

# Request for Qualifications (Architect / Engineer)

## State of Ohio Standard Forms and Documents

### Administration of Project: Local Higher Education

Project Name	WKSU Modifications for Teleproductions	Response Deadline	June 23, 2023	11:00 am local time
Project Location	WKSU Broadcast Center 1613 Summit Street, Kent, OH 44242	Project Number	KSU-23S076	
City / County	Kent / Portage	Project Manager	Charmaine Iwanski	
Owner	Kent State University	Contracting Authority	Local Higher Education	
Delivery Method	General Contracting	Prevailing Wages	State	
No. of paper copies requested (stapled, not bound)	1	No. of electronic copies requested (PDF)	1	

Submit the requested number of *Statements of Qualifications* (Form F110-330) directly to Charmaine Iwanski 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 Charmaine Iwanski at ciwanski@kent.edu 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 <http://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.

**Interested parties may attend a pre-proposal meeting on Wednesday, June 14, 2023 at 9:00 am in Room 102 Harbourt Hall followed by a tour of the existing space. This will be the only opportunity to view the existing space.**

### Project Overview

#### A. Project Description

Located on the Kent Campus within the Center for Performing Arts, TeleProductions is Kent State University's full-service video production center supporting both the university and the surrounding community with a wide range of media services, instruction, instructional support and award-winning video and live event productions. Associated with the College of Communication and Information, their work includes live production of university events, marketing videos, live web streaming, Mid-American Conference (MAC) games on ESPN+, video board production of Kent State events and design and installation of custom video and digital display systems.

A recent agreement with the Kent State University Board of Trustees enlisted Ideastream Public Media as the operator of WKSU becoming the sole NPR news and information station in Northeast Ohio. In this agreement, the consolidation of these media organizations provided valuable vacated space located in the WKSU broadcast building on the Kent Campus. This project includes the renovation of the vacated WKSU building for the new TeleProductions headquarters. Renovations include upgrades to building systems, offices, TeleProductions sound and video studio spaces, and teledata upgrades to support enhanced video and sound technology for connectivity and digital production. The proposed renovation supports the College of Communication and Information's unique programs, being the only college in the nation that combines a mix of technology, design, media, communication and information related majors and programs.

#### 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. The program is currently being finalized by the Office of the University Architect and CAED. Program Verification will not be a required 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 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

# Request for Qualifications (Architect / Engineer) continued

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. Adaptive Reuse Projects
- 3. Office Renovation Projects
- 4. Mixed Use Projects
- 5. Work in Occupied Buildings/Site
- 6. Accelerated Design and Documentation Projects
- 7. Specialty teleproduction studios or like projects

**C. Estimated Budget / Funding**

State Funding:	<u>\$94,105.36</u>
Other Funding:	<u>\$900,948.64</u>
Construction Cost:	<u>\$632,032</u>
Total Project Cost:	<u>\$995,054</u>

**D. Anticipated Schedule**

Professional Services Start:	<u>07 / 23</u>
Construction Notice to Proceed:	<u>10 / 23</u>
Substantial Completion of all Work:	<u>02 / 24</u>
Professional Services Completed:	<u>05 / 24</u>

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

9% to 9.5%

**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:	<u>Architecture</u>
Secondary	<u>Mechanical-Electrical-Plumbing Eng.</u>
Disciplines:	<u></u>
	<u></u>
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**H. Additional Service Providers Required**

<u>Acoustic</u>
<u>Special Inspections</u>
<u>Technology &amp; Communication design</u>
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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**

- 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.

**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 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. Provide the electronic submittal on a thumb drive with the paper submission. **Emailled 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

Project Name WKSU Modifications for Teleproductions Proposer Firm \_\_\_\_\_  
 Project Number KSU-23S076 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 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 \$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 - 5	
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 - 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 3 sample projects	1	Max = 3
	3 to 7 sample projects	2	
	More than 7 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	
<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 4 projects	0 - 1	
	4 to 8 projects	2 - 3	
	More than 8 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 \_\_\_\_\_