

Request for Qualifications



Miami University
Physical Facilities Dept., Facilities Contracting Office
181 Cole Service Building, Oxford, Ohio 45056

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Project Name	<u>Hughes Hall "A" Laboratory Renovation</u>	Response Deadline	<u>2/25/10</u>	<u>4:30 PM</u> local time
Project Location	<u>Hughes Hall</u>	Project Number	<u>MUN-100012</u>	
City / County	<u>Oxford / Butler</u>			

Local Administration

Agency/Institution	<u>Miami University</u>	Agency/Institution	<u>Miami University</u>	
Project Manager	<u>Connie McCarthy</u>	Inquiries to*	<u>Elizabeth Davidson</u>	
Street	<u>117 Cole Service Building</u>	Street	<u>181 Cole Service Building</u>	
City	<u>Oxford</u> Ohio	City	<u>Oxford</u> Ohio	
Zip	<u>45056</u>	Zip	<u>45056</u>	
Phone	<u>513-529-7006</u>	Fax	<u>513-529-4101</u>	
E-mail	<u>mccartc@muohio.edu</u>		Phone	<u>513-529-2801</u> Fax <u>513-529-6846</u>
		E-mail	<u>davidsea@muohio.edu</u>	

*Mail **3** copy(ies) of the most current version of the Statement of Qualification(s) (SAO Form #F110-330 available via the State Architect's Office Web site at <http://www.ohio.gov/sao>) directly to this contact.

Project Overview

A. Project Description

Hughes Hall, originally constructed in 1970, underwent a major building rehabilitation in 2002 for the upgrade of building systems and research laboratories. Other funds have been used to modernize large lecture rooms and some teaching laboratories. This project will continue the renovation of teaching laboratories for organic and advanced laboratory courses in analytical, physical and inorganic chemistry and biochemistry. The five instructional laboratories to be renovated are Rooms 272, 274, 279, 372, 374 and adjacent support spaces. Of the 5 rooms, the second floor laboratories will become Organic Laboratories and the third floor laboratories will become Advanced Instrumentation Laboratories, an approx. total of 8,650 net square feet.

The existing laboratories are unsatisfactory for 2 reasons, one related to safety and environmental health and the other related to pedagogical considerations. The project will address each by evaluating the ventilation and exhaust requirements and to redesign the layout to accommodate small group work along with the integration of computer work in the laboratory. A detailed Program of Requirements has been developed by the University.

It is expected that the project will include new finishes, new casework, redistribution of existing systems, and new equipment. Previously renovated laboratories within the building will be used as a baseline for laboratory casework quality.

Construction is to occur over the 2011 summer period and be completed by August 1, 2011. Pre-purchase of laboratory casework may be necessary to meet this schedule.

B. Scope of Services

As required by the Agreement, and as properly authorized, provide the following categories of services: Schematic Design, Design Development, Construction Document Preparation, Bid and Award Support, Conformed Documents, Construction Phase, Post-Construction Phase, and Extra Services and Additional Services as requested and as appropriate for this project. Estimating construction costs, and developing project budgets and schedules are included in these services. Refer to *The SAO Manual* for additional information about the type and extent of services required for each.

Request For Qualifications (A/E) continued



Project Name Hughes Hall "A" Laboratory Renovation

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B. Scope of Services continued

An extensive knowledge of teaching chemistry laboratories serving higher educational facilities is required by the University on this project and is expected that a laboratory planner with similar experience is included by the A/E and/or its consultant staff.

During the construction period, provide not less than **24** 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.

The A/E shall use the University's web based project management system (OAKS) during the design and construction phases and include time to participate in a University-led training workshop in the services.

For purposes of completing the Relevant Project Experience Matrix in Section F of the Statement of Qualifications (SAO Form #F110-330), below is a list of relevant scope of work requirements for this RFQ:

- Instructional Lab Planning
- Data/Telecom Systems (RCDD Cert.)
- Renovation of existing construction
- Compressed project deliverable schedule
- State of Ohio project methodology and requirements

Request For Qualifications (A/E) continued



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C. Funding / Estimated Budget

Total Project Cost	<u>\$2,500,000</u>	State Funding	<u>\$1,000,000</u>
Construction Cost	<u>\$2,000,000</u>	Other Funding	<u>\$1,500,000</u>
Estimated Design Fee	<u>7% to 9%</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>Architecture & Instructional Lab Planning</u>
Secondary	<u>Plumbing</u>
	<u>HVAC</u>
	<u>Data/Telecomm Systems (RCDD Cert.)</u>
	<u>Electrical</u>
	<u>Structural</u>
	<u>Fire Suppression</u>
	<u></u>

E. Anticipated Schedule

Professional Services Start (mm/yy)	<u>6 / 10</u>
Construction Contracts Start (mm/yy)	<u>3 / 11</u>
Professional Services Completed (mm/yy)	<u>8 / 11</u>
Construction Contracts Completed (mm/yy)	<u>11 / 11</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, including successful completion of project closeout responsibilities and as-built record documents. 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, including constructability reviews. 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. 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 <http://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

MIAMI UNIVERSITY
181 COLE SERVICE BUILDING
OXFORD, OHIO 45056



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v: 513.529.2801 • f: 513.529.6846

Project Name Hughes Hall "A" Laboratory Renovations Proposer Firm _____
Project Number MUN-100012 City, State, Zip _____

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	Less than 50 miles	4 - 5	
	50 to 100 miles	2 - 3	
	More than 100 miles	0 - 1	
2. A/E Firm Size			
Number of relevant licensed professionals within primary A/E firm available to perform the work.	Small = Less than 5 licensed professionals	2-3	
	Medium = 6 to 20 licensed professionals	4-5	
	Large = More than 20 licensed professionals	0-1	
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)	Less than \$500,000	4 - 5	
	\$501,000 to \$1,500,00	2 - 3	
	More than \$1,500,000	0 - 1	
4. Primary A/E Qualifications			
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 - 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	Less than 0-2 projects (Low)	0 - 1	
	3 to 5 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			
a. Budget & Schedule Management	Performance in completing projects within original budget and schedule limitations	0 - 5	
b. Experience with Similar Project Type	Less than 4 projects (Low)	0 - 3	
	4 to 8 projects (Average)	4 - 6	
	More than 8 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	
	4 to 8 projects (Average)	4 - 6	
	More than 8 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 _____