

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>BGSU Ice Arena Space Study</u>	Response Deadline	<u>August 26, 2016</u>	<u>12:00 PM</u> local time
Project Location	<u>Bowling Green, Ohio</u>	Project Number	<u>BGU-166228</u>	
City / County	<u>Bowling Green / Wood</u>	Project Manager	<u>Robert M. Waddle</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>6</u>	No. of electronic copies requested (PDF)	<u>1</u>	

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Beth Nagel at Purchasing Department, 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, Bowling Green, Ohio (BGSU) is seeking letters of interest and listing of qualifications for consulting firms to provide professional design services for a use and space study of the BGSU Ice Arena. The result of this study may lead to specific project(s), which would incorporate the findings of the study. The intent of this request is to identify the appropriate professional design firm to complete this study, and then proceed with the appropriate services to fully implement the end project(s) as the University deems necessary.

The need for the study is a result of the age and heavy use of the existing facility. The specific needs of the arena center on the need to replace or upgrade the existing ice plant due to federal regulations of coolants; continued competition as an intercollegiate sports venue; continued competition with area rinks for overall use and auxiliary dollars; and finally, the potential of substantial donations targeted toward improvements that will support the current uses, as well as the potential of expanding the amount of ice surfaces.

The existing Ice Arena was built in 1965 and was expanded in 2000. There have been a number of improvements and renovations completed since that time, which would include: upgrades in lighting; installation of a solar array; renovation and addition of locker rooms; replacement of the main compressor in 2009; and a general renovation in 2009 that included a changing of the original curling ice to a shared rink, new Zamboni ice melt, and upgraded pro shop and concession layout.

This study will essentially concentrate on two separate areas. The first area of study centers on the existing Ice Arena and the potential improvements in that space. The proposed improvements include: expanding the existing Press Box area to accommodate the needs of the working press, including a meeting room and box type seating; a consideration of the creation of box seats and suites in the existing bleacher seat area; the creation of a special "club" or lounge area overlooking the ice that would include a bar/food and box suites; a special lighting package that includes specialty lighting for pre-game and Ice Shows, spotlights, and special effects; outside lighting on the Arena; a package to support training on the main ice, including a jump harness, updated main ice music box, on-ice motion analysis/motion capture equipment. The second element would include potential additions to the Arena and would concentrate on: a study of the financial and physical consideration of the construction of a third sheet of ice, which would be a full size surface; off-ice rooms that would include a dance/ballet studio possibly combined with a cardio/fitness studio; hockey hand skills studio which would include synthetic floor, mechanical shoot/passing machines, and a sound system; five additional locker rooms to support all ice surfaces; a new or renovated lounge space; and specialty rooms to support meetings, conferences, parties, etc. Bowling Green State University, Bowling Green, Ohio (BGSU) is seeking letters of interest and a listing of qualifications for consulting firms to provide professional design services for a use and space study of the Bowling Green Ice Arena. The result of this study may lead to specific project(s), which would incorporate the findings of the study. The intent of this request is to identify the appropriate professional design firm to complete this study, and then proceed with the appropriate services to fully implement the end project(s) as the University deems necessary.

Request for Qualifications (Architect / Engineer) continued

B. Scope of Services

The intent of the scope of this project will begin with the creation of the associated program of requirements to support those items identified within the project description. It will also require a review and understanding of the needs of the existing operation. The study should then prepare space plans to accommodate those needs identified, recognizing that the University will require an appropriate number of options which may include the identification of any additional building square footage required to accommodate the plans and needs. Of course corresponding financial feasibility plans will need to be created to support each option. The appropriate project estimates would be a critical part of each option, along with the economic impact analysis on the operation within the building.

If the initial study is successful in identifying an appropriate project(s), the Associate shall provide full architectural and engineering basic services to complete the project and provide all Schematic Design, Design Development and Construction Documents, Bid and Award support, and Construction Administration (During the construction period, provide: not less than 12 hours (excluding travel time) on-site each week, including attendance at weekly progress meeting(s), a brief written report of each site visit, on-site representation comprised of A/E and its consultant staff involved in the primary design of the project, all having relevant and appropriate type(s) of Construction Administration experience.) The Associate shall include in their ADM-330 response, a resume of the proposed project manager and construction administrator for this project. Provide a review of the project at the end of the warranty period. Upon selection through consultation with the University, the selected firm shall add all remaining consultants to form the completed A/E Team under one contract. Those consultants include, but are not limited to all engineering disciplines (mechanical, electrical, plumbing, civil and structural), a Construction Manager for estimating, scheduling and constructability, and hazardous materials consultants may be added later after consultation with the University.

Additional services will include the development of a final POR and associated final project budgeting. Upon award of the Agreement, the Associate will commence services by developing the final Program of Requirements.

As required by the Agreement, and as properly authorized, provide the following categories of services: Programming, Conceptual Development, Schematic Design, Design Development, Construction Document Preparation, Bid and Award Support, Construction Phase Project Administration, Post-Construction Phase oversight, and Extra Services and Additional Services of all types. Refer to The Ohio Facilities Construction Manual for additional information about the type and extent of services required for each.

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 discussed as necessary during the negotiation phase. Reimbursable expenses will be approved per the Agreement, including travel reimbursement and meal rates according to the Owner's Controllers Office website at <http://bgsu.edu/offices/controller/page8718.html>. Mileage will be reimbursed at the posted mileage rates for distances exceeding 60 miles from the principal place of business to the work site, on a pro-rated basis. Travel time shall not be reimbursed.

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.

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.

Request for Qualifications (Architect / Engineer) continued

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 athletic facility rehabilitations
2. Demonstrated understanding of athletic support operations
3. Demonstrated experience with space analysis and programming
4. Strong conceptual estimating experience

C. Funding / Estimated Budget

Total Project Cost	<u>\$TBD</u>	State Funding	<u>\$0.00</u>
Construction Cost	<u>\$TBD</u>	Other Funding	<u>\$TBD</u>
Estimated A/E Fee	<u>\$50,000.00 for initial study phase% to %</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., 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>Architectural</u>
Secondary	<u>Structural Engineering</u>
	<u>Mechanical, Electrical and Plumbing Engineering</u>
	<u>Cost Estimating</u>
	<u>Civil, Site and Landscaping</u>
	<u>_____</u>
	<u>_____</u>
Others	<u>Financial Analysis</u>

E. Anticipated Schedule

Professional Services Start	<u>09 / 16</u>
Construction Notice to Proceed	<u>TBD</u>
Substantial Completion of all Work	<u>TBD</u>
Professional Services Completed	<u>TBD</u>

F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL A/E Fee	<u>5.0%</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.
- Specification writing credentials and experience.
- 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.

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. 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>.

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, please label the CD or DVD and the sleeve with the project number and firm name if applicable.

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.

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

State of Ohio Standard Forms and Documents

Project Name BGSU Ice Arena Space Study Proposer Firm _____
 Project Number BGU-166228 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 200 miles	2	
	More than 200 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$100,000	2	
	\$100,000 to \$1,000,000	1	
	More than \$1,000,000	0	
c. Number of licensed professionals	Less than 5 professionals	0	Max = 3
	5 to 10 professionals	1	
	More than 10 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 - 5	
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 - 10	
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 2 sample projects	1	Max = 3
	2 to 6 sample projects	2	
	More than 6 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 5 projects	0 - 3	
	5 to 9 projects	4 - 6	
	More than 9 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 6 projects	0 - 1	
	6 to 9 projects	2 - 3	
	More than 9 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 _____