Request for Qualifications (Architect / Engineer)
State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	Spring St. Removals & HW Conversions	Response Deadline	Tuesday, July 8 2:00 pm local time
Project Location	Miami University, Oxford Campus	Project Number	Project Number
City / County	Oxford / Butler County	Project Manager	Don Van Winkle
Owner	Miami University	Contracting Authority	Local Higher Education
Delivery Method	CM at Risk	Prevailing Wages	State
No. of paper copies requested (stapled, not bound)	3	No. of electronic copies requested (PDF)	1

Submit the requested number of *Statements of Qualifications* (Form F110-330) directly to Don Van Winkle at 101 S Fisher Drive, Oxford, OH 45156. See Section J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Don Van Winkle at vanwind3@miamoh.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.

Project Overview

A. Project Description

Miami University is soliciting qualifications for professional design services. Miami University has decided to remove (3) buildings from campus, and their associated utilities. The removal of steam service to these buildings will allow for additional buildings to be converted off of steam service, as a part of our campus Utility Master Plan.

The (3) buildings that shall be removed are Williams Hall, Wells Hall, and Joyner House. Williams Hall (350 S Oak St.) is a 32,000 SF academic building, with a basement and two floors above grade, built in 1959. Wells Hall (301 E Spring St.) is a 50,000 SF residence hall, with a basement and three floors above grade, built in 1923. Joyner House (321 E Spring St.) is a 4,000 SF administrative building, with a basement and three floors above grade, building in 1910. These buildings have high pressure steam service, high and low voltage electric service, gas service, water and sanitary services and telecommunication/IT feeds that all need to be removed back to their respective main trunks as part of the removal process.
In addition to these buildings which shall be removed, the structural footings for the radio tower which was previously located behind Wells Hall will need to be removed. The design for restoration of the removed building sites will include revising parking areas, resolving the pedestrian pathways through the area and across Spring St., and plan for future development.

The (3) buildings that are to be converted off of steam and onto the campus hot water loop as part of this project are Armstrong Student Center, Warfield Hall, and MacMillan Hall. Designs for converting Warfield Hall and MacMillan Hall off of steam and onto Hot Water were developed by Prater Engineering in 2021, but that portion of the project could not move forward due to interferences with the steam service that was serving Williams and Wells Halls. The selected design team will be expected to review the previous design, and come up with their own design to support these buildings being converted off of steam. Both Warfield and MacMillan will be served with HW primarily from the South Refrigeration Plant following this project, but the future plans for the campus will connect all of our HW plants together, such that the distribution from all plants will communicate.
Utility Hot Water was brought into Armstrong Student Center in the summer of 2023, but the building still needs to be converted off of steam. Currently, steam service to ASC serves a few purposes. (1) steam is used to generate Heating Hot Water which serves the buildings preheat coils in air handlers and reheat coils at VAV box locations. (2) this heating hot water is also used to boost the temperature of the domestic hot water used in certain kitchen applications in the building, (3) steam is also piped to air handlers for use in direct injection humidification grids. The intention of this HW conversion of ASC would be to remove the steam to heating hot water converters, and directly connect the building's heating hot water pumps to the campus hot water supply piping from the Upham HW plant to serve the buildings heating needs. This project will also add equipment to boost the temperature DHW service to the kitchens, and replace the direct injection humidification grids with stand alone packaged humidifiers that will not rely on campus steam. These humidifier packages must be equipped with an RO system to remove hardness from the water being used, as we've had a history of issues with humidification equipment that does not utilize softened RO water. The condensate pumps will also be removed from this building, and the steam and condensate service will be removed back through the tunnel to the service mains that exist in a tunnel located to the West of Armstrong Student Center.

All of the buildings being converted off of steam should be designed for 130F heating hot water service from the plant that serves them. All of these buildings are on Siemens Building Automation Systems, and are planned to be maintained on the Siemens system.

B. Scope of Services

This Request for Qualifications is for an A/E Firm with sub-consultants. The required engineering services include, but are not limited to the following scopes of work.

Energy Modelling

Energy modeling to ascertain the summer/winter heating loads will be required to right-size the heat exchangers and associated pumps, etc. and for assessing the best course of action for the University.

Distribution Design

An assessment of how to best convert the Steam/Condensate distribution system over to Heating Hot Water shall be performed as part of this design.

Building Level Conversions

Each of the buildings has their unique challenges to convert from steam over to heating hot water. Systems that need converted that presently use steam are the following:

Armstrong Student Center:	Domestic Hot Water, Kitchen DHW, Heating Hot Water, Humidification
MacMillan Hall:	Domestic Hot Water, Heating Hot Water, AHU Heating & Humidification
Warfield Hall:	Domestic Hot Water, Heating Hot Water

The reconfiguration of the mechanical room in Armstrong Student Center to best serve the maintainability and serviceability along with minimizing costly rework is vitally important. 3D modeling will be required to accurately depict existing conditions.

Scope of work shall also include asbestos survey and descriptions of work for abatement. This AE shall include the asbestos consultant documents into the project bid documents.

Building and Utility Removal

Each of the buildings being demolished is connected to several utilities. These utilities all need to be identified and removed back to their appropriate main services when the building comes down.

Landscaping and Drive Design

Where the removal take place, we will need the area to be designed in a manner that suits the remaining buildings properly, and matches the Miami University aesthetic across campus.

Scope of work shall include all materials testing including soils, asphalt, and concrete.

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.

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 12 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. Civil Engineering
2. Distribution Piping Experience – Heating Hot Water
3. MEP Systems for Building Steam to Hot Water Conversions – DHW, HHW, AHU, Humidification, HX
4. Building Automation Systems – Siemens Control Experience
5. Landscape Architecture
6. 3D BIM Modeling
7. State of Ohio Contracting Experience

C. Estimated Budget / Funding

State Funding:	$0
Other Funding:	$7,000,000
Construction Cost:	$6,000,000
Total Project Cost:	$7,000,000

D. Anticipated Schedule

Professional Services Start:	08 / 25
Construction Notice to Proceed:	02 / 26
Substantial Completion of all Work:	08 / 26
Professional Services Completed:	10 / 26

E. Estimated Basic Fee Range (see note below)

4.5% to 5.5%

F. EDGE Participation Goal

Percent of initial Total A/E Fee: 7.0%

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)		**H. Additional Service Providers Required**
Lead A/E Discipline:	Engineering	Geotechnical Engineering
Secondary		Materials Testing - soils, asphalt, concrete
Disciplines:	Mechanical Engineering	Hazardous Materials Testing
	Civil Engineering	
	Landscape Architecture	
	Electrical Engineering	
	Surveying	
	Structural Engineering	
	HVAC Engineering	
	Plumbing Engineering	

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.

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 or Thumb Drive and the sleeve with the project number and firm name if applicable.

Paper copies of the *Statement of Qualifications*, if requested, should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary.

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

Architect / Engineer Selection Rating Form
State of Ohio Standard Forms and Documents

Project Name Spring St. Removals & HW Conversions
Project Number _____
Proposer Firm _____
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 $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 5 professionals	0	Max = 3	
	5 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		
b. Project design lead	Experience / creativity of project designer to achieve owner's vision and requirements	0 - 10	Max = 20	
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		
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. 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		
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 2 projects	0 - 3		
	2 to 4 projects	4 - 6		
	More than 4 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 2 projects	0 - 1		
	2 to 6 projects	2 - 3		
	More than 6 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 Document F199-01 - PS Selection Rating Rubric. ** Leadership in Energy & Environmental Design administered by Green Business Certification Inc.		**Subtotal**		

Notes:

Evaluator:

Name _____

Signature _____ Date _____