

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>MMP Concourse - Office Suite and Clinical Renovation</u>	Response Deadline	<u>12/19/2024</u>	<u>2:00 PM</u> local time
Project Location	<u>Morehouse Medical Plaza - Concourse (0882)</u>	Project Number	<u>OSU-240653</u>	
City / County	<u>Columbus / Franklin</u>	Project Manager	<u>Tayyiba Kauser / Vanessa Brown</u>	
Owner	<u>The Ohio State University</u>	Contracting Authority	<u>Local Higher Education</u>	
Delivery Method	<u>CMR</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 330Submittals@osu.edu. 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 Vanessa Brown at brown.1410@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

Project Overview: The renovation for the Radiology Department at the Morehouse Medical Plaza Concourse encompasses an approximate area of 5,700 square feet. This project primarily focuses on reconfiguring and upgrading existing spaces to accommodate new Principal Investigators (PIs) and their teams, integrating modern office environments with enhanced facilities, and ensuring that the infrastructure can support future expansions. Phased construction to accommodate building occupants is anticipated.

Scope of Work: The project scope includes a significant overhaul of both open and closed office spaces. Key areas to be renovated are rooms 1233, 1233A, 1228, 1204, 1260, 1265, 1265A, 1265B, 1265C, 1265D, 1260B, and 2201. These rooms will be redesigned in accordance with OSU WMC's latest standards to support ten new PI teams, each with a minimum of four researchers. The reconfiguration will blend both open-plan and closed offices. Additionally, the kitchenette in room 1260B will be retained and refreshed to provide essential amenities. Room 1216 is proposed as the location for a new conference center. With the addition of 50-60 new personnel to the Concourse, a review of the current restroom facilities will be conducted to determine if additional units are required to meet increased demand. Room 1216 and the corridors in connecting all renovated areas will get flooring and paint updates. Additionally, upper floor room 2201 will get upgraded into new office spaces with new open and closed offices.

The southeast corner of the building, encompassing rooms 1260-1260B, currently functions as a PET MRI entry and preparation area. Room 1260A will maintain its role as the preparation space for PET scans, however, to streamline operations and enhance functionality, the new design will include a reconfiguration of this area to clearly delineate between PET entry and office spaces.

The Concourse has future plans to incorporate one additional MRI unit, in addition to the existing two units. While these units are not part of the current project scope, their anticipated addition necessitates a forward-thinking approach in the design phase. Both electrical systems and HVAC infrastructure must be designed to support these future expansions without disrupting current operations.

Included in the renovation is an update to the HVAC systems. A new AHU will be designed and installed in the basement mechanical room sized to serve the WESTERN portion of Morehouse. Additional requirements:

- Size to accommodate project requirements and future expansions.
- Convert existing AHU-4 dual duct system to single duct VAV.
- Replace dual duct VAV boxes with single duct VAV boxes.

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- Replace all existing supply and return main ductwork and extends ductwork to serve the existing southern exam spaces currently served by RTU-1.
- Add new heating water piping to serve single duct VAV boxes.
- AHU-4 new emergency power panel.

This upgrade will be incorporated into the design phase of the project, with the construction managed by the OSU facilities team to ensure optimal environmental control and efficiency.

This project includes asset tagging. The Primary firm submitting for the project is required to have the expertise capable of meeting this prerequisite and is responsible to support their consultants to meet this requirement. The Asset Tagging Process Diagram, Asset Worksheet Template, and LOD Matrix can be accessed via the OSU FOD website (<https://fod.osu.edu/resources>) under Design Guidelines, Specifications, Standards; Specifications and Standards; Building Information Modeling (BIM).

B. Scope of Services

This project includes Additional Services for development of the Program of Requirements.

The project shall follow the applicable University Sustainability Standards: https://fod.osu.edu/sites/default/files/div_18.pdf.

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 of Requirements
- Schematic Design
- Design Development
- Construction Document Preparation
- Bid and Award Support
- Conformed Documents
- Construction Administration
- Post-Construction
- 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 [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 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.

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 State University Project Closeout Standards can be accessed via the OSU FOD vendor 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,

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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. Design Experience in Office and Research spaces.
2. Design of Office and Research spaces with HVAC concerns.
3. Experience with mechanical, electrical, and plumbing requirements for Office and PET MRI, MRI spaces.
4. Experience with renovations in an occupied research facility.
5. ADA review of existing conditions and design.
6. Sustainable Design Experience
7. Experience with State and / or Ohio State University administered projects.

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>\$2,171,000.00</u>
Construction Cost:	<u>\$965,000.00</u>
Total Project Cost:	<u>\$2,171,000.00</u>

D. Anticipated Schedule

Professional Services Start:	<u>03 / 25</u>
Construction Notice to Proceed:	<u>04 / 26</u>
Substantial Completion of all Work:	<u>11 / 26</u>
Professional Services Completed:	<u>02 / 27</u>

E. Estimated Basic Fee Range (see note below)

7.90% to 8.28%

F. EDGE Participation Goal

Percent of initial Total A/E Fee: 5%

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. **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>MEP Engineering</u>
Disciplines:	<u>HVAC Engineering</u>
	<u>Structural Engineering</u>
	<u>Interior Design</u>
	<u>Technology Design</u>
	<u>Fire Protection</u>

H. Additional Service Providers Required

<u>Program of Requirements</u>
<u>Commissioning / TAB Services</u>
<u>Hazardous Material Survey</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.
- Demonstrated ability to meet Owner's Sustainability Standards: 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.
- 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 [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

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Project Name MMP Concourse - Office Suite and Clinical Renovation Proposer Firm _____
 Project Number OSU-240653 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 100 miles	5	
	100 miles to 150 miles	2	
	More than 150 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	3	
	More than 10 professionals	2	
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 - 5	
c. Technical staff	Experience / ability of technical staff to create fully coordinated construction documents	0 - 10	
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. 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	
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 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.		Subtotal	

Notes:

Evaluator:

Name _____

Signature _____ Date _____