

Request for Qualifications (A/E)

Cleveland State University, Division of Capital Planning
Office of the University Architect
2121 Euclid Avenue, Cleveland, Ohio 44114



www.csuohio.edu
v: 216.687.2000 • f: 216.687.9227

Administration of Project: Local Administration

Project Name	Center for Innovation in Health Professions	Response Deadline	August 6, 2012 2:00 PM local time
Project Location	2112 Euclid Avenue	Project Number	CLS-071207 / LF-1207
City / County	Cleveland / Cuyahoga	Project Manager	Jack Baumann
Agency/Institution	Cleveland State University	Contracting Authority	Cleveland State University
No. of paper copies requested	4 bound	No. of electronic copies requested on CD (PDF)	1

Submit the requested number of Statements of Qualifications (SAO Form F110-330) directly to Jack Baumann at 1802 East 25th Street, PS 224, Cleveland, Ohio 44114. See Section H for additional submittal instructions.

Project Overview

A. Project Description

Cleveland State University is planning a new building called the Center for Innovation in Health Professions (CIHP). The facility will provide the University an identity and presence it has never had by bringing together medical programs in one building; expanding the opportunity to encourage collaboration across disciplines. In addition a new partnership with NEOMED will allow for a permanent presence for the medical school on CSU's campus.

The University has recently concluded a build planning study with faculty and staff from the Provost's Office and the University Architect's Office. This process must be validated with the help of external consultants. It is anticipated that a 6 week program validation period will commence immediately upon the execution of a contract. We are interested in working with a firm that has extensive experience not only in architectural planning and design but the process of deciding how to allocate space in a building based on an academic program; an academic strategy for realizing the educational program envisioned in the facility. Finally, the financial goals and constraints need to be fully understood as well as other external factors that may be relevant to program expansion. To that end a Business Plan will be developed by the consultant to analyze the return on investment. The building will create new expenses and revenues. Items such as: potential for growth in enrollment, grants, increase in faculty and re-purposing of space vacated by the move to the new building. These factors must be measured against the University's investment in the facility.

Once the concept of the academic program and return on investment is vetted, then an architectural vision will be formed.

B. Scope of Services

Professional Design Basic Services required including, but not limited to: pre-design (program validation, return on investment analysis), concept development, schematic design, design development, construction documents, bidding, and construction administration as defined by the State Architects Office Agreement for Professional Design Services. Basic services will also include development of study models and 3-D renderings during schematic design and design development phases. The project will be designed using BIM (Building Information Modeling); the University uses Revit software. Professional Design Services will include participation in the EDGE Program as required by statute and the Agreement.

For the entire duration of construction, including but not limited to, provide: not less than 40 hours (excluding travel time) on-site each week, including attendance at progress meeting(s), a brief 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 staff shall have relevant and appropriate type(s) of construction administration experience. On site representation by the A/E's sub-consultants are expected in addition to the 40 hour requirement.

The University intends to hire a Construction Management at Risk (CMR) firm, selected under a separate contract. The CMR firm will provide constructability reviews, additional cost estimating and scheduling during the design phase and administer the contracts during the construction phase. The A/E will be required to reconcile their construction estimate with the CM's at each phase of the design process up to final bid documents. The A/E and the CMR will use a similar format in cost estimating to accommodate reconciliation of the estimates.

This project has a sustainability goal of achieving LEED Silver Certification

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C. Funding / Estimated Budget

Total Project Cost	<u>\$45,000,000</u>	State Funding	<u>\$0</u>
Construction Cost	<u>\$35,000,000</u>	Other Funding	<u>\$45,000,000 Tax Exempt Revenue Bonds</u>
Estimated A/E Fee	<u>7% of construction cost</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., 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 (see note below)

Primary	<u>Local Architect of Record</u>
Secondary	<u>Nationally recognized design firm</u>
	<u>Mechanical/Electrical/Plumbing</u>
	<u>Fire Protection Design</u>
	<u>Civil, Structural, Landscape Architect</u>
	<u></u>
	<u></u>
Others	<u></u>

E. Anticipated Schedule

A/E Services Start (mm/yy)	<u>10 / 2012</u>
Construction Contracts Start (mm/yy)	<u>08 / 2013</u>
Construction Contracts Completed (mm/yy)	<u>01 / 2015</u>
A/E Services Completed (mm/yy)	<u>05 / 2015</u>

F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL A/E Fee	<u>5%</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 O.R.C. Chapter 4703, (2) a landscape architect holding a license and certificate of authorization issued by the Ohio Landscape Architects Board pursuant to O.R.C. 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 O.R.C. Chapter 4733.

G. Evaluation Criteria for Selection

Qualifications packages shall be evaluated on the basis of the following selection criteria:

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. 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 website at <http://ohio.gov/sao> (click on Forms). 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.

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

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has provided or shall provide such to the Contracting Authority and/or the Ohio Business Gateway (<https://ohiobusinessgateway.ohio.gov/OBG/Membership/Security.mvc>).

Upon review of all applicants, the University will shortlist firms for interviews. At that time further instruction will be provided to the firms that will be interviewed. The University will not conduct in person conversations or tours of the campus prior to shortlisting

H. Submittal Instructions

Qualification packages will be accepted at Cleveland State University on August 6, 2012 until 2:00 PM. Provide 4 originals of the complete package. Packages received after the designated time will not be considered for review.

Firms are required to submit the current version of Statement of Qualifications (SAO Form F110-330) available via the SAO website at <http://ohio.gov/sao> (click on Forms).

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 Professional or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Adobe Acrobat Professional, go to Advanced, then PDF Optimizer. Also, please label the CD and the CD cover with the project number and firm name.

Submit all questions regarding this RFQ in writing to Jack Baumann at j.l.baumann@csuohio.edu with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the OAKS Capital Improvements (OAKS CI) website at <http://ci.oaks.ohio.gov> on a regular basis until one week before the response deadline. The Question & Answer (Q&A) document can be found by downloading a new version of the RFQ or by clicking on the Q&A link to the right of the project listing. The name of the party submitting a question will not be included on the Q&A document.

Architect/Engineer Selection Rating

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Project Name Center for Innovation in Health Sciences Proposer Firm _____
Project Number CLS-071207 / LF-1207 City, State, Zip _____

Selection Criteria		Value	Score
1. A/E Firm Location (5 points)			
Proximity of primary A/E firm office where majority of work is to be performed in relationship to project site	Less than 50 miles	4 - 5	
	50 to 100 miles	2 - 3	
	More than 100 miles	0 - 1	
2. A/E Firm Size (5 points)			
Number of relevant licensed professionals within primary A/E firm available to perform the work.	Small = Less than 6 licensed professionals	0	
	Medium = 6 to10 licensed professionals	2	
	Large = More than 10 licensed professionals	5	
3. Current Workload (5 points)			
Amount of fees awarded by the Contracting Authority to the primary A/E Firm in the previous 24 months (exclude projects on hold)	Less than \$500,000	4 - 5	
	\$500,000 to \$750,000	2 - 3	
	More than \$750,000	0 - 1	
4. Primary A/E Qualifications (30 points)			
a. Project Management Lead	Experience / ability of A/E 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 - 10	
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 - 5	
5. A/E Consultant Qualifications (10 points)			
Key Discipline Leads	Experience / ability of all key discipline leads to effectively perform the work	0 - 10	
6. Project Team Qualifications (15 points)			
a. Previous Team Collaboration Number of projects that a majority of the team members have worked together	Less than 3 projects (Low)	0 - 1	
	3 to 6 projects (Average)	2 - 3	
	More than 6 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 (30 points)			
a. Budget and Schedule Management	Performance in completing projects within original budget and schedule limitations	0 - 5	
b. Experience with Similar Project Type	Less than 3 projects (Low)	0 - 3	
	3 to 5 projects (Average)	4 - 6	
	More than 5 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	Less than 3 projects (Low)	0 - 3	
	3 to 5 projects (Average)	4 - 6	
	More than 5 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:

Evaluator:

Name _____

Signature _____ Date _____