

# Request for Qualifications (Architect / Engineer)

## State of Ohio Standard Forms and Documents

---

### Administration of Project: Local Higher Education

Project Name	Kent State Airport Taxiway Rehabilitation & Reconstruction	Response Deadline	January 4, 2024	4pm	local time
Project Location	Kent State Airport	Project Number	KSU-24F051		
City / County	Stow / Summit	Project Manager	Michael Wasowski		
Owner	Kent State University	Contracting Authority	Local Higher Education		
Delivery Method	General Contracting	Prevailing Wages	State		
No. of paper copies requested (stapled, not bound)	1	No. of electronic copies requested (PDF)	1		

Submit the requested number of *Statements of Qualifications* (Form F110-330) directly to Michael Wasowski at 615 Loop Road, Suite 101 Harbourt Hall, PO Box 5190 Kent, Ohio 44242. See Section J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Michael Wasowski at mwasowsk@kent.edu with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the Kent State OUA website at <http://kent.edu/universityarchitect> 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.

Interested parties may attend a pre-proposal meeting Tuesday December 19, 2023 from 10am to 11am at the Kent State FedEx Aeronautics Academic Center (Kent State Airport) 4020 Kent Road, Stow Ohio 44224.

---

### Project Overview

#### A. Project Description

The Kent State University Airport was established in 1917 and is located within the lite residential and commercial properties of Stow Ohio. This facility functions as an airport for local individuals/businesses as well as a training facility for KSU students. This project will provide the design for pavement repair for all the taxiways and the compass rose. It is being funded through an FAA AIP Grant for Fiscal Year 2024. This design will provide the bid documents/bid event for construction that is anticipated to be funded by a separate FAA AIP Grant for Fiscal Year 2025. Construction is anticipated for summer 2025. While this specific project and contract will be through design and bid documents only, this selection process will also be the basis for the selection of construction administration services in summer 2025.

This design shall conform to all applicable FAA requirements and codes. The FAA grant will pay for 90% of all eligible fees with ODOT Aviation paying for 5% and the rest through local funding. All investigative work must be scheduled with the owner and coordinated with airport operations. Any disruption of airport operations or services must be scheduled with the airport in advance to allow permit proper notifications to be issued. The Airport is currently hiring a separate geotechnical engineer to evaluate the existing conditions. This study will help the FAA determine the extents of rehabilitation scope vs. reconstruction scope to better frame the grant application for design.

#### B. Scope of Services

Kent State University is requesting submissions of qualifications for the complete design for taxiway pavement rehabilitation and reconstruction. The design must meet current FAA standards. This will be an AIP grant funded project that must comply with all FAA DBE participation and State of Ohio EDGE participation.

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 Disadvantaged Business Enterprise, Encouraging Growth, Diversity & Equity (EDGE) Program as required by statute, FAA requirements and the Agreement. **Please note: EDGE goal is stated as 5% per Kent State University requirements. FAA DBE project requirements are 12.3%**

The base fee shall include the design study and all necessary testing measures including pavement samples and cores.

# Request for Qualifications (Architect / Engineer)

## State of Ohio Standard Forms and Documents

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, full time site observation and administration is anticipated to meet FAA requirements and regulations.

The major scopes of services include Pavement Design services and it is critical to have an engineer experienced in FAA regulations and pavement design. 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. Airfield Pavement Design
2. FAA Regulations and Requirements
3. Airfield Operations and Safety Phasing
4. FAA Required Submissions & Approvals for construction on Airports
5. ODOT Grant Compliance
6. Survey -Layout and design

### C. Estimated Budget / Funding

State Funding: \$tbd  
Other Funding: \$tbd  
Construction Cost: \$3,000,000 (estimated -future project)  
Total Project Cost: \$400,000 (Design only)

### D. Anticipated Schedule

Professional Services Start: 02 / 24  
Construction Notice to Proceed: mm / yy  
Substantial Completion of all Work: mm / yy  
Professional Services Completed: mm / yy

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

9% to 10%

### 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 or Engineering  
Secondary Surveying  
Disciplines: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### H. Additional Service Providers Required

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 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.

**Please use the updated form F110-330 June 2023 to ensure compliance with above.**

### 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. Provide the electronic submittal on a thumb drive with the paper submission. Emailed pdfs will not be accepted.

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 Kent State Airport Taxiway Rehab. & Reconst. Proposer Firm \_\_\_\_\_  
 Project Number KSU-24F051 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 \$200,000	2	
	\$200,000 to \$500,000	1	
	More than \$500,000	0	
c. Number of licensed professionals	Less than 5 professionals	0	Max = 3
	5 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 - 5	
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 - 10	
<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 6 sample projects	1	Max = 3
	6 to 9 sample projects	2	
	More than 9 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 5 projects	0 - 3	
	5 to 8 projects	4 - 6	
	More than 8 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	
	4 to 8 projects	2 - 3	
	More than 8 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 \_\_\_\_\_