

# Request for Qualifications (Architect / Engineer)

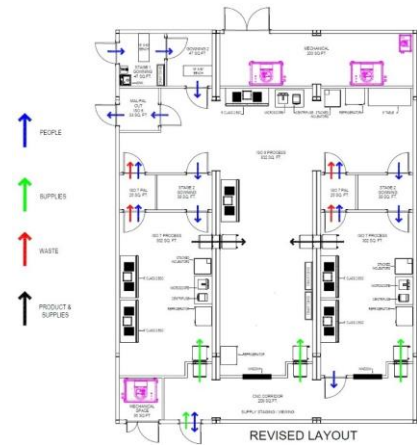
## State of Ohio Standard Forms and Documents

**Administration of Project:** Local Higher Education

|  |   |  |                               |                |            |
|--|---|--|-------------------------------|----------------|------------|
| Project Name                                       | <u>2001 Polaris Pkwy - Cell Therapy Lab</u> | Response Deadline                        | <u>05/30/2024</u>             | <u>2:00 PM</u> | local time |
| Project Location                                   | <u>Polaris Pkwy, 2001 (0836)</u>            | Project Number                           | <u>OSU-230401</u>             |                |            |
| City / County                                      | <u>Columbus / Delaware</u>                  | Project Manager                          | <u>Ken Garrett</u>            |                |            |
| Owner  | <u>The Ohio State 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>0</u>                                    | No. of electronic copies requested (PDF) |                               | <u>1</u>       |            |

Submit the *Statements of Qualifications* (Form F110-330) via email to 2001\_Polaris\_Pkwy\_-\_Cell\_Therapy\_Lab.01\_Selection5@docs.e-builder.net. In the subject line, include the project number and name for RFQ you are responding to. See Section J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Ken Garrett at garrett.27@osu.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 [Bids & RFQs](#) 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

This project expands Lab Manufacturing capacity by creating a second Cell Therapy Lab Facility at OSU's Polaris Facility by investing in modular clean rooms and site infrastructure improvements. This expansion is critically necessary to manage projected clinical research activities and patient care demands for the near future. This project will construct foundations for specialty modular Trailers (Industrialized Units), purchased by OSU, and installed adjacent to the Facility. A separate project will renovate areas of the existing Facility for new restrooms, locker rooms, offices, and other support spaces.

The Trailers are being designed and programmed by Germ Free. The Basis of Design documents are nearly complete so we have a configuration for the group of 3 Trailers that will be located adjacent to the existing Facility. The image below shows the current Polaris Facility with potential location of the trailers. The final location of the trailers is not set and needs to be designed and approved through the appropriate governing departments and agencies.

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The scope of this project is to finalize the location of the Trailers, design foundations and utility connections for the Trailers along with a constructing a connecting structure with controlled environment for access to the Facility. All utilities will need to be extended from the Facility to the mechanical space in the Trailers. Germ Free will handle the distribution within the Trailers and will provide the utility loads for this project's design. The site development to support this project will be conducted in consultation with OSU WMC Engineering, OSU PARE, the OSU Landscape Architect and OSU Legal Consultant.



### B. Scope of Services

The project and construction budget as listed in this RFQ is estimated. The project has been approved for design, construction documents, bidding, construction contract administration and post-construction services. This request is for Architect/Engineer (A/E) to provide site design services to locate the Trailers, foundation design, design of the connection to the existing Facility and determine the most effective way to extend the required utilities. The A/E will be required to work in association and consultation with OSU PARE and WMC Engineering for the development and approvals.

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 Growth, Diversity & Equity (EDGE) Program as required by statute and the Agreement. Required Professional Liability Insurance will be per Exhibit A – A/E Terms and Conditions Article 7.2.6.

As required by the Agreement, and as properly authorized, provide the following categories of services: Program Verification, Schematic Site Design, Design Development, Construction Document Preparation, Bid and Award Support, Conformed Documents, Construction Administration, and Post-Construction / Close-Out services.

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 [Architect and Engineer Agreements](#).

The selected A/E will be required to sign the standard agreement. No modifications to the requirements in the agreement will be accepted.

During the construction period, provide not less than 2 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.

The project team (Owner / A/E / Contractor) will be required to utilize e-Builder, the University's Project Management System, for all compatible services required by the University.

The Ohio State University is dedicated to providing a safe and healthy environment for students, patients, staff, visitors, and contractors. While not exclusive, guidelines governing safety expectations for construction/ renovation projects within Ohio State buildings are set forth in the Building Design Standards Appendix V and are summarized here: <https://fod.osu.edu/resources>, under the section titled "Construction Site Safety Requirements."

Closeout Services: The closeout for this project is required to be delivered in an electronic cloud-based format using the e-Builder Project Management System and adhere to The Ohio State University Project Closeout Standards. The Ohio

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State University Project Closeout Standards can be accessed via the OSU FOD vender resource website (<https://fod.osu.edu/resources>) under Post Construction / Close Out.

The A/E will comply with applicable OSU Wexner Medical Center policies, including the Identification Badge Policy, which incorporates the Non-discretionary Vaccination Policy/Employee Health Infection Control and Background Check Policies, as identified at <https://wexnermedical.osu.edu/utility/footer/vendor-interaction>. The A/E is responsible for all costs incurred related to compliance with these policies.

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. Site planning and infrastructure
2. Modular buildings (Industrialized Units)
3. Zoning and site development approvals

For the purpose of the selection of 10 Relevant Projects in Section F of the Statement of Qualification (Form F110-330), projects must be designed by the Lead Firm.

### C. Estimated Budget / Funding

|                     |                       |
|---------------------|-----------------------|
| State Funding:      | <u>\$0.00</u>         |
| Other Funding:      | <u>\$1,200,000.00</u> |
| Construction Cost:  | <u>\$900,000.00</u>   |
| Total Project Cost: | <u>\$1,200,000.00</u> |

### D. Anticipated Schedule

|                                     |                |
|-------------------------------------|----------------|
| Professional Services Start:        | <u>06 / 24</u> |
| Construction Notice to Proceed:     | <u>01 / 25</u> |
| Substantial Completion of all Work: | <u>04 / 25</u> |
| Professional Services Completed:    | <u>06 / 25</u> |

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

\$85,000 to \$95,000

### 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 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. **The Basic Fee excludes any Additional Services required for the project.**

### G. Basic Service Providers Required (see note below)

|                      |                            |
|----------------------|----------------------------|
| Lead A/E Discipline: | <u>Architect</u>           |
| Secondary            | <u>Civil Engineer</u>      |
| Disciplines:         | <u>Structural Engineer</u> |
|                      | <u>MEP Engineer</u>        |
|                      | <u>Landscape Architect</u> |

### H. Additional Service Providers Required

|                                    |
|------------------------------------|
| <u>Potential need for a Survey</u> |
| <u> </u>                           |
| <u> </u>                           |
| <u> </u>                           |
| <u> </u>                           |

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.
- Demonstrated ability to meet Owner's Sustainability Standards: [https://fod.osu.edu/sites/default/files/div\\_18.pdf](https://fod.osu.edu/sites/default/files/div_18.pdf).
- 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.
- Design quality and demonstrated ability of prospective firm and its proposed consultants to provide design services which represent the University's *Design Guidelines for Buildings and Landscape* [buildings-landscape.pdf](#)

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- Experience and capabilities of creating or using Critical Path Method (CPM) schedules and of using CPM schedules as a project management resource.
- Proximity of prospective firms to the project site.
- Proposer's apparent resources and capacity to meet the needs of this project.

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 [Procurement Forms](#). 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 [Procurement Forms](#).

Electronic submittals should be combined into one PDF file saved with the form name, project number listed on the RFQ and your firm's name (ex. F110-330\_OSU-nnnnnn\_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.

**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 2001 Polaris Pkwy - Cell Therapy Lab Proposer Firm \_\_\_\_\_  
 Project Number OSU-230401 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 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 \$200,000  | 2      |          |
|  | \$200,000 to \$1,000,000   | 1      |          |
|  | More than \$1,000,000  | 0      |          |
| c. Number of licensed professionals                                      | Less than 2 professionals  | 1      | Max = 3  |
|  | 2 to 10 professionals  | 2      |          |
|  | More than 10 professionals   | 0      |          |
| <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 - 8  |          |
| c. Technical staff   | Experience / ability of technical staff to create fully coordinated construction documents       | 0 - 6  |          |
| d. Construction administration staff                                     | Experience / ability of field representative to identify and solve issues during construction    | 0 - 6  |          |
| <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 2 sample projects  | 1      | Max = 3  |
|  | 2 to 4 sample projects   | 2      |          |
|  | More than 4 sample projects  | 3      |          |
| b. OSU Sustainability Standards or LEED** project experience             | LEED v4.0 or v4.1 projects   | 1      | Max = 2  |
|  | OSU Sustainability Standards 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 3 projects   | 0 - 1  |          |
|  | 3 to 6 projects  | 2 - 3  |          |
|  | More than 6 projects   | 4 - 5  |          |

\* Must be comprised of professional design services consulting firm(s) and NOT the lead firm – For more information on scoring this and other criteria refer to the OFCC website under [Procurement Forms](#).  
 \*\* Leadership in Energy & Environmental Design administered by Green Building Certification Inc.

|                 |  |
|-----------------|--|
| <b>Subtotal</b> |  |
|-----------------|--|

**Notes:**

**Evaluator:**

Name \_\_\_\_\_

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