

# 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>Ice Arena Band Rehearsal Facility</u>	Response Deadline	<u>June 24, 2021</u>	<u>4pm</u>	<u>local time</u>
Project Location	<u>Kent State University</u>	Project Number	<u>KSU-21L104</u>		
City / County	<u>Kent / Portage</u>	Project Manager	<u>Michael Wasowski</u>		
Owner	<u>Kent State University</u>	Contracting Authority	<u>Local Higher Education</u>		
Delivery Method	<u>General Contracting</u>	Prevailing Wages	<u>State</u>		
No. of paper copies requested (stapled, not bound)	<u>1</u>	No. of electronic copies requested (PDF)	<u>1</u>		

Submit the requested number of *Statements of Qualifications* (Form F110-330) directly to Michael Wasowski at 101 Harbourt Hall, 615 Loop Road 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 Office of the University Architect website <https://www.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.

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### Project Overview

#### A. Project Description

The University's Ice Arena was constructed in 1970 and while the facility has remained attractive for university and regional activities for more than five decades, it has several problems related to its age. This project will begin to address some critical deferred maintenance needs as well as convert a portion of the facility into a marching band rehearsal facility.

In response to a growing program serving the Marching Golden Flashes and the Glauser School of Music an expanded rehearsal and support venue is required. After a thorough review of new and existing facilities it was determined that the conversion of one of the two interior rinks (recreational rink) would provide a strategic location for the new Marching Band Rehearsal Facility near their future outdoor practice field. The current plans for the City of Kent's East Main Street Improvement project will install a round-a-bout at the intersection of Horning and E. Main Street which will eliminate the current marching band practice field.

This project will produce a first-class Marching Band facility that meets the standards of today's musical rehearsal spaces and will aid the recruitment and retention of talented musicians from all majors across the university. This new facility will provide the ability to have all sections of the marching band rehearse safely indoors simultaneously, which is not possible in their current location. This dedicated facility for the Marching Golden Flashes will not only accommodate the current band but will also allow for future growth of this flourishing program.

Serving as the primary rehearsal space for the Marching Golden Flashes, the Flasher Brass, and percussion in the Glauser School of Music, this facility will also provide practice rooms, instrument storage, uniform storage, faculty office and support spaces. In addition, the project will address two critical deferred maintenance issues by completing a full roof replacement and public restroom rehabilitation. These deferred maintenance improvements will benefit all of the students, staff, and visitors to the Ice Area and Band Rehearsal Facility. The full Program of Requirements and space fit plans will be made available to the shortlisted teams. The available Ice Rink area to accommodate the renovated spaces is 15,810 square feet. The existing restroom area is 650 square feet. The total roof area of the project is 61,850 square feet.

#### 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: 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. Please note that the Kent State University Office of the University Architect has done extensive programming work with the School of

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Music and with the available space. Program Verification Services will be limited and can be combined with the Schematic Design Phase.

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. Higher Education Music Practice and Performance Spaces
2. Acoustics in Mixed-Use Facilities
3. Renovations to Occupied Spaces
4. Roof Replacements
5. Restroom Facility Rehabilitation
6. Adaptive Reuse
7. Mechanical system Rehabilitation

### C. Estimated Budget / Funding

State Funding:	<u>\$0</u>
Other Funding:	<u>\$6,500,000.00</u>
Construction Cost:	<u>\$5,500,000.00</u>
Total Project Cost:	<u>\$6,500,000.00</u>

### D. Anticipated Schedule

Professional Services Start:	<u>08 / 21</u>
Construction Notice to Proceed:	<u>03 / 22</u>
Substantial Completion of all Work:	<u>11 / 22</u>
Professional Services Completed:	<u>03 / 23</u>

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

8.5% to 9.5%

### F. EDGE Participation Goal

Percent of initial Total A/E Fee:	<u>9.0%</u>
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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:	<u>Architecture</u>
Secondary	<u>Acoustic Design</u>
Disciplines:	<u>Mechanical-Electrical-Plumbing Eng.</u>
	<u>Structural Engineering</u>
	<u>Hazardous Materials Consultant</u>
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### H. Additional Service Providers Required

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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

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- 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.

### 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. Submit with a USB thumbdrive.

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.

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.

**Interested Firms are encouraged to attend the pre-submittal meeting at the Ice Arena 650 Loop Rd. Kent, Ohio 44242 on Wednesday June 9<sup>th</sup> at 10am. This will be the only opportunity to view the facility.**

**Shortlist Interviews will be scheduled for the morning of July 27, 2021 in Harbourt Hall room 102. Teams will be asked to limit their in-person numbers but may utilize video conferencing.**

# Architect / Engineer Selection Rating Form

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Project Name Ice Arena Band Rehearsal Facility Proposer Firm \_\_\_\_\_  
 Project Number KSU-21L104 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 25 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 \$100,000	2	
	\$100,000 to \$500,000	1	
	More than \$500,000	0	
c. Number of licensed professionals	Less than 3 professionals	1	Max = 3
	3 to 6 professionals	2	
	More than 6 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 4 sample projects	1	Max = 3
	4 to 8 sample projects	2	
	More than 8 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 = 2
	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 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	
	3 to 6 projects	2 - 3	
	More than 6 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 \_\_\_\_\_