

# 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>2540 Clifton Avenue Redevelopment</u> | Response Deadline                        | <u>7/11/2023</u>              | <u>2:00 PM</u> | local time |
| Project Location                                   | <u>2540 Clifton Avenue</u>               | Project Number                           | <u>UCN-23147A</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>CM at Risk</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

This project entails the demolition of 2540 Clifton Avenue, required alterations to underground utilities serving the site, and subsequent site restoration including hardscape and landscape improvements.

Home of the UC College of Law until 2022, the building occupies the prominent southwest corner of the West Campus Super Block. This project will design the site to integrate with the campus until the needs for future facilities are confirmed. All site improvements will be designed to support pedestrian connections into and around campus in keeping with the spirit of the University's Master Plan.

Constructed as Alphonso Taft Hall in 1925, the original load-bearing masonry building lies within a masonry and concrete waffle slab addition designed by E.A. Glendening, completed in 1982. The footprint of the resulting building is 34,000 SF, and the site is 78,000 SF (see area table below). The building is 3 stories above grade plus a basement. The University will provide an environmental survey to the selected Architect / Engineer (AE) documenting the hazardous materials within the building.

Area Table:

|                    |             |
|--------------------|-------------|
| Building Footprint | 34,000 SF   |
| Site Area          | 78,000 SF   |
|                    |             |
| Floor 00           | 3,353 GSF   |
| Floor 01           | 29,300 GSF  |
| Floor 02           | 33,214 GSF  |
| Floor 02M          | 10,474 GSF  |
| Floor 03           | 30,716 GSF  |
| Floor 04           | 32,219 GSF  |
| Total:             | 139,279 GSF |

#### 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

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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. University landscape design.
2. Civil / survey / site plan design.
3. Experience with core building utilities design including: domestic water mains, 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 Construction Manager at Risk delivery method as defined by the State of Ohio.

### C. Estimated Budget / Funding

State Funding: \$0.00  
 Other Funding: \$7,500,000.00  
 Construction Cost: \$5,900,000.00  
 Total Project Cost: \$7,500,000.00

### D. Anticipated Schedule

Professional Services Start: 08 / 23  
 Construction Notice to Proceed: 10 / 23  
 Substantial Completion of all Work: 08 / 24  
 Professional Services Completed: 10 / 24

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

6.0% to 7.0%

### 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, 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 Landscape Architecture  
 Disciplines: Civil Engineering  
Mechanical-Electrical-Plumbing Eng.  
Surveying

### H. Additional Service Providers Required

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.

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### 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 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.**

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 2540 Clifton Avenue Redevelopment Proposer Firm \_\_\_\_\_  
 Project Number UCN-23147A 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><br>** Leadership in Energy & Environmental Design administered by Green Business Certification Inc. |  | <b>Subtotal</b> |          |

Notes:

Evaluator:

Name \_\_\_\_\_

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