

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>The Hub Tunnel Top Replacement</u>	Response Deadline	<u>12/12/13</u>	<u>4:00 P.M.</u>	local time
Project Location	<u>Oxford Campus "HUB Quad" area</u>	Project Number	<u>MUN-1000043</u>		
City / County	<u>Oxford / Butler</u>	Project Manager	<u>Kevin Morris</u>		
Owner	<u>Miami 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 on CD (PDF)	<u>1</u>		

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Elizabeth Davidson at 181 Cole Service Building, Oxford, OH, 45056, davidsea@miamioh.edu. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Kevin Morris at morris88@miamioh.edu with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the Opportunities page on the OFCC website at <http://ofcc.ohio.gov> 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

Miami University's University Seal is embedded into the sidewalk in the center of the quad known as "the Hub", located on the Oxford campus of Miami University. (Miami tradition is to avoid stepping on the seal, out of respect for Miami history and values. Tradition has it that, if you do step on the seal, you'll be punished by failing your next exam.) "The Hub" Quad is surrounded by Roudabush, Upham, Kreger, and the two oldest remaining buildings on campus, Stoddard and Elliott Halls.

Miami University has an extensive network of utility tunnels throughout the Oxford campus, constructed in phases as the campus expanded. The tunnels house many of the main utility lines for the University. Chilled water, hot water, and high pressure steam lines are mounted to and run along the walls of the tunnel system, distributing to the various buildings. In addition to these large pipes, some electrical and telecommunications lines also run within and across the tunnel system. The requirement for this project is to completely remove and replace the tunnel top slabs and topping pavements within the Hub Quad area on the tunnels constructed in or around 1948 as well as the tunnel section which extends from Armstrong Hall west across the south side of Kreger Hall (section of tunnel constructed in or around 1938.) The utility tunnels located in The Hub Quad were constructed around 1948. The tunnels are entirely cast-in-place concrete construction and are composed of a base slab (which also serves as the footing), walls, and a lid slab designed and constructed in such a manner that the top of the tunnel lids were left exposed to also serve as pedestrian walks. The exposed lids were originally designed to accommodate pedestrian traffic, however, in addition to the pedestrian traffic, the exposed tunnel lids are also used for maintenance vehicular traffic and increasingly heavy truck traffic from University contractors. Additionally, more recent codes and regulations are requiring that emergency vehicles have multiple access points to buildings, resulting in fire trucks and ambulances crossing the tunnels at multiple points. The current tunnel design does not have the ability to accommodate these large loads and the ability of the University to police the access routes for the contractors and emergency vehicles is limited.

Over the years, as the lids have deteriorated, sections of tunnel lids have been repaired or replaced. Replacement sections have been performed with "in-kind" construction to replace extremely deficient sections of slab without additional consideration to the durability of the structure. The repairs that have been performed are typically surface patches that were placed to remediate safety hazards. These repairs were typically not intended to restore structural integrity or increase the longevity and durability of the structural slab section, as is typically done in a structural restoration. As such, the University recently completed a Condition Review and Proposed Master Plan of many utility tunnels throughout campus for lid slab removal and replacement.

Project scope includes:

1. Removing and replacing approximately 1,320 l.f. of structural tunnel top in the same or similar manner as the top was replaced in the Central Quad, including required temporary utility and services relocations as may be required as well as temporary bracing of walls required for demolition and replacement of structural opping slabs.
2. Waterproofing of structural slab.

Request for Qualifications (Architect / Engineer) continued

3. Removing and replacing approximately 1,320 l.f. of topping slab over waterproofed structural slab, in the same or similar manner as the top was replaced in the Central Quad.
4. Grading adjustments to accommodate revised pavements and storm water management improvements necessary to assure adequate drainage within the project area and to mitigate impact of increased sidewalk thickness and higher resultant pavement elevations.
5. Installing new light pole bases and underground conduit and wiring.
6. Installing new lighting and conduit in the tunnel similar to the Central Quad.
7. Removing and replacing the brick pavers in three (3) circular sidewalk intersections.
8. Removing and replacing the pavers in the bike pads in front of Upham Hall.
9. Removing and replacing the chain handrail in front of Upham Hall.
10. Installing vent chamber similar to the Central Quad.

The selected firm will be responsible for verifying the design parameters and budget included in the Master Plan document. Short listed firms will be provided a copy of the Condition Review and Proposed Master Plan Document and the University's Storm Water Master Plan document for reference and in preparation of interviews.

B. Scope of Services

It is anticipated that the Structural Engineering design services would be the lead with Civil Engineering, M/E/P engineering as needed to fulfill the scope of the project noted. The University would like to bid the project in March 2014, award in April 2014 with construction between May 2014 and August 2014. All work including punch list and closeout would be completed by no later than mid-August 2014, prior to start of classes. The selected design team will need to begin work immediately upon award of the Agreement and meet the noted schedule.

The selected Architect/Engineer (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.

Refer to the *OFC 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 <http://ofcc.ohio.gov>.

During the construction period, provide not less than 4 (four) 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:

11. Structural Engineering – Projects with emphasis on structural concrete restoration and site cast concrete or precast concrete structural design. Architectural layout of all topping slab joinery must be shown on construction documents. Detail of salvage, demolition and restoration of Hob "Seal" ornament and all disturbed stone and brick pavements is also required as is detailed plans for protection of all existing trees and landscaping.
12. Civil Engineering – Past similar relevant experience and ability to support Structural Engineer as lead. Careful attention to detailed fine grading and preservation of existing landscaping is required
13. M/E/P Engineering – Past similar relevant experience and ability to support Structural Engineer as lead.

C. Funding / Estimated Budget

Total Project Cost	<u>\$1,500,000.00</u>	State Funding	<u>\$0.00</u>
Construction Cost	<u>\$1,200,000.00</u>	Other Funding	<u>\$1,500,000.00</u>
Estimated A/E Fee	<u>5% to 6%</u>		

NOTE: The A/E fee percentage for this project includes all professional design services, and consultant services necessary for proper completion of the Basic Services for the successful completion of the project, including but not limited to: review and verification of the Program of Requirements provided by the Owner, validation of existing site conditions (but not subsurface or hidden conditions), preparation

Request for Qualifications (Architect / Engineer) continued

of cost estimates and design schedules for the project. Fees may be negotiated and allocated for Additional Services (e.g., creation of a Program of Requirements, extensive evaluation or validation of site conditions, extensive pre-design investigations, code-required special inspection and testing, Quality Assurance testing during the construction period, and testing due to unforeseen conditions).

D. Services Required (see note below)

Primary	<u>Structural Engineering</u>
Secondary	<u>Civil Engineering</u>
	<u>MEP Engineering</u>

Others	_____

E. Anticipated Schedule

Professional Services Start (mm/yy)	<u>01 / 14</u>
Construction Stage Start (mm/yy)	<u>05 / 14</u>
Construction Stage Completed (mm/yy)	<u>08 / 14</u>
Professional Services Completed (mm/yy)	<u>09 / 14</u>

F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL A/E Fee	<u>5%</u>
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NOTE: The primary A/E shall be (1) a registered architect holding a license and certificate of authorization issued by the Ohio Architects Board pursuant to ORC Chapter 4703, (2) a landscape architect holding a license and certificate of authorization issued by the Ohio Landscape Architects Board pursuant to ORC Chapter 4703, or (3) a professional engineer or professional surveyor holding a license and certificate of authorization issued by the Ohio Engineers and Surveyors Board pursuant to ORC Chapter 4733.

G. 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 <http://ofcc.ohio.gov>. The Intent to Contract and to Perform form is again required at the Fee Proposal stage.

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.

H. Submittal Instructions

Firms are required to submit the current version of Statement of Qualifications (Form F110-330) available via the OFCC website at <http://ofcc.ohio.gov>.

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.

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 Professional or similar software for creating a PDF rather than using

Request for Qualifications (Architect / Engineer) continued

a scanner. If possible, please reduce the file size of the PDF. In Adobe Acrobat Professional, go to Advanced, then PDF Optimizer. Also, please label the CD and the CD cover with the project number and firm name.

Facsimile or e-mailed copies of the Statement of Qualifications will not be accepted.

Firms are requested to identify professional registrations, memberships and credentials including but not limited to: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, 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.

LEED Credentials: Leadership in Energy & Environmental Design (Green Building Certification Institute)

GA: Green Associate

AP: LEED AP (Legacy LEED Accredited Professional without specialty)

AP +: (see below):

LEED AP BD+C (Building Design and Construction specialty)

LEED AP ID+C (Interior Design and Construction specialty)

LEED AP O+M (Operations and Maintenance specialty)

LEED AP ND (Neighborhood Development specialty)

LEED AP Homes (Specialty for residential LEED construction)

Other Industry Credentials:

CCCA: Certified Construction Contract Administrator (CSI)

CCM: Certified Construction Manager (CMAA)

CCS: Certified Construction Specifier (CSI)

CDT: Construction Document Technologist (CSI)

DBIA: Design-Build Institute of America

Architect/Engineer Selection Rating Form

State of Ohio Standard Forms and Documents

Project Name The Hub Tunnel Top Replacement Proposer Firm _____
 Project Number MUN-1000043 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 \$100,000	2	
	\$100,000 to \$500,000	1	
	More than \$500,000	0	
c. Number of licensed professionals	Less than 5 professionals	2	Max = 3
	5 to 10 professionals	1	
	More than 10 than professionals	0	
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 - 5	
3. Key Consultant Qualifications (Maximum 20 points)			
a. Key discipline leads	Experience / ability of key consultants to perform effectively and collaboratively	1 - 15	
b. Proposed EDGE-certified Consultant participation*	One additional point for every 2 percent increase in professional services over the advertised EDGE participation goal	0 - 5	
4. Overall Team Qualifications (Maximum 10 points)			
a. Previous team collaboration	Less than 3 sample projects	1	Max = 3
	3 to 6 sample projects	2	
	More than 6 sample projects	3	
b. LEED** Registered / Certified project experience	Registered projects	1	Max = 2
	Certified 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 2 projects	0 - 3	
	2 to 6 projects	4 - 6	
	More than 6 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 2 projects	0 - 1	
	2 to 4 projects	2 - 3	
	More than 4 projects	4 - 5	
* Must be comprised of professional design services consulting firm(s) and NOT the primary firm ** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute		Subtotal	

Notes:

Evaluator:

Name _____

Signature _____

Date _____