

Request for Qualifications

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



Project Name	Basic Renovations Projects FY09-10, Small Capital Projects & Residential & Central Food Facility Projects	Response Deadline	11 / 25 / 2008 4:30 p.m. local time
Project Location	Various	Project Number	OHU-090003
City / County	Various / Various		

Local Administration

Owner / Agency	Ohio University, University Planning & Implementation	Owner/Agency	Univ. Planning & Implementatation
Project Manager	Various	Inquiries to*	Richard J. Shultz, R.A.
Street	Building 19, Suite 220, The Ridges	Street	Building 19, Suite 220, The Ridges
City	Athens Ohio	City	Athens Ohio
Zip	45701	Zip	45701
Phone	740.593.2727	Phone	740.593.2727
Fax	740.593.4081	Fax	740.593.4081
E-mail	upi@ohio.edu	E-mail	upi@ohio.edu

*Mail 3 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

Qualifications are requested from professional design firms for Basic Renovations Projects FY09-10 and Small Capital Projects pursuant to Ohio Revised Code Sections 153.66, 153.67 and 153.68. The improvement projects involve Architectural, Civil, Landscape, Electrical, Structural, and Mechanical and Food Service disciplines. The Basic Renovations includes ADA Improvements, Utility Upgrades, Exterior Lighting, Fire Alarm Improvements, Emergency Generator Installations, HVAC, High Voltage Distribution, Landscaping, Masonry Repairs/Renovations and Roofing for the main and regional campuses of Ohio University. Also at this time we are requesting qualifications for the following services for all Ohio University projects: Project Scheduling, Constructability and Special Testing. Any firm submitting qualifications may be considered for one or more of the Basic Renovation Projects at the discretion of the owner.

B. Scope of Services

For each of the Basic Renovation Projects, Ohio University shall evaluate the statement of qualifications of professional design firms on file submitted pursuant to this advertisement. Ohio University may hold discussions with the firms on file and then request the submission of a statement of project specific qualifications. (SAO Form #F110-330). The design firm/associate will then be selected in accordance with the provisions of Section 153.69 of the Revised Code.

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 Associate Agreement detailed cost components to address the Owner's project requirements. Participate in the EDGE Program as required by statute and the Agreement.

As required by the Agreement, and as properly authorized, provide the following categories of services: Conceptual Development, Schematic Design, Design Development, Construction Document Preparation, Bid and Award Support, 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 8 hours (excluding travel time) on-site each week, including attendance at progress meeting(s), a brief written field report of each site visit, 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 type(s) of construction administration experience.

Request For Qualifications continued



Basic Renovations Projects FY09-10, Small Capital
Project Name Projects & Residential & Central Food Facility Projects Project Number OHU-090003

C. Funding / Estimated Budget

Total Project Cost	<u>\$10,443,296</u>	State Funding	<u>\$5,043,296.00</u>
Construction Cost	<u>TBD</u>	Other Funding	<u>Auxiliary Funding \$5,400,000.00</u>
Estimated Design Fee	<u>8.00% to 12.00%</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>Various, as noted in description</u>
Secondary	<u></u>
	<u></u>
	<u></u>
	<u></u>
	<u></u>
	<u></u>

E. Anticipated Schedule

Design Services Start	<u>Jan. 2009</u>
Construction Notice to Proceed	<u>TBD</u>
Construction Contracts Completed	<u>TBD</u>
Professional Services Completed	<u>TBD</u>

F. EDGE Participation Goal

Percent of *initial* TOTAL Design Fee N/A

G. Evaluation Criteria for Selection

Response to this RFQ: Submit a fully completed SAO Form #F110-330 (blank forms are available as a free download from the SAO website) as the Statement of Qualifications (SOQ) for the firm. A cover sheet or introductory letter is neither necessary nor desired. Clearly indicate the applicant's area of service expertise described in Item A of this RFQ that is intended for the University's evaluation of the SOQ. Identify experience in governmental, commercial, and institutional projects for each specific area of expertise. For each project, indicate its name and location and the owner's name and phone number for reference and verification.

Also, indicate the applicant firm's EDGE-certification status. EDGE applications are available at: www.EDGE.ohio.gov.

Applicants are requested to identify professional registrations and certifications to include: Professional Registration(s), LEED-AP, CCCA, CCM, CCS, CDT and any other appropriate certifications.*

Ohio University will determine the selection of firms to be added to the pre-qualified list based on its evaluation of a firm's experience, expertise, capacity, and resources to meet the anticipated needs for the area(s) of special expertise the firm indicates in its SOQ submitted in response to this RFQ. Additionally, to be selected for adding to the list, a firm must demonstrate in the SOQ its capability to use the Internet within their normal business location(s) during normal business hours.

Ohio University encourages and supports environmentally and ecologically responsive design and construction. Certain projects may require more rigorous attention to these attributes.

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Project Specific Submittal (for listed Consultants): As Ohio University determines the need for design services for a project, it will issue a Request for Proposal to several firms on its list(s) indicating the anticipated Scope of Services, project schedule, budget, location and other appropriate information. Ohio University will then evaluate the Proposals based on the 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 proposed consultants. Proposer's previous experience (numbers of projects, size of projects) when working with its proposed consultants. Specification writing credentials and experience. 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. Participation in the EDGE Program. The selected Associate and all its consultants must have the capability to use the Internet within their normal business location(s) during normal business hours.

Prior to executing the Agreement for Professional Design Services, the selected Associate 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).

*LEED-AP: Leadership in Energy & Environmental Design (U.S. Green Building Council)
CCCA: Certified Construction Contract Administrator (Construction Specifications Institute (CSI))
CCM: Certified Construction Manager (Construction Management Association of America)
CCS: Certified Construction Specifier (CSI)
CDT: Construction Documents Technologist (CSI)

Architect/Engineer Selection Rating

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Project Name Basic Renovation Projects FY 09-10, Small Capital Projects & Residential & Central Food Facility Projects Proposer Firm _____
City, State, Zip _____
Project Number OHU-090003

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 – 150 miles	2 - 3	
	Over 151 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 - 5	
	Medium = 6 – 19 licensed professionals	0 - 3	
	Large = > 20 licensed professionals	0 - 2	
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)	< \$ 250,000	4 - 5	
	\$ 250,001 - \$ 500,000	2 - 3	
	> \$ 500,001	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 – 2 projects (Low)	0 - 1	
	3 – 6 projects (Average)	2 - 3	
	7+ 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 – 3 projects (Low)	0 - 3	
	4 – 6 projects (Average)	4 - 6	
	7+ 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 – 3 projects (Low)	0 - 3	
	4 – 6 projects (Average)	4 - 6	
	7+ 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			

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Notes:

Owner Evaluation:

Name _____

Signature _____ Date _____