

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>Carlson Library Renovations</u>	Response Deadline	<u>August 16, 2024</u> <u>2:00pm</u> local time
Project Location	<u>The University of Toledo - Main Campus</u>	Project Number	<u>0034-25-351</u>
City / County	<u>Toledo / Lucas</u>	Project Manager	<u>Jason Toth</u>
Owner	<u>The University of Toledo</u>	Contracting Authority	<u>Local Higher Education</u>
Delivery Method	<u>General Contracting</u>	Prevailing Wages	<u>State</u>
No. of paper copies requested (stapled, not bound)	<u>0</u>	No. of electronic copies requested (PDF)	<u>1</u>

Submit the *Statements of Qualifications* (Form F110-330) directly to Erin Homer at Erin.Homer@utoledo.edu with the project name included in the subject line. See Section J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Nicole Baden at nicole.baden@utoledo.edu with the project name included in the subject line (no phone calls please). Questions will be answered and posted to the Opportunities page on the OFCC website at <http://ofcc.ohio.gov> on a regular basis until one week before the response deadline. The name of the party submitting a question will not be included on the Q&A document.

Project Overview

A. Project Description

The University of Toledo ("UToledo") is soliciting qualifications for professional Architect/Engineer ("A/E") Services for the renovation of select areas within Carlson Library, located on Main Campus. Carlson Library is an approximately 250,000 SF building with was originally built in 1973 with significant renovations completed in 2017.

This project will primarily focus on five major areas as budget allows:

1. Relocation of TRIO Student Support Services, Learning Enhancement Center, and Writing Center from basement level to first floor. Office support to be built into existing office space or new created.
2. Creation or renovation of existing (4) Supplemental Instruction Classrooms
3. Renovation of existing space into new Dean's suite.
4. Finish upgrades and slight modifications to existing event/meeting space.
5. Creation of outdoor seating area on existing rooftop.

As this is a renovation to an existing UToledo building, the design will need to closely follow University standards and design guidelines.

B. Scope of Services

A Preliminary Program of Requirements (POR) has been created, however the selected architect will complete Program Verification with the UToledo team to determine the scope of the project based on what the budget will allow. Preliminary POR will be provided to the selected architect.

The selected A/E, as a portion of its required Scope of Services and prior to submitting its proposals, will discuss and clarify with the Owner and/or the Contracting Authority, the cost breakdown of the Architect/Engineer Agreement detailed cost components to address the Owner's project requirements. Participate in the Encouraging Diversity, Growth & Equity (EDGE) Program and UToledo's Supplier Diversity 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 Administration, Post-Construction, and Additional Services of all types.

Refer to the *Ohio Facilities Construction Manual* for additional information about the type and extent of services required for each. A copy of the standard Agreement can be obtained at the OFCC website at <https://ofcc.ohio.gov>.

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All loose furniture selection and purchases will be by owner. Schematic furniture layouts/test fits only are required. The selected A/E will be responsible for the interior design, including selection of interior finishes. UToledo's interior designer may provide selection feedback and approval only.

Construction will be phased over the period of approximately 12 months.

During the construction period, provide not less than 8 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* (Form F110-330), below is a list of relevant scope of work requirements for this RFQ:

1. Previous experience designing Study/Academic Support/Tutoring spaces
2. Previous experience designing Libraries
3. Design of building renovations in a University Campus setting
4. Design of building systems on renovation projects, including modifications to existing infrastructure/systems.
5. Renovations within occupied facilities, while maintaining adjacent areas of operation (primary focus on university spaces)
6. Previous experience managing scope definition/program verification (successfully ensuring alignment with budget)
7. Previous experience working with identified sub-consultants
8. Previous experience working with UToledo
9. Previous experience working with the State of Ohio

C. Estimated Budget / Funding

State Funding:	<u>\$2,500,000</u>
Other Funding:	<u>\$1,000,000</u>
Construction Cost:	<u>\$2,697,675</u>
Total Project Cost:	<u>\$3,500,000</u>

D. Anticipated Schedule

Professional Services Start:	<u>09 / 24</u>
Construction Notice to Proceed:	<u>04 / 24</u>
Substantial Completion of all Work:	<u>04 / 25</u>
Professional Services Completed:	<u>05 / 25</u>

E. Estimated Basic Fee Range (see note below)

7.0% to 7.5%

F. EDGE Participation Goal

Percent of initial Total A/E Fee: 15.0%

NOTE: **Basic Services** include: (1) Program Verification, (2) Schematic Design, (3) Design Development, (4) Construction Documents, (5) Bidding and Award OR GMP Proposal and Amendment (as applicable), (6) Construction Administration, and (7) Closeout services. The **Basic Fee** includes all professional design services and consultant services necessary for proper completion of the Basic Services, including validation of existing conditions (but not subsurface or hidden conditions) and preparation of cost estimates and design schedules for the project. The **Estimated Basic Fee Range** is calculated as a percentage of the **Estimated Budget for Construction Cost** above, including the Owner's contingency. **The Basic Fee excludes any Additional Services required for the project.**

G. Basic Service Providers Required (see note below)

Lead A/E Discipline:	<u>Architecture</u>
Secondary	<u></u>
Disciplines:	<u>Mechanical-Electrical-Plumbing Eng.</u>
	<u>Fire Protection Engineering</u>

H. Additional Service Providers Required

<u>Technology/Communic./Security</u>
<u>Interiors</u>
<u></u>
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NOTE: The lead A/E shall be (1) an architect registered pursuant to ORC Chapter 4703, (2) a landscape architect registered pursuant to ORC Chapter 4703, or a (3) professional engineer or (4) professional surveyor licensed pursuant to ORC Chapter 4733.

I. 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 address how they will implement Building Information Modeling ("BIM") on the project, experience and level of training of staff related to BIM, incorporation of team partners that have previous BIM experience, and an understanding of collaborative BIM processes, including but not limited to the *State of Ohio BIM Protocol* available at the OFCC website at <https://ofcc.ohio.gov>.

Interested A/E firms are required to submit the *Commitment to Participate in the EDGE Business Assistance Program* form in its Statement of Qualifications (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 OFCC website at <https://ofcc.ohio.gov>. The *Intent to Contract and to Perform* form is again required at the Fee Proposal stage.

If the A/E firm intends to receive points for exceeding the EDGE Participation Goal, it must provide BOTH a completed *Commitment to Participate* form AND a completed *Statement of Intent to Contract and to Perform* forms signed by both parties with its *Statement of Qualifications*.

NOTE: For capital construction projects at the University of Toledo, the EDGE Participation / Supplier Diversity Goal of the project is 15%. To meet EDGE Participation/Supplier Diversity Goal for this project, A/E's are required to provide not less than 5% of the contract sum with EDGE-certified business(es) AND additional 10% EDGE-certified OR Diverse Supplier vendors including MBE, WBE, VBE, BSVI, SDVOB, and LGBTBE. Please see the Facilities & Construction Supplier Diversity standard operating procedure website at <https://www.utoledo.edu/facilities>.

For all *Statements of Qualifications*, please identify the EDGE-certified Business Enterprises and Diverse Supplier Entities by name, which will participate in the delivery of the proposed professional services solicited in the RFQ.

Interested A/E firms must indicate on their *Statement of Qualifications*, the locations where their services will be performed in the spaces provided or by attachment in accordance with the requirements of Executive Order 2019-12D related to providing services only within the United States and the requirements of Executive Order 2022-02D prohibiting purchases from or investment in any Russian institution or company. Failure to do so may cause their *Statement of Qualifications* to be rejected.

J. Submittal Instructions

Firms are required to submit the current version of *Statement of Qualifications* (Form F110-330) available via the OFCC website at <https://ofcc.ohio.gov>.

Electronic submittals should be combined into one PDF file named with the project number listed on the RFQ and your firm's name (Example: **PROJ#_FIRM NAME**). Use the "print" feature of Adobe Acrobat or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Acrobat, go to Advanced, then PDF Optimizer.

Facsimile and paper copies of the *Statement of Qualifications* will not be accepted.

***Statements of Qualifications* must be submitted electronically by email. Submittals are limited to one email with a maximum file size of 25 MB. Submit the requested *Statements of Qualifications* (Form F110-330) directly to Erin Homer at Erin.Homer@utoledo.edu with the project name included in the subject line.**

Firms are requested to identify professional registrations, memberships and credentials including: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, CPE, DBIA, and any other appropriate design and construction industry credentials. Identify that information on the resume page for individual in Block 22, Section E of the F110-330 form.

Architect / Engineer Selection Rating Form

State of Ohio Standard Forms and Documents

Project Name Carlson Library Renovations Proposer Firm _____
 Project Number 0034-25-351 City, State, Zip _____

Selection Criteria		Value	Score
1. Primary Firm Location, Workload and Size (Maximum 10 points)			
a. Proximity of firm to project site	Less than 125 miles	5	
	125 miles to 200 miles	2	
	More than 200 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$200,000	2	
	\$200,000 to \$500,000	1	
	More than \$500,000	0	
c. Number of licensed professionals	Less than 3 professionals	1	Max = 3
	3 to 6 professionals	2	
	More than 6 professionals	3	
2. Primary Firm Qualifications (Maximum 30 points)			
a. Project management lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	Max = 20
b. Project design lead	Experience / creativity of project designer to achieve owner's vision and requirements	0 - 10	
c. Technical staff	Experience / ability of technical staff to create fully coordinated construction documents	0 - 5	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 5	
3. Key Consultant Qualifications (Maximum 20 points)			
a. Key discipline leads	Experience / ability of key consultants to perform effectively and collaboratively	0 - 15	
b. Proposed EDGE-certified Consultant participation*	One point for every 2 percent increase in professional services over the EDGE participation goal	0 - 5	
4. Overall Team Qualifications (Maximum 10 points)			
a. Previous team collaboration	Less than 3 sample projects	1	Max = 3
	3 to 6 sample projects	2	
	More than 6 sample projects	3	
b. LEED** Registered / Certified project experience	Registered LEED v4.0 or v4.1 projects	1	Max = 2
	Certified LEED v4.0 or v4.1 projects	2	
c. BIM project experience	Training and knowledge	1	Max = 3
	Direct project experience	3	
d. Team organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
5. Overall Team Experience (Maximum 30 points)			
a. Previous team performance	Past performance as indicated by evaluations and letters of reference	0 - 10	
b. Experience with similar projects / delivery methods	Less than 4 projects	0 - 3	
	4 to 7 projects	4 - 6	
	More than 7 projects	7 - 10	
c. Budget and schedule management	Performance in completing projects within original construction budget and schedule	0 - 5	
d. Knowledge of Ohio Capital Improvements process	Less than 3 projects	0 - 1	
	3 to 6 projects	2 - 3	
	More than 6 projects	4 - 5	
* Must be comprised of professional design services consulting firms and NOT the lead firm - For more information on scoring this and other criteria refer to Document F199-01 - PS Selection Rating Rubric . ** Leadership in Energy & Environmental Design administered by Green Business Certification Inc.		Subtotal	

Notes:

Evaluator:

Name _____

Signature _____ Date _____