

# 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>Regional Engineering Services Provider</u>	Response Deadline	<u>07/22/16</u>	<u>10:00 AM</u> local time
Project Location	<u>Bowling Green State University</u>	Project Number	<u>BGU-166220</u>	
City / County	<u>Bowling Green / Wood</u>	Project Manager	<u>Brian Swope</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 H 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

Bowling Green State University (BGSU) Offices of Design and Construction intends to pre-qualify civil, structural, mechanical and electrical engineering services providers located within a certain proximity to main campus for projects that are smaller in scale.

This pre-qualification process will determine the list of firms that will be eligible for award of contracts for the period beginning August 15, 2016 and ending August 15, 2018.

Consultant services will be utilized for small projects or specialized tasks. Upon completion of the selection process, BGSU will be able to issue contract awards to pre-qualified firms up to the amount of \$250,000 for the two-year period. Each individual assignment may range in the amount of \$1,000-\$75,000 per project. However, there are exceptions where fees for an individual assignment might exceed \$75,000.

The number of pre-qualified engineering services providers selected through this process is within the discretion of BGSU. While the pre-qualified status means that a firm is eligible for award of contracts, there is no guarantee that a firm will be awarded any work or representation of the amount of work a firm may receive within the two-year period.

Pre-qualified engineering services providers must have primary offices located within these Ohio counties: Williams, Defiance, Paulding, Van Wert, Fulton, Henry, Putnam, Allen, Lucas, Wood, Hancock, Hardin, Ottawa, Sandusky, Seneca, Wyandot, Erie, Huron and Crawford. The term "primary offices" refers to either a firm's main office or a branch office (staffed with three (3) or more professionals). Firms falling outside this criterion will not be considered.

Firms specializing in architecture, commissioning, or other services not specifically listed above shall not respond to this RFQ.

#### B. Scope of Services

Work assignments may include: civil, structural, mechanical or electrical consulting services including but not limited to facility evaluation and master planning services, review or creation of Program of Requirements, various studies, preparation of cost estimates, prototype building design, quality assurance testing during construction, preparation of bidding and construction documents and pre-design investigations.

Services will be provided in accordance with a standard form of consultant agreement. As a project is identified for services, BGSU will notify a pre-qualified firm or firms of the project and scope of work. Only the firm selected for an assignment will be requested to provide a fee proposal. The scope of work and schedule for a specific project will be described in an exhibit document attached to the agreement.

## Request for Qualifications (Architect / Engineer) continued

BGSU will initiate contract negotiations directed toward;

- (1) Ensuring that the firm and the agency have a mutual understanding of the essential requirements involved in providing of the required services;
- (2) Determining that the firm will make available the necessary personnel, equipment and facilities to perform the services within the required time; and
- (3) Agreeing upon fair and reasonable compensation, taking into account the estimated value, scope complexity and nature of the services.

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>.

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. Higher Education Architectural and/or Landscape Architectural services.

### C. Funding / Estimated Budget

Total Project Cost	<u>\$ Varies by Project</u>	State Funding	<u>\$ Varies by Project</u>
Construction Cost	<u>\$ Varies by Project</u>	Other Funding	<u>\$ Varies by Project</u>
Estimated A/E Fee	<u>5.0% to 10.0%</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>Engineering Services</u>
Secondary	<u>Civil Engineering</u>
	<u>Structural Engineering</u>
	<u>Mechanical Engineering</u>
	<u>Electrical Engineering</u>
	<u></u>
	<u></u>
Others	<u></u>

### E. Anticipated Schedule

Professional Services Start	<u>08 / 16</u>
Construction Notice to Proceed	<u>Varies</u>
Substantial Completion of all Work	<u>Varies</u>
Professional Services Completed	<u>Varies</u>

### F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL A/E Fee	<u>0.0%</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

1. PRIMARY FIRM LOCATION, WORKLOAD AND SIZE
  - a. Proximity of firm to project site:
    - i. Each firm submitting a proposal must be located in the designated counties. This section is not scored.

- b. Amount of fees awarded by Contracting Authority in previous 24 months:
  - i. This is a measured quantity and is scored accordingly.
- c. Number of licensed professionals
  - i. This is a measured quantity and is scored accordingly. Ensure number of licensed professionals is clearly delineated.
- 2. PRIMARY FIRM QUALIFICATIONS
  - a. Project Management Lead:
    - i. If project management lead is not specifically identified by title – 0 points.
    - ii. If project management lead is specifically identified – 2 points
    - iii. Higher Education Experience (per project cost) > \$500,000.00 – 1 point per project (3 maximum)
    - iv. BGSU Experience (per project cost) > \$500,000.00 – 1 point per project (3 maximum)
    - v. Positive Previous BGSU experience – 1-2 points
  - b. Project Design Lead:
    - i. Not scored
  - c. Technical Staff:
    - i. If technical staff is not specifically identified by title – 0 points.
    - ii. If technical staff is specifically identified – 2 point
    - iii. Higher Education Experience (per project cost) > \$500,000.00 – 1 point per project (5 maximum)
    - iv. BGSU Experience (per project cost) > \$500,000.00 – 1 point per project (5 maximum)
    - v. Positive Previous BGSU experience – 1-2 points
    - vi. Previous working experience with PM lead – ¼ point per project (1 maximum)
  - d. Construction Administration Staff:
    - i. If CA staff lead is not specifically identified by title – 0 points.
    - ii. If CA staff lead is specifically identified – 1 point
    - iii. Higher Education Experience (per project cost) > \$500,000.00 – 1 point
    - iv. BGSU Experience (per project cost) > \$500,000.00 – 1 point
    - v. Positive Previous BGSU experience – 1 point
    - vi. Previous working experience with PM lead – ¼ point per project (1 maximum)
- 3. KEY CONSULTANT QUALIFICATIONS
  - a. Key discipline leads:
    - i. This category is not scored. Pre-qualified engineering service providers can choose consultants best suited for projects that are assigned.
  - b. EDGE consultant:
    - i. EDGE participation < 5% - 0 point
    - ii. EDGE participation = 5% - 1 point
    - iii. EDGE participation > 5% - ½ point per additional percent (4 maximum)
- 4. OVERALL TEAM QUALIFICATIONS
  - a. Previous team collaboration (Reference Section G):
    - i. This category is scored based on projects where the Project Management Lead, Project Design Lead, Technical Staff and Construction Administration staff all worked together. The number of sample projects is determined by calculating the percentage of time the project team worked together on the sample projects identified.
    - ii. Results of calculation will determine points awarded.
  - b. LEED Registered/Certified Project Experience:
    - i. Registered projects – 0 point
    - ii. Certified projects > 3 projects – 2 points
  - c. BIM Project Experience:
    - i. Project Experience < 3 projects – 0 point
    - ii. Project Experience > 3 projects – 3 points
  - d. Team Organization:
    - i. Primary point of contact clearly identified – 1 point
    - ii. BGSU team included on organization chart – 1 point
- 5. OVERALL TEAM EXPERIENCE
  - a. Previous team performance:
    - i. Letters of reference < 2 letters – 0 point
    - ii. Letter of reference > 2 letters – 3 points
    - iii. Letter of reference within past three years – 1 point per project (3 maximum)
    - iv. Letter of reference from higher education clients – 1 point per project (2 maximum)
    - v. Letter of reference that are project specific – 1 point per project (2 maximum)
  - b. Experience with similar project delivery methods:
    - i. Criteria for qualifying project is higher education project delivered with single/multiple-prime delivery model.
  - c. Budget and Schedule Management:
    - i. Chart included listing budget and schedule status of any number of projects – 1 point

- ii. Higher education projects listed – 2 point
- iii. Renovation projects listed – 2 points
- d. Knowledge of Ohio Capital Improvement Process:
  - i. This is a measured quantity and is scored accordingly.

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. PDF must be saved to a flash drive and delivered to Beth Nagel with BGSU Purchasing.

Paper copies are not required.

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 Regional Architectural Services Provider Proposer Firm \_\_\_\_\_  
 Project Number BGU-166220 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary Firm Location, Workload and Size (Maximum 5 points)</b>			
a. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$500,000	2	
	\$500,000 to \$1,000,000	1	
	More than \$1,000,000	0	
b. Number of licensed professionals	Less than 2 professionals	1	Max = 3
	2 to 6 professionals	2	
	More than 6 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 - 0	
c. Technical staff	Experience / ability of technical staff to create fully coordinated construction documents	0 - 15	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 5	
<b>3. Key Consultant Qualifications (Maximum 5 points)</b>			
a. 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 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 3 projects	0 - 3	
	3 to 6 projects	4 - 6	
	More than 6 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 lead firm ** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute		<b>Subtotal</b>	

Notes:

Evaluator:

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_