**Administration of Project:**

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| Project Name | Crouse/Ayer Hall Consolidation |  | Response Deadline | 01/15/19 |  | 9:00am |  local time |
| Project Location | 302 Buchtel Commons |  | Project Number | UAK190005 |
| City / County | Akron / Summit |  | Project Manager | Andrew Hostetler |
| Owner | The University of Akron |  | Contracting Authority |  |
| Delivery Method |  |  | Prevailing Wages |  |
| No. of paper copies requested (stapled, not bound) | 4 |  | No. of electronic copies requested (PDF) | 1 |

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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 211, Akron, Ohio 44325-9001. See Section J 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 is requesting interested firms to submit qualifications for Architectural/Engineering (A/E) services for the Crouse/Ayer Consolidation on The University of Akron. This will consist of the demolition of Ayer Hall and construction of a new addition to Crouse Hall. It will also include the renovation of Crouse Hall. The two buildings are located near the center of campus between the Student Union, Goodyear Polymer Center and Auburn Science and Engineering Center.

Ayer Hall was constructed in 1947 and currently consists of roughly 41,000 sq. ft. on 4 levels and an additional 3000 sq. ft. of tunnels under ground level. Crouse Hall was built in 1948 and currently consists of roughly 48,000 sq. ft. on 4 levels with an additional 2,500 sq. ft. penthouse. There is an existing mechanical vault located between Crouse and Ayer Hall that will need to remain.

The scope includes building an addition of roughly 17,000 sq. ft. to the west end of Crouse Hall that will include 21st century classrooms, common area, and modern laboratories for Geoscience and Physics Departments along with a small auditorium. Renovations in existing Crouse Hall will include offices, common spaces, upgraded classrooms and additional laboratories. It is anticipated that the renovated facilities will continue to house the Geoscience and Physics departments. The A/E will validate the department needs and develop a complete POR. The entire existing Crouse facility will require upgrades/replacement of HVAC, electrical, plumbing, fire protections and IT systems.

The project will also require assistance in relocating existing occupants of both Crouse and Ayer Hall to Central Hower swing space and a lab renovation in ASEC. The swing space will require some modification to accommodate temporary laboratories, classroom and offices spaces. Currently one enters Ayer Hall from the north side of building on ground level and from the south side of building at first level, once the building is removed site grade/modifications will be required to provide a pedestrian pathway connecting the different grades. LEED Certification is not required but a sustainable practices/approach is desired on this project.

This project is required to be designed and delivered with The University of Akron Design and Construction Standards.

B. Scope of Services

As required by the Agreement, and as properly authorized, provide for participation in the following categories: Organizational Meeting, Program Verification, Schematic Design, Design Development, GMP Proposal and Amendment, Bid/Scope review, Construction Documents, Construction Administration and Closeout Deliverables. Additional Services will be discussed as necessary during negotiation phases. Reimbursable expenses will be approved per the Agreement; Travel will not be considered a reimbursable expense.

The A/E will be required to prepare cost estimates as part of basic services at each phase of design and reconcile with the estimate prepared by the CM. The project will require multiple GMP’s.

 The A/E will provide an assessment of existing Crouse Hall and what portions of the building can be reused. Hazardous

 Material testing will be part of this assessment.

The A/E shall assist in identifying the temporary needs of the Geoscience and Physics department and develop the required documentation for a complete bid package to renovated Central Hower swing space.

The A/E will be responsible for meeting with UA project manager and departments to determine and issue a separate FF&E RFP package that meets University needs and budget.

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 16 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 with the Construction Manager at Risk delivery method
2. Ability to meet Owner’s budget and schedule on previous project
3. Previous experience on State of Ohio projects
4. Experience on Renovation/Addition in Higher Education setting
5. Experience on buildings programmed with classroom, offices, and collaboration spaces
6. Experience on Higher Education Laboratories
7. Experience with projects requiring relocations of occupants

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| C. Estimated Budget / Funding | D. Anticipated Schedule |
| State Funding: | $22,000,000 |  | Professional Services Start: |  /  |
| Other Funding: | $1,000,000  |  | Construction Notice to Proceed: |  /  |
| Construction Cost: | $18,000,000 |  | Substantial Completion of all Work: |  /  |
| Total Project Cost: | $23,000,000 |  | Professional Services Completed: |  /  |
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| E. Estimated Basic Fee Range (see note below) | **F. EDGE Participation Goal** |
|  | 6% to 6.5% | 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: |  |  | Hazardous Material/Testing |
| 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 address how they will implement Building Information Modeling (“BIM”) on the project, experience and level of training of staff related to BIM, incorporation of team partners that have previous BIM experience, and an understanding of collaborative BIM processes, including but not limited to the *State of Ohio BIM Protocol* available at the OFCC website at <http://ofcc.ohio.gov>.

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.

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.

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| Project Name | Crouse/Ayer Hall Consolidation |  | Proposer Firm |  |
| Project Number | UAK190005 |  | 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 |