

Request for Qualifications



University of Akron
302 East Buchtel Common
Akron, Ohio 44325

www.uakron.edu
v: 330.972.6107

Project Name	<u>Martin University Center - Feasibility Study for Alumni and Development</u>	Response Deadline	<u>08 / 18 / 08</u>	<u>2:00 p.m. local time</u>
Project Location	<u>The University of Akron</u>	Project Number	<u>080034</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>David J. Pierson, Architect</u>	Inquiries to*	<u>Bill Jenkins</u>	
Street	<u>100 Lincoln Street Room 325</u>			
City	<u>Akron</u>	City	<u>Akron</u>	<u>Ohio</u>
Zip	<u>443250405</u>			
Phone	<u>330.972.6297</u>	Fax	<u>330.972.5838</u>	
E-mail	<u>djp4@uakron.edu</u>			
		Phone	<u>330.972.7340</u>	Fax <u>330.972.5564</u>
		E-mail	<u>bjenkins@uakron.edu</u>	

*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/qsd/sao/documents.htm>) directly to this contact.

Project Overview

A. Project Description

The Associate will provide options to The University of Akron for renovations and an addition to the Martin University Center. All options will reflect architectural character compatible with recently completed buildings on The University of Akron Campus. The exterior of the addition will compliment the existing building, and will feature masonry, glass and aluminum elements to match other new University buildings. The project will include approximately 38,000 square feet. Several site configurations (up to three) requiring different building solutions will be studied by the Associate. Solutions will include renovation and expansion of the existing building. Relocation costs (interim or permanent) for affected departments will be included in the feasibility study. A comparative analysis of alternative solutions and related project costs including parking and hazardous material abatement will be provided by the Associate. Final architectural design and site selection will be approved by The University of Akron, Department of Capital Planning and Facilities Management.

The program of requirements (POR) includes public meeting and assembly areas; administrative offices; food service facilities; support facilities; and standard building support areas (i.e. custodial, maintenance and delivery). Site planning for each solution will comply with recommendations of the 1999 Campus Development Guide Plan by Sasaki Associates. Proximity to related departments, colleges and other campus facilities will be indicated, as it affects the need for specific program elements.

All facilities will incorporate the latest available technology for connectivity including distance learning. Building design will enable a comfortable learning environment year round with systems performance at least 20% more efficient than ASHRAE 90.1 (2004). All facilities will meet or exceed the requirements for ADA. LEED accreditation will be analyzed for initial cost and investment return in the feasibility study.

B. Scope of Services

Programming and Schematic Design Phases:

Confirm the program of requirements as outlined above. Establish relationships between primary department units, and provide diagrams which illustrate the relationship of all department units. Verify relationships of the Martin University Center to other campus departments and to external entities.

Inspect and analyze project site to verify locations of underground utilities as related to proposed site development. Provide diagrams which illustrate recommended departmental relationships, and site coverage.

Preliminary Design Phase:

Create preliminary drawings (site plan, floor plans, sections, elevations, etc.) and specifications and cost estimates which reflect all program requirements for each site. The Associate will include design and cost estimates for realignment of existing circulation arteries as may be required for alternative solutions. The cost estimate for each solution will include budget costs for relocation of existing departments; selective demolition; hazardous material abatement; and relocation of existing underground utilities. Obtain approval by the University of the design development drawings, outline specifications and cost estimates.

Request For Qualifications continued



Project Name Martin University Center - Feasibility Study for Alumni and Development Project Number 080034

C. Funding / Estimated Budget

Total Project Cost	<u>NA</u>	State Funding	List capital bill and line number(s). Include any local appropriations, if applicable.
Construction Cost	<u>NA</u>	Other Funding	<u>\$45,000</u>
Estimated Design Fee	<u>\$45,000</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>Architectural</u>
Secondary	<u>Structural/Civil</u>
	<u>Mechanical</u>
	<u>Plumbing/Fire Protection</u>
	<u>Electrical</u>
	<u>Data/Telecommunication</u>
	<u>Interior Design</u>

E. Anticipated Schedule

Design Services Start	<u>July, 2008</u>
Construction Notice to Proceed	<u>NA</u>
Construction Contracts Completed	<u>NA</u>
Professional Services Completed	<u>November, 2008</u>

F. EDGE Participation Goal

Percent of *initial* TOTAL Design Fee 5%

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 Martin University Center - Feasibility Study for Alumni and Development Proposer Firm _____
 _____ City, State, Zip _____
 Project Number 080034

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 – 50 miles	4 - 5	
	51 – 100 miles	2 - 3	
	Over 101 miles	0 - 1	
2. A/E Firm Size			
Number of relevant licensed professionals within primary A/E firm available to perform the work	Small = < 10 licensed professionals	0 - 5	
	Medium = 11 – 29 licensed professionals	0 - 5	
	Large = > 31 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)	< \$	4 - 5	
	\$ - \$	2 - 3	
	> \$	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 – 3 projects (Low)	0 - 1	
	4 – 7 projects (Average)	2 - 3	
	8+ 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 – 5 projects (Low)	0 - 3	
	6 – 10 projects (Average)	4 - 6	
	11+ 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 – 5 projects (Low)	0 - 3	
	6 – 10 projects (Average)	4 - 6	
	11+ 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