

Request for Qualifications

Ohio University, University Planning & Implementation
Building 19, Suite 220, The Ridges
Athens, Ohio 45701-2979



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Project Name	<u>Bromley Hall Renovations 2009</u>	Response Deadline	<u>10 / 24 / 2008</u>	<u>4:30 p.m. local time</u>
Project Location	<u>Ohio University Athens</u>	Project Number	<u>OHU-090002</u>	
City / County	<u>Athens / Athens</u>			

Local Administration

Owner / Agency	<u>Ohio University - UPI</u>	Owner/Agency	<u>Ohio University</u>	
Project Manager	<u>Robin Faires</u>	Inquiries to*	<u>Robin Faires</u>	
Street	<u>The Ridges Bldg 19, Suite 220</u>		Street	<u>The Ridges Bldg 19, Suite 220</u>
City	<u>Athens</u>	City	<u>Athens</u>	<u>Ohio</u>
Zip	<u>45732</u>	Zip	<u>45732</u>	
Phone	<u>740.593.9424</u>	Fax	<u>740.593.4081</u>	
E-mail	<u>faresr@ohio.edu</u>		E-mail	<u>faresr@ohio.edu</u>

*Mail 5 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

Bromley Hall is a residence hall located at 35 South Congress Street (on the corner of West Union Street). Bromley Hall was built in 1966. Ohio University purchased the building in 2001. The Bromley Hall Renovations 2009 Project will continue previous plumbing and interior renovations of the dormitory rooms. The north-east wing of the building is targeted for this renovation. Domestic waste stacks and fixtures from the 2nd to 9th floors will be replaced. Interior renovations will include, partition walls, windows, ceilings, finishes and furnishings. The associate will determine the possible extent of work within the specified construction budget. Walls and floors have asbestos containing materials, these will need abated. Ohio University will administer the asbestos abatement; however the cost for this work is included in the proposed construction budget. The project will be implemented and completed during the summer break of 2009.

B. Scope of Services

The selected Associate, as a portion of its required Scope of Services and prior to submitting its proposals, will discuss and clarify with Ohio University, University Planning and Implementation Project Manager the cost breakdown of the Associate Agreement detailed cost components to address the Owner's project requirements.

As require by the Agreement, and as properly authorized, provide the following categories of services: Schematic Design, Design Development, Construction Document Preparation, Bid and Award Support, Construction Phase, and Post Construction Phase. Refer to the SAO Manual for additional information about the type and extent of services required for each.

-Utilize owner provided documents on standard of materials based on past renovations.

-Complete all documents for typical construction services.

-During the construction period provide no less than 24 hours on-site each week, (excluding travel time) including attendance and administration at progress meetings, contract administration as specified in the project's general conditions, a written report of each site visit, on-site representation comprised of A/E and its consultant staff involved in the primary design of the project, all having relevant and appropriate type(s) of construction administration experience.

-Participate in the EDGE Program as required by statute and the Agreement.

Request For Qualifications continued



Project Name Bromley Hall Renovations 2009

Project Number OHU-090002

C. Funding / Estimated Budget

Total Project Cost	<u>\$2,000,000</u>	State Funding	<u>Not Applicable.</u>
Construction Cost	<u>\$1,600,000</u>	Other Funding	<u>Locally Funded</u>
Estimated Design Fee	<u>10%-12%</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).

D. Services Required

Primary	<u>Architectural</u>
Secondary	<u>Plumbing</u>
	<u>Mechanical</u>
	<u>Electrical</u>

E. Anticipated Schedule

Design Services Start	<u>November 2008</u>
Construction Notice to Proceed	<u>April 2009</u>
Construction Contracts Completed	<u>August 2009</u>
Professional Services Completed	<u>September 2009</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. 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 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 (SAO 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 SAO Web site at www.ohio.gov/sao (click on Forms / Documents). The Intent to Contract and to Perform form is again required at the Fee Proposal stage.

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 Contracting Authority and/or the Ohio Business Gateway (www.homelandsecurity.ohio.gov/DMA_Terrorist/HLS_0038_Contracts.pdf).

Architect/Engineer Selection Rating

Ohio University
University Planning and Implementation
Building 19, The Ridges, Suite 220



OHIO
UNIVERSITY

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Project Name Bromley Hall Renovations 2009 Proposer Firm _____
35 South Congress Street City, State, Zip _____
 Project Number OHU-090002

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	0 – 50 miles	4 - 5	
	51 – 75 miles	2 - 3	
	Over 75 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	5	
	Medium = 6 – 10 licensed professionals	5	
	Large = > 11+ licensed professionals	0	
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)	< \$ 500,000	4 - 5	
	\$ 500,001 - \$ 1,000,000	2 - 3	
	> \$ 1,000,000	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	0 – 5 projects (Low)	0 - 1	
	6 – 10 projects (Average)	2 - 3	
	11+ 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	0 – 5 projects (Low)	0 - 3	
	6 – 11 projects (Average)	4 - 6	
	12+ 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	0 – 5 projects (Low)	0 - 3	
	6 – 10 projects (Average)	4 - 6	
	11+ 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 _____