Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	Offenhauer Building Envelope	_ Response Deadline	7/13/18	3pm	local time
Project Location	704 E. Merry / 522 Thurstin	Project Number	BGU 186715		
City / County	Bowling Green / Wood	Project Manager	Joe Phillips		
Owner	Bowling State University	_ Contracting Authority	Local Higher Educa	tion	
Delivery Method	General Contracting	Prevailing Wages	State		
No. of paper copies requested (stapled, not bound)2		No. of electronic copic	No. of electronic copies requested (PDF)		1 (Flash Drive)

Submit the requested number of Statements of Qualifications (Form F110-330) directly to **Beth Nagel** at **Bowling Green State University**, **Purchasing Department**, **1851 N. Research Drive**, **Bowling Green**, **OH 43403**. 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** 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 (the "Owner") is requesting interested firms to submit qualifications for full design and construction administration services as the Architect of Record for the renovations to occur on the Offenhauer Building Envelope

This project will consist of building envelope improvements to Offenhauer Towers. Built in 1971, Offenhauer Towers are a pair of mid-rise residence halls, 10 and 11 stories respectively plus penthouses, along with a single story common area tying the 2 towers together. The buildings are Cast-in-Place, reinforced concrete with 8 inch walls entirely clad in brick masonry.

Work needed will involve masonry repairs/replacement for brick, CMU, precast concrete, and stone elements as well as sealing of masonry joints and around windows, doors, and miscelanious penetrations. A/E will prepare program of requirements using information provided by the Owner in the form of an investigation report, as well as on site inspection.

Due to the scale of the construction and limited timeframes during the summer recess period, it is envisioned that this project will occur over the summers of 2019 and 2020. This schedule will require 2 separate bids.

B. Scope of 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.

During the construction period, provide not less than <u>4</u> 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.

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. Masonry Restoration/ Preservation
- 2. Demonstrated successful projects with GC delivery
- 3. State of Ohio Higher Education project experience within the last 5 years

C. Estimated Budget / Funding		D.	Anticipated Schedule			
State Funding:	\$0		Professional Services Start:	08 / 18		
Other Funding:	\$1,500,000		Construction Notice to Proceed:	05 / 19		
Construction Cost:	\$1,200,000		Substantial Completion of all Work:	08 / 20		
Total Project Cost:	\$1,500,000		Professional Services Completed:	10 / 20		
E. Estimated Basic Fee Range (see note below)		F.	EDGE Participation Goal			
	5% to 7%	Per	cent of initial Total A/E Fee:	5.0%		
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NOTE: **Basic Services** include: (1) Program Verification, (2) Schematic Design, (3) Design Development, (4) Construction Documents, (5) Bidding and Award OR GMP Proposal and Amendment (as applicable), (6) Construction Administration, and (7) Closeout services. The **Basic Fee** includes all professional design services and consultant services necessary for proper completion of the Basic Services, including validation of existing conditions (but not subsurface or hidden conditions) and preparation of cost estimates and design schedules for the project. **The Basic Fee excludes any Additional Services required for the project.**

G. Basic Service	Providers Required (see note below)	H.	Additional Service Providers Required
Lead A/E Discipline: Architecture			Masonry Restoration/Preservation
Secondary	Select Secondary Discipline		
Disciplines:	Select Secondary Discipline		
	Select Secondary Discipline		

NOTE: The lead A/E shall be (1) an architect registered pursuant to ORC Chapter 4703, (2) a landscape architect registered pursuant to ORC Chapter 4703, or a (3) professional engineer or (4) professional surveyor licensed pursuant to ORC Chapter 4733.

I. Evaluation Criteria for Selection

- Licensed Professionals
- 5-7 projects of similar size and Scope within the last 2 years.
- Technical staff and management lead should have previous experience working together.
- Construction Administrator shall be well experienced.
- Management Lead, C.A. and Tech staff should have experience together on at least 3-4 projects.
- Reference letters should be from projects of similar size and scope, and from the last 5 years.
- Qualified firms should have experience on at least 4 Ohio Public Works projects.
- 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.

Request for Qualifications (Architect / Engineer) continued

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 <u>one</u> 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.

Architect / Engineer Selection Rating Form State of Ohio Standard Forms and Documents

Project Name	Offenhauer Building Envelope	Proposer Firm
Project Number	BGU 186715	City, State, Zip

1. Primary Firm Location, Workload and Size (Maximum 10 points) a. Proximity of firm to project site b. Amount of fees awarded by Contracting Authority in previous 24 months c. Number of licensed professionals c. Number of licensed professionals c. Number of licensed professionals dore than \$200,000	-	lection Criteria		Value		Scor	
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** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute	*	Must be comprised of professional design services consul	ting firm(s) and NOT the lead firm	Quh	otal		

Notes:	Evaluator:		
	Name		
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