

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	Water and Natural Gas Distribution Capacity Upgrade	Response Deadline	12 / 12 / 2008 4:30 p.m. local time
Project Location	Vicinity of Neil Ave between 9 th Ave and 17 th Ave	Project Number	OSU-081058
City / County	Columbus / Franklin		

Local Administration

Owner / Agency	The Ohio State University	Owner/Agency	The Ohio State University
Project Manager	Thomas J. Ekegren	Inquiries to*	Bernard Costantino, University Architect
Street	2009 Millikin Rd, room 400	Street	2009 Millikin Rd, room 400
City	Columbus Ohio	City	Columbus Ohio
Zip	43210	Zip	43210
Phone	614.247.0017	Phone	614.292.4458
Fax	614.292.2539	Fax	614.292.2539
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*Mail 5 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

The water portion of this project is the design and construction that initiates the Medical Center Transmission Main Loop, a 20-inch diameter line around the southeast and southern boundaries of the Medical Center. Specifically, this project is for the 1175 +/- foot extension of the 20-inch concrete mainline southward along Neil Avenue from 11th Avenue to 9th Avenue, then west along the north side of 9th Avenue to the first alley to the south of 9th Avenue. It will connect to the existing 12-inch south of Newton Hall thereby completing the southeast section of a loop.

The gas portion of this project is the design and construction of an additional feed from the McCracken Power Plant to the low pressure distribution system. The line would be direct buried to the 17th/Neil Avenue Building Tunnel then installed in the tunnel to the Neil Avenue Tunnel and south past Townsend Hall to connect to the existing 3" line at Lazenby Hall. The proposed feed would branch and travel along the 17th Avenue tunnel east to Dulles Hall and connect there to existing natural gas piping.

An assessment of existing trees will be required to assist in the location of the proposed direct bury gas and water alignments.

B. Scope of Services

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. Design must comply with the requirements of House Bill 251 Inter-University Council guidelines for energy use reduction.

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 (12) 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 Water and Natural Gas Distribution Capacity Upgrade Project Number OSU-081058

C. Funding / Estimated Budget

Total Project Cost	<u>\$1,620,000.00</u>	State Funding	<u></u>
Construction Cost	<u>\$1,196,000.00</u>	Other Funding	<u>University Funds</u>
Estimated Design Fee	<u>9.43%</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>Civil Engineering</u>
Secondary	<u>Geotechnical Engineering</u>
	<u>Surveying</u>
	<u>Landscape Architecture</u>
	<u></u>
	<u></u>
	<u></u>

E. Anticipated Schedule

Design Services Start	<u>April 2009</u>
Construction Notice to Proceed	<u>March 2010</u>
Construction Contracts Completed	<u>September 2010</u>
Professional Services Completed	<u>September 2010</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) including experience working within utility tunnels. 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. 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 (www.homelandsecurity.ohio.gov/DMA_Terrorist/HLS_0038_Contracts.pdf).

Architect/Engineer Selection Rating

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Project Name Water and Natural Gas Distribution Proposer Firm _____
Capacity Upgrade City, State, Zip _____
 Project Number OSU-081058

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 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	5	
	Medium = 5 – 10 licensed professionals	5	
	Large = > 10 licensed professionals	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)	< \$ 250,000	4 - 5	
	\$ 250,000 - \$ 500,000	2 - 3	
	> \$ 500,000	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	
* 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:

Owner Evaluation:

Name _____

Signature _____

Date _____