

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>Courtyard & Campus Improvements</u>	Response Deadline	<u>12/16/20</u>	<u>3:00p</u>	local time
Project Location	<u>Columbus Campus</u>	Project Number	<u>CTI-210010</u>		
City / County	<u>Columbus / Franklin</u>	Project Manager	<u>Robb Coventry</u>		
Owner	<u>Columbus State Community College</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>3</u>	No. of electronic copies requested (PDF)		<u>1</u>	

Submit the requested number of *Statements of Qualifications* (Form F110-330) directly to Robb Coventry at rcoventry@csc.edu and/or 385 E. Naghten Ave., Columbus Ohio 43215. Due to the Columbus State Community College's response to the COVID-19 Pandemic, we will not be able to accommodate in-person deliveries to our office location. All in-person deliveries should be taken to Columbus State Community College Mailroom at 283 Cleveland Avenue, Columbus Ohio 43215. The Mail Room is located at the delivery dock area on the west side of the Discovery Exchange Building. The hours for receiving are Monday through Friday 9:00 a.m. to 12:00 p.m. and 1:00 p.m. to 3:00 p.m. The Mail Room contact number is 614-287-2567. See Section J of this RFQ for additional submittal instructions.. See Section J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Robb Coventry at rcoventry@csc.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

Columbus State Community College is critically important to the economic vitality of Central Ohio, preparing more than 45,000 students each year for in-demand jobs while meeting growing and evolving regional employment needs. Columbus State is the region's most affordable higher education provider and is committed to accessibility, equity, diversity, and inclusion.

Columbus State's commitment to advancing student success and closing equity gaps has consistently earned the College national recognition over the past several years. In 2019, the College received the Leah Meyer Austin Award, the highest honor bestowed by the national community college advancement network Achieving the Dream (ATD), in recognition of more than doubling graduation rates from 2010-2017 and significantly closing the achievement gap for African-American and low-income students. The College first became an ATD Leader College in 2015 based on its commitment to accelerating student success and became an ATD Leader College of Distinction in 2020 in recognition of minority student performance improvement. As a national leader, Columbus State is the only community college in the nation to earn ATD Leader College status, develop next-generation academic and career pathways as part of the American Association of Community Colleges (AACC) Guided Pathways, and to be entrusted with developing a new credentialing model through the AACC Right Signals Initiative.

The College has leveraged public/private partnerships and careful use of limited State funding to maintain its infrastructure and is poised to pursue an ambitious capital construction plan. Successful partners in this plan will share the mission and values of the College and will demonstrate commitment and capacity to helping Columbus State:

- Advance priority student success objectives
- Deliver innovative and thoughtful programs and services
- Advance equity and inclusion work
- Promote institutional fiscal health
- Leverage previous work and existing resources
- Engage partners in meaningful ways
- Strengthen the College's reputation for community impact

The Courtyard and Campus Improvements project is a critical first phase project of the College's Capital plan, transforming the image of the campus environment to align with the vision and values of the College. The existing landscape of the College is made up of dispersed and disconnected green spaces, gathering areas, public art, and outdated architectural features, which are surrounded by vast surface parking lots. The College's 2013 Master Plan

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envisioned a large greenspace (quad), which would serve as a center/focal point for future campus development. While this concept is still valid, it does not fully embrace all of the exterior spaces on the Columbus Campus and does not purposefully engage the surrounding Creative Campus community in which the College is an essential part.

In 2020, the College removed a large statue within the centralized courtyard space, leaving behind a massive concrete pedestal and associated barriers. This project will re-envision the courtyard space, transforming it into a dynamic interactive and collaborative space which is open, inclusive, accessible, and suitable for everyone, incorporating personal reflective spaces, small gathering areas, and is capable of facilitating large events, such as the College's premier fundraising event, Taste the Future. The re-envisioned courtyard will also address and appropriately integrate recently renovated buildings and future renovations of buildings fronting the courtyard space.

Emphasis will be placed on the student experience, including using the common spaces as learning opportunities, both formally and informally. The selected partner will have experience using spaces to tell stories, share information, and building community.

In addition to re-envisioning the centralized courtyard space itself, this project will also integrate the re-envisioned courtyard space into other Campus exterior spaces at Mitchell Hall, Aquinas Hall, and future exterior spaces envisioned in the Campus Master Plan. This integration of exterior spaces should take into consideration current and future public art installations on the Columbus Campus, as well as integrate the campus experience into the Creative Campus community.

As previously mentioned, the College is surrounded by vast surface parking lots which do not lend themselves to a safe, inviting, and walkable campus. The City of Columbus recently invested in the transformation of Cleveland Avenue, which has significantly improved the safety and walkability of a major vehicular thoroughfare within the campus and helped to make the College much more accessible and easier to navigate. However, Columbus State is a commuter College made up of students and visitors coming to campus for the first time which necessitates a robust wayfinding plan that help guide first time students and visitors to their destination. Working with the College's Marketing and Communication Department, this project will recommend and implement a comprehensive wayfinding plan for the College, and particularly, the Columbus campus.

The selected Architect/Engineer ("A/E") will help develop an appropriate Program of Requirements ("POR") as an Additional Service. It is anticipated that this project will be implemented in a phased approach, which will be informed by the POR.

B. Scope of Services

The scope of services for the design professional will include the preparation of drawings and specifications suitable for bidding the projects under General Contracting guidelines established by OFCC, the College and industry standards.

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 *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 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.

The scope of services shall include detailed roof design, specifications and testing required to determine extent of roof replacement. Special attention should be given to roof designs for Green Building Design and LEED design practices.

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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 campus planning
2. Exterior space planning in an urban environment
3. Landscape master planning
4. Campus and/or corporate wayfinding projects
5. Projects of relevant size and budget
6. Other State of Ohio and Higher Education projects

C. Estimated Budget / Funding

State Funding:	<u>\$0.00</u>
Other Funding:	<u>\$3,500,000.00</u>
Construction Cost:	<u>\$2,800,000.00</u>
Total Project Cost:	<u>\$3,500,000.00</u>

D. Anticipated Schedule

Professional Services Start:	<u>01 / 21</u>
Construction Notice to Proceed:	<u>05 / 21</u>
Substantial Completion of all Work:	<u>11 / 21</u>
Professional Services Completed:	<u>12 / 21</u>

E. Estimated Basic Fee Range (see note below)

8% to 10%

F. EDGE Participation Goal

Percent of initial Total A/E Fee: 5.0%

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>Landscape Architecture</u>
Disciplines:	<u>Civil Engineering</u>
	<u>Mechanical-Electrical-Plumbing Eng.</u>
	<u>Select Secondary Discipline</u>
	<u>_____</u>

H. Additional Service Providers Required

<u>Program of Requirements</u>
<u>Additional Service Discipline</u>

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.
- Commitment to equity, diversity and inclusion.
- 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.
- Proximity of prospective firms to the project site.
- Proposer's apparent resources and capacity to meet the needs of this project.

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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.

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. 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.

Architect / Engineer Selection Rating Form

State of Ohio Standard Forms and Documents

Project Name Courtyard and Campus Improvements Proposer Firm _____
 Project Number CTI-210010 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 100 miles	5	
	100 miles to 200 miles	2	
	More than 200 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$100,000	2	
	\$100,000 to \$200,000	1	
	More than \$200,000	0	
c. Number of licensed professionals	Less than 2 professionals	1	Max = 3
	3 to 6 professionals	2	
	More than 6 professionals	3	
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 - 10	
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	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
	3 to 4 sample projects	2	
	More than 4 sample projects	3	
b. LEED** Registered / Certified project experience	Registered LEED v4 or v4.1 projects	1	Max = 2
	Certified LEED v4 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 2 projects	0 - 3	
	3 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	
	3 to 4 projects	2 - 3	
	More than 4 projects	4 - 5	
		Subtotal	

* Must be comprised of professional design services consulting firm(s) and NOT the lead firm
 ** Leadership in Energy & Environmental Design administered by Green Business Certification Inc.

Notes:

Evaluator:

Name _____

Signature _____

Date _____