

Request for Qualifications



University of Akron
302 East Buchtel Common
Akron, Ohio 44325

www.uakron.edu
v: 330.972.6107

Project Name	<u>Administrative Services Building Standby Generator</u>	Response Deadline	<u>08 / 04 / 2009</u>	<u>2:00 p.m. local time</u>
Project Location	<u>185 East Mill Street</u>	Project Number	<u>UAK090051</u>	
City / County	<u>Akron / Summit</u>			

Local Administration

Owner / Agency	<u>The University Of Akron</u>	Owner/Agency	<u>The University Of Akron</u>	
Project Manager	<u>Guy J. Marrelli</u>	Inquiries to*	<u>Bill Jenkins</u>	
Street	<u>146 Hill Street</u>	Street	<u>100 Lincoln Street</u>	
City	<u>Akron</u>	City	<u>Akron</u>	<u>Ohio</u>
Zip	<u>44325</u>	Zip	<u>44325-9001</u>	
Phone	<u>330.972.5806</u>	Fax	<u>330.972.5806</u>	
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*Mail 4 copy(ies) of the Statement of Qualification(s) (SAO Form #F110-330 available via the State Architect's Office Web site at <http://www.das.ohio.gov/gsd/sao/documents.htm>) directly to this contact.

Project Overview

A. Project Description

Purpose:

The University of Akron requests proposals for professional services to provide dependable standby power for the Administrative Services Building ASB to allow normal operation during power outages.

Description: (existing conditions and design parameters)

Primary service to ASB from First Energy consists of three 167Kw single phase transformers (500kw 3 phase) in a delta-wye configuration to provide 208/120 volt power. These transformers are located on the College Street level, in the approximate center of the building. Existing backup power is limited to a 7.5 KW natural gas generator for the telephone switch, and battery packs for emergency lights and the fire alarm system.

The standby power design shall be based on a 500 KW Generator (208/120 Volt) diesel with 24 hour sub-base fuel tank and weather/sound enclosure. Two Automatic Transfer Switches will be provided: one for life safety and one for the balance of the load. The design shall conform to all applicable codes. All modifications to existing building, landscaping, switchgear, and other systems as may be required are included in the scope of the work. An alternate to the project will be to relocate power service and install a new building transformer outside the building. Determination of the final size of the generator is the responsibility of the Associate with the aid of university personnel.

B. Scope of Services

Unless otherwise qualified, the scope of professional services for this project shall include all requirements stated in The University of Akron and/or State of Ohio Standard Conditions for Construction, Lead Contractor Project.

Discovery Phase

- Interview representatives of the owner and First Energy who are knowledgeable of the existing system.
- List and estimate both life safety loads and “other loads” needed for building operation including future use of unoccupied portions of the building.
- Review available locations for new equipment with University personnel.

Programming/Schematic Design/Design Development Phases

- Review the program of requirements, existing drawings and field conditions.
- Create preliminary drawings, specifications, cost estimates and schedules which reflect all program requirements.
- Meet and coordinate with the University regarding all aspects of the project. Record and distribute minutes of all meetings.
- Obtain University approval of design development drawings, outline specifications and cost estimate.

Construction Document Phase

- Produce complete drawings and specifications (including but not limited to electrical, data and communication engineering, which comply with cost estimate, governing codes, project schedule and proper construction techniques.
- Prepare cost estimate for bidding, including estimates of alternates.
- Consult and assist the University in the development of special conditions, unit price criteria and bid forms.
- Provide a stamped set of drawings and submit to the Department of Commerce, Division of Industrial Compliance for a state building permit.
- The professional fee includes all printing for submittal for all state permits.

Bidding Phase

- Attend pre-bid meeting to answer specific questions from bidders via addenda as may be required.
- Pre-bid meeting will include on-site visit, to review the requirements set forth in the bid documents, and to give prospective bidder’s the opportunity to review the project. Record and distribute meeting minutes.
- Attend bid opening, review bids, and provide a written recommendation for contract awards.

Construction Phase

- The professional fee includes an aggregate of eight (8) hours (architectural and/or engineering) per week on-site construction administration by the Associate and its consultants.
- Review and approve all submissions from the contractors including Contract Cost Breakdown; Subcontractors’ and Manufacturers’ Declaration Forms; schedules, shop drawings, applications for payment, and other submissions as required by the Standard Conditions for Construction.
- Prepare field directives and change orders; review pricing for change orders.
- Attend all inspections required for any permit certifications including those issued by the State of Ohio, County of Summit, City of Akron, and The University of Akron.
- Provide all miscellaneous project correspondence as may be required to respond to owner, Lead Contractor, contractor, governing agencies, or other project related entities.
- Chair weekly progress meetings; record and distribute minutes. Facilitate the coordination and expedition of all work. Expedite resolution to problems, which may occur in the field as a result of unknown conditions, disputes, owner’s request, and omissions or errors in the contract documents.

Closeout Phase

- Record all contractor submissions of “as built” conditions on reproducible documents and provide these documents to owner with verification that all contractor information has been included in the “as built” construction documents.
- Likewise the “as built” construction documents shall be provided via reproducible paper media and electronic media such as compact disk in AutoCAD 2007 format (or other approved format).
- Receive, review and approve all closeout documents including warranties, shop drawings, operating manuals, equipment demonstration certificates, final inspections and occupancy permit.
- Review and approve final applications for payment.

Request For Qualifications continued



Project Name Administrative Services Building Standby Generator Project Number UAK090051

C. Funding / Estimated Budget

Total Project Cost	<u>\$450,000.00</u>	State Funding	<u>\$450,000</u>
Construction Cost	<u>\$385,000.00</u>	Other Funding	<u></u>
Estimated Design Fee	<u>\$ 33,000.00</u>		<u></u>

NOTE: The design 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 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

Primary	<u>Electrical</u>
Secondary	<u>Mechanical</u>
	<u>Architectural</u>
	<u></u>
	<u></u>
	<u></u>
	<u></u>

E. Anticipated Schedule

Design Services Start	<u>9/30/09</u>
Construction Notice to Proceed	<u>01/15/10</u>
Construction Contracts Completed	<u>05/30/10</u>
Professional Services Completed	<u>06/15/10</u>

F. EDGE Participation Goal

Percent of *initial* TOTAL Design Fee 5.0%

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 (SF330) 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 SAO Web site at www.ohio.gov/sao (click on Forms / Documents). The Intent to Contract and to Perform form is again required at the Fee Proposal stage.

Prior to executing the Architect/Engineer Agreement, the selected A/E must represent and warrant that it has not provided any material assistance, as that term is defined in O.R.C. Section 2909.33(C), to an organization that is identified by, and included on, the United States Department of State Terrorist Exclusion List and that it has truthfully answered "no" to every question on the Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization, and that it has provided or shall provide such to the Contracting Authority and/or the Ohio Business Gateway (www.homelandsecurity.ohio.gov/DMA_Terrorist/HLS_0038_Contracts.pdf).

Architect/Engineer Selection Rating



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Project Name Administrative Services Building Standby Proposer Firm _____
Generator City, State, Zip _____
 Project Number UAK090051

Selection Criteria		Value	Score
1. A/E Firm Location			
Proximity of primary A/E firm office where majority of work is to be performed in relationship to project site	0 – nn miles	4 - 5	
	nn – mm miles	2 - 3	
	Over mm miles	0 - 1	
2. A/E Firm Size			
Number of relevant licensed professionals within primary A/E firm available to perform the work	Small = < nn licensed professionals	0 - 5	
	Medium = nn – mm licensed professionals	0 - 5	
	Large = > mm licensed professionals	0 - 5	
3. Current Workload			
Amount of fees awarded by the Contracting Authority to the primary A/E Firm in the previous 24 months (exclude projects on hold)	< \$ nn	4 - 5	
	\$ nn - \$ mm	2 - 3	
	> \$ mm	0 - 1	
4. Primary A/E Qualifications			
a. Project Management Lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	
b. Project Design Lead	Experience / creativity of lead designer to meet needs of owner	0 - 5	
c. Technical Staff	Experience / ability of technical staff to develop quality construction documents	0 - 5	
d. Construction Administration	Experience / ability of field representative to identify / solve issues during construction	0 - 10	
5. A/E Consultant Qualifications			
Key Discipline Leads	Experience / ability of all key discipline leads to effectively perform the work	0 - 10	
6. Project Team Qualifications			
a. Previous Team Collaboration Number of projects that a majority of the team members have worked together	0 – nn projects (Low)	0 - 1	
	nn – mm projects (Average)	2 - 3	
	mm+ projects (High)	4 - 5	
b. LEED* Experience within Team	LEED AP(s)** on Team	0 - 1	
	LEED Registered Project(s)	0 - 2	
	LEED Certified Project(s)	0 - 2	
	Satisfies ALL above Criteria	Sum = 0 - 5	
c. Team Organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
7. Overall Project Team Experience			
a. Budget & Schedule Management	Performance in completing projects within original budget and schedule limitations	0 - 5	
b. Experience with Similar Project Type	0 – nn projects (Low)	0 - 3	
	nn – mm projects (Average)	4 - 6	
	mm+ projects (High)	7 - 10	
c. Past Performance	Level of performance as indicated by past A/E evaluations / letters of reference	0 - 5	
d. Knowledge of State of Ohio Capital Project Administration Process	0 – nn projects (Low)	0 - 3	
	nn – mm projects (Average)	4 - 6	
	mm+ projects (High)	7 - 10	
		Subtotal	

* LEED = Leadership in Energy & Environmental Design developed by the U.S. Green Building Council

** LEED AP = LEED Accredited Professional credential by the Green Building Certification Institute

Notes:

Owner Evaluation:

Name _____

Signature Date