

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>Kent State Airport Runway Design Study</u>	Response Deadline	<u>March 7, 2022</u>	<u>4pm</u>	local time
Project Location	<u>Kent State Airport</u>	Project Number	<u>KSU-22F066</u>		
City / County	<u>Stow / Summit</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>Federal</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 Harbourt Hall Suite 200, 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 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 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.

Project Overview

A. Project Description

This project will provide a design study for pavement repair for Runway 1/19 and the runway safety areas. This study will provide the basis for the upcoming Pavement Rehabilitation Projects anticipated to be funded during Federal Fiscal Year 2023. This facility functions as an airport for local individuals/businesses as well as a training facility for KSU students. The Kent State University Airport was established in 1917 and is located within the lite residential and commercial properties of Stow Ohio. This design study is being primarily funded thru an FAA AIP Grant and 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.

B. Scope of Services

Kent State University is requesting submissions of qualifications for the complete design study for pavement and RSA rehabilitation. The purpose of this project is to investigate the existing airport pavement and provide the basis of design necessary to inform upcoming pavement rehabilitation projects and 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 9% 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.

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>.

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

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5. ODOT Grant Compliance
6. Survey – Layout and design

C. Estimated Budget / Funding

State Funding: \$8,000
Other Funding: \$152,000
Construction Cost: \$tbd-future projects
Total Project Cost: \$160,000

D. Anticipated Schedule

Professional Services Start: 04 / 22
Construction Notice to Proceed: tbd
Substantial Completion of all Work: tbd
Professional Services Completed: 09 / 22

E. Estimated Basic Fee Range

\$100,000 to \$150,000

F1. EDGE Participation Goal

Percent of initial Total A/E Fee: 9.0%

F2: DBE Participation Goal -Project: 12.3%

G. Basic Service Providers Required (see note below)

Lead A/E Discipline: Architecture or Engineering

Secondary _____

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.

This project is federally funded with a DBE participation goal of 12.3 percent.

For all *Statements of Qualifications*, please identify the EDGE-certified or certified DBE 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. Turn in the electronic copy via USB thumb drive.

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.

Architect / Engineer Selection Rating Form

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Project Name Kent State Airport Runway Design Study Proposer Firm _____
 Project Number KSU-22F066 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 25 miles	5	
	25 miles to 50 miles	2	
	More than 50 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$100,000	2	
	\$100,000 to \$200,000	1	
	More than \$200,000	0	
c. Number of licensed professionals	Less than 5 professionals	0	Max = 3
	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	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 - 10	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 0	
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 DBE participation	0 points for no participation. 5 points for meeting or exceeding participation goal. 1-4 points based on level of participation below target goal.	0 - 5	
4. Overall Team Qualifications (Maximum 5 points)			
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	0	Max = 0
	Certified LEED v4.0 or v4.1 projects	0	
c. BIM project experience	Training and knowledge	0	Max = 0
	Direct project experience	0	
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 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	
			Subtotal

Notes:

Evaluator:

Name _____

Signature _____ Date _____