

# Request for Qualifications (Architect / Engineer)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Local Higher Education

|  |  |  |                               |                |            |
|--|--|--|-------------------------------|----------------|------------|
| Project Name                                       | <u>General Qualifications for Prequalification<br/>List of Professional Services</u> | Response Deadline                        | <u>04.19.2024</u>             | <u>5:00 PM</u> | local time |
| Project Location                                   | <u>Athens and Regional Campuses</u>  | Project Number                           | <u>OHU-02024</u>              |                |            |
| City / County                                      | <u>Varies / Varies</u>   | Project Manager                          | <u>Varies</u>                 |                |            |
| Owner  | <u>Ohio University</u>   | Contracting Authority                    | <u>Local Higher Education</u> |                |            |
| Delivery Method                                    | <u>N/A</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 requested number of Statements of Qualifications (Form F110-330) directly to <https://app.e-builder.net/da2/daLanding.aspx?QS=40273839cd084df9a70447e061592db6> See Section J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to **Jordan McCoy** at [mccoyj2@ohio.edu](mailto:mccoyj2@ohio.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.

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### Project Overview

#### A. Project Description

Qualifications are requested from firms that are interested in professional service contracts for new construction, renovation, and deferred maintenance projects at Ohio University. Projects may be located at the main campus and/or regional campuses of Ohio University. Firms will be evaluated for qualification in specific disciplines and will be placed on the pre-qualified list by discipline. Firms responding to this request must identify the discipline(s) of professional services for which they intend to be considered. There is no guarantee that any firm on the pre-qualified list will be awarded a professional service contract as a result of the firm being on the list.

#### B. Scope of Services

As Ohio University determines the need for professional services, information will be provided to shortlisted firms from the pre-qualified list regarding the anticipated scope of services, project schedule, budget, location and selection criteria for use by firms in preparing additional qualifications and/or technical proposals.

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. Architectural and interior design for building renovations and ADA upgrades
2. Mechanical, Electrical and Plumbing design
3. Fire Alarm and Sprinkler design
4. Civil Engineering design services, including site services, geotechnical, and structural design
5. Building envelope design, including roofing, window and facade repair/replacement
6. Utility infrastructure design, including steam, chilled water, and medium-voltage electric
7. Landscape architecture
8. Graphics and wayfinding improvements
9. Estimating, scheduling, constructability reviews, and facility condition assessments

**C. Estimated Budget / Funding**

State Funding: \$0.00  
 Other Funding: \$0.00  
 Construction Cost: \$0.00  
 Total Project Cost: \$0.00

**D. Anticipated Schedule**

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

**E. Estimated Basic Fee Range** (see note below)

Varies% to based on specific project requirements%

**F. EDGE Participation Goal**

Percent of initial Total A/E Fee: 5.0%

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: \_\_\_\_\_  
 Secondary \_\_\_\_\_  
 Disciplines: \_\_\_\_\_

**H. Additional Service Providers Required**

Varies based on specific project requirements  
Varies based on specific project requirements  
Varies based on specific project requirements

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.

## Request for Qualifications (Architect / Engineer) continued

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### 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 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 <http://ofcc.ohio.gov>. The Intent to Contract and to Perform form is again required at the Fee Proposal stage.

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.

### J. Submittal Instructions

Firms are required to submit the current version of Statement of Qualifications (Form F110-330) available via the OFCC website at <http://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 General Qualifications for Prequalification List of Professional Services Proposer Firm \_\_\_\_\_  
 Project Number OHU-02024 City, State, Zip \_\_\_\_\_

| Selection Criteria  |  | Value           | Score    |
|---|--|-----------------|----------|
| <b>1. Primary Firm Location, Workload and Size (Maximum 10 points)</b>  |  |                 |          |
| a. Proximity of firm to project site  | Less than 100 miles  | 5               |          |
|   | 100 miles to 200 miles   | 2               |          |
|   | More than 200 miles  | 0               |          |
| b. Amount of fees awarded by Contracting Authority in previous 24 months  | Less than \$100,000  | 2               |          |
|   | \$100,000 to \$200,000   | 1               |          |
|   | More than \$200,000  | 0               |          |
| c. Number of licensed professionals   | Less than 3 professionals  | 1               | Max = 3  |
|   | 3 to 6 professionals   | 2               |          |
|   | More than 6 professionals  | 3               |          |
| <b>2. Primary Firm Qualifications (Maximum 30 points)</b>   |  |                 |          |
| 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           |          |
| <b>3. Key Consultant Qualifications (Maximum 20 points)</b>   |  |                 |          |
| 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           |          |
| <b>4. Overall Team Qualifications (Maximum 10 points)</b>   |  |                 |          |
| 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           |          |
| <b>5. Overall Team Experience (Maximum 30 points)</b>   |  |                 |          |
| 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 3 projects   | 0 - 3           |          |
|   | 3 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 5 projects   | 0 - 1           |          |
|   | 5 to 9 projects  | 2 - 3           |          |
|   | More than 9 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 <a href="#">Document F199-01 - PS Selection Rating Rubric</a> .<br>** Leadership in Energy & Environmental Design administered by Green Business Certification Inc. |  | <b>Subtotal</b> |          |

Notes:

Evaluator:

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_