

# 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>Van Wormer 200 Level Renovations</u>	Response Deadline	<u>April 12,2024</u>	<u>2:00 PM</u>	local time
Project Location	<u>2614 McMicken Circle</u>	Project Number	<u>UCN-24013A</u>		
City / County	<u>Cincinnati / Hamilton</u>	Project Manager	<u>Brian Phalen</u>		
Owner	<u>University of Cincinnati</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 requested number of *Statements of Qualifications* (Form F110-330) directly to Brian Phalen at [brian.phalen@uc.edu](mailto:brian.phalen@uc.edu). See Section J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Brian Phalen at [brian.phalen@uc.edu](mailto:brian.phalen@uc.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

The relocation of the Office of the Provost (Leadership) to U. Pavilion 600 Level and associated relocations within Van Wormer will result in the vacation of the 200 level of Van Wormer. This vacation of space allows for the 200 level to be renovated for use as the Board of Trustees Meeting Room, Conference Room, and support staff offices within Van Wormer Hall.

The board room will require design of a space for the President of the University and Board of Trustees to meet, a space for the general public to assemble and observe / interact with the board, & areas for the support staff adjacent to the board meeting space. The audio-visual system will need to accommodate both larger public meetings, and smaller board meetings. Office space adjacent to the board room will have finishes upgraded and re-configured as needed.

The space is within a historic building, and design will need to be harmonious with age of the building and reflective of the leading design standards of the university.

The 200 Level is approximately 3,300 ASF. Estimated square footage of renovation is approximately 1,500 sq. ft. (Board of Trustees Meeting Room), and approximately 1,800 sq. ft. of office and conference furniture and finishes to match the renovated spaces

#### GENERAL SCOPE OF WORK:

##### Suite 210 - Convert Office Suite to Board Room

1. Remove / salvage existing workstation and private office furniture for re-use
2. Selective demolition
3. Modify HVAC, diffusers, lighting, data, fire suppression, etc. as required
4. Ensure proper lighting distribution and illumination levels throughout
5. Refinish ceiling
6. Patch / paint entire suite
7. Install new carpet
8. Install new board room furniture, finishes, and AV / IT

##### Suite 220 - Board Room Break-out Conference Room

9. Refinish walls and ceiling
10. Patch / paint entire suite
11. Clean, patch, or replace flooring
12. Install new conference room furniture, finishes, and AV / IT as necessary

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- Suite 230 - Board of Trustees Support Staff Office Operations
- 13. Verify FF&E - reconfigure modular furniture as necessary
- 14. Patch / paint entire suite
- 15. Clean, patch or replace flooring
- 16. Necessary moves to occupy the space

A Program of Requirements has been developed by the University that includes the scope of work above and some preliminary space plans. The POR will be shared with shortlisted firms prior to interviews.

### B. Scope of Services

Upon award of the Agreement, the AE will commence by developing the Program of Requirements with input from the University. The selected AE and Construction Manager will confirm the POR and project scopes as well as the opinion of probable cost. The AE will review schematic options prepared by the University to confirm the most efficient path to achieve the desired results as expeditiously as possible. The options provided will consider accelerated work versus standard work and will assess the impact ongoing supply chain disruptions may have on the University's desire to expedite design and construction.

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 8 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.

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 within historic structures.
2. Conference / board room or executive office design.
3. Experience with steam / chilled water HVAC systems, electrical switch gear, & sprinkler systems.
4. Experience producing Building Information Modeling. BIM model to represent architectural, structural, mechanical, plumbing, electrical, and furniture components
5. Success as a Lead Design Firm with supporting A/E consultants.
6. Experience working with the University of Cincinnati.
7. State of Ohio Capital Project Experience
8. Experience with General Contracting delivery method as defined by the State of Ohio.

### C. Estimated Budget / Funding

State Funding:	<u>\$0.00</u>
Other Funding:	<u>\$1,500,000</u>
Construction Cost:	<u>\$1,000,000</u>
Total Project Cost:	<u>\$1,500,000</u>

### D. Anticipated Schedule

Professional Services Start:	<u>05 / 24</u>
Construction Notice to Proceed:	<u>01 / 25</u>
Substantial Completion of all Work:	<u>01 / 26</u>
Professional Services Completed:	<u>04 / 26</u>

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

9.0% to 10.5%

### 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

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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: Architecture  
Secondary Mechanical-Electrical-Plumbing Eng.  
Disciplines: \_\_\_\_\_  
\_\_\_\_\_

### H. Additional Service Providers Required

Audio-Visual Design  
Acoustical Engineer  
Environmental Graphics / Signage  
\_\_\_\_\_

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.
- 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 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 label the CD or DVD and the sleeve with the project number and firm name if applicable.

Facsimile copies of the *Statement of Qualifications* will not be accepted.

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 20 MB. Provide a separate email notification without the attachment to the UC project manager to verify receipt of the Statement of Qualifications.**

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 Van Wormer 200 Level Renovations Proposer Firm \_\_\_\_\_  
 Project Number UCN - 24013A 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 \$1,000,000	2	
	\$1,000,000 to \$2,000,000	1	
	More than \$2,000,000	0	
c. Number of licensed professionals	Less than 4 professionals	1	Max = 3
	4 to 10 professionals	2	
	More than 10 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 4 projects	0 - 3	
	4 to 7 projects	4 - 6	
	More than 7 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 <a href="#">Document F199-01 - PS Selection Rating Rubric.</a> ** Leadership in Energy & Environmental Design administered by Green Business Certification Inc.		<b>Subtotal</b>	

Notes:

Evaluator:

Name \_\_\_\_\_

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