## Request for Qualifications (Architect / Engineer)

#### **State of Ohio Standard Forms and Documents**

#### Administration of Project: Local Higher Education

| Project Name      | Stark Fine Arts Roof Replacement & Library<br>Phase III Ceiling and Life Safety<br>Improvements | Response Deadline       | February 3, 2023   | 1pm   | local time |
|-------------------|---|-------------------------|--------------------|-------|------------|
| Project Location  | Kent State University at Stark 6000 Frank<br>Avenue NW  | Project Number          | KSU-21S603         |       | _          |
| City / County     | North Canton / Stark  | Project Manager         | Joseph Graham      |       |            |
| Owner             | Kent State University   | Contracting Authority   |                    | ıtion |            |
| Delivery Method   | General Contracting   | Prevailing Wages        | State              |       |            |
| No. of paper copi | es requested (stapled, not bound) 1   | No. of electronic copie | es requested (PDF) |       | 1          |

Submit the requested number of *Statements of Qualifications* (Form F110-330) directly to Joseph Graham 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 Joseph Graham at <a href="mailto:jagraham@kent.edu">jagraham@kent.edu</a> 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 <a href="http://kent.edu/universityarchitect">http://kent.edu/universityarchitect</a> 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 on Friday, January 20th, 2023 at 9am in Room 102 Harbourt Hall.

#### **Project Overview**

#### A. Project Description

The roof on the Fine Arts building constructed in 1972 was last replaced in 1994. The Fine Arts roof is approximately 29,981 square feet. The roofing has reached the end of its useful life and is failing, which places the building structure, systems and finishes at risk. The proposed project would replace the failing roof with a new roof system including flashings, roofing accessories, and emergency overflow drains. In addition, the final phase of the Library Ceiling and Life Safety Improvements (Phase 3) will be completed. This final phase will complete the life safety improvements including sprinkler system and fire alarm with a new ceiling system and energy efficient lighting to refresh the lower level.

#### 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 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: 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 <a href="https://ofcc.ohio.gov">https://ofcc.ohio.gov</a>.

During the construction period, provide not less than  $\underline{4}$  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 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 Projects
- 2. Roof Replacement Projects

### Request for Qualifications (Architect / Engineer) continued

- 3. Life Safety Improvement Projects (Fire Suppression and Fire Alarm)
- 4. Work in Occupied Buildings/Site
- 5. Accelerated Design and Documentation Projects

| C. Estimated Bud                              | lget / Funding                      | D.            | Anticipated Schedule   |                     |
|---|-------------------------------------|---------------|--|---------------------|
| State Funding:                                | \$1,800,000                         |               | Professional Services Start:   | 01 / 23             |
| Other Funding:                                | \$500,000                           |               | Construction Notice to Proceed:  | 07 / 23             |
| Construction Cost:                            | \$1,850,000                         |               | Substantial Completion of all Work:  | 08 / 24             |
| Total Project Cost:                           | \$2,300,000                         |               | Professional Services Completed:   | 08 / 24             |
| E. Estimated Basic Fee Range (see note below) |                                     | F.            | EDGE Participation Goal  |                     |
|   | 8% to 10%                           | Pe            | rcent of initial Total A/E Fee:  | 9.0%                |
| (5) Bidding and Award                         | OR GMP Proposal and Amendment (as a | oplicable), ( | ign, (3) Design Development, (4) Construct<br>6) Construction Administration, and (7) Clos<br>necessary for proper completion of the Bas | seout services. The |

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) | Н. | Additional Service Providers Required |
|----------------------|-------------------------------------|----|---------------------------------------|
| Lead A/E Discipline: | Architecture                        |    | Hazardous Materials -to be determined |
| Secondary            | Mechanical-Electrical-Plumbing Eng. |    |                                       |
| Disciplines:         |                                     |    |                                       |
|                      |                                     |    |                                       |
|                      |                                     |    |                                       |
|                      |                                     | _  |                                       |
|                      |                                     |    |                                       |
|                      |                                     |    |                                       |
|                      |                                     | _  |                                       |
|                      |                                     | _  |                                       |
|                      |                                     |    |                                       |

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.

### Request for Qualifications (Architect / Engineer) continued

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 <a href="https://ofcc.ohio.gov">https://ofcc.ohio.gov</a>. 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 forms F110-20 and F110-330 March 2022 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 <u>one</u> 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

| 5              | Stark Fine Arts Roof Replacement & Library     | 5                |  |
|----------------|--|------------------|--|
| Project Name   | Phase III Ceiling and Life Safety Improvements | Proposer Firm    |  |
| Project Number | KSU-21S603                                     | City, State, Zip |  |

| Selection Criteria                                |   |  |        | Value |   |
|---|---|--|--------|-------|---|
| 1.  | Primary Firm Location, Workload and Size (Maxi                          | imum 10 points)  |        |       |   |
|   |   | Less than 25 miles   | 5      | 5     |   |
|   | Proximity of firm to project site                                       | 25 miles to 50 miles   | 2      | )     |   |
|   |   | More than 100 miles  | 0      |       |   |
|   | b. Amount of fees awarded by Contracting Authority in                   | Less than \$500,000  | 2      |       |   |
|   | previous 24 months  | \$500,000 to \$1,000,000   | 1      |       | _ |
|   | provided 24 months  | More than \$1,000,000  | C      | )     |   |
|   |   | Less than 5 professionals  | 1      | Max   |   |
|   | c. Number of licensed professionals                                     | 5 to 10 professionals  | 2      | = 3   |   |
|   |   | More than 10 professionals   | 3      |       |   |
| 2.  | Primary Firm Qualifications (Maximum 30 points)                         |  |        |       |   |
|   | a. Project management lead  | Experience / ability of project manager to   | 0 - 10 |       |   |
|   |   | manage scope / budget / schedule / quality   |        |       | - |
|   | b. Project design lead  | Experience / creativity of project designer to   | 0 - 5  |       |   |
|   |   | achieve owner's vision and requirements  Experience / ability of technical staff to create |        | Max   | - |
|   | c. Technical staff  | fully coordinated construction documents   | 0 - 10 | = 20  |   |
|   |   | Experience / ability of field representative to  |        | - 20  |   |
|   | d. Construction administration staff                                    | identify and solve issues during construction  | 0 - 5  |       |   |
| 3   | Key Consultant Qualifications (Maximum 20 poin                          |  |        |       |   |
| J.  | ney consultant Quantications (Maximum 20 point                          | Experience / ability of key consultants to   | l      |       |   |
|   | Key discipline leads  | perform effectively and collaboratively  | 0 -    | 15    |   |
|   |   | One point for every 2 percent increase in  |        |       |   |
|   | b. Proposed EDGE-certified Consultant participation*                    | professional services over the EDGE  | 0 - 5  |       |   |
|   | b. 1 toposed EBGE-certified Consultant participation                    | participation goal   |        |       |   |
| 4   | Overall Team Qualifications (Maximum 10 points)                         |  |        |       |   |
| ••  | Ovorum Tourn Quamioutions (Maximum 10 points)                           | Less than 3 sample projects  | 1      |       |   |
|   | a. Previous team collaboration  | 3 to 7 sample projects   | 1      | Max   |   |
|   | a. Flevious team collaboration  | More than 7 sample projects  | 3      | = 3   |   |
|   |   | Registered LEED v4.0 or v4.1 projects  | 1      | Max   |   |
|   | <ul> <li>b. LEED** Registered / Certified project experience</li> </ul> | Certified LEED v4.0 or v4.1 projects   | 2      | = 2   |   |
|   |   | Training and knowledge   | 1      | Max   |   |
|   | c. BIM project experience   | Direct project experience  | 3      | = 3   |   |
|   |   | Clarity of responsibility / communication  | 0-2    |       |   |
|   | d. Team organization  | demonstrated by table of organization  |        |       |   |
| 5.  | Overall Team Experience (Maximum 30 points)                             |  | •      |       |   |
|   | <u> </u>  | Past performance as indicated by   |        | 40    |   |
|   | Previous team performance   | evaluations and letters of reference   | 0 -    | 10    |   |
|   |   | Less than 4 projects   | 0 - 3  |       |   |
|   | b. Experience with similar projects / delivery methods                  | 4 to 8 projects  | 4 - 6  |       | 1 |
|   |   | More than 8 projects   | 7 -    |       | 1 |
|   | a. Dudget and eshedule management                                       | Performance in completing projects within  |        |       |   |
|   | c. Budget and schedule management                                       | original construction budget and schedule  | 0 -    | · 5   |   |
| d. Knowledge of Ohio Capital Improvements process |   | Less than 4 projects   |        | 1     |   |
|   |   | 4 to 8 projects  | 2 - 3  |       | ] |
|   |   | More than 8 projects   | 4 -    | 5     |   |
|   |   |  |        |       |   |
| *   | Must be comprised of professional design services consult               | ting firms and NOT the lead firm - For more  |        |       |   |
|   | nformation on scoring this and other criteria refer to Docum            |  | Subt   | otal  |   |
|   |   | C  | JUNI   | JLUI  | 1 |

|                             |   | Less than 4 projects                        | 0-1         | 1 |  |
|-----------------------------|---|---|-------------|---|--|
|                             | d. Knowledge of Ohio Capital Improvements process   | 4 to 8 projects                             | 2 - 3       |   |  |
|                             |   | More than 8 projects                        | 4 - 5       |   |  |
|                             |   |   |             |   |  |
|                             | <ul> <li>* Must be comprised of professional design services consinformation on scoring this and other criteria refer to <a href="Doct">Doct</a></li> <li>** Leadership in Energy &amp; Environmental Design adminis</li> </ul> | ument F199-01 - PS Selection Rating Rubric. | Subtotal    |   |  |
| N                           | lotes:  | Evaluator:                                  |             |   |  |
|                             |   | Name  |             |   |  |
|                             |   |   |             |   |  |
|                             |   | Signature                                   | Date        |   |  |
|                             |   |   |             |   |  |
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