

# Request for Qualifications (Architect / Engineer)

## State of Ohio Standard Forms and Documents

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### Administration of Project: Local Higher Education

Project Name	Centennial Court Complex Roof and Exterior Envelope	Response Deadline	January 4, 2024	4pm	local time
Project Location	Kent State University	Project Number	KSU-24L056		
City / County	Kent / Portage	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 Harbour 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](mailto: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 Monday December 18, 2023 from 1:30pm to 2:30pm Room 102 Harbour Hall 615 Loop Road, Kent, Ohio followed by a site tour.

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### Project Overview

#### A. Project Description

Centennial Court was constructed in the early 2000's with the first building (Centennial A and Centennial B) completed in 2002. The complex is now experiencing deferred maintenance issues. This project will address roofs, the exterior envelope and roof top HVAC units that are past their useful life.

In 2016, a cursory report on the exterior conditions of the exterior envelope was provided to Kent State as part of a larger exterior envelope study that was focused on the older 1950s and 1960s vintage housing stock. In 2019, the roofs of Centennial Court were included in a comprehensive roof study of all housing stock. These documents will be made available to the shortlisted teams.

The AE team will investigate and design the entire Centennial Complex concurrently. Construction will take place over multiple summers to allow Housing to operate several buildings as summer/conference housing. Centennial A and B will be offline during summer 2024 for interior piping repairs; the design team and OUA will work together to determine if there is a feasible schedule to allow for simultaneous roof construction during summer 2024. Centennial C and D, and Centennial E and F will be packaged as summer projects in 2025 and 2026.

#### 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 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: 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 4 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

# Request for Qualifications (Architect / Engineer) continued

relevant and appropriate types of construction administration experience. The roofing construction administration scope will require extended construction administration presence at kick-off and key roofing milestones by an experienced individual.

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. Higher Education Projects
- 2. Housing Projects
- 3. Roofing and Exterior Envelope Projects
- 4. HVAC equipment replacement Projects
- 5. Work in Occupied Buildings/Site
- 6. Accelerated Design and Documentation Projects

**C. Estimated Budget / Funding**

State Funding:	\$t0
Other Funding:	\$6,700,000
Construction Cost:	\$5,000,000
Total Project Cost:	\$6,700,000

**D. Anticipated Schedule**

Professional Services Start:	02 / 24
Construction Notice to Proceed:	05 / 24
Substantial Completion of all Work:	08 / 26
Professional Services Completed:	10 / 26

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

7% to 8%

**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 Disciplines:	Mechanical-Electrical-Plumbing Eng.

**H. Additional Service Providers Required**

Roof Consultant
Exterior Envelope Consultant

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 Centennial Court Roof and Exterior Envelope Proposer Firm \_\_\_\_\_  
 Project Number KSU-24L056 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 \_\_\_\_\_