Request for Qualifications (Architect / Engineer)
State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Integrated Sciences Building and Cunningham Hall Research Expansion</th>
<th>Response Deadline</th>
<th>Tuesday, 12/18/2018 4:00 pm local time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Location</td>
<td>Kent State Main Campus</td>
<td>Project Number</td>
<td>KSU-19S010</td>
</tr>
<tr>
<td>City / County</td>
<td>Kent / Portage</td>
<td>Project Manager</td>
<td>Joseph Graham</td>
</tr>
<tr>
<td>Owner</td>
<td>Kent State University</td>
<td>Contracting Authority</td>
<td>Local Higher Education</td>
</tr>
<tr>
<td>Delivery Method</td>
<td>CM at Risk</td>
<td>Prevailing Wages</td>
<td>State</td>
</tr>
<tr>
<td>No. of paper copies requested (stapled, not bound)</td>
<td>1</td>
<td>No. of electronic copies requested (PDF)</td>
<td>1</td>
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</table>

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Tim Konczal, Director, Procurement, Suite 300 Harbourt Hall, 615 Loop Road, Kent, Ohio 44242. See Section G of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Joseph Graham at jagraham@kent.edu with the project number included in the subject line (no phone calls please). The name of the party submitting a question will not be included on the Q&A document.

Project Overview

A. Project Description

The Integrated Sciences Building (ISB) opened for classes in the fall of 2017. The 57,000-gross square foot building provides both instructional and research laboratories for interdisciplinary sciences of Chemistry and Biochemistry, Biological Sciences, and Physics while providing an iconic presence and new front door for the sciences along the University’s Science Corridor.

The original design and construction provided an additional 13,500 square feet of unfinished space in the basement for strategic expansion of research laboratories. The major infrastructure systems for HVAC, electrical distribution, and laboratory utilities have been designed with capacity for this planned expansion and build-out. Similarly, a 2,140 square-foot area on the third floor of Cunningham Hall was provided for a future research laboratory build-out.

The planned research expansions will contain the laboratories, offices, and laboratory support areas following an interdisciplinary approach for materials science research and biology. This research expansion is one of the transformative projects in the university’s Gateway to a Distinctive Kent State master plan, which was adopted by the Board of Trustees on March 7, 2018. The proposed research expansions in both Cunningham Hall and ISB will directly support and provide a physical presence for the Brain Health Research Institute and support Advanced Materials research.

A pre-RFQ informational session and facility tour will be held Wednesday, November 28, 2018 at 2:00 pm in the Office of the University Architect, 102 Harbourt Hall, 615 Loop Road, Kent State University, Kent, Ohio, 44242. Submitting teams are strongly encouraged to attend. This will be the only opportunity to walk the building.

B. Scope of Services

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 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: 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 http://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. Higher Education Research Laboratory Facilities
2. Vivarium Facilities and Accreditation Experience
3. Building assessment / Field Verification / Cost estimating
4. Multiple phase renovations/improvements of existing occupied science facilities
5. LEED certified lab projects
6. Experience with KSU projects and procedures- including OAKS-CI

C. Estimated Budget / Funding

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>State Funding</td>
<td>$1,000,000.00</td>
</tr>
<tr>
<td>Other Funding</td>
<td>$7,000,000.00</td>
</tr>
<tr>
<td>Construction Cost</td>
<td>$6,429,000.00</td>
</tr>
<tr>
<td>Total Project Cost</td>
<td>$8,000,000.00</td>
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</table>

D. Anticipated Schedule

<table>
<thead>
<tr>
<th>Description</th>
<th>Date</th>
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<tbody>
<tr>
<td>Professional Services Start</td>
<td>01/19</td>
</tr>
<tr>
<td>Construction Notice to Proceed</td>
<td>09/19</td>
</tr>
<tr>
<td>Substantial Completion of all Work</td>
<td>06/20</td>
</tr>
<tr>
<td>Professional Services Completed</td>
<td>07/20</td>
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E. Estimated Basic Fee Range (see note below)

- 9% to 11%

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)

<table>
<thead>
<tr>
<th>Lead A/E Discipline</th>
<th>Architect</th>
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<tbody>
<tr>
<td>Secondary Disciplines</td>
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<tr>
<td>Structural Engineering</td>
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<tr>
<td>Mechanical Engineering</td>
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<tr>
<td>Plumbing Engineering</td>
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<tr>
<td>Interior / Loose Furnishings Design</td>
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<tr>
<td>Fire Protection Engineering</td>
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<tr>
<td>Electrical Engineering</td>
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<tr>
<td>Technology / Communications / Security</td>
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H. Additional Service Providers Required

- Laboratory Planning / Vivarium Planning

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 higher education research laboratory 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 with Vivarium in Higher Education environments.
• 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 address how they will implement Building Information Modeling ("BIM") on the project, experience and level of training of staff related to BIM, incorporation of team partners that have previous BIM experience, and an understanding of collaborative BIM processes, including but not limited to the State of Ohio BIM Protocol available at the OFCC website at http://ofcc.ohio.gov.

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 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.

J. 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 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.

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 & emailed 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: Integrated Sciences Building and Cunningham Hall Research Expansion
Proposer Firm: ______________________
Project Number: KSU-19S010
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 150 miles: 2
     - More than 150 miles: 0
   - b. Amount of fees awarded by Contracting Authority in previous 24 months
     - Less than $500,000: 2
     - $500,000 to $2,000,000: 1
     - More than $2,000,000: 0
   - c. Number of licensed professionals
     - Less than 5 professionals: 0 Max
     - 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
   - b. Project design lead
     - Experience / creativity of project designer to achieve owner’s vision and requirements: 0 - 10 Max = 20
   - 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 projects: 1 Max = 2
     - Certified 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 6 projects: 0 - 3
     - 6 to 9 projects: 4 - 6
     - More than 9 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 6 projects: 0 - 1
     - 6 to 9 projects: 2 - 3
     - More than 9 projects: 4 - 5

* Must be comprised of professional design services consulting firm(s) and NOT the lead firm
** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute

Notes:

Evaluator:

Name:

Signature: Date:

Subtotal