**Administration of Project:**

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| Project Name | Fire Alarm Upgrade Phase 6 |  | Response Deadline | 1/4/2020 |  | 2:00 pm |  local time |
| Project Location | Bierce Library, Olin Hall, College of Business Administration and others |  | Project Number | UAK190007 |
| City / County | Akron / Summit |  | Project Manager | Stephanie Brothers |
| Owner | The University of Akron |  | Contracting Authority |  |
| Delivery Method |  |  | Prevailing Wages |  |
| No. of paper copies requested (stapled, not bound) | (4) Four |  | No. of electronic copies requested (PDF) | (1) One |

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| Submit the requested number of Statements of Qualifications (Form F110-330) directly to Shandra Irish at The University of Akron, 100 Lincoln Street, Room 210, Akron, Ohio 44325-9001. See Section H of this RFQ for additional submittal instructions. |
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| All questions are to be submitted through the Public Purchase, electronic bidding tool, which will allow everyone to see submitted questions and the answers. Questions will be answered and posted to the Public Purchase website on a regular basis until one week before the time of proposal submittal.The bidding tool is located at: Vendor Registration-[http://www.publicpurchase.com/gems/uakron,oh/browse/home](http://www.publicpurchase.com/gems/uakron%2Coh/browse/home)Bid Board-[http://www.publicpurchase.com/uakron,oh](http://www.publicpurchase.com/uakron%2Coh)Additional vendor support is provided via live Chat in the upper left corner, support@publicpurchase.com or call 801-932-7000. |
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**Project Overview**

**A. Project Description**

The University of Akron has authorized the Department of Capital Planning and Facilities Management to request qualifications for Professional Design Services for the replacement of the antiquated fire alarm systems in Bierce Library, Olin Hall, and the College of Business Administration. In addition to the fire alarm at Bierce Library, the building announcement and loudspeaker system is to be fully replaced. A POR for additional scope should be investigated and included into the project if funding allows. This scope may include updates to the fire alarm systems at the Lincoln Building, new nodes at the Wonder Bread building, and fiber upgrades to several buildings on campus.

The A/E will prepare construction documents detailing the scope of work required, develop an estimated cost for the scope of work and advise the Owner if the costs are comparable to the construction cost indicated in Section C of this document. The Associate will provide construction administration during construction. The A/E will provide all close out documentation upon completion of the project.

B. Scope of Services

For projects advertised with an appropriately developed Program of Requirements (POR), upon award of the Agreement, commence with Design. For projects without such a POR, upon award of the Agreement, commence by developing the Program of Requirements.

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 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 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 6 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. Experience in designing Fire Alarm systems for classroom buildings.
2. Experience in designing Fire Alarm systems for libraries.
3. Experience developing budgets for Fire Alarm systems in existing buildings.
4. Experience in working with state institutions and experience working with state inspectors
5. Experience in developing bid packages, doing change orders using the states procedures,

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| C. Estimated Budget / Funding | D. Anticipated Schedule |
| State Funding: | $840,000 |  | Professional Services Start: |  /  |
| Other Funding: | $0  |  | Construction Notice to Proceed: |  /  |
| Construction Cost: | $700,000 |  | Substantial Completion of all Work: |  /  |
| Total Project Cost: | $840,000 |  | Professional Services Completed: |  /  |
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| E. Estimated Basic Fee Range (see note below) | **F. EDGE Participation Goal** |
|  | 7% to 10% | Percent of initial Total A/E Fee: | .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.** |
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| **G. Basic Service Providers Required** (see note below) | **H. Additional Service Providers Required** |
| Lead A/E Discipline: |  |  |      |
| Secondary |  |  |       |
|  Disciplines: |  |  |       |
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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 <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.

**J. 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>.

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. Also, please label the CD or DVD and the sleeve with the project number and firm name if applicable.

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.

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| Project Name | Fire Alarm Upgrade Phase 6 |  | Proposer Firm |  |
| Project Number | UAK190007 |  | City, State, Zip |  |

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| **Selection Criteria** | **Value** | **Score** |
| **1.** **Primary Firm Location, Workload and Size** (Maximum 10 points) |
| a. Proximity of firm to project site | Less than  miles  | 5 |  |
|  miles to  miles  | 2 |
| More than miles  | 0 |
| b. Amount of fees awarded by Contracting Authority in previous 24 months | Less than $  | 2 |  |
| $ to $  | 1 |
| More than $  | 0 |
| c. Number of licensed professionals | Less than  professionals |  | Max = 3 |  |
|  to  professionals |  |
| More than professionals |  |
| **2. Primary Firm Qualifications** (Maximum 30 points) |
| a. Project management lead | Experience / ability of project manager to manage scope / budget / schedule / quality | 0 - 10 |  |  |
| b. Project design lead | Experience / creativity of project designer to achieve owner’s vision and requirements | 0 -  | Max = 20 |  |
| c. Technical staff | Experience / ability of technical staff to create fully coordinated construction documents | 0 -  |  |
| d. Construction administration staff | Experience / ability of field representative to identify and solve issues during construction | 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 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  sample projects | 1 | Max = 3 |  |
|  to  sample projects | 2 |
| More than 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  projects | 0 - 3 |  |
|  to  projects | 4 - 6 |
| More than 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  projects | 0 - 1 |  |
|  to  projects | 2 - 3 |
| More than projects | 4 - 5 |
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| \* Must be comprised of professional design services consulting firm(s) and NOT the lead firm\*\* Leadership in Energy & Environmental Design administered by the Green Building Certification Institute | **Subtotal** |  |

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| **Notes:** |  | **Evaluator:** |
|  |  |  | Name |  |
|  |  |  |  |  |
|  |  | Signature |  | Date |