

Request for Qualifications

The Ohio State University
400 Central Classroom Building – 2009 Millikin Road
Columbus, OH 43210



fod.osu.edu
v: 614.292.4458 • f: 614.292.2539

Project Name	<u>OARDC - Gerlaugh Hall Air Handler Replacement</u>	Response Deadline	<u>07 /14 / 2009</u>	<u>4:30 p.m. local time</u>
Project Location	<u>OARDC Wooster</u>	Project Number	<u>OSU-071566</u>	
City / County	<u>Wooster / Wayne</u>			

Local Administration

Owner/Agency	<u>The Ohio State University</u>		Owner/Agency	<u>The Ohio State University</u>	
Project Manager	<u>Barry J. Mazik</u>		Inquiries to*	<u>Bernard Costantino, University Architect</u>	
Street	<u>2009 Millikin Road, room 400</u>		Street	<u>2009 Millikin Road, room 400</u>	
City	<u>Columbus</u>	<u>Ohio</u>	City	<u>Columbus</u>	<u>Ohio</u>
Zip	<u>43210</u>		Zip	<u>43210</u>	
Phone	<u>614.247.6254</u>	Fax	<u>614.292.2539</u>	Phone	<u>614.292.4458</u>
				Fax	<u>614.292.2539</u>
E-mail	<u>mazik.6@osu.edu</u>		E-mail	<u>costantino.6@osu.edu</u>	

*Mail 6 copy(ies) of the Statement of Qualification(s) (SAO Form #F110-330 available via the State Architect's Office Web site at <http://www.das.ohio.gov/gsd/sao/documents.htm>) directly to this contact.

Project Overview

A. Project Description

Gerlaugh Hall is a research facility located on the OARDC-Wooster Campus. The building Heating, Ventilating and Air Conditioning (HVAC) is provided by one central Air Handling Unit. The air handling unit has deteriorated and is in need of replacement. The project will replace the existing AHU with a unit that is properly sized for heating, cooling, ventilation and filtration of the research space. The project has some unique challenges such as providing HVAC to the space during replacement, hazardous material assessment/ removal, upgrading of the control system and energy conservation and sustainability.

B. Scope of Services

The selected A/E firm must have a strong background in HVAC design for laboratory buildings. Equally important, is the ability to understand the entire construction process. The A/E firm will be responsible to understand the construction process and provide appropriate design which will allow the facility to continue with uninterrupted operation. This may include the use of a temporary AHU during construction or other options. Experience with hazardous material assessment and abatement will also be crucial for this project.

Major Scope of Work requirements to be used in section F, Relevant Project Experience Matrix are:

1. HVAC Design in a laboratory application
2. Use of temporary Air Handling Units
3. DDC Control system upgrades
4. Energy conservation
5. Hazardous material assessment and abatement

Upon award of the Agreement, commence with Design. The selected Architect/Engineer (A/E), as a portion of its required Scope of Services and prior to submitting its proposals, will discuss and clarify with the Owner the cost breakdown of the Architect/Engineer Agreement detailed cost components to address the Owner's project requirements. Participate in the Encouraging Growth, Diversity and Equity (EDGE) Program as required by statute and the Agreement. Design must comply with the requirements of House Bill 251 Inter-University Council guidelines for energy use reduction and the University's Green Build Policy.

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 Phase, Post-Construction Phase, and Extra Services and Additional Services of all types. Refer to *The SAO Manual* for additional information about the type and extent of services required for each.

During the construction period, provide not less than 5 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 continued

Project Name OARDC - Gerlaugh Hall Air Handler Replacement Project Number OSU-071566

C. Funding / Estimated Budget

Total Project Cost	<u>\$425,000.00</u>	State Funding	<u>HB 495 and HB 562</u>
Construction Cost	<u>\$333,000.00</u>	Other Funding	<u></u>
Estimated Design Fee	<u>11.2%</u>		<u></u>

NOTE: The design 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., 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). Required Professional Liability Insurance will be \$1,000,000 per claim and annual aggregate.

D. Services Required

Primary	<u>HVAC Engineer</u>
Secondary	<u>Electrical Engineer</u>
	<u>Hazardous Material Consultant</u>
	<u></u>
	<u></u>
	<u></u>
	<u></u>

E. Anticipated Schedule

Professional Services Start	<u>October 2009</u>
Construction Contracts Start	<u>September 2010</u>
Professional Services Completed	<u>November 2010</u>
Construction Contracts Completed	<u>December 2010</u>

F. EDGE Participation Goal

Percent of *initial* TOTAL Design Fee 5 %

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). 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. Design quality and demonstrated ability of prospective firm and its proposed consultants to provide design services which represent the University's *Design Values for Campus Development* which can be accessed at fod.osu.edu/documents/design_values.pdf. Proximity of prospective firms to the project site. Proposer's apparent resources and capacity to meet the needs of this project. The selected firm will be required to sign the Professional Design Services Agreement, which can be accessed at fod.osu.edu/libraries/. No modifications to the requirements in the contract will be accepted. Interested AE firms are required to submit current proof of licensure provided by State of Ohio, Board of Examiners of Architects and Engineers.

Interested A/E firms are required to submit the Commitment to Participate in the Edge Business Assistance Program form in its Statement of Qualifications (SF330) 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 also be attached to the selected A/E's Technical Proposal. Both forms can be accessed at fod.osu.edu/libraries/.

Prior to executing the Architect/Engineer Agreement, the selected A/E must represent and warrant that it has not provided any material assistance, as that term is defined in O.R.C. Section 2909.33(C), to an organization that is identified by, and included on, the United States Department of State Terrorist Exclusion List and that it has truthfully answered "no" to every question on the Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization, and that it has provided or shall provide such to the University (www.publicsafety.ohio.gov/links/HLS0038.pdf)

Architect/Engineer Selection Rating

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Replacement City, State, Zip _____
 Project Number OSU-071566

Selection Criteria		Value	Score
1. A/E Firm Location			
Proximity of primary A/E firm office where majority of work is to be performed in relationship to project site	< 100 miles	4 - 5	
	100 – 150 miles	2 - 3	
	Over 150 miles	0 - 1	
2. A/E Firm Size			
Number of relevant licensed professionals within primary A/E firm available to perform the work	Small = < 5 licensed professionals	0-4	
	Medium = 5 – 10 licensed professionals	0-5	
	Large = > 10 licensed professionals	0-3	
3. Current Workload			
Amount of fees awarded by the Contracting Authority to the primary A/E Firm in the previous 24 months (exclude projects on hold)	< \$ 100,000	4 - 5	
	\$ 100,000 - \$ 500,000	2 - 3	
	> \$ 500,000	0 - 1	
4. Primary A/E Qualifications			
a. Project Management Lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	
b. Project Design Lead	Experience / creativity of lead designer to meet needs of owner	0 - 5	
c. Technical Staff	Experience / ability of technical staff to develop quality construction documents	0 - 5	
d. Construction Administration	Experience / ability of field representative to identify / solve issues during construction	0 - 10	
5. A/E Consultant Qualifications			
Key Discipline Leads	Experience / ability of all key discipline leads to effectively perform the work	0 - 10	
6. Project Team Qualifications			
a. Previous Team Collaboration Number of projects that a majority of the team members have worked together	< 2 projects (Low)	0 - 1	
	2 – 4 projects (Average)	2 - 3	
	> 4 projects (High)	4 - 5	
b. LEED* Experience within Team	LEED AP(s)** on Team	0 - 1	
	LEED Registered Project(s)	0 - 2	
	LEED Certified Project(s)	0 - 2	
	Satisfies ALL above Criteria	Sum = 0 - 5	
c. Team Organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
7. Overall Project Team Experience			
a. Budget & Schedule Management	Performance in completing projects within original budget and schedule limitations	0 - 5	
b. Experience with Similar Project Type	< 3 projects (Low)	0 - 3	
	3 – 6 projects (Average)	4 - 6	
	> 6 projects (High)	7 - 10	
c. Past Performance	Level of performance as indicated by past A/E evaluations / letters of reference	0 - 5	
d. Knowledge of State of Ohio Capital Project Administration Process	< 3 projects (Low)	0 - 3	
	3 – 6 projects (Average)	4 - 6	
	> 6 projects (High)	7 - 10	
		Subtotal	
* LEED = Leadership in Energy & Environmental Design developed by the U.S. Green Building Council ** LEED AP = LEED Accredited Professional credential by the Green Building Certification Institute			

Notes:

Owner Evaluation:

Name _____

Signature _____ Date _____