

Request for Qualifications

The Ohio State University
400 Central Classroom Building - 2009 Millikin Road
Columbus, Ohio 43210



fod.osu.edu

v: 614.292.4458 • f: 614.292.2539

Project Name	<u>Veterinary Hospital Renovation</u>	Response Deadline	<u>04 / 21 / 2009</u>	<u>4:30 p.m. local time</u>
Project Location	<u>1601 Vernon Sharp Street</u>	Project Number	<u>OSU-091178</u>	
City / County	<u>Columbus / Franklin</u>			

Local Administration

Owner / Agency	<u>The Ohio State University</u>	Owner/Agency	<u>The Ohio State University</u>	
Project Manager	<u>Faye Bodyke</u>	Inquiries to*	<u>Bernard Costantino, University Architect</u>	
Street	<u>2009 Millikin Road</u>	Street	<u>2009 Millikin Rd, room 400</u>	
City	<u>Columbus</u>	City	<u>Columbus</u>	<u>Ohio</u>
Zip	<u>43210</u>	Zip	<u>43210</u>	
Phone	<u>614.292.3185</u>	Fax	<u>614.292.2539</u>	
E-mail	<u>bodyke.3@osu.edu</u>	E-mail	<u>costantino.6@osu.edu</u>	

*Mail 4 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

This project is located in the Veterinary Hospital that was occupied in 1973. It will renovate rooms 1075, 1078, 1080 and part of the associated dog runs adjacent to these rooms for Blood Bank and Oncology Chemotherapy preparation and treatment areas. Room 1074, currently occupied by dentistry, will expand into room 1076 and will share the space with surgery procedures. In addition, rooms 1039, 1041, 1043, and 1045 will be renovated for exam rooms for all services and treatment rooms for Small Animal Internal Medicine.

B. Scope of Services

The portion of renovation study as prepared by Wagner Architecture, PLLC is posted on the Facilities Operations and Development web-site: fod.osu.edu/vendor. Select Request for Qualifications/ Supplementary Materials.

The Architect/Engineer will validate the program as outlined in the study and commence design. The Specialty consultant should have experience in the Veterinary fields listed in the project description.

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. Design must comply with the requirements of House Bill 251 Inter-University Council guidelines for energy use reduction and the University's Green Build Policy.

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.

During the construction period, provide not less than 5 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.

Request For Qualifications continued

Project Name Veterinary Hospital Renovation Project Number OSU-091178

C. Funding / Estimated Budget

Total Project Cost	<u>\$1,464,019</u>	State Funding	<u>University Local Funds</u>
Construction Cost	<u>\$951,695</u>	Other Funding	<u></u>
Estimated Design Fee	<u>9.84%</u>		<u></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). Required Professional Liability Insurance will be \$1,000,000 per claim and annual aggregate.

D. Services Required

Primary	<u>Architecture</u>
Secondary	<u>Mechanical and Electrical Engineering</u>
	<u>Scheduling Consultant</u>
	<u></u>
	<u></u>
	<u></u>
	<u></u>

E. Anticipated Schedule

Design Services Start	<u>July 2009</u>
Construction Notice to Proceed	<u>August 2010</u>
Construction Contracts Completed	<u>April 2011</u>
Professional Services Completed	<u>June 2011</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. The Relevant Project Experience Matrix and should indicate the relevant projects that delineate the relevant scope of work requirements for the advertised project. Design quality and demonstrated ability of prospective firm and its proposed consultants to provide design services which represent the University's *Design Values for Campus Development* which can be accessed at fod.osu.edu/documents/design_values.pdf. Proximity of prospective firms to the project site. Proposer's apparent resources and capacity to meet the needs of this project. The selected firm will be required to sign the Professional Design Services Agreement which can be accessed at fod.osu.edu/libraries/. No modifications to the requirements in the contract will be accepted. Interested AE firms are required to submit current proof of licensure provided by State of Ohio, Board of Examiners of Architects and Engineers.

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 also be attached to the selected A/E's Fee Proposal. Both forms can be accessed at fod.osu.edu/libraries/.

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 University (<http://homelandsecurity.ohio.gov/dma/dma.asp>),

Architect/Engineer Selection Rating

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Project Name Veterinary Hospital Renovation Proposer Firm _____

City, State, Zip _____

Project Number OSU-091178

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 – 100 miles	4 - 5	
	100 – 150 miles	2 - 3	
	Over 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 = < 5 licensed professionals	3	
	Medium = 6 – 10 licensed professionals	5	
	Large = > 11 licensed professionals	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)	< \$ 100,000	4 - 5	
	\$ 100,000 - \$ 250,000	2 - 3	
	> \$ 250,000	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 – 2 projects (Low)	0 - 1	
	3 – 4 projects (Average)	2 - 3	
	5+ 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

Notes:

Owner Evaluation:

Name _____

Signature _____ Date _____