

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>HEB Bioresearch Lab</u>	Response Deadline	<u>June 09, 2023</u>	<u>2:00pm</u>	<u>local time</u>
Project Location	<u>HEB / Health Science Campus</u>	Project Number	<u>5003-23-1915</u>		
City / County	<u>Toledo / Lucas</u>	Project Manager	<u>Jason Toth</u>		
Owner	<u>The University of Toledo</u>	Contracting Authority	<u>Local Higher Education</u>		
Delivery Method	<u>General Contracting</u>	Prevailing Wages	<u>Federal</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) directly to Nicole Baden at nicole.baden@utoledo.edu. See Section J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Nicole Baden at nicole.baden@utoledo.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

The University of Toledo (“UToledo”) is soliciting qualifications for professional Architect/Engineer (“A/E”) Services for the renovation of the Department of Laboratory Animal Resources (“DLAR”), the Department of Medical Microbiology and Immunology (“MMI”) biosafety level 3 (“BSL3”), and animal BSL3 (“ABSL3”) laboratory in the basement of the Health Education Building (“HEB”). UToledo has been Congressionally delegated a National Institute of Standards and Technology (NIST) Extramural Construction Grant for this project.

The UToledo Health Science Campus (“HSC”) is home to the College of Medicine and Life Sciences (“COMLS”), College of Nursing, and College of Pharmacy and Pharmaceutical Sciences. The UToledo HSC HEB was originally built in 1975 and is a four-story building that serves multiple purposes for UToledo and COMLS. DLAR is housed in the HEB basement and is a centralized vivarium with animal housing and procedure spaces. Within DLAR, COMLS and MMI operate a BSL3 and ABSL3 laboratory, to work with highly infectious and dangerous pathogens. The UToledo BSL3/A-BSL3 has been in operation by MMI and continuously certified by the U.S. Centers for Disease Control and Prevention (“CDC”) since 1999.

UToledo and the COMLS have made a number of capital improvements, renovations, and improvements to both the HEB and DLAR over the last 48 years, including a 367 SF expansion of the BSL3/A-BSL3 in 2001 to add a new ABSL3 space and DLAR has purchased over \$330k in new animal racks over the past 7 years. However, two major limitations exist: [1] The current BSL3/A-BSL3 is too small to recruit new faculty or to accommodate additional research projects. [2] DLAR needs to renovate existing spaces to be more efficient, provide additional housing and procedure rooms, and create isolated rooms for specialized research needs (e.g., microbiome research).

A summary of the scope of work includes: [1] Expand the UToledo BSL3/A-BSL3 facility into adjacent DLAR space, creating 3 new biocontainment suites for Tier 1 Select Agent BSL3/A-BSL3 research, more than doubling the size of the current BSL3/A-BSL3 facility (1480 SF of new BSL3/A-BSL3 space). This new Tier 1 Select Agent space will contain its own pass-through autoclave (enhances biosafety by providing a backup to the existing BSL3/A-BSL3 pass-through autoclave), decontamination chamber (for chemical disinfection of contaminated equipment), and shared equipment spaces. [2] Renovate the existing BSL3/A-BSL3 space (2 rooms; 1099 SF) and associated entry/exit (2 rooms; 115 SF) into 3 new biocontainment suites for non-Select Agent research and create a new shared entry/exit space for both Select Agent and non-Select Agent BSL3/A-BSL3 spaces with gowning, de-gowning, and decontamination shower areas. In addition to the 3 new suites, the non-Select Agent BSL3/A-BSL3 will contain a pass-through autoclave (will relocate the existing BSL3/ABSL3 autoclave) and shared equipment spaces. [3] Remodel 21 existing DLAR rooms, unused/redundant hallways, and underutilized spaces (14,350 GSF) into new multi-purpose rooms for either animal procedures and/or animal housing, including the creation of a new isolation suite that could be used for germ-free/microbiome studies.

Preliminary Program of Requirements (POR), budgeting, and schematic design have been completed as part of the NIST grant application. This information will be provided to the short-listed firms prior to interview and selection. Selected A/E will begin with a brief POR/Schematic Design Verification/Review and then move directly into Design Development.

Construction will be a phased approach with a duration of approximately 12 months.

Request for Qualifications (Architect / Engineer) continued

As this is a renovation to an existing UToledo building, the design will need to closely follow University standards and design guidelines.

B. Scope of Services

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 and UToledo's Supplier Diversity Program as required by statute and the Agreement.

As required by the Agreement, and as properly authorized, provide the following categories of services: Brief Program Verification and Schematic Design Review, Design Development, Construction Document Preparation, Bid and Award Support, Conformed Documents, Construction Administration, Post-Construction, and Additional Services of all types.

UToledo will independently purchase loose furniture and equipment.

The selected A/E will be responsible for the interior design, including selection of interior finishes. UToledo's interior designer may provide selection assistance and approval only.

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. New Construction/Renovations of DLAR spaces
2. New Construction/Renovations of BSL3 and ABSL3 spaces
3. Design of buildings or building additions in a University Campus setting
4. Design of building systems on renovation projects, including modifications to existing infrastructure/systems
5. Renovations within occupied facilities, while maintaining adjacent areas of operation (primary focus on DLAR spaces)
6. Previous experience managing renovations with tight design and construction schedules
7. Previous experience working with identified sub-consultants
8. Previous experience working with UToledo
9. Previous experience working with the State of Ohio

C. Estimated Budget / Funding

State Funding:	<u>\$0</u>
Other Funding:	<u>\$6,831,000</u>
Construction Cost:	<u>\$5,150,000</u>
Total Project Cost:	<u>\$6,831,000</u>

D. Anticipated Schedule

Professional Services Start:	<u>08 / 23</u>
Construction Notice to Proceed:	<u>06 / 24</u>
Substantial Completion of all Work:	<u>06 / 25</u>
Professional Services Completed:	<u>08 / 25</u>

E. Estimated Basic Fee Range (see note below)

8% to 9%

F. EDGE Participation / Supplier Diversity Goal

Percent of initial Total A/E Fee: 5% EDGE plus additional 10% EDGE or Diverse Supplier

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)

Lead A/E Discipline: Architecture
Secondary: _____

H. Additional Service Providers Required

Request for Qualifications (Architect / Engineer) continued

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.

Statements of Qualifications must be submitted electronically by email. Submittals are limited to one email with a maximum file size of 25 MB.

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

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 HEB Bioresearch Lab Proposer Firm _____
 Project Number 5003-23-1 915 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 150 miles	5	
	150 miles to 300 miles	2	
	More than 300 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 5 professionals	1	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	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	
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 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	
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 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 3 projects	0 - 1	
	3 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.		Subtotal	
** Leadership in Energy & Environmental Design administered by Green Business Certification Inc.			

Notes:

Evaluator:

Name _____

Signature _____ Date _____