**Administration of Project:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Project Name | Perry Stadium Phase II Renovations |  | Response Deadline | 10/23/15 |  | 2:00 pm |  local time |
| Project Location | Bowling Green State University |  | Project Number | BGU-156153 |
| City / County | Bowling Green / Wood |  | Project Manager | Brian Swope |
| Owner | Bowling Green State University |  | Contracting Authority |  |
| Delivery Method |  |  | Prevailing Wages |  |
| No. of paper copies requested (stapled, not bound) | 3 |  | No. of electronic copies requested on CD (PDF) | 1 |

|  |
| --- |
| Submit the requested number of Statements of Qualifications (Form F110-330) directly to Beth Nagel at BGSU Purchasing Office, 1851 N Research Drive, 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 to prepare concept documents and imagery for Perry Stadium Phase II Renovations.

Bowling Green State University Department of Athletics is interested in enhancing the functionality and overall fan experience for Perry Stadium. Project will require donor funds and to facilitate this effort concept drawings and images for a revitalized stadium are necessary. A detailed scope of project is articulated under “Scope of Services” portion of this Request for Qualifications.

A Facilities Condition Report for the stadium was completed in 2009. A copy of this report is included herewith.

The stadium is currently embarking upon the Phase I Renovations that include (a) structural repairs, (b) waterproofing seat deck, (c) roof repairs and/or replacements, (d) visitor locker room expansion and remodel, and (e) cosmetic repairs to west press box and club seating. Drawings of this project are included herewith.

**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, and Program Verification Stage. Additional Services will be discussed as necessary during the negotiation phase. Reimbursable Expenses will be approved per the Agreement.

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.

The current intent for the Phase II Renovations are: (a) improving tailgate/entry experience, (b) improving fan experience within stadium (e.g. concession areas, restrooms, bowl seating, viewing opportunities, social spaces, and retail environments), (c) expansion/renovation of suites, club seats and press box, (d) office and indoor seating improvements, (e) elevator and service upgrades, (f) creating multi-purpose spaces sized to host functions and retreats, (g) technology platform upgrades, and (h) exterior façade improvements.

Concept package deliverables include (a) design concepts, (b) images of upgraded stadium, and (c) order of magnitude estimates. Two concept packages reflecting a $15 million program and $30 million program need developed. Draft imagery for both options are due to BGSU on, or before, November 20, 2015. Drafts of remaining deliverables are due by December 30, 2015.

Estimated fee range for the scope of services described is $50,000.00 to $70,000.00

Bowling Green State University reserves the right to expand this contract to full Architect/Engineer services for entire project should it be determined to be in the University’s best interest. Fee increases for expanded services shall be negotiated at that time.

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, 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. Experience with multiple stadium renovation projects costing more than $15 million
2. Experience improving Intercollegiate arenas or stadia
3. Assigned team must have direct experience on athletic facility projects costing more than $15 million.
4. Demonstrated knowledge of current trends in enhancing fan experience
5. Experience offering innovative architectural solutions to accomplish project scope within available dollars
6. Experience developing compelling design concepts used in fund raising efforts

**C. Funding / Estimated Budget**

|  |  |  |  |
| --- | --- | --- | --- |
| Total Project Cost | $15,000,000.00 - 30,000,000.00 | State Funding | $0.00 |
| Construction Cost | $9,750,000.00 - 19,500,000.00  | Other Funding | $15,000,000.00 - 30,000,000.00  |
| Estimated A/E Fee |      % to      % |  |  |
|  |
| 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) | **E. Anticipated Schedule** |
|  |
| Primary | Architecture & Interior Design |  | Professional Services Start (mm/yy) | 11 / 15 |
| Secondary | Structural Engineering |  | Construction Stage Start (mm/yy) |       /       |
|  | MEPT Engineering |  | Construction Stage Completed (mm/yy) |       /       |
|  | Civil and Landscape |  | Professional Services Completed (mm/yy) | 12 / 15 |
|  |       |  |  |  |
|  |       |  | **F. EDGE Participation Goal** |  |
|  |       |  |  |  |
| Others |       |  | Percent of *initial* TOTAL A/E Fee |  5% |
|  |
| 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>.

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: | October 23, 2015 |
| Short-Listed Firms Notified | October 27, 2015 |
| Interview Date | November 02, 2015 |
| Preferred Firm Selection | November 02, 2015 |
| Contract Award | November 04, 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)

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project Name | Perry Stadium Phase II Renovations |  | Proposer Firm |  |
| Project Number | BGU-156153 |  | 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  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 |
|  |
| \* 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** |  |

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