

# 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>Residence Life Master Plan</u>	Response Deadline	<u>April 5, 2019</u>	<u>2:00 PM</u>	local time
Project Location	<u>Bowling Green State University</u>	Project Number	<u>BGU-196920</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>N/A</u>	Prevailing Wages	<u>State</u>		
No. of paper copies requested (stapled, not bound)	<u>6</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 BGSU Purchasing Dept., Attn: Kristina Rhine at 1851 N. Research Drive, Bowling Green, Ohio 43403. See Section J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Kristina Rhine at [krhine@bgsu.edu](mailto:krhine@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 (the "Owner") is requesting interested firms to submit qualifications for a full Master Plan study for our overall Residence Life program, including a review of Dining Services facilities as impacted by the final residence hall plans. Bowling Green State University main campus provides an excellent academic environment for 17,500 students. It offers an extensive and premier residential environment for 6,000 students in 8 residence halls and 10 townhouses consisting of 33 units. The dining system is made up of 3 dining centers, 6 convenience stores, and a Union location that provides a restaurant, food court with a variety of owner outlets along with franchised locations, and a Starbucks operation. There is also a separate Dunkin location operating in the same building as one of the dining centers.

This Master Plan would be a comprehensive consultation to provide a long-term facilities and associated economic plan for the buildings under the direction of the Office of Residence Life. This plan should include a physical and financial evaluation of all of the facilities (developed after review of our existing assessment information), and include recommendations for appropriate renovations of the current housing and potential dining facilities. This plan should also include recommendations for appropriate demolition of existing structures, as well as the construction of new facilities. The Residence Life Master Plan will be a coordinated facilities and business plan complete with attainable timelines.

#### B. Scope of Services

The scope of this project will include a comprehensive consultation to provide a long-term master plan and business plan for the Office of Residence Life facilities, potentially followed by programming and conceptual design. The business plan will include a capital renewal and replacement strategies and schedules to implement the master plan in conjunction with the University-wide master plan.

This plan will also include a physical and financial evaluation of all facilities under the direction of the Office of Residence Life. This assessment of existing facilities shall include the current condition description, prioritized list of deficiencies, deferred maintenance items and cost estimates and schedules for recommended repairs and/or upgrades needed prior to a scheduled full building renovation, as well as a review of student satisfaction of these facilities through focus groups, surveys, etc., as recommended. This physical analysis should also include a review of the existing exterior space in proximity to the residence halls for potential amenities to enhance the student experience.

The Residence Life master plan will be a coordinated facilities and business plan complete with flexible yet attainable timelines which outline improvement and upgrades to the residence hall system. The components of the Residence Life master plan should include a review of current residential campus trends concerning new construction and renovation nationally and in the region for residence halls, small group, conference programs, Living/Learning centers and dining operations. This analysis would also reflect what the current BGSU inventory supports in relation to those identified trends, and potential options addressing related shortfalls. The business plan in support of those components should provide an analysis for current and possible future BGSU housing fees, fee structures, improvement funds, debt management, capital plan, and financing methods for implementing the Residence Life master plan. This should also

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include an analysis of the impact of building/construction type to the business plan, as well as the overall University enrollment plans and the associated impact on residential bed count.

The Residence Life master plan must incorporate the BGSU strategic plan, campus master plan, the BGSU enrollment plan, facilities assessment report, and the fire safety audit.

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.

The selected A/E may be awarded projects stemming from results of the Master Plan study without going through another RFQ process.

As required by the Agreement, and as properly authorized, provide the following categories of services: Master Planning, Program Development, Conceptual Design, 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. Extensive experience in design and analysis of University housing, including the various building types and construction levels.
2. Previous experience with Residence Life master plans, including dining facilities.
3. Past performance of the firm's proposed consultants with the relevant elements in preparation of the master plan.
4. Demonstrated expertise in conceptual estimating of relevant building structures.
5. Demonstrated expertise in financing strategies in the State of Ohio Higher Education system.
6. Demonstrated expertise in market analysis for student housing needs/demands.
7. Previous experience in Public-Private Partnerships in the development of mixed use housing.
8. State of Ohio Higher Education project experience.

### C. Estimated Budget / Funding

State Funding: \$0  
Other Funding: \$TBD  
Construction Cost: \$TBD  
Total Project Cost: \$TBD

### D. Anticipated Schedule

Professional Services Start: 06 / 19  
Construction Notice to Proceed: mm / yy  
Substantial Completion of all Work: 11 / 19  
Professional Services Completed: 11 / 19

### E. Estimated Basic Fee Range (see note below)

TBD% to TBD%

### F. EDGE Participation Goal

Percent of initial Total A/E Fee: 5.0%

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 **Estimated Basic Fee Range** is calculated as a percentage of the **Estimated Budget for Construction Cost** above, including the Owner's contingency. **The Basic Fee excludes any Additional Services required for the project.**

### G. Basic Service Providers Required (see note below)

Lead A/E Discipline: Architecture  
Secondary  
Disciplines: Mechanical-Electrical-Plumbing Eng.  
Kitchen / Food Service Design  
Technology / Communications / Security  
Fire Protection Engineering

### H. Additional Service Providers Required

Market Research Analysis  
Financial Operations Planning/Analysis  
Public Financing Strategies

## Request for Qualifications (Architect / Engineer) continued

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\_\_\_\_\_  
Interior / Loose Furnishings Design

\_\_\_\_\_  
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

- Demonstrated ability to meet Owner's identified project vision, scope, budget, and schedule on previous projects.
- Previous experience compatible with the proposed project (e.g., type, size, areas of expertise).
- Relevant past work of prospective firm's proposed consultants.
- Past performance of prospective firm and its proposed consultants. Also, show prospective firm's team and proposed consultants' team member that have worked on several, similar to ours, projects together – all disciplines requested. Prefer the entire team, internal and external, have employees that have worked together on several similar project that are provided as examples in the RFQ submitted.
- Directly related scope items qualifications and experience of individuals that will be directly involved with the project.
- Proposer's previous experience (numbers of projects, sizes of projects) when working with its proposed consultants.
- 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.

### 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 and e-mailed 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 Residence Life Master Plan Proposer Firm \_\_\_\_\_  
 Project Number BGU-196920 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 \$500,000	2	
	\$500,000 to \$1,000,000	1	
	More than \$1,000,000	0	
c. Number of licensed professionals	Less than 5 professionals	0	Max = 3
	5 to 10 professionals	1	
	More than 10 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 - 10	
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	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 3 sample projects	1	Max = 3
	4 to 6 sample projects	2	
	More than 7 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	
	5 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 4 projects	0 - 1	
	5 to 9 projects	2 - 3	
	More than 9 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 \_\_\_\_\_