

# 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>Multi-year Parking Lot Renovation</u>	Response Deadline	<u>October 23, '13 4:00 PM</u> local time
Project Location	<u>Bowling Green State University</u>	Project Number	<u>BGU 135964</u>
City / County	<u>Bowling Green / Wood</u>	Project Manager	<u>Marc A. Brunner</u>
Owner	<u>Bowling Green State University</u>	Contracting Authority	<u>Local Higher Education</u>
No. of paper copies requested (stapled, not bound)	<u>3</u>	No. of electronic copies requested on CD (PDF)	<u>3</u>

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

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### Project Overview

#### A. Project Description

This is a multi-year project that will repave, and possibly reconfigure 15 existing parking lots for approximately 1,650 vehicles and 82,000 square yards on BGSU's main campus. Construction can only occur between May and August each year.

Interviews are not anticipated. Selection will be based on submittals.

The anticipated project delivery method for this project is General Contracting.

State Prevailing Wage requirements apply to this project.

#### B. Scope of Services

15 lots have been identified as part of a broader survey of parking lot conditions and scheduled upgrades. Not all the lots are at the same level of disrepair. Some lots may have to be re-engineered, in regard to drainage, parking layout, lighting, curbs, flatwork, islands, etc., others will simply be milled, resurfaced and restriped. The selected firm will verify the conditions of the lots in consultation with University personnel in order to establish lot repaving priorities and level of repairs.

In the past, some lots have required significant undercutting of base and sub base to get to suitable soil. If drainage redesign is required, anticipate significant rock. Non-fracturable shallow (as shallow as 8") dolomite is common. The shallow rock has caused significant challenges for engineered solutions.

Reimbursable services shall include, but not be limited to, soil borings to determine level of rock and pavement condition, and on-site testing by a certified testing agency during work. Selected firm will consult with the City of Bowling Green during design review for drainage design, curb cuts, etc. There may be electrical or IT work involved depending on the extent of re-engineering.

**Design time will be challenging.** The first phase of lots that have been tentatively identified for resurfacing/redesign are I, Y, K, S, Z, BTSU Main and BTSU East for May-August 2014. A campus parking map is available at the following web address: <http://www.bgsu.edu/offices/parking>. Bids should be issued for approximately 30 days at the beginning in February. **Do not submit engineered/design solutions or lot conditions surveys as part of this RFQ.**

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>.



## Request for Qualifications (Architect / Engineer) continued

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- Proposer's previous experience (numbers of projects, sizes of projects, conditions) 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 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>.

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.

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 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](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 OAKS Capital Improvements (OAKS CI) website at <http://ci.oaks.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.

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, 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:

CCCA: Certified Construction Contract Administrator (CSI)

CCM: Certified Construction Manager (CMAA)

CCS: Certified Construction Specifier (CSI)

CDT: Construction Document Technologist (CSI)

DBIA: Design-Build Institute of America

# Architect/Engineer Selection Rating Form

## State of Ohio Standard Forms and Documents

Project Name Multi-year Parking Lot Renovation Proposer Firm \_\_\_\_\_  
 Project Number BGU 135964 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 \$200,000	1	
	More than \$200,000	0	
c. Number of licensed professionals	Less than 2 professionals	0	Max = 3
	2 to 4 professionals	2	
	More 4 than professionals	2	
<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	1 - 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	
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
a. Previous team collaboration	Less than 5 sample projects	1	Max = 3
	5 to 9 sample projects	2	
	More than 9 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 4 projects	0 - 3	
	4 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 2 projects	0 - 1	
	2 to 4 projects	2 - 3	
	More than 4 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		<b>Subtotal</b>	

Notes:

Evaluator:

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_