

# Request for Qualifications (Criteria A/E)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Local Higher Education

Project Name	<u>Replacement Greek Housing</u>	Response Deadline	<u>12/6/13</u>	<u>3:00 PM</u>	local time
Project Location	<u>Bowling Green State University</u>	Project Number	<u>BGU-135974</u>		
City / County	<u>Bowling Green / Wood</u>	Project Manager	<u>Steve Krakoff</u>		
Owner	<u>Bowling Green State University</u>	Contracting Authority	<u>Local Higher Education</u>		
No. of paper copies requested (stapled, not bound)	<u>6</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, Ohio 43403. See Section H of this RFQ for additional submittal instructions.

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### Project Overview

#### A. Project Description

Bowling Green State University (BGSU) will be replacing its Greek housing on its Bowling Green campus. Following an extensive two-phase study and considerable planning work with student representatives of all Greek chapters, chapter advisors, alumni, Greek national organizations, university administrators, and other stakeholders, recommendations for replacing the housing were approved by the University Board of Trustees in December 2012.

The approved plan recommends replacement housing for more than 30 Greek chapters. The total number of beds to be developed is approximately 412. All chapters will be housed in town home style housing with unit sizes based on chapter size and projected membership. Three sizes of town homes are currently included in the program; they range from 4 to 18 beds. Seven chapters are to be housed in 4 bed town homes. Eleven chapters are to be housed in 12 bed town homes. Fourteen chapters are to be housed in 18 bed town homes.

In addition to the recommended town home sizes, the approved plan includes a project cost estimate of \$30 million and site plan (attached).

This project will utilize the Design-Build project delivery method and will be managed and financed directly by the University. This will not be undertaken as a public/private partnership.

The anticipated project delivery method for this project is Design-Build.

State Prevailing Wage requirements apply to this project.

#### B. Scope of Services

Criteria documents shall be complete by March 31, 2014. Demolition is scheduled to begin in May 2014 by DB contractor.

Selected firm will participate in regularly scheduled DB design meetings.

The Program of Requirements (POR) will be developed by the Criteria Architect/Engineer team. Successful firm shall work closely with University-hired Pierce Education Properties, cost estimator, and other University-contracted consultants to verify pro forma and budget, as necessary for the successful completion of the project.

This will be minimum LEED Accredited project.

Selected architectural/engineering firm will develop criteria documents to include cohesive architectural design, site improvements, finishes, etc., pursuant to *OFCC Exhibit B—Criteria A/E's Scope of Services (Design-Build Project)*.

As required by the Agreement, and as properly authorized, provide the following categories of services: Program of Requirements, Schematic Design with detailed design summary (graphic and narrative) to be used during the design phase.

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>.

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Please list all major scope services needed to complete the selection process for successful project delivery. The specific scope of services must state particular building types, functional design or specialized professional services required to evaluate the level of experience of each applicant firm (e.g. parking garage, kitchen design, correctional facility, medical facility). 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 as an architect in higher education.
2. Higher education new on-campus student housing projects designed on-budget and on-schedule.
3. Experience with diverse users and stakeholders, with challenging decision-making and consensus-building, including other outside University-hired consultants.
4. Integrated design solution for multiple buildings on a single site with visual connections to other buildings, other parts of campus and campus edge.
5. Incorporation of master planning principals with building and site design.
6. Design of outside civic spaces, particularly interstitial spaces, site amenities, exterior/interior transitions.

### C. Funding / Estimated Budget

Total Project Cost	<u>\$30 million</u>	State Funding	<u>\$0</u>
Construction Cost	<u>\$19.5 million</u>	Other Funding	<u>\$30 million</u>
Estimated C-A/E Fee	<u>1.5% to 3.0%</u>		

NOTE: The C-A/E fee for this project includes all professional design services, and consultant services necessary for proper completion of the C-A/E Basic Services for the successful completion of the project, including but not limited to: preparation / review and verification of the Program of Requirements, 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</u>
Secondary	<u>Interior Design</u>
	<u>Landscape Architecture</u>
	<u>MEP Engineering</u>
	<u>Civil Engineering</u>
	<u></u>
	<u></u>
Others	<u>None</u>

### E. Anticipated Schedule

Professional Services Start (mm/yy)	<u>12 / 13</u>
Construction Stage Start (mm/yy)	<u>TBD /</u>
Construction Stage Completed (mm/yy)	<u>6 / 16</u>
Professional Services Completed (mm/yy)	<u>8 / 14</u>

### F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL A/E Fee	<u>5%</u>
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NOTE: The primary C-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).

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- 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 C-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 C-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 C-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 C-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 C-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

# Criteria A/E Selection Rating Form

## State of Ohio Standard Forms and Documents

Project Name Replacement Greek Housing Proposer Firm \_\_\_\_\_  
 Project Number BGU-135974 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 150 miles	5	
	150 miles to 300 miles	2	
	More than 300 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$200,000	2	
	\$200,000 to \$2,000,000	1	
	More than \$2,000,000	0	
c. Number of licensed professionals	Less than 4 professionals	2	Max = 3
	5 to 6 professionals	2	
	More than 6 professionals	3	
<b>2. Primary Qualifications (Maximum 30 points)</b>			
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 document owner's vision and requirements	0 - 10	Max = 20
c. Technical staff	Experience / ability of technical staff to create accurate and complete design criteria	0 - 5	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 0	
<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 4 sample projects	1	Max = 3
	5 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	
<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 5 projects	0 - 3	
	6 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 \_\_\_\_\_