	local time
Project Location	<u>Bowling Green State University</u>	Project Number	<u>BGU-156135</u>		
City / County	<u>Bowling Green / Wood</u>	Project Manager	<u>Brian Swope</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>3</u>	No. of electronic copies requested on CD (PDF)	<u>1</u>		

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Beth Nagel at BGSU Purchasing Office, 103 Park Avenue Warehouse, Bowling Green, Ohio 43403. See Section H of this RFQ for additional submittal instructions.

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.

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 of Record for the renovations to occur on the University Hall Renovation project.

The BGSU Campus Master Plan, approved by the Board of Trustees in June 2010, recommended the transformation and regeneration of the Academic Core of the Bowling Green Campus. While continuing to support investments in student life, the next phase of the master plan (now underway) includes full renovations of Hanna, Moseley, University and South Halls (the Traditions Buildings); significant renovations of Eppler, Olscamp and the current College of Business Administration (the North Campus Core); and a new building for the College of Business Administration. In addition to these major upgrades of academic buildings, the plan recommended targeted improvements to address long-standing deferred maintenance needs, and modernization of selected classrooms and instructional spaces in order to upgrade information technology, room furnishings and audio-visual equipment.

BGSU assembled a Master Planning Team which is preparing a Concept Design Package for this project. This team worked with the end users, academic leadership and BGSU Capital Planning to develop a program of requirements, a test fit of those requirements in the University Hall building and estimate of the proposed scope of work. The current draft of the Concept Design documents are attached for reference. As the project progresses through the Construction Documentation this Master Plan team will continue to work with the selected Architect/Engineer to transfer historical knowledge and to ensure the Concept Design intent is maintained. Completion of the Final Concept Design documents is scheduled for August 2015. These are to include the Program, Test Fit, Design Narrative (including MEPFP), Site Plan and Construction Estimate.

The planned scope for University Hall proposes to create a dynamic facility that contains high-impact programs that define the BGSU undergraduate experience. These include: the BGSU Center for Civic Engagement and Public Service, Pre-professional Programs, Pre-Major Advising, International Programs and Partnerships, AIMS, COSMOS, the Center for Undergraduate Research, ACTION, and the Learning Communities Office. The BGSU Office of Admissions also will be re-located into the building. And finally, the building will contain six cutting-edge classrooms modeled after those contained in the Olscamp Hall learning space prototype. The specific location of these programs in University Hall is being finalized.

While still at the conceptual stage, the design will include several noteworthy features. The traditional exterior entrance on the west side of the building will be rehabilitated so that the building will have a commanding visual presence on the quadrangle as it once did. In addition, the interior entry lobby and stairs will be preserved as a gesture to the historical significance of the original building.

The design of the Admissions area on the second level will draw from some of the most dynamic and progressive precedents of leading universities. It will be easily accessible for those who approach the building from the west, and who will experience a walk through the elegant traditions quadrangle as part of their first experience on the BGSU campus. The reception, pre-function and presentation spaces will be cutting edge and reflect positively on the reputation of BGSU, setting the stage for a

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positive, high-impact visit by parents and prospective students. The location of the Admissions function within the building will enable prospective students to experience the progressive nature of their BGSU academic career by virtue of having the high-impact programs located in the same building – all conveniently accessible within University Hall. Finally, the space planning and programming has ensured that commonly used spaces such as meeting and conference rooms will be equipped with leading edge technology located throughout the building to ensure they are viewed as shared resources, and not unnecessarily duplicative.

In addition to the renovation of University Hall, the scope of work proposes to renovate the two connectors north and south of the building. Including the connectors in the project scope will ensure that they are completed, with a consistent design, in a timely manner and that BGSU obtain economies of scale in bidding, as opposed to undertaking them on a stand-alone basis.

Also included within the Project Scope will be the design of a new major building entry from the East, extension of utilities into the building from various locations around the site, demolition of the existing theater wing and associated sitework and landscape design.

B. Scope of Services

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. Participation in the Encouraging Growth, Diversity & Equity (EDGE) Program as required by statute and the Agreement is expected.

As required by the Agreement, and as properly authorized, provide for participation in the following categories: Organizational Meeting, Program Verification, Schematic Design, 50% Design Development, GMP Proposal and Amendment, Construction Documents, Construction Stages, and Closeout Deliverables. Additional Services will be discussed as necessary during the negotiation phase. Reimbursable Expenses will be approved per the Agreement, Travel will not be considered a reimbursable expense, include estimated travel in final fee calculation.

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/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.

Refer to the *OFC Manual* and/or the *Ohio School Design 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>. Note that all respondents to this RFQ will be responsible for, and held to, the terms of the standard Agreement and Exhibits as completed by the Owner. Any clarification or requested modifications to the same should be identified in the Respondent's response to this RFQ. No modifications to the requirements in the Agreement or Exhibits will be accepted at time of negotiation or technical proposal.

During the construction period, provide not less than 16 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.

The current intent for the University Hall Renovation would be: a full assessment of the building envelope and structure with attention to current seismic and other appropriate building codes, identification and design of selective demolition required within the structure for the new work involved with the renovation, the complete replacement of all major utilities within the building, including full MEP systems, fire alarm, technology systems, etc. The scope will also include upgrades to current ADA requirements, elevator installation, and the addition of a fire suppression system and an emergency generator. All major utilities will be separately metered and monitored by the existing campus BAS. Repointing of exterior stone and some brick is probable as well as replacement of windows and roof. Project design shall receive LEED silver certification.

The proposed delivery model for this project will include a Construction Manager (Advisor) serving throughout the design stage and on a limited basis during construction stage. Procurement of Work is General Contractor.

It should be anticipated that all abatement work identified within the building will be completed under the A/E contract.

The scope of services should also define the types of basic and additional professional design and administration services necessary for the project (e.g. LEED credentials and experience, previous experience with local jurisdiction or similar sites,

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previous experience working with the State of Ohio, Building Information Modeling (“BIM”) experience and training, specific BIM and Owner-defined requirements, level of development to be achieved within BIM models, BIM deliverables, and Owner’s intended use of BIM models after construction). This information will be used by each applicant to populate the Relevant Project Experience Matrix in Section F of Form F110-330.

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) Major facility renovation of similar vintage and make-up
- 2) Demonstrated successful projects with General Contracting Delivery
- 3) State of Ohio Higher Education project experience
- 4) State of Ohio General Contracting project experience
- 5) LEED certified renovation projects
- 6) Structural analysis on an existing structure
- 7) BIM (Revit) usage and deliverables to Owner

C. Funding / Estimated Budget

Total Project Cost	<u>\$25,900,000.00</u>	State Funding	<u>\$0.00</u>
Construction Cost	<u>\$17,200,000.00</u>	Other Funding	<u>\$25,900,000.00</u>
Estimated A/E Fee	<u>8% to 9%</u>		

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).

D. Services Required (see note below)

Primary	<u>Architecture & Interior Design</u>
Secondary	<u>MEPT Engineering</u>
	<u>Structural Engineering</u>
	<u>Civil Engineering</u>
	<u>FF&E Design</u>
	<u>Landscape Design</u>
Others	<u>Hazarodous Materials</u>

E. Anticipated Schedule

Professional Services Start (mm/yy)	<u>09 / 15</u>
Construction Stage Start (mm/yy)	<u>05 / 16</u>
Construction Stage Completed (mm/yy)	<u>08 / 17</u>
Professional Services Completed (mm/yy)	<u>10 / 17</u>

F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL A/E Fee	<u>5%</u>
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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).
- 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.
- Proximity of prospective firms to the project site.

Interested A/E firms are required to address how they will implement Building Information Modeling (“BIM”) on the project, experience and level of training of staff related to BIM, incorporation of team partners that have previous BIM experience, and an understanding of collaborative BIM processes, including but not limited to the *State of Ohio BIM Protocol* available at the OFCC website at <http://ofcc.ohio.gov>.

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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. RFQ Evaluation Schedule

Activity	Date
RFQ Responses Due:	July 17, 2015
Short-Listed Firms Notified	July 24, 2015
Interview Date	August 6, 2015
Preferred Firm Selection	August 11, 2015
Contract Award	September 4, 2015

I. 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>.

Proposers shall also organize the RFQ response in such a manner that clearly documents team proficiency for each item stipulated as Selection Criteria on the CM at Risk Selection Rating Form. As an example the RFQ response can be indexed or tab denoting each of the sixteen (16) selection criteria.

(3) Paper copies of the Statement of Qualifications, submittals should be stapled. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary.

Electronic submittals (Flash Drive preferred) 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. Also, please label the CD and the CD cover with the project number and firm name.

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

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 BGSU Purchasing Department website at <http://www.bgsu.edu/offices/purchasing/page85370.html> and/or OAKS Capital Improvements (OAKS CI) website at <http://ci.oaks.ohio.gov> on a regular basis until two days before the response deadline. The name of the party submitting a question will not be included on the Q&A document.

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.

LEED Credentials: Leadership in Energy & Environmental Design (Green Building Certification Institute)

GA: Green Associate
AP: LEED AP (Legacy LEED Accredited Professional without specialty)
AP +: (see below):
LEED AP BD+C (Building Design and Construction specialty)
LEED AP ID+C (Interior Design and Construction specialty)
LEED AP O+M (Operations and Maintenance specialty)
LEED AP ND (Neighborhood Development specialty)
LEED AP Homes (Specialty for residential LEED construction)

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Other Industry Credentials

ACEC: American Council of Engineering Companies

AIA or FAIA: American Institute of Architects

CCCA: Certified Construction Contract Administrator (CSI)

CCM: Certified Construction Manager (CMAA)

CCS: Certified Construction Specifier (CSI)

CDT: Construction Document Technologist (CSI)

CMAA: Construction Management Association of America

CPE: Certified Professional Estimator (American Society of Professional Estimators)

CSI or FCSI: Construction Specifications Institute

DBIA or Associate DBIA: Design-Build Institute of America
(list credentials, not memberships)

NCARB: National Council of Architectural Registration
Boards (list certification only)

NCIDQ: National Council for Interior Design Qualification

NSPE: National Society of Professional Engineers

Architect/Engineer Selection Rating Form

State of Ohio Standard Forms and Documents

Project Name University Hall Renovation Proposer Firm _____
 Project Number BGU- 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 50 miles	5	
	50 miles to 100 miles	2	
	More than 100 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$500,000	2	
	\$500,000 to \$1,000,000	1	
	More than \$1,000,000	0	
c. Number of licensed professionals	Less than 10 professionals	1	Max = 3
	10 to 20 professionals	2	
	More than 20 than 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 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 2 sample projects	1	Max = 3
	2 to 4 sample projects	2	
	More than 4 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 2 projects	0 - 3	
	2 to 4 projects	4 - 6	
	More than 4 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 3 projects	0 - 1	
	3 to 6 projects	2 - 3	
	More than 6 projects	4 - 5	
		Subtotal	

* 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

Notes:

Evaluator:

Name _____

Signature _____

Date _____