

# Request for Qualifications (Architect / Engineer)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Local Higher Education

|  |                                       |  |                               |                |            |
|--|---------------------------------------|--|-------------------------------|----------------|------------|
| Project Name                                       | <u>2019 Classroom Upgrade</u>         | Response Deadline                        | <u>09/17/2018</u>             | <u>2:00 PM</u> | local time |
| Project Location                                   | <u>Bowling Green State University</u> | Project Number                           | <u>BGU-186752</u>             |                |            |
| City / County                                      | <u>Bowling Green / Wood</u>           | Project Manager                          | <u>Tim Burns</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 flash drive</u>          |                |            |

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Beth Nagel at [bnagel@bgsu.edu](mailto:bnagel@bgsu.edu). See Section J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Beth Nagel at [bnagel@bgsu.edu](mailto: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

This project involves upgrading designated classrooms located in Moore Musical Arts Center (MMAC) and in other buildings as budget allows. Upgrades include new lighting, ceilings, paint, carpet, AV, data cabling, whiteboards and furnishings. Rooms under consideration are 1002, 1004, 2002, 2004, 2008, 2115, 2117, 2119, 2121 and 3010.

All renovations will occur during summer 2019 that begins May 20 and ends August 9. Construction Documents shall finish by mid-January to facilitate a bid period beginning February 4, 2019. MMAC shall remain occupied during construction.

#### B. Scope of Services

An appropriately developed Program of Requirements (POR) does not exist. Upon award of the Agreement, commence by developing the Program of Requirements in conjunction with BGSU Classroom Committee.

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.

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 four 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.

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. Design and planning of renovations for higher education facilities
2. Design of higher education classroom environments with emphasis on active learning.
3. Renovations in existing buildings while maintaining occupancy.
4. Experience with higher education AV requirements.
5. State of Ohio Capital Project construction administration experience.



## Request for Qualifications (Architect / Engineer) continued

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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>.

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 flash drive 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 2019 Classroom Upgrade Proposer Firm \_\_\_\_\_  
 Project Number BGU-186752 City, State, Zip \_\_\_\_\_

| Selection Criteria   |  | Value           | Score    |
|--|--|-----------------|----------|
| <b>1. Primary Firm Location, Workload and Size (Maximum 10 points)</b>   |  |                 |          |
| 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 \$50,000   | 2               |          |
|  | \$50,000 to \$100,000  | 1               |          |
|  | More than \$100,000  | 0               |          |
| c. Number of licensed professionals                                      | Less than 5 professionals  | 0               | Max = 3  |
|  | 5 to 10 professionals  | 2               |          |
|  | More than 10 professionals   | 3               |          |
| <b>2. Primary Firm Qualifications (Maximum 30 points)</b>                |  |                 |          |
| 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           |          |
| <b>3. Key Consultant Qualifications (Maximum 20 points)</b>              |  |                 |          |
| 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           |          |
| <b>4. Overall Team Qualifications (Maximum 10 points)</b>                |  |                 |          |
| 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           |          |
| <b>5. Overall Team Experience (Maximum 30 points)</b>                    |  |                 |          |
| 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 2 projects   | 0 - 1           |          |
|  | 2 to 6 projects  | 2 - 3           |          |
|  | More than 6 projects   | 4 - 5           |          |
|  |  | <b>Subtotal</b> |          |

\* 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 \_\_\_\_\_