

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	Architect/Landscape Architect Pre-Qualified Consultant List	Response Deadline	June 30, 2023	2:00pm	local time
Project Location	Kent State University	Project Number	KSU-23L131		
City / County	Kent / Portage	Project Manager	Michael Wasowski		
Owner	Kent State University	Contracting Authority	Local Higher Education		
Delivery Method	N/A	Prevailing Wages	None		
No. of paper copies requested (stapled, not bound)	0	No. of electronic copies requested (PDF)	1		

Submit the requested number of *Statements of Qualifications* (Form F110-330) directly to Michael Wasowski at Suite 101 Harbour 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 with the project number included in the subject line (no phone calls please).

Project Overview

A. Project Description

Kent State University Office of the University Architect (KSU) intends to pre-qualify firms to provide architectural and landscape architectural services for projects that are not advertised through the Ohio Register, or other media. This pre-qualification process will determine the list of firms that will be eligible for award of contracts for the period covering July 1, 2023 – June 30, 2025.

Services will be in support of KSU design of projects, as well as support Local Administration of projects. Consultants are utilized for small projects, studies or criteria architects for design build or specialized tasks in which the A/E selection process would be unnecessarily cumbersome.

Upon completion of the selection process, where appropriate, KSU will seek Controlling Board approval for total contract awards to each pre-qualified firm up to the amount of \$250,000 for a two-year period. Each individual assignment may range in the amount of \$25,000 - \$75,000 per project; however, there are exceptions where fees for an individual assignment exceed \$75,000.

The number of pre-qualified architectural consultants and landscape architectural consultants selected through this process is within the discretion of KSU. While the pre-qualified status means that a firm is eligible for award of contracts, there is no guarantee that a firm will be awarded any work or representation of the amount of work a firm may receive within the two-year period.

B. Scope of Services

Work assignments may include, but are not limited to, specialty design (any architectural discipline including landscape design); review or creation of a Program of Requirements; various studies; prototype building design; preparation of bidding and construction documents; criteria design packages; preparation of cost estimates; pre-design investigations; quality assurance testing during construction; extensive pre-design surveying services, soil testing and engineering, validation of existing site conditions, code required special inspections and testing.

Services will be provided in accordance with a standard form of agreement. The scope of work and schedule for a specific project will be described in an Exhibit document attached to the agreement at the time of contract award.

SERVICES REQUIRED

- Architecture
- Interior Design
- Landscape Architecture
- Testing
- Inspection

Request for Qualifications (Architect / Engineer) continued

As a project is identified for professional design services, KSU will notify eligible firms(s) of the project and provide a scope of work. A firm will be requested to provide a fee proposal. KSU will initiate contract negotiations directed toward:

1. Ensuring that the firm and the agency have a mutual understanding of the essential requirements involved in providing the required services.
2. Determining that the firm will make available the necessary personnel, equipment, and facilities to perform the services within the required time.
3. Agreeing upon compensation, which is fair and reasonable, taking into account the estimated value, scope, complexity and nature of the services.

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 <https://ofcc.ohio.gov>.

C. Estimated Budget / Funding

State Funding: \$varies by project
Other Funding: \$varies by project
Construction Cost: \$varies by project
Total Project Cost: \$varies by project

D. Anticipated Schedule

Professional Services Start: mm / yy
Construction Notice to Proceed: mm / yy
Substantial Completion of all Work: mm / yy
Professional Services Completed: mm / yy

E. Estimated Basic Fee Range (see note below)

varies by project% to varies by project%

F. EDGE Participation Goal

Percent of initial Total A/E Fee: 9.0%

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: Select Primary Discipline
Secondary
Disciplines: Select Secondary Discipline
Select Secondary Discipline
Select Secondary Discipline

H. Additional Service Providers Required

Additional Service Discipline
Additional Service Discipline
Additional Service Discipline
Additional Service Discipline
Additional Service Discipline
Additional Service Discipline
Additional Service Discipline
Additional Service Discipline
Additional Service Discipline
Additional Service Discipline

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.

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>. **Out-of-date forms will not be accepted as they do not include current Executive Orders and other OFCC language.**

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 the pdf on a flash drive. Email submissions will NOT be accepted.

Facsimile copies of the *Statement of Qualifications* will not be accepted.

Submissions must be enclosed in a sealed envelope with project name and number listed, and sent to Michael Wasowski, Assistant Director for Architecture and Engineering, Suite 101 Harbourt Hall, 615 Loop Road, Kent, OH 44242.

The following special instructions apply to completing the SAO-F110-330 form:

- Firms are requested to list this RFQ Project Number (**KSU-23L131**)
- Firms should indicate EDGE status on Part I, Section C
- Firms wishing to highlight certain discipline projects should do so on Page 1 of Section F (Please limit projects to no more than ten)
- Do not submit Section F, Page 2 (Relevant Projects Experience Matrix)
- Do not submit Section H, Page 3 & 4 (Commitment to Participate in the EDGE Business Assistance Program)
- Firms performing current Consultant List projects should identify all those projects on Page 1 of Section F (Example projects which best illustrate proposed team's qualifications for this contract)

Request for Qualifications (Architect / Engineer) continued

Firms should submit responses independent of other firms (no teams). Firms should only submit one (1) response regardless of single or multiple disciplines within the firm. However, firms should clearly identify and provide experience on all disciplines to be considered.

Proposal Due Date: June 30, 2023, 2:00pm (EST)

Eligibility will be effective for the period covering July 1, 2023- June 30, 2025

KSU will evaluate the proposals submitted and identify a list of firms that it considers to be qualified to provide the required services. KSU may interview the identified firms to further explore their qualifications and the scope and nature of the services they would provide.

Following this evaluation, KSU will rank the firms that it considers as most qualified to provide the required services. The number of firms that will be determined as pre-qualified is at the sole discretion of Kent State University.

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 Architect/Landscape Architect Pre-Qualified Consultant List Proposer Firm _____
 Project Number KSU-23L131 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 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	3	Max = 3
	5 to 10 professionals	2	
	More than 10 professionals	1	
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 - 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	
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 2 sample projects	1	Max = 3
	2 to 4 sample projects	2	
	More than 4 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	
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 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 firms and NOT the lead firm - For more information on scoring this and other criteria refer to Document F199-01 - PS Selection Rating Rubric . ** Leadership in Energy & Environmental Design administered by Green Business Certification Inc.		Subtotal	

Notes:

Evaluator:

Name _____

Signature _____ Date _____