

Request for Qualifications (A/E)

The University of Toledo
2801 W. Bancroft
Toledo OH 43606



www.utoledo.edu

v: 419.530.1068 • f: 419.530.1401

Project Name	<u>UMC 3rd Floor Renovations</u>	Response Deadline	<u>10/01/10</u>	<u>4:30pm</u> local time
Project Location	<u>3000 Arlington Avenue</u>	Project Number	<u>UTO-111564</u>	
City / County	<u>Toledo / Lucas</u>	Project Manager	<u>Floyd Shoup</u>	

Local Administration

Agency/Institution	<u>The University of Toledo</u>	Phone Number	<u>419-530-1068</u>
Inquiries to*	<u>Joy Martin</u>	Fax Number	<u>419-530-1401</u>
Address 1	<u>2801 W. Bancroft Street</u>	E-mail Address	<u>joy.martin@utoledo.edu</u>
Address 2	<u>Mail Stop 216</u>	No. of Paper Copies (stapled, not bound)	<u>3</u>
City, State ZIP	<u>Toledo OH 43606</u>	No. of Electronic Copies on CD (PDF)	<u>3</u>

* Mail or deliver the requested number of Statements of Qualifications (SAO Form F110-330) directly to this contact. Do not send submittals to the State Architect's Office. See Section H for additional submittal instructions.

Project Overview

A. Project Description

The University Of Toledo Health Science Campus Hospital is a Level 1 trauma medical facility that operates on a 24/7, 365-day per year schedule. This project involves renovation of the 3rd floor of the hospital including converting semi-private rooms into private rooms. New head and foot walls will be a major component of the up fit. Upgrading technology is a requirement. The 3rd floor is not sprinkled so the renovation will include a fire suppression system that will tie into existing risers. Ancillary spaces associated with the patient rooms will undergo upgrading and could include space reallocation.

B. Scope of Services

For projects advertised with an appropriately developed Program of Requirements (POR), upon award of the Agreement, commence with Design. For projects without such a POR, upon award of the Agreement, commence by developing the Program of Requirements.

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.

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.

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Request For Qualifications (A/E) continued



Project Name UMC 3rd Floor Renovations

Project Number UTO- 111564

B. Scope of Services continued

During the construction period, provide not less than 10 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.

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:

1. Healthcare Facilities & Level One Trauma
2. SAO Project Requirements
3. Familiarity with NFPA 101 Life Safety Code and other NFPA Codes, as well as Jayco requirements
4. Interior Remodeling
5. Familiarity with Ohio Department of Commerce, Division of Industrial Compliance plan review and permitting procedure
6. Experience in investigation of the condition of existing fire suppression systems
7. Phasing of work in an occupied 24/7 operational facility

C. Funding / Estimated Budget

Total Project Cost	<u>\$4,100,000</u>	State Funding	<u>\$ N/A</u>
Construction Cost	<u>\$3,900,000</u>	Other Funding	<u>\$4,100,000</u>
Estimated Design Fee	<u>5% to 7%</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>Engineering/Architectural</u>
Secondary	<u></u>
Other	<u></u>
Other	<u></u>
Other	<u></u>
Other	<u></u>
Other	<u></u>
Other	<u></u>

E. Anticipated Schedule

Professional Services Start (mm/yy)	<u>11/ 01/2010</u>
Construction Contracts Start (mm/yy)	<u>04/01/2011</u>
Professional Services Completed (mm/yy)	<u>11/01/2011</u>
Construction Contracts Completed (mm/yy)	<u>09/01/2011</u>

F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL Design Fee	<u>5%</u>
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Request For Qualifications (A/E) continued



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Project Number UTO-111564

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). The Intent to Contract and to Perform form is again required at the Fee Proposal stage.

EDGE Participation: For all Statements of Qualifications, please identify the EDGE-certified Business Enterprises, by name that 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 has provided or shall provide such to the Contracting Authority and/or the Ohio Business Gateway (<https://ohiobusinessgateway.ohio.gov/OBG/Membership/Security.mvc>).

H. Submittal Instructions

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

Paper copies of the Statement of Qualifications should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary.

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 mark or label the CD and the CD cover with the project number and firm name.

Submit all questions regarding this RFQ in writing to Floyd Shoup at floyd.shoup@utoledo.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 Web site at <http://ci.oaks.ohio.gov> on a regular basis until one week before the time of proposal submittal. 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 UMC 3rd Floor Renovations Proposer Firm _____
Project Location 2801 W. Bancroft Street City, State, Zip _____
Project Number UTO- 111564

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 100 miles	4 - 5	
	101 to 150 miles	2 - 3	
	More than 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 = Less than 5 licensed professionals	0-1	
	Medium = 5 to 10 licensed professionals	2-3	
	Large = More than 10 licensed professionals	4-5	
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 \$250,000	4 - 5	
	\$250,000 to \$500,000	2 - 3	
	More than \$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 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			
a. Budget & 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	
* 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		Subtotal	

Notes:

Agency/Institution Evaluation:

Name _____

Signature _____ Date _____