

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>North Towers Renovation - Jones, Taylor, and Drackett Drackett Tower (0189), Jones Tower (0267), Taylor Tower (0268)</u>	Response Deadline	<u>11/13/2024</u>	<u>2:00 PM</u>	local time
Project Location	<u>Tower (0268)</u>	Project Number	<u>OSU-250125</u>		
City / County	<u>Columbus / Franklin</u>	Project Manager	<u>Todd Henderly</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 [North Towers Renovation Study - Jones Taylor and Dr.01_Selection@docs.e-builder.net](mailto:North_Towers_Renovation_Study_-_Jones_Taylor_and_Dr.01_Selection@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 Todd Henderly at henderly.8@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

The Ohio State University is requesting qualifications from A/E firms to provide a comprehensive renovation study, detailed program development and schematic level design services for forthcoming renovation of three residence halls (Jones Tower, Taylor Tower, and Drackett Tower) collectively referred to as the North Campus Resident Towers.. The North Campus Resident Towers were all constructed in the mid-1960's using reinforced concrete frame with a brick exterior. Each are 12 stories tall with approximately 130,000 SF of space.

The primary goal of this study will be to address deferred maintenance, which includes replacing aged mechanical, electric, fire protection and plumbing systems. Additionally, the project will also include interior renovation and refresh of the student occupied floors and common spaces. As part of the study efforts, it will be validated that each of the respective buildings can be taken offline for a full school year (14-month duration) for construction to take place. Through collaboration with the selected team, construction of the individual buildings may be included all in one project or broken apart into individual projects depending on recommendations and contractor market feedback. It is anticipated that this project will be phased from both a construction and design perspective.

For each building, the selected team will deliver a detailed program of requirements, a validated project budget predicated on logical sequencing, schedule and logistics, along with schematic level design that can be advanced in furthered design as authorized.

As a requirement to the cost estimate deliverable, the project team shall utilize a local CM or reputable cost estimating firm. The CM/ Cost Estimating firm will validate budget along the way which will help with development of the program and design utilizing a Target Value Design and Budgeting Process. The cost estimates produced shall provide the university with a roadmap for long term budget management for the project. The deliverable shall include identification of options allowing the end customer to choose by advantage (good, better, best and definition of needs vs nice to have in terms of scope). The AE firm shall also produce 3 to 5 renderings of proposed design.

As mentioned above, the project is will initially focus on detailed study and programmatic definition. From there SD level design is needed to provide accurate cost estimating as described above.

After the design teams produce the initial deliverables, at the discretion of the University, the contract may be amended to advance documents into DD and CD level design.

Shortlisted design firms will be provided a copy of previously completed studies, building condition reports, floor plans and as-built information prior to interviews. An information session will be scheduled for each respective shortlisted firm.

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The full scope of the project will be required to be designed and delivered within a collaborative BIM-enabled environment following The Ohio State University BIM Project Delivery Standards. For this reason, we would like the successful team to produce the study and initial design utilizing programs that support complete design in the future. The Primary firm submitting for the project will be required to have the BIM expertise capable of meeting the OSU BIM design standards. The Ohio State University BIM Project Delivery Standards can be accessed via the OSU FOD website: [BIM Project Delivery Standards](#).

The minimum required BIM Use Cases for this project are noted below. Details on the BIM Uses Cases are outlined in Section 2 of the Ohio State University BIM Project Delivery Standards.

Design BIM Use Case	Required	Additional Notes
2.3.1.1. Model Authoring – Design Intent BIMs (Required for the Architectural team and the Engineering team)	X	
2.3.1.2. Model Authoring – Design Intent BIMs (Required for the architectural team, preferred for the engineering team)		
2.3.2. Existing Conditions Documentation/Modeling	X	
2.3.3. Program of Requirements (PoR) Validation	X	
2.3.4. Site Design		
2.3.5. Model Based User Group Meetings/Reviews	X	(High level Model review for initial phase)
2.3.6. Sustainability (Energy Modeling/Simulation and Performance)/ Design Simulation/Analysis		
2.3.7. Clash Prevention	X	To the extent possible based on SD design
2.3.8 Quantity Schedule		
Construct BIM Use Case	Required	Additional Notes
2.4.1. Model Authoring – Trade Coordination BIMs		Future Requirement
2.4.2. Model Authoring – Shop/Fabrication BIMs		
2.4.3. Clash Detection	X	To the extent possible based on SD design
2.4.4. Model-based Scheduling (Sequencing/Simulation)		
2.4.5. Model-based Estimating (Quantification/Cost Estimating)		
2.4.6. Site Analysis Planning		

The minimum required deliverables for this project are noted below. Details on the BIM deliverables are outlined in Section 4 of the Ohio State University BIM Project Delivery Standards

Deliverable	Required
BIM Execution Plan	(Future Requirement)
Design Intent BIMs	X
Revit Model Rule Set Results	X
Interim Architectural and Structural Conformed Design Intent BIMs	X
Project Base Point	X
Conformed Design Intent BIMs	(Future Requirement)
Interim Asset Worksheet	(Future Requirement)
Final Asset Worksheet	(Future Requirement)

Asset tagging may become a requirement if the University opts to extend the contract to produce complete design. For purposes of this submission, asset tagging is not required and shall be part of a future amendment.

For purposes of providing information on the future requirement the Primary firm submitting for the project will be required to have the expertise capable of meeting this prerequisite and will be 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

The project and construction budget are to be determined. The project has been approved for initial study, program development, and schematic level design only that shall inform the overall construction budget. This request is for the Architect/Engineer (A/E) to provide services as required to deliver the study and schematic design. The University may

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amend in the future for further design development, construction documents, bidding, construction and contract administration.

For projects advertised with an appropriately developed Program of Requirements (POR), upon award of the Agreement, commence with Design. For projects without such a POR, upon award of the Agreement, commence by developing 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.

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.

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."

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. Experience setting program and design creation for similarly used student housing facilities
2. Experience with Construction Manager at Risk (Best Value Selection) Delivery Model at The Ohio State University
3. Accuracy with Cost estimation/ Budget and scope alignment
Utilization of Target Value Design/ Choose by Advantage approach.
4. Sustainable Design Experience
5. Projects Delivered in a collaborative BIM-Enabled Environment

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: \$0
Other Funding: \$233,200
Construction Cost: \$TBD
Total Project Cost: \$TBD

D. Anticipated Schedule

Professional Services Start: 12 / 2024
Construction Notice to Proceed: TBD
Substantial Completion of all Work: TBD
Professional Services Completed: 07 / 2025

E. Estimated Basic Fee Range (see note below)

TBD Depending on Services &
Structuring of Team

\$175,000 to \$200,000 for Initial Study

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

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G. Basic Service Providers Required (see note below)

Lead A/E Discipline: Architectural
Secondary MEP Engineering
Disciplines: Interior Design
Structural Design (if/as required)

H. Additional Service Providers Required

Materials Testing (If / as required)
Envelope Consultant
Cost Estimating (Local CM or Costing Estimating Firm)

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](#)
- 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 firms are required to address their BIM project delivery experience and how they will implement Building Information Modeling ("BIM") on the project by documenting:

- The ability for the entire team to effectively collaborate and share models and data.
- Each discipline's model manager and their relevant experience.
- How the A/E will support a consultant that does not have sufficient BIM experience to meet the above expectations.

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.

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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 North Towers Renovation Study - Jones, Taylor, and Drackett Proposer Firm _____
 Project Number OSU-250125 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 150 miles	2	
	More than 150 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$200,000	0	
	\$200,000 to \$1,000,000	1	
	More than \$1,000,000	2	
c. Number of licensed professionals	Less than 2 professionals	1	Max = 3
	2 to 10 professionals	2	
	More than 10 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 - 7	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 3	
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 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	
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 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.		Subtotal	

Notes:

Evaluator:

Name _____

Signature _____ Date _____