

Request for Qualifications (Criteria Architect/Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

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|--|-------------------------------------|--|-------------------------------|----------------|------------|
| Project Name | <u>Riffe - 2nd Floor Classrooms</u> | Response Deadline | <u>06/29/2023</u> | <u>2:00 PM</u> | local time |
| Project Location | <u>Riffe Building (266)</u> | Project Number | <u>OSU-230433</u> | | |
| City / County | <u>Columbus/ Franklin</u> | Project Manager | <u>Eugenia Martin</u> | | |
| Owner | <u>The Ohio State University</u> | Contracting Authority | <u>Local Higher Education</u> | | |
| Delivery Method | <u>Design-Build</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 Eugenia Martin at martin.3729@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 <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 Ohio State University is requesting qualifications from interested Architect/Engineer ("A/E") teams to assist the College of Pharmacy in the development of criteria documents to renovate the existing Pharmacy library space in the Riffe Building to create two 150-seat active learning classrooms, small-group meeting rooms and student seating. The proposed space is comprised of approximately 16,487 square-feet in Riffe with 1,540 square-feet on the first floor and 14,947 square-feet on the second floor.

The renovation project aims to create a modern and flexible learning environment which accommodates active learning pedagogies and fosters collaboration among students, enabling the College to better deliver their PharmD and Undergraduate curriculum. The primary objectives include:

1. Creation of Two 150-Seat Active Learning Classrooms:
 - Designing two spacious classrooms equipped with state-of-the-art technology to facilitate active learning methodologies.
 - Ensuring optimal acoustics, lighting, and ergonomic seating arrangements to promote student engagement and comfort.
 - Incorporating flexible furniture and modular designs which allow for easy reconfiguration of the space.
2. Small-Group Meeting Rooms:
 - Designing multiple small-group meeting rooms.
 - Creating an atmosphere conducive to focused discussions and collaborative work.
 - Integrating audiovisual capabilities and appropriate furniture to support productive group interactions.
3. Student Seating Areas:
 - Establishing comfortable seating arrangements to cater to individual study needs.
 - Incorporating power outlets and connectivity options.
 - Considering aesthetics and ergonomic design principles to create inviting spaces.

The design should build upon already renovated spaces on the first floor of Riffe and in Parks Hall to compliment the established branding to the College of Pharmacy. Criteria A/E is expected to do a furniture layout during design which OSU will use for coordinating with vendor for procurement. This project will provide adequate ADA compliant spaces and shall follow the applicable new sustainability standards found at https://fod.osu.edu/sites/default/files/div_18.pdf. The project will not pursue LEED certification, but the team's experience with LEED registered/certified projects will be scored as comparable experience with the University's sustainable building design standards.

Request for Qualifications (Criteria Architect/Engineer) continued

B. Scope of Services

The project delivery method for this project will be Design Build. The project and construction budget as listed in this RFQ is estimated. The selected Criteria Architect/Engineer ("C-A/E") will provide design services which include investigation, design, planning and budgeting. The C-A/E will also assist the University in the review of D/B RFQ/RFP's as well as the selection of the D/B firm. Submittal review will include the C-A/E providing professional opinions to the University such as equipment selection and construction approach.

Pursuant to ORC 153.694, professional design firms selected to provide C-A/E services shall not provide any A/E of Record services for the project for which the professional design firm was selected as the C-A/E.

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

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 selected Criteria Architect/Engineer ("C-A/E"), as a portion of its required Scope of Services and prior to submitting its proposals, will discuss and clarify with the Owner/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: Concept and Design Criteria, Best Value Selection, Preconstruction, Construction and Closeout, and Additional Services of all types including Schematic Design and Design Development if a Design-Builder is not engaged to perform these services.

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 <http://ofcc.ohio.gov>.

The project team (Owner / C-A/E / DB) 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."

During the construction period, provide not less than 2 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. Experience designing higher education classrooms/meeting spaces.
2. Experience with renovation in buildings which must maintain operational functionality.
3. Experience with designing building systems on renovation projects including modifications to existing systems.
4. Experience with design-build / design-build criteria delivery method.
5. Experience on state or university administered projects (preferably with OSU experience)

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. Funding / Estimated Budget

| | | | |
|---------------------|-----------------------|---------------|-----------------------|
| Total Project Cost | <u>\$5,453,394.00</u> | State Funding | <u>\$0.00</u> |
| Construction Cost | <u>\$3,972,971.00</u> | Other Funding | <u>\$5,453,394.00</u> |
| Estimated C-A/E Fee | <u>2.14%</u> | | |

Request for Qualifications (Criteria Architect/Engineer) continued

NOTE: The C-A/E fee for this project includes all professional design services, and consultant services necessary for proper completion of the C-A/E Basic Services for the successful completion of the project, including but not limited to: preparation / review and verification of the Program of Requirements, validation of existing site conditions (but not subsurface or hidden conditions), preparation of cost estimates and design schedules for the project. Fees may be negotiated and allocated for Additional Services (e.g., creation of a Program of Requirements, extensive evaluation or validation of site conditions, extensive pre-design investigations, code-required special inspection and testing, Quality Assurance testing during the construction period, and testing due to unforeseen conditions).

D. Services Required (see note below)

| | |
|-----------|--|
| Primary | <u>Architecture</u> |
| Secondary | <u>Mechanical-Electrical-Plumbing Engineer</u> |
| | <u>Structural Engineer</u> |
| | <u> </u> |
| Others | <u>A/V Technology Design</u> |

E. Anticipated Schedule

| | |
|------------------------------------|----------------|
| Professional Services Start | <u>07 / 23</u> |
| Construction Notice to Proceed | <u>12 / 23</u> |
| Substantial Completion of all Work | <u>07 / 24</u> |
| Professional Services Completed | <u>08 / 24</u> |

F. EDGE Participation Goal

| | |
|---|-------------|
| Percent of <i>initial</i> TOTAL C-A/E Fee | <u>5.0%</u> |
|---|-------------|

NOTE: The primary C-A/E shall be (1) a registered architect holding a license and certificate of authorization issued by the Ohio Architects Board pursuant to ORC Chapter 4703, (2) a landscape architect holding a license and certificate of authorization issued by the Ohio Landscape Architects Board pursuant to ORC Chapter 4703, or (3) a professional engineer or professional surveyor holding a license and certificate of authorization issued by the Ohio Engineers and Surveyors Board pursuant to ORC Chapter 4733.

G. 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.
- 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](#)
- Proximity of prospective firms to the project site.
- Proposer's apparent resources and capacity to meet the needs of this project.
- The selected C-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 C-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 C-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 C-A/E's Technical Proposal. Both forms can be accessed via the OFCC website at <http://ofcc.ohio.gov>. The Intent to Contract and to Perform form is again required at the Fee Proposal stage.

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 C-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.

H. Submittal Instructions

Firms are required to submit the current version of Statement of Qualifications (Form F110-330) available via the OFCC website at <http://ofcc.ohio.gov>.

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.

Criteria Architect/Engineer Selection Rating Form

State of Ohio Standard Forms and Documents

Project Name Riffe - 2nd Floor Classrooms Proposer Firm _____
 Project Number OSU-230433 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 100 miles | 2 |
| | More than 100 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 |
| | 2 to 10 professionals | 2 |
| | More than 10 professionals | 3 |
| Max = 3 | | |
| 2. Primary Qualifications (Maximum 30 points) | | |
| a. Project management lead | Experience / ability of project manager to manage scope / budget / schedule / quality | 0 - 10 |
| b. Project criteria design lead | Experience / creativity of criteria designer to document owner's vision and requirements | 0 - 10 |
| c. Technical staff | Experience / ability of technical staff to create accurate and complete design criteria | 0 - 10 |
| 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 | 0 |
| | 2 to 4 sample projects | 2 |
| | More than 4 sample projects | 5 |
| b. Team organization | Clarity of responsibility / communication demonstrated by table of organization | 0 - 5 |
| 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 | | |
| Subtotal | | |

Notes:

Evaluator:

Name _____

Signature _____ Date _____