

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>YWS Elevator Replacement 2024</u>	Response Deadline	<u>April 22, 2024</u>	<u>2:00pm</u>	<u>local time</u>
Project Location	<u>Miami University</u>	Project Number	<u>MUN-100111</u>		
City / County	<u>/ Butler Co</u>	Project Manager	<u>Joel Fellman</u>		
Owner	<u>Miam University</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>3</u>	No. of electronic copies requested (PDF)	<u>1</u>		

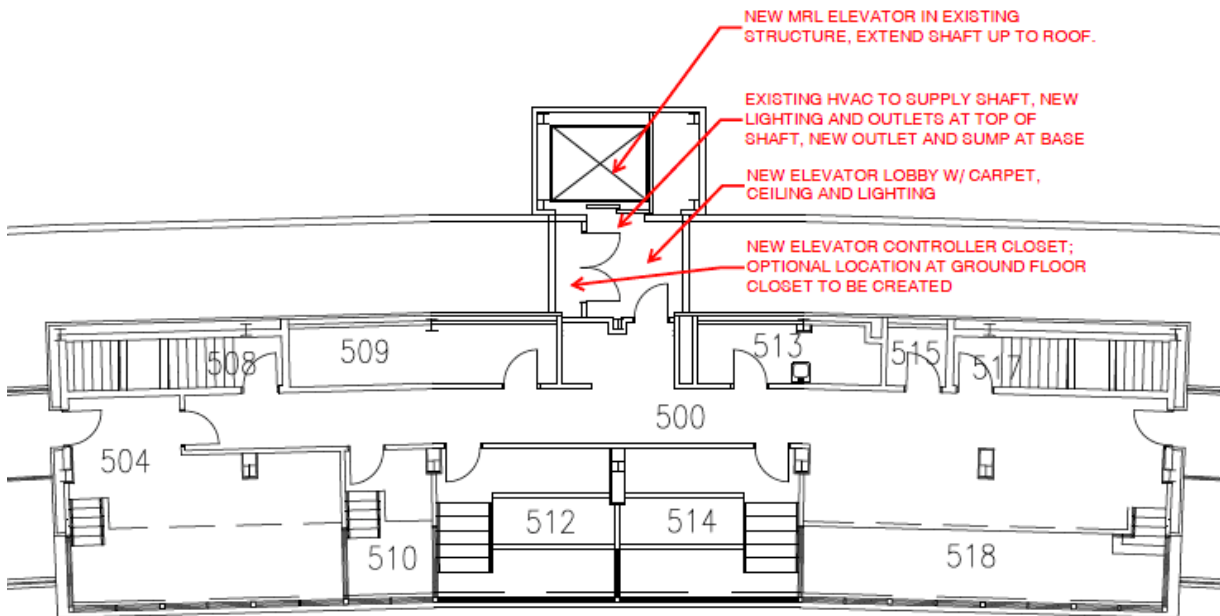
Submit the requested number of *Statements of Qualifications* (Form F110-330) directly to Joel Fellman (fellmaj@miamioh.edu) at 204 Hoyt Hall, 521 Patterson Avenue, Oxford, OH 45056. Submit the electronic copies to Joel Fellman at fellmaj@miamioh.edu with a cc to Betsy Davidson at davidsea@miamioh.edu See Section J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Joel Fellman at fellmaj@miamioh.edu with the project number 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

Miami University is soliciting qualification for professional engineering services. Miami University would like to replace the elevator serving the west Pressbox of Yager Stadium, which is over 30 years old and is approaching the end of its life. The existing Montgomery Elevator (now owned by Kone Elevators) has stops at the ground level and also at the 4th floor of the stadium. The new elevator should provide an additional stop, to the 5th floor of the stadium. In order to support the new stop on the 5th floor, the existing elevator machine room will need to be converted into the 5th floor stop, and a new elevator lobby will need to be designed to communicate with the 5th floor of the Pressbox.



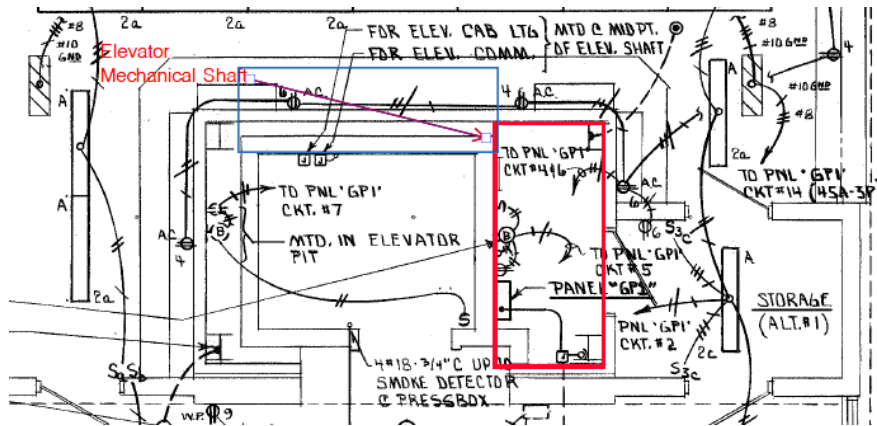
The expectation is that the new elevator would be able to fit within the existing elevator shaft, without substantial modifications to the shaft or pit. This would require a machine room less elevator. One location for the Elevator Control Room is shown on the floor plan above. Engineer to determine the best location for the control room.

Request for Qualifications (Architect / Engineer) continued

Some structural modifications will be required when accommodating the 5th floor stop as well as the structural retrofit for the new cab and rails within the elevator shaft.

The existing elevator machine room and hoistway is conditioned by a 1.5 Ton packaged rooftop heat pump located on the roof of the elevator machine room. This system does not introduce any outside air. The 5th floor of the stands is conditioned by a 2,000 CFM air handling unit with 100% outdoor air, and a remote exhaust fan. Both of these systems will need to be modified to support the elevator replacement and extension.

The electrical power for the elevator comes from the Main Distribution Panel in the main electric room in the lower level of the stands. The feeder serving the elevator is rated at 225A, 208Y/120V, 3ph, and it runs underground from the main electric room, to the elevator lobby, and turns up inside the elevator ladder shaft.



This work would need to take place during a Spring/Summer construction window, so as not to interfere with the football season.

B. Scope of Services

This Request for Qualifications (RFQ) is for an A/E team. The required services include, but are not limited to the following:

Evaluation and selection of appropriate replacement elevator cab, and associated controls and equipment.

Design of necessary modifications to building and shaft, addressing both structural and architectural aspects.

Design of modifications to existing mechanical and electrical systems to support the new elevator and surrounding spaces.

Shop drawing review and construction administration during the construction phase of the project.

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 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>.

During the construction period, provide not less than 4 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 (Architect / Engineer) continued

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. Elevator and elevator control design
2. Elevator retrofit
3. Structural Modifications to existing building
4. Modifications to existing HVAC equipment
5. 3D BIM Modeling
6. State of Ohio Contracting Experience
7. Construction Administration

C. Estimated Budget / Funding

State Funding:	<u>\$0</u>
Other Funding:	<u>\$1,150,000</u>
Construction Cost:	<u>\$925,000</u>
Total Project Cost:	<u>\$1,150,000</u>

D. Anticipated Schedule

Professional Services Start:	<u>06 / 24</u>
Construction Notice to Proceed:	<u>12 / 24</u>
Substantial Completion of all Work:	<u>07 / 25</u>
Professional Services Completed:	<u>07 / 25</u>

E. Estimated Basic Fee Range (see note below)

7.0% to 9.0%

F. EDGE Participation Goal

Percent of initial Total A/E Fee: 7.0%

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>Engineering</u>
Secondary	_____
Disciplines:	<u>Mechanical Engineering</u>
	<u>Plumbing Engineering</u>
	<u>Electrical Engineering</u>
	<u>Structural Engineering</u>
	<u>Architecture</u>

H. Additional Service Providers Required

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

- Previous experience compatible with the proposed project (e.g. type, size, etc.)
- Relevant past work of prospective firm and its proposed consultants.
- Proximity of prospective firms to the project site.
- Qualifications and experience of individuals proposed to be directly involved with the project.
- 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.
- Relevant past work of prospective firm with its proposed consultants.
- 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.
- Proposer's apparent resources and capacity to meet the needs of this project.
- Proposer's previous experience (numbers of projects, sizes of projects) when working with its proposed consultants.
- Previous experience indicating familiarity and success with the type of project being proposed (e.g., type, size).
- Approach to and success of using Partnering and Alternative Dispute Resolution.
- Demonstrated ability to meet Owner's programmed project vision, scope, budget, and schedule on previous projects.

Request for Qualifications (Architect / Engineer) continued

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*.

For all *Statements of Qualifications*, please identify the EDGE-certified Business Enterprises, 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. 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. Also, please insert the project number and firm name followed by “SOQ” in the email subject line.

Statements of Qualifications must be submitted electronically by email. Submittals are limited to one email with a maximum file size of 25 MB.

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 YWS Elevator Replacement 2024 Proposer Firm _____
 Project Number MUN-100111 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 50 miles	5	
	50 miles to 100 miles	2	
	More than 100 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$500,000	2	
	\$500,000 to \$2,000,000	1	
	More than \$2,000,000	0	
c. Number of licensed professionals	Less than 10 professionals	1	Max = 3
	10 to 20 professionals	2	
	More than 20 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 4 sample projects	1	Max = 3
	4 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 6 projects	4 - 6	
	More than 6 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 4 projects	0 - 1	
	4 to 7 projects	2 - 3	
	More than 7 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.		Subtotal	
** Leadership in Energy & Environmental Design administered by Green Business Certification Inc.			

Notes:

Evaluator:

Name _____

Signature _____ Date _____