



John R. Kasich / Governor  
State of Ohio

Robert Blair / Director  
Ohio Department of Administrative Services

Ohio **DAS**

General Services  
State Architect's Office

# Ohio Register

Information of Interest for the  
Architectural, Engineering and Construction Industry

## Issue Number 209

January 2011

### Response Deadline:

Varies by project

Deputy Director  
General Services Division

State Architect  
State Architect's Office

Angie Carder / Editor  
State Architect's Office  
4200 Surface Road  
Columbus, OH 43228-1395  
Phone 614.752.0448  
[angie.carder@das.state.oh.us](mailto:angie.carder@das.state.oh.us)

Ohio Register: <http://ci.oaks.ohio.gov>  
State Architect's Office website: <http://ohio.gov/sao>

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# Ohio Register General Information and Requirements



Ohio Department of Administrative Services  
General Services Division  
State Architect's Office • 4200 Surface Road • Columbus, Ohio 43228-1395

<http://ohio.gov/sao>  
StateArchOff@das.state.oh.us  
Phone 614.466.4761

## General Requirements for Submittals of the Statement of Qualifications

Firms are required to submit the current State of Ohio version of Statement of Qualifications (SAO Form F110-330) available via the SAO website at <http://ohio.gov/sao> (click on Forms). The Federal version of the SF330 form will not be accepted.

Cover letters and transmittals are not necessary. Please place the appropriate project number in the space provided on the form.

Due to limited storage space, we request that paper copies, if requested, be stapled and please refrain from submitting three-ring binders, spiral binders and booklets. SAO requests that supplemental material not be submitted with the Statement of Qualifications. The use of a computerized or typed Statement of Qualifications form is preferred.

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 Professional or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Adobe Acrobat Professional, go to Advanced, then PDF Optimizer. Also, please label the CD and the CD cover with the project number and firm name.

Facsimile or e-mailed copies of the Statement of Qualifications will not be accepted.

## Reminders

SAO no longer requires an annual submittal of Part II of the Statement of Qualifications form for professional design services. However, professional design firms and construction managers responding to a request for qualifications for State of Ohio projects must submit Part II of the Statement of Qualifications (SAO Form #F110-330) for each firm on its team.

SAO Form #F110-330 (Statement of Qualifications) officially replaced both the ADM-0255 and ADM-0254 forms on March 1, 2008. The ADM-0255 and ADM-0254 forms are no longer accepted.

## Declaration Regarding Material Assistance / Non-assistance to a Terrorist Organization

As a result of Ohio Senate Bill 9 (effective April 14, 2006) applicants seeking certain state issued business contracts and funding must fill out new forms indicating that they have not provided financial assistance or support to a terrorist organization.

Prior to executing the Architect/Engineer (A/E) agreement, the selected A/E must represent and warrant that it has not provided any material assistance, as that term is defined in ORC 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 at <https://ohiobusinessgateway.ohio.gov/OBG/Membership/Security.mvc>.

All DMA forms and reference information, including a list of licenses subject to DMA and the Terrorist Exclusion List, can be found on the Ohio Homeland Security website at [http://homelandsecurity.ohio.gov/dma/dma\\_forms.asp](http://homelandsecurity.ohio.gov/dma/dma_forms.asp).

The Contracting Authority is responsible for either directing applicants to the forms on the Web site or printing and providing hard copies to the applicant. The Contracting Authority will retain the completed forms along with the application.

Anyone with questions can contact Ohio Homeland Security by calling the DMA hotline number at 614.644.3892 or by email at [dma-info@dps.state.oh.us](mailto:dma-info@dps.state.oh.us).

### **ORC 9.24 – Auditor of State Unresolved Findings for Recovery**

Effective June 1, 2004, Ohio Revised Code (ORC) 9.24 prohibits the State of Ohio from awarding a contract to any individual or organization against whom the [Auditor of State](#) has issued a findings for recovery if the findings for recovery is unresolved at the time of award of contract.

For more information about how this new statute requirement pertains to Associates, Construction Managers, Consultants, Contractors and Owners, visit the SAO website at: <http://ohio.gov/sao> (click on Auditor of State Findings for Recovery under the Hot Links section.)

### **EDGE Participation Required on State Design and Construction Projects**

The Encouraging Diversity, Growth and Equity (EDGE) program became law July 1, 2003, when Section 123.152 of the Ohio Revised Code was enacted. The program creates a business development program for economically and socially disadvantaged Ohio businesses.

The EDGE business participation goal is usually 5 percent. Proposers for professional services agreements as well as Bidders on construction contracts must demonstrate actual participation in the EDGE program, or provide a demonstration of their good faith efforts (with a letter requesting a waiver of the advertised EDGE participation goal on its letterhead and supporting evidence) to participate in the EDGE program, or both, as indicated in the Ohio Revised Code (123.152) and the Ohio Administrative Code (123:2-16-09).

Interested A/E firms are required to submit the Commitment to Participate in the Edge Business Assistance Program form in its Statement of Qualifications (SAO 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 SAO website at <http://ohio.gov/sao> (click on Forms). 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 the name that will participate in the delivery of the proposed professional services solicited in the RFQ.

To learn more about the qualifications for EDGE certification, the process to become an EDGE-certified business, and to find existing EDGE-certified businesses, go to <http://EDGE.ohio.gov>.

### **Ohio Ethics Law Provision**

All professionals that submit or intend to submit proposals for consideration of a contract for professional design services with the state of Ohio are reminded that, as applicable, no sole proprietor, partner, shareholder or other principal of the Architect/Engineer or the spouse of such principal has made, as an individual, at any time within the two previous calendar years, one or more contributions totaling in excess of \$1,000.00 to the Governor or to the Governor's campaign committee, consistent with Section 3517.13 of the Ohio Revised Code.



## Short List Report (as of Jan. 29, 2011)

Published Date	Project Name	Total Project Cost	Short-listed A/E Firms <i>*Indicates short-listed firm</i>	Negotiated A/E Fee
11/22/2010 <b>OR #207</b> Locally Administered	Project Number TBD 2010 Building Infrastructure Improvements: Computer Services Center (CSC) HVAC Improvements Ohio University Athens, Ohio	\$824,000	DLZ *Kramer Engineers SHP Leading Design W.E. Monks	TBD: Contact Agency / Institution
11/22/2010 <b>OR #207</b> Locally Administered	Project Number TBD 2010 Building Infrastructure Improvements: Voight Hall, Electrical and Access Improvements and Gamertsfelder Hall Fire Alarm Improvements Ohio University Athens, Ohio	\$1,420,000	DLZ Kramer Engineers SHP Leading Design *W.E. Monks	TBD: Contact Agency / Institution
10/21/2010 <b>OR #206</b> Locally Administered	CLS-101007 Main Classroom - Roof Replacement Cleveland State University Cleveland, Ohio	\$4,400,000	Architectural Vision Group Domokur Architects *Makovich & Pusti Architects mbi-k2m Architecture	TBD: Contact Agency / Institution
10/05/2010 <b>OR #206</b> Locally Administered	UTO-111538 Clinical Simulation Center The University of Toledo Toledo, Ohio	\$1,000,000	BHPD Architecture SmithGroup, Inc. SSOE, Inc.	TBD: Contact Agency / Institution
09/09/2010 <b>OR #205</b> Locally Administered	UTO-111564 UMC 3rd Floor Renovations The University of Toledo Toledo, Ohio	\$4,100,000	CBLH Design Hasenstab Architects URS	TBD: Contact Agency / Institution
09/28/2010 <b>OR #205</b> Locally Administered	UCN-10093A Siddall MarketPointe Renovation University of Cincinnati Cincinnati, Ohio	\$2,300,000	*Champlin Architecture FRCH Design MSA Architects	TBD: Contact Agency / Institution
09/27/2010 <b>OR #205</b> Locally Administered	OSU-108001 BRT-Site Electrical Improvements The Ohio State University Columbus, Ohio	\$2,700,000	Heapy Engineering *Korda/Nemeth Engineering M-Engineering	TBD: Contact Agency / Institution
09/21/2010 <b>OR #205</b> Locally Administered	OSU-100398 McCampbell Hall - Ambulatory Modifications The Ohio State University Columbus, Ohio	\$10,500,000	Bostwick Design Partnership CBLH Design Inc. *DesignGroup Perspectus Architecture LLC	TBD: Contact Agency / Institution
09/30/2010 <b>OR #205</b> Locally Administered	UTO-100656R (readvertised) Center for Biosphere Restoration Research: Bowman-Oddy Laboratories and Wolfe Hall Renovations (CM at Risk) The University of Toledo Toledo, Ohio	\$7,888,000	AMEC E&C Services, Inc. *The Lathrop Company, Inc. The Whiting-Turner Contracting Company	TBD: Contact Agency / Institution
08/30/2010 <b>OR #204</b> Locally Administered	YSU-111204 M1 & M2 Parking Deck Repair/Restoration Youngstown State University Youngstown, Ohio	\$5,200,000	Carl Walker, Inc. DESMAN Associates Walker Parking Consultants	TBD: Contact Agency / Institution
08/31/2010 <b>OR #204</b> Locally Administered	WSU-110006 Rinzler Athletic Complex Wright State University Fairborn, Ohio	\$4,400,000	Annette Miller Architects Lorenz Williams, Inc. McGill Smith Punshon MSA Architects	TBD: Contact Agency / Institution
08/31/2010 <b>OR #204</b> Locally Administered	WSU-090025 Concert Hall Renovation Wright State University Dayton, Ohio	\$4,228,000	H3 Hardy Collaboration Hardlines Design Company GBBN Architects Richard Fleischman	TBD: Contact Agency / Institution
07/01/2010 <b>OR #203</b> Locally Administered	OSU-090468 Howlett - Kottman Steam Upgrades The Ohio State University Columbus, Ohio	\$1,982,907	Korda/Nemeth Engineering *RMF Engineering SSOE, Inc. Varo Engineers, Inc.	\$168,801.02
07/01/2010 <b>OR #203</b> Locally Administered	OSU-100738 Pomerene - History of Art Renovation The Ohio State University Columbus, Ohio	\$400,000	Braun & Steidl Hardlines Design *Miller Watson Architects	\$45,548
06/18/2010 <b>OR #202</b> Locally Administered	UTO-100656 Center for Biosphere Restoration Research: Bowman-Oddy Laboratories and Wolfe Hall Renovations (C/M at Risk), The University of Toledo	\$7,888,000	Bostleman Mosser, LLC The Lathrop Co. Messer Construction	N/A: Project was readvertised on 09/30/2010 (see OR #205 above)

	Toledo, Ohio			
05/21/2010 <b>OR #201</b> SAO Administered	DRC-090053 HVAC Upgrade 2010 - Warren Correctional Institution Lebanon, Ohio	\$2,500,000	DLZ Ohio, Inc. Kramer Engineers *Prater Engineering Associates Scheeser Buckley Mayfield LLC	TBD / Contract not finalized
05/28/2010 <b>OR #201</b> Locally Administered	MUN-100014 Harris Dining Hall HVAC Replacement Miami University Oxford, Ohio	\$1,400,000	Heapy Engineering KLH Engineers Prater Engineering	TBD: Contact Agency / Institution
05/28/2010 <b>OR #201</b> Locally Administered	OSU-081047 John Herrick Drive Rebuild Phase 1 The Ohio State University Columbus, Ohio	\$6,300,000	DLZ Ohio, Inc. EMH&T Kleingers & Associates MS Consultants	TBD: Contact Agency / Institution
05/27/2010 <b>OR #201</b> Locally Administered	DMR-100003 NODC Paving 2010 Northwest Ohio Developmental Center Toledo, Ohio	\$400,000	The Mannik & Smith Group Cheveyev & Piccin *Buehrer Group	\$25,611
04/02/2010 <b>OR #200</b> SAO Administered	CSU-100010 (CM at Risk) Emery Hall Preservation & Restoration Phase IV Central State University Wilberforce, Ohio	\$1,780,000	Messer Construction Co. *Miles-McClellan Construction Thomas & Marker Construction	TBD / Contract not finalized
02/24/2010 <b>OR #198</b> Locally Administered	OSU-100266 Stone Lab Green Energy Program Ph 1 The Ohio State University Gibraltar Island Put-in-Bay, Ohio	\$320,000	* Metro DC Engineering, LLC Santee Consulting Services Poggemeyer Design Group	\$46,798
02/19/2010 <b>OR #198</b> Locally Administered	OSU-080338 College of Medicine Renovation/Addition Hazardous Material Abatement The Ohio State University Columbus, Ohio	\$13,000,000	* Electro-Analytical Inc, dba EA Group Lawhon & Associates Gandee & Associates	\$15,040
12/07/2009 <b>OR #196</b> Locally Administered	DRC-090049 Exterior Door Replacement - Warrent Correctional Ohio Department of Rehabilitation and Correction Lebanon, Ohio	\$1,360,000	*eS Architecture & Development KZF Design Renouveau Design	TBD: Contact Agency / Institution
12/23/2009 <b>OR #196</b> Locally Administered	OSU-090445 Dreese Exterior Sealant Repair The Ohio State University Columbus, Ohio	\$1,270,000	Abbot Studios Architects & Planners *Shremshock Architects, Inc. CTL Engineering	\$112,649.93
12/23/2009 <b>OR #196</b> Locally Administered	UTO-010656 New Science Building University of Toledo Toledo, Ohio	\$30,000,000	BHDP Architecture *SSOE The Collaborative	TBD: Contact Agency / Institution
11/18/2009 <b>OR #196</b> Locally Administered	OSU-091575 Patent Cafe Food Kitchens Renovation (Food Service Consultant) The Ohio State University Columbus, Ohio	\$10,747,694	*JEM Associates (NJ) Robert Rippe & Associates (MN) The Hysen Group (MI)	TBD: Contact Agency / Institution
12/07/2009 <b>OR #196</b> Locally Administered	OSU-091576 Morehouse Parking Garage - Demolish and Construct Surface Lots The Ohio State University Columbus, Ohio	\$2,209,149	*EMHT Jobes Henderson & Associates Resource International	\$226,551
11/05/2009 <b>OR #195</b> Locally Administered	UCN-08085A Kettering North Demolition The University of Cincinnati Cincinnati, Ohio	\$3,000,000	*Champlin Architecture JL Bender TRIAD Architects	TBD: Contact Agency / Institution
11/04/2009 <b>OR #195</b> Locally Administered	UCN-06040C Morgens Hall Renovation and Scioto Decommissioning The University of Cincinnati Cincinnati, Ohio	\$27,748,000	GBBN Moody Nolan *Richard Fleischman + Partners Architects	TBD: Contact Agency / Institution
11/18/2009 <b>OR #195</b> Locally Administered	OSU-091575 Patent Cafe Food Kitchens Renovation (A/E) The Ohio State University Columbus, Ohio	\$10,747,694	*FRCH Design Worldwide Hendon & Redmond M+A Architects Perspectus Architecture	\$1,217,199
11/18/2009 <b>OR #195</b> Locally Administered	OSU-100217 Mason Hall - First and Second Floor Renovations The Ohio State University Columbus, Ohio	\$5,974,259	Champlin Architecture *Kallmann McKinnell & Wood Architects (MA) with Bialosky + Partners Architects Phillip Markwood Architects Westlake Reed Leskosky	\$400,500
11/10/2009 <b>OR #195</b> Locally Administered	OSU-090581 Chemical and Biomolecular Engineering and Chemistry Building - <i>Design Architect</i> The Ohio State University Columbus, Ohio	\$126,000,000	Bohlin Cywinski Jackson (PA) David Brody Bond Aedas (NY) Ellenzweig (MA) FLAD Architects (WI) Payette (NY) Pelli Clark Pelli (CT) Perkins + Will (IL) Pohlshek Partnership (NY) SmithGroup (MI) Tsoi-Kobus & Associates (MA) Wilson Architects (NY) Zimmer Gunsul Frasca (NY)	TBD: Contact Agency / Institution

11/10/2009 <b>OR #195</b> Locally Administered	OSU-090581 Chemical and Biomolecular Engineering and Chemistry Building - <i>Architect of Record</i> The Ohio State University Columbus, Ohio	\$126,000,000	Anshen + Allen BHDP Braun & Steidl/IKM *Burt Hill Champlin Architecture NBBJ	\$8,425,000
11/10/2009 <b>OR #195</b> Locally Administered	OSU-090581 Chemical and Biomolecular Engineering and Chemistry Building - <i>Commissioning</i> The Ohio State University Columbus, Ohio	\$126,000,000	*Four Seasons FTC&H Heapy Engineering Horizon Engineering	\$393,333.54
11/10/2009 <b>OR #195</b> Locally Administered	OSU-090581 Chemical and Biomolecular Engineering and Chemistry Building - <i>MEP</i> The Ohio State University Columbus, Ohio	\$126,000,000	Affiliated Engineers (WI) ARUP (NY) HAWA (OH) M/E Engineering (NY) RMF (MD) Vanderweil (MA)	TBD: Contact Agency / Institution
11/24/2009 <b>OR #195</b> Locally Administered	OSU-081230 William H. Hall Complex Expansion, Phase 2 - Commissioning The Ohio State University Columbus, Ohio	\$33,056,494	*Four Seasons Environmental Horizon Engineering Associates Scheeser Buckley Mayfield	\$68,088.05
11/24/2009 <b>OR #195</b> Locally Administered	OSU-071589 Hopkins Hall Mechanical Improvements The Ohio State University Columbus, Ohio	\$5,668,290	Advanced Engineering DLZ Kramer Engineering *Prater Engineering	\$398,170
10/09/2009 <b>OR #194</b> Locally Administered	OHU-091500 Clippinger Lab - Phase 2b-3 Ohio University Athens, Ohio	\$6,900,000	Burt Hill URS W.E. Monks & Co. Westlake, Reed, Leskosky	TBD: Contact Agency / Institution
10/19/2009 <b>OR #194</b> Locally Administered	WSU-100012 Master Plan - Land Use and Development Wright State University Dayton, Ohio	\$200,000	Burt Hill NBBJ Sasaki	TBD: Contact Agency / Institution
09/21/2009 <b>OR #193</b> SAO-Administered	NEM-090001 (CM) Campus Research and Academic Expansion NEOUCOM Rootstown, Ohio	\$37,930,000	Bovis Lend Lease, Inc. Donley's Inc. *The Ruhlin Company Wely Building Company	TBD / Contract not finalized
09/11/2009 <b>OR #193</b> SAO-Administered	BWC-100001 BWC Chiller/Ice Tank Replacement Columbus, Ohio	\$1,550,000	DLZ Ohio, Inc. Korda/Nemeth Engineering Motz Engineering *Star Consultants	\$141,260
09/02/2009 <b>OR #193</b> SAO-Administered	DOT-100001 Noble County Maintenance Facility / ODOT Caldwell, Ohio	\$4,800,000	*Jerome M. Scott Architects ms consultants, inc. Schorr Architects, Inc. Wachtel & McAnally Architects/Planners, Inc.	\$403,171
08/28/2009 <b>OR #192</b> Locally Administered	WSU-090041 Halon Replacement Project Wright State University Dayton, Ohio	\$500,000	Heapy Engineering Helmig-Lienesch Engineers *Prater Engineering	TBD: Contact Agency / Institution
08/28/2009 <b>OR #192</b> Locally Administered	WSU-090034 Elevator Upgrades Wright State University Dayton, Ohio	\$500,000	JL Bender Oregon Group Architects *Stilson & Associates, Division of DLZ	TBD: Contact Agency / Institution
08/28/2009 <b>OR #192</b> Locally Administered	WSU-090038 Health Science Roof Replacement Wright State University Dayton, Ohio	\$317,000	Annette Miller Architects eS Architecture and Development *SFA Architects	TBD: Contact Agency / Institution
08/28/2009 <b>OR #192</b> Locally Administered	WSU-090029 Rike Hall Second Floor HVAC and General Renovation Wright State University Dayton, Ohio	\$520,000	*Annette Miller Architects Schorr Architects TRIAD Architects	\$50,000
07/14/2009 <b>OR #191</b> SAO-Administered	NEM-090001 (A/E) Campus Research and Academic Expansion NEOUCOM Rootstown, Ohio	\$37,930,000	Burt Hill, Inc. Hasenstab Architects *TC Architects URS	TBD / Contract not finalized
06/15/2009 <b>OR #190</b> Locally Administered	UCN-09101A Radiology Office Building The University of Cincinnati Cincinnati, Ohio	\$2,100,000	BSA LifeStructures *GBBN PFB Architects	TBD: Contact Agency / Institution
06/18/2009 <b>OR #190</b> SAO-Administered	DRC-090026 Fire Alarm Upgrade Lebanon Correctional Institution Lebanon, Ohio	\$3,125,500	*Advanced Engineering Consultants DLZ Ohio KZF Design Kramer Engineers Roger D. Fields & Associates	<b>NEW</b> \$235,213
06/18/2009 <b>OR #190</b> SAO-Administered	DRC-090050 Roof Replacement Correctional Reception Center Orient, Ohio	\$2,604,199	*Archatas, Inc. Asebrook & Co. Architecture eS Architecture and Development Schorr Architects	\$199,750
06/18/2009 <b>OR #190</b>	DRC-090052 Medical/Dental Addition	\$1,735,000	Kaczmar Architects Incorporated *mbi k2m Architecture	\$268,125

SAO-Administered	Lorain Correctional Institution Grafton, Ohio		Ziska Architecture	
05/06/2009 <b>OR #189</b> SAO-Administered	EXP-090003 North Parking Lot Improvements Ohio Expositions Commission Columbus, Ohio	\$5,000,000	Kabil Associates, Inc. *Korda/Nemeth Engineering, Inc. Star Consultants, Inc.	\$345,975
04/09/2009 <b>OR #189</b> SAO-Administered	DAS-010100 North High Street Complex Renovation, Phase 4 Ohio Dept. of Administrative Services Columbus, Ohio	\$52,505,945	*Acock Associates Architects Feinknopf Macioce Schappa Architects Schooley Caldwell Associates	\$4,005,429
04/09/2009 <b>OR #188</b> SAO-Administered	OHU-071730 Scripps College of Communication - Phase 1 Ohio University Athens, Ohio	\$18,000,000	Feinknopf Macioce Schappa Architects Moody Nolan, Inc. NBBJ Schooley Caldwell Associates *The Collaborative, Inc.	\$1,159,650
02/12/2009 <b>OR #186</b> SAO-Administered	DYS-050133 ORVJCF Classroom Addition - Phase 2 Ohio River Valley Juvenile Correctional Facility	\$6,800,000	KZF Design, Inc. Shremshock Architects, Inc. *Wachtel & McAnally Architects/Planners, Inc.	\$668,827
02/04/2009 <b>OR #186</b> SAO-Administered	DOT-090005 Rest Areas Renovation Various locations throughout Ohio	\$12,000,000	Feinknopf Macioce Schappa Architects KZF Design *Shremshock Architects	\$889,360
01/30/2009 <b>OR #185</b> SAO-Administered	CTI-090001 ERC Renovation (Columbus Hall) Columbus State Community College	\$5,400,000	Acock Associates Architects *BHDP Architecture McDonald, Cassell & Bassett Schooley Caldwell Associates	\$389,226
12/15/2008 <b>OR #184</b> SAO-Administered	DMR-090010 Various Improvements Northwest Ohio & Tiffin Developmental Centers	\$1,655,500	Archatas Bodner & Kerik Architects, Inc. *Buehrer Group Architecture & Engineering, Inc.	\$107,200
12/18/2008 <b>OR #184</b> SAO-Administered	DMR-090013 Various Improvements Southwest Ohio Developmental Center	\$1,260,000	Archatas *eS Architecture and Development Star Consultants, Inc.	\$158,802
11/18/2008 <b>OR #183</b> SAO-Administered	EXP-090002 2008 Electrical Upgrades Ohio Expositions Commission	\$2,100,000	Advanced Engineering Consultants *Bennett Engineering, Inc. DLZ Ohio, Inc. Star Consultants, Inc.	\$180,892
12/01/2008 <b>OR #183</b> SAO-Administered	DOT-090003 District 11 Re-roof Ohio Department of Transportation New Philadelphia, Ohio	\$4,800,000	Makovich & Pusti Architects, Inc. *Schorr Architects, Inc. Shremshock Architects, Inc.	\$389,000
11/10/2008 <b>OR #183</b> SAO-Administered	EXP-090001 Sheep and Swine Barn Renovations Ohio Expositions Commission Columbus, Ohio	\$11,900,000	Davis Wince, Ltd. McDonald, Cassell & Bassett, Inc. *Schorr Architects, Inc. Star Consultants, Inc.	\$898,244
07/24/2008 <b>OR #179</b> SAO-Administered	ADJ-090001 Delaware Training and Community Center Adjutant General's Department Delaware, OH	\$21,553,840	KZF Design, Inc. Maddox-NBD, Inc. *Poggemeyer Design Group	\$801,724



# Request for Qualifications (A/E)

Bowling Green State University  
Office of Design and Construction  
1010 Administration Building Bowling Green, Ohio 43403-0390



www.bgsu.edu/offices/architect/index.html@bgsu.edu  
v: 419.372.2511 • f: 419.372.2513

Project Name	PSLB HVAC Upgrades & Fume Hood Replacement	Response Deadline	01 / 20 / 2011 3:30 p.m. local time
Project Location	BGSU Physical Sciences Laboratory Building	Project Number	BGU-015585
City / County	Bowling Green / Ohio	Project Manager	Robert Boucher

### Local Administration

Agency/Institution	Bowling Green State University	Phone Number	419.372.7639
Inquiries to*	Beth Nagel	Fax Number	419.372.2513
Address 1	103 Park Avenue Warehouse	E-mail Address	rjbouch@bgsu.edu
Address 2		No. of Paper Copies (stapled, not bound)	3
City, State ZIP	Bowling Green, Ohio 43403	No. of Electronic Copies on CD (PDF)	1

\* Mail or deliver the requested number of Statements of Qualifications (SAO Form F110-330) directly to this contact. Do not send submittals to the State Architect's Office. See Section H for additional submittal instructions.

## Project Overview

### A. Project Description

The purpose of this proposal is to obtain professional engineering services, design through construction plus commissioning and measurement and verification, as part of an energy conservation project. The project is comprised of mechanical equipment replacements, building automation system (BAS) upgrades, fume hood replacements and laboratory controls upgrades at the Physical Science Laboratory Building on the BGSU Main Campus.

The objective of this project is to provide a usable, safe, and efficient working environment by ensuring that proper temperature, humidity, air quality, and pressurization requirements are well-maintained while reducing energy consumption and maintenance costs. This energy conservation project is expected to produce an annual energy savings of \$510,000 for the university, which can be reinvested to provide additional infrastructure upgrades to the department and other deferred maintenance projects. In addition to reducing energy consumption, replacement of the existing antiquated fume hoods will dramatically reduce noise levels and improve safety.

Currently, the HVAC system serving the Physical Sciences Laboratory Building is unable to provide a safe and efficient research environment for workers in the Department. The room temperatures of PSLB are not well regulated and suffer large seasonal fluctuations throughout the year. Temperatures are chronically below 60 °F during the months of January and February and are frequently above 85 °F in the middle of the summer. Space relative humidity is very high in the summer, often above 65%. Vibration from the existing air handling equipment often causes research that uses sensitive measuring equipment to be disrupted. The above conditions result in frequent shutdowns of laboratory electronic devices, dangerous use of volatile solvents in high temperature environments, accumulation of moisture and growth of mold, and significant comfort and health issues for laboratory workers. The project will improve these environmental conditions in addition to reducing energy and maintenance costs.

### B. Scope of Services

The Architect/Engineer shall provide all required mechanical, electrical, and any other design and testing services required plus drawings and specifications for the scope of work. In addition to this, the associate shall provide commissioning and measurement and verification services, developing corrective action plans for failed functional tests and increased energy usage. The selected Architect/Engineer will be required to integrate the BGSU Campus Utility Master Plan/Energy Audit/Energy Design Standards into the design process.

Continued on next page...

# Request For Qualifications (A/E) continued

Project Name PSLB HVAC Upgrades & Fume Hood Replacement Project Number BGU-015585

## B. Scope of Services continued

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 Architect/Engineer (A/E), as a portion of its required Scope of Services and prior to submitting its proposals, will discuss and clarify with the Owner, the cost breakdown of the Architect/Engineer Agreement detailed cost components to address the Owner's project requirements. Participate in the Encouraging Growth, Diversity and 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 Phase, Post-Construction Phase, and Extra Services and Additional Services of all types. Refer to *The SAO Manual* for additional information about the type and extent of services required for each.

During the construction period, provide not less than 8 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 proposed construction for the project is broken out per the following three items:

1. The mechanical equipment upgrades shall include the following:
  - Replace air handling unit AHU-1's cooling, heating, and heat recovery coils with new larger capacity and more efficient coils.
  - Replace AHU-1's 125 horsepower, double width, and double inlet supply fan with a 3x3 fan wall. The fan wall will consist of 9 smaller variable speed fans with increased capacity to provide sufficient airflow in the event that one of the fans fails.
  - Replace AHU-1's filter section with new 2-inch MERV 8 (30-35%) efficient pre-filter section and a new 12-inch MERV 15 (90-95%) efficient filter section.
  - Demolish air handling units AHU-2 and AHU-3.
  - Replace laboratory exhaust fans with new variable speed drive systems.
2. The BAS upgrades shall include the following:
  - Provide new electronic direct digital controls (DDC) with proportional - integral - derivative (PID) loop control for building and connect to campus building automation system to allow for remote central monitoring and control.
  - Upgrade the existing pneumatic controls on the heating and cooling plants to new electronic DDC
  - Expand DDC controls to AHU-1 and new laboratory exhaust fans.
  - Integration of new laboratory controls to BAS.
3. The laboratory upgrades shall include the following:
  - Replacements of 66 existing fume hoods with energy efficient variable volume fume hoods.
  - Provide new supply, general exhaust, and fume hood air valves, along with laboratory controllers to maintain negative pressurization and air change rate. Ventilation requirements are 6 air changes per hour (ACH) when the lab is occupied and 2 ACH when unoccupied.
  - Replace moldy and undersized supply air ductwork.
  - Replace existing compressed air and vacuum distribution piping.

Continued on next page...



# Request For Qualifications (A/E) continued

Project Name PSLB HVAC Upgrades & Fume Hood Replacement

Project Number BGU-015585

## G. Evaluation Criteria for Selection

Demonstrated ability to meet Owner's programmed project vision, scope, budget, and schedule on previous projects. Previous experience - (minimum 7 years related to HVAC controls and energy savings projects) 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 (SAO 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 SAO website at <http://ohio.gov/sao> (click on Forms). 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.

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 (<https://ohiobusinessgateway.ohio.gov/OBG/Membership/Security.mvc>).

## H. Submittal Instructions

Firms are required to submit the current version of Statement of Qualifications (SAO Form F110-330) available via the SAO website at <http://ohio.gov/sao> (click on Forms).

Paper copies of the Statement of Qualifications should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary.

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 Professional or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Adobe Acrobat Professional, go to Advanced, then PDF Optimizer. Also, please mark or label the CD and the CD cover with the project number and firm name.

Submit all questions regarding this RFQ in writing to Beth Nagel at [bnagel@bgsu.edu](mailto:bnagel@bgsu.edu) with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the OAKS Capital Improvements website at <http://ci.oaks.ohio.gov> on a regular basis until one week before the time of proposal submittal. The Question & Answer (Q&A) document can be found by downloading a new version of the RFQ or by clicking on the Q&A link to the right of the project listing. The name of the party submitting a question will not be included on the Q&A document.

# Architect/Engineer Selection Rating

Bowling Green State University  
 Office of Design and Construction  
 1010 Administration Building Bowling Green, Ohio 43403-0390



www.bgsu.edu/offices/architect/index.html@bgsu.edu  
 v: 419.372.2511 • f: 419.372.2513

Project Name PSLB HVAC Upgrades & Fume Hood Replacement Proposer Firm \_\_\_\_\_  
 Project Location BGSU Physical Sciences Laboratory Building City, State, Zip \_\_\_\_\_  
 Project Number BGU-015585

Selection Criteria		Value	Score
<b>1. A/E Firm Location</b>			
Proximity of primary A/E firm office where majority of work is to be performed in relationship to project site	Less than 50 miles	4 - 5	
	51 to 250 miles	2 - 3	
	More than 250 miles	0 - 1	
<b>2. A/E Firm Size</b>			
Number of relevant licensed professionals within primary A/E firm available to perform the work.	Small = Less than 5 licensed professionals	3	
	Medium = 6 to 10 licensed professionals	5	
	Large = More than 11 licensed professionals	4	
<b>3. Current Workload</b>			
Amount of fees awarded by the Contracting Authority to the primary A/E Firm in the previous 24 months (exclude projects on hold)	Less than \$100,000	4 - 5	
	\$100,000 to \$1,000,000	2 - 3	
	More than \$1,000,000	0 - 1	
<b>4. Primary A/E Qualifications</b>			
a. Project Management Lead	Experience / ability of A/E 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	
<b>5. A/E Consultant Qualifications</b>			
Key Discipline Leads	Experience / ability of all key discipline leads to effectively perform the work	0 - 10	
<b>6. Project Team Qualifications</b>			
a. Previous Team Collaboration Number of projects that a majority of the team members have worked together	Less than 5 projects (Low)	0 - 1	
	5 to 10 projects (Average)	2 - 3	
	More than 10 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	
<b>7. Overall Project Team Experience</b>			
a. Budget & Schedule Management	Performance in completing projects within original budget and schedule limitations	0 - 5	
b. Experience with Similar Project Type	Less than 5 projects (Low)	0 - 3	
	5 to 10 projects (Average)	4 - 6	
	More than 10 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	Less than 5 projects (Low)	0 - 3	
	5 to 10 projects (Average)	4 - 6	
	More than 10 projects (High)	7 - 10	
		<b>Subtotal</b>	

\* 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:**

**Agency/Institution Evaluation:**

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



# Request for Qualifications (CA)

The Ohio State University  
400 Central Classroom Building – 2009 Millikin Road  
Columbus, OH 43210



www.fod.osu.edu  
v: 614.292.4458 • f: 614.292.2539

Project Name	<u>East Regional Chilled Water Plant (CA)</u>	Response Deadline	<u>01/21/2011 4:30 pm</u> local time
Project Location	<u>Main Campus</u>	Project Number	<u>5062-PF07357</u>
City / County	<u>Columbus / Franklin</u>	Project Manager	<u>Thomas J. Ekegren, P.E.</u>

## Local Administration

Agency/Institution	<u>The Ohio State University</u>	Phone Number	<u>614-247-0017</u>
Inquiries to*	<u>Thomas J. Ekegren, Project Manager</u>	Fax Number	<u>614-292-2539</u>
Address 1	<u>2009 Millikin Road</u>	E-mail Address	<u>ekegren.3@osu.edu</u>
Address 2	<u>4<sup>th</sup> Floor</u>	No. of Paper Copies (stapled, not bound)	<u>5</u>
City, State ZIP	<u>Columbus, OH 43210</u>	No. of Electronic Copies on CD (PDF)	<u>1</u>

\* Mail or deliver the requested number of Statements of Qualifications (SAO Form F110-330) directly to this contact. Do not send submittals to the State Architect's Office. See Section H for additional submittal instructions.

## Project Overview

### A. Project Description

The Ohio State University (OSU) is soliciting qualifications for commissioning services for the **East Regional Chilled Water Plant (ERCWP)** and chilled water distribution system to serve existing and future buildings north of the oval in the Academic Core North of the Columbus Campus. This Request for Qualifications (RFQ) is for the **Commissioning Agent (CA)**.

The location of the ERCWP is in one of the most visible and dense areas of the OSU Columbus Campus referred to as the Academic Core North (ACN). This facility will provide chilled water to buildings which are currently not served by a central chilled water plant. The OSU Campus Master Plan and the One Ohio State University Framework Plan will provide guiding design principals and direction.

The current ERCWP conceptual site location, distribution, size and budget are based on an East Regional Chilled Water Study. The proposed site is in the vicinity of the existing Arps Garage. The proposed facility will include chillers, pumps, cooling towers, and electrical switchgear. Chilled water is to be distributed to various buildings through new and existing tunnels. The initial phase of the project will construct the Chilled Water Plant and distribute to the future CBEC building as well as flushing and filling the CBEC distribution piping. The second phase will include distribution throughout the ACN under a separate contract held between the Civil Engineer and the University. Design services may include schematic plans for all distribution and connections within existing buildings. The CA will provide additional commissioning services for the second phase via contract amendment.

The ultimate capacity of the facility will provide approximately 15,000 tons of chilled water capacity and satisfy "N+1" redundancy for standby chiller requirements. The first phase of the plant will include approximately 4,000 tons of cooling capacity including the build out of the entire building. The chilled water plant will require installation of dedicated medium voltage underground feeders installed from the existing Smith Electrical Substation adjacent to the McCracken Power Plant. Initially, two feeders would be installed and a third redundant feeder will be installed as the plant expands.

The scope of the project may include conceptual design for a new parking garage to replace the existing Arps Garage. The design of the Chilled Water Plant may need to be integrated with the design solution for the future Garage replacement.

# Request For Qualifications (CA) continued

Project Name East Regional Chilled Water Plant

Project Number 5062-PF07357

## B. Scope of Services continued

This request is for a Commissioning Agent (CA). The objective of commissioning is to provide documented confirmation that the facility fulfills the functional and performance requirements of the project as established by the University's Program of Requirements and Basis of Design. To reach this goal, it is necessary for the commissioning process to verify and review the University's criteria for system function, performance, maintainability and to verify and document compliance with these criteria throughout design, construction, start-up, and the initial period of operation. The CA will review the contractor's submittals applicable to systems being commissioned, review operation and maintenance manuals, and manage the training being provided to the system operators.

The CA will be involved throughout the project from design through the warranty phase and review building operation within 10 months after substantial completion. The CA will be responsible for reviewing the Owner's Requirements and Basis of Design. The primary role of the CA during the overall design phase is to develop detailed commissioning specifications and review the design to ensure it meets the Owner's objectives as well as best practices of sustainable design. The selected firm is to ensure the project's compliance with the energy conservation criteria as set forth by HB 251 and the University's Green Build Policy. During construction, the CA develops and coordinates a commissioning implementation plan, which includes observing and documenting all system performances to ensure that systems are functioning in accordance with the University's objectives and the contract documents. The CA is not responsible for design or general construction scheduling, cost estimating, or construction management, but shall assist with problem solving or resolving non-conformance issues or deficiencies.

The required expertise for this project will be based on the skill and experience set of the full team making the proposal. A member of the selected CA firm will be the Designated Commissioning Authority (DCA). The DCA must also be a member of the team that will coordinate the commissioning activities from the technical perspective. This party may not necessarily be the team's overall project or contract manager. The CA must have significant industrial chiller and power plant commissioning experience, including technical and management expertise on projects of similar scope.

The selected CA, as a portion of its required Scope of Services and prior to submitting its implementation plan and proposal, will discuss and clarify with the Owner the breakdown of the CA Agreement detailed cost components to address the Owner's project requirements and refine the project schedule. Participate in the Encouraging Growth, Diversity and Equity ("EDGE") Program as required by statute and the Agreement.

During the commissioning phase of the construction period, provide commissioning services as necessary per the commissioning implementation plan, including (1) attendance at progress meetings, (2) written reports, and (3) on-site representation comprised of the Commissioning Provider and its consultant staff involved in 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 (SAO Form #F110-330), below is a list of relevant scope of work requirements for this RFQ:

1. Similar sized chiller plants distributing to various buildings
2. Phased capacity chiller plants designed for future expansion
3. Retrofitting existing individual building systems to receive distribution from a regional chiller plant
4. Familiarity with State of Ohio standard agreement

For purposes of project team clarification, please include a summary of your firms qualifications within the additional information section of the F110-330 based on the attached Commissioning Selection Rating form.





# Request For Qualifications (CA) continued

Project Name East Regional Chilled Water Plant Project Number 5062-PF07357

### C. Funding / Estimated Budget

Total Project Cost	<u>\$41,055,000</u>	State Funding	<u>\$0</u>
	<u>\$26,000,000 - Phase 1</u>		
Construction Cost	<u>\$6,000,000 - Phase 2</u>	Other Funding	<u>\$41,055,000</u>
Estimated Design Fee	<u>0.5% to 1.0%</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). Required Professional Liability Insurance will be \$1,000,000 per claim and annual aggregate.

### D. Services Required

Primary	<u>Chilled Water Plant Facility Commissioning Services</u>
Secondary	<u></u>
Other	<u></u>
Other	<u></u>
Other	<u></u>
Other	<u></u>
Other	<u></u>
Other	<u></u>

### E. Anticipated Schedule

Professional Services Start (mm/yy)	<u>03 / 11</u>
Construction Contracts Start (mm/yy)	<u>09 / 12</u>
Professional Services Completed (mm/yy)	<u>08 / 15</u>
Construction Contracts Completed (mm/yy)	<u>08 / 15</u>

### F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL Design Fee	<u>5 %</u>
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# Request For Qualifications (CA) continued

Project Name East Regional Chilled Water Plant

Project Number 5062-PF07357

## 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. Demonstrated ability of prospective firm and its proposed consultants to provide commissioning services which represent the University's [Design Values for Campus Development](#) (click to open document). Proximity of prospective firms to the project site. Proposer's apparent resources and capacity to meet the needs of this project. The selected CA will be required to sign the Agreement for Commissioning Services, which can be accessed at [fod.osu.edu/vendor](http://fod.osu.edu/vendor). No modifications to the requirements in the contract will be accepted. Interested firms are required to submit current proof of licensure provided by State of Ohio, Board of Examiners of Architect and Engineers.

Interested firms are required to submit the Commitment to Participate in the Edge Business Assistance Program form in its Statement of Qualifications (SAO 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 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 firm's Technical Proposal. Both forms can be accessed [fod.osu.edu/vendor](http://fod.osu.edu/vendor). 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.

Prior to executing the Agreement, the selected CA 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 University ([http://www.homelandsecurity.ohio.gov/dma/dma\\_forms.asp](http://www.homelandsecurity.ohio.gov/dma/dma_forms.asp))

## H. Submittal Instructions

Firms are required to submit the current version of Statement of Qualifications (SAO Form F110-330) available via the SAO Web site at <http://www.ohio.gov/sao> (click on Forms).

Paper copies of the Statement of Qualifications should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary.

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 Professional or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Adobe Acrobat Professional, go to Advanced, then PDF Optimizer. Also, please mark or label the CD and the CD cover with the project number and firm name.

Submit all questions regarding this RFQ in writing via email to the Project Manager indicated on page 1 with the project number included in the subject line (no phone calls please).

# Commissioning Selection Rating

The Ohio State University  
400 Central Classroom Building – 2009 Millikin Road  
Columbus, OH 43210



www.fod.osu.edu  
v: 614.292.4458 • f: 614.292.2539

Project Name East Regional Chilled Water Plant Proposer Firm \_\_\_\_\_  
Project Location Main Campus City, State, Zip \_\_\_\_\_  
Project Number 5062-PF07357

Selection Criteria		Value	Score
<b>1. A/E Firm Location</b>			
Proximity of primary A/E firm office where majority of work is to be performed in relationship to project site	Less than 50 miles	4 - 5	
	50 to 250 miles	2 - 3	
	More than 250 miles	0 - 1	
<b>2. A/E Firm Size</b>			
Number of relevant licensed professionals within primary A/E firm available to perform the work.	Small = Less than 5 licensed professionals	1	
	Medium = 5 to 15 licensed professionals	3	
	Large = More than 15 licensed professionals	5	
<b>3. Current Workload</b>			
Amount of fees awarded by the Contracting Authority to the primary A/E Firm in the previous 24 months (exclude projects on hold)	Less than \$250,000	4 - 5	
	\$250,000 to \$500,000	2 - 3	
	More than \$500,000	0 - 1	
<b>4. Primary A/E Qualifications</b>			
a. Project Management Lead	Experience / ability of A/E 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	
<b>5. A/E Consultant Qualifications</b>			
Key Discipline Leads	Experience / ability of all key discipline leads to effectively perform the work	0 - 10	
<b>6. Project Team Qualifications</b>			
a. Previous Team Collaboration Number of projects that a majority of the team members have worked together	Less than 2 projects (Low)	0 - 1	
	2 to 4 projects (Average)	2 - 3	
	More than 2 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	
<b>7. Overall Project Team Experience</b>			
a. Budget & Schedule Management	Performance in completing projects within original budget and schedule limitations	0 - 5	
b. Experience with Similar Project Type	Less than 3 projects (Low)	0 - 3	
	3 to 6 projects (Average)	4 - 6	
	More than 6 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	Less than 3 projects (Low)	0 - 3	
	3 to 6 projects (Average)	4 - 6	
	More than 6 projects (High)	7 - 10	
		<b>Subtotal</b>	

\* 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:**

**Agency/Institution Evaluation:**

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



# Request for Qualifications

Department of Administrative Services  
General Services Division ▪ State Architect's Office  
4200 Surface Road ▪ Columbus, Ohio 43228



<http://ci.oaks.ohio.gov>

v: 614.466.4761 ▪ f: 614.644.7982

Project Name	<u>Energy and Commissioning Consultant List</u>	Response Deadline	<u>02/17/2011</u>	<u>5:00 p.m.</u> local time
Project Location	<u>Various</u>	Project Number	<u>DAS-11N777</u>	
City / County	<u>Various / Various</u>	SAO Project Manager	<u>Various</u>	
Agency/Institution	<u>Various</u>	Contracting Authority	<u>State Architect's Office</u>	
No. of Paper Copies (stapled, not bound)	<u>0</u>	No. of Electronic Copies on CD (PDF)	<u>1</u>	

Mail or deliver the requested number of Statements of Qualifications (SAO Form F110-330) directly to the State Architect's Office (Attention: Program Services) at the address above. Submit all questions regarding this RFQ in writing to [StateArchOff@das.state.oh.us](mailto:StateArchOff@das.state.oh.us) with the project number included in the subject line. See Section H for additional submittal instructions.

## Project Overview

### A. Project Description

The State Architect's Office (SAO) intends to pre-qualify firms to provide energy and commissioning services for projects that are not advertised through the Ohio Register. In order for any firm on the FY10-FY11 list to be considered in the pre-qualification process for future projects, they must reapply.

This pre-qualification process will determine the list of firms that will be eligible for award of contracts for the period beginning July 1, 2011 and ending June 30, 2013. The current Consultant List expires on June 30, 2011.

Services are in support of the SAO design and management of projects, as well as to support state agency administration of projects. Consultants are generally utilized for small projects or specialized tasks in which the usual Ohio Register selection process would be cumbersome. All firms submitting a proposal in response to this RFQ will be eligible for consulting services opportunities.

Upon completion of the selection process, SAO will seek Controlling Board approval for total contract awards to each pre-qualified firm up to the amount of \$250,000 for the two-year period. Fees for each individual assignment will usually range in the amount of \$25,000 - \$75,000 per project. However, there may be exceptions where fees for an individual assignment will exceed \$75,000.

The number of pre-qualified energy and commissioning consultants selected through this process is within the discretion of SAO. While pre-qualified status means that a firm is eligible for award of contracts, SAO does not guarantee that a firm will be awarded any work or make a representation of the amount of work a firm may receive within the two-year period.

### B. Scope of Services

Work assignments may include:

- Energy auditing services
- Energy conservation design
- Commissioning/Retro-commissioning
- Lighting consulting
- Maintenance planning
- Manual and document preparation
- Assist with performance contract RFP development
- Assist with utility bill data entry, analysis, management, auditing and reporting services

Services will be provided in accordance with a standard form of consultant agreement. As a project is identified for energy and commissioning services, SAO will notify a pre-qualified firm or firms of the project and provide a scope of work. Only the firm selected for an assignment will be requested to provide a fee proposal. The scope of work and schedule for a specific project will be described in an exhibit document attached to the agreement.

# Request For Qualifications continued



Project Name Energy and Commissioning Consultant List Project Number DAS-11N777

SAO will initiate contract negotiations directed toward:

- (1) Ensuring that the firm and the agency have a mutual understanding of the essential requirements involved in providing the required services;
- (2) Determining that the firm will make available the necessary personnel, equipment, and facilities to perform the services within the required time; and
- (3) Agreeing upon fair and reasonable compensation, taking into account the estimated value, scope, complexity, and nature of the services.

Upon failure to negotiate a contract with an identified pre-qualified firm, SAO will inform the firm in writing of the termination of negotiations and enter into negotiations with another firm on the pre-qualified list.

### C. Funding / Estimated Budget

Total Project Cost	<u>Varies</u>	State Funding	<u>Varies</u>
Construction Cost	<u>Varies</u>	Other Funding	<u>Varies</u>
Estimated Design Fee	<u>Varies</u>		

NOTE: The design fee percentage for this project includes all professional design services, and any necessary reimbursable expenses and allowances 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 scope of services 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. Reimbursable expenses and allowances 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>Energy Conservation Design</u>
Secondary	<u>Commissioning</u>
	<u>Retro-Commissioning</u>
	<u>Energy Auditing</u>
	<u>Lighting Design</u>
	<u>Maintenance Planning</u>
	<u>Utility Bill Analysis</u>
Other	<u>Specialty for various assignments.</u>

### E. Anticipated Schedule

A/E Services Start (mm/yy)	<u>07/11</u>
Construction Contracts Start (mm/yy)	<u>Varies</u>
A/E Services Completed (mm/yy)	<u>Varies</u>
Construction Contracts Completed (mm/yy)	<u>Varies</u>

### F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL A/E Fee	<u>0</u>
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### G. Evaluation Criteria for Selection

Demonstrated ability to meet Owner's programmed project vision, scope, budget, and schedule on previous projects. Relevant past performance of prospective firm.

Qualifications and experience of individual firm's staff. Specification writing credentials and experience. Experience and capabilities of creating or using Alternative Dispute Resolution. Proposer's apparent resources and capacity to meet the needs of a typical project. The selected firm must have the capability to use the Internet within their normal business location(s) during normal business hours.

# Request For Qualifications continued



Project Name Energy and Commissioning Consultant List

Project Number DAS-11N777

Prior to executing the Agreement, the selected firm 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 (<https://ohiobusinessgateway.ohio.gov/OBG/Membership/Security.mvc>).

Prior to executing the Consultant Agreement, the selected firm must represent and warrant that it will not perform any of its services outside of the United States.

All questions regarding this Request for Qualifications are to be submitted in writing (absolutely no answers will be provided to phone inquires) to the attention of "RFQ-DAS-11N777" at [StateArchOff@das.state.oh.us](mailto:StateArchOff@das.state.oh.us). Questions will be answered and posted to the OAKS Capital Improvements Web site at <http://ci.oaks.ohio.gov> on a regular basis until one week before the time of proposal submittal. The name or firm of the party submitting a question will not be included on the Question and Answer Document posted by SAO.

Anticipated Schedule:

Response Deadline: Feb. 17, 2011

Announce List for Presentations: March 2011

Presentations in Columbus: March-April 2011

Pre-Qualification will be effective for the period covering July 1, 2011 – June 30, 2013

## H. Submittal Instructions

Firms are required to submit a current SAO-F110-330 Statement of Qualifications (blank forms are available as a free download from the SAO website at <http://ohio.gov/sao>). A CD-ROM with all pages consolidated into a single PDF file must be submitted enclosed in an envelope, sealed, addressed, and mailed or delivered to the State Architect's Office, Attn: Program Services, 4200 Surface Road, Columbus, Ohio 43228-1395. Label the CD-ROM with the project number listed on the RFQ and your firm's name.

Paper copies or submittals that are e-mailed or faxed will NOT be accepted.

Electronic submittals must 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 Professional or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Adobe Acrobat Professional, go to Advanced, then PDF Optimizer.

The following special instructions apply to completing the SAO-F110-330 form for this selection:

- Firms are requested to list the Project No. (indicated on Page 1 of this RFQ) on the first page of Part I and on Part II of the SAO-F110-330.
- Firms are requested to indicate their EDGE-certified business status as either "Certified" or Non-certified" on Part I Section C (Proposed Team).
- Firms performing current Consultant List projects should identify those projects on Page 1 of Section F (Example Projects Which Best Illustrate Proposed Firm's Qualifications for this Contract).
- Do not submit Page 2 of Section F (Relevant Projects Experience Matrix).
- Do not submit Page 3 of Section H (Commitment to Participate in the EDGE Business Assistance Program).
- Firms are requested to identify their experience, preparedness, software, and training relevant to their use of energy modeling and analysis tools. Provide in narrative form in Section H of the SAO-F110-330 form.
- Firms are requested to identify professional registrations, memberships, and certifications including but not limited to: CCCA, CCM, CCS, CDT, CEM, LEED (Green Associate), LEED AP (legacy), LEED AP+ (with

# Request For Qualifications continued



Project Name Energy and Commissioning Consultant List

Project Number DAS-11N777

specialty), and any other appropriate design and construction industry certifications.\* Identify this information on the resume page for each individual in Block 22, Section E the SAO-F110-330 form.

\* CCCA: Certified Construction Contract Administrator (Construction Specifications Institute (CSI))

CCM: Certified Construction Manager (Construction Management Association of America)

CCS: Certified Construction Specifier (CSI)

CDT: Construction Documents Technologist (CSI)

CEM: Certified Energy Manager (Association of Energy Engineers (AEE))

LEED Credentials: Leadership in Energy & Environmental Design (Green Building Certification Institute)

GA: Green Associate

AP: LEED AP (Legacy LEED Accredited Professional without specialty)

AP +: (see below)

LEED AP BD+C (Building Design and Construction specialty)

LEED AP ID+C (Interior Design and Construction specialty)

LEED AP O+M (Operations and Maintenance specialty)

LEED AP ND (Neighborhood Development specialty)

LEED AP Homes (Specialty for residential LEED construction)

## I. Additional Information

Following this submission, SAO will evaluate the proposals submitted and identify a list of firms for pre-qualification presentations. These presentations are designed to familiarize SAO staff with the qualifications of firms by further exploring their proposals and the scope and nature of the consulting services they provide. SAO will seek Controlling Board approval of all submitting firms for contracting eligibility through June 30, 2013.



# Consultant Selection Rating

Department of Administrative Services  
 General Services Division • State Architect's Office  
 4200 Surface Road • Columbus, Ohio 43228



<http://ci.oaks.ohio.gov>

v: 614.466.4761 • f: 614.644.7982

Project Name Energy and Commissioning Consultant List Proposer Firm \_\_\_\_\_  
 Project Location Various City, State, Zip \_\_\_\_\_  
 Project Number DAS-11N777

Selection Criteria		Value	Score
<b>1. Firm Location and EDGE Status</b>			
Location of firm and EDGE-certified status	Out of State	0	
	Ohio Firm	5	
	EDGE Certified	10	
<b>2. Firm Size</b>			
Number of professional staff within primary firm available to perform the work.	Small = Less than 6 professionals	4 - 5	
	Medium = 6 to 8 professionals	2 - 3	
	Large = More than 8 professionals	0 - 1	
<b>3. Current Workload</b>			
Amount of fees awarded by the Contracting Authority to the primary firm in the previous 24 months (exclude projects on hold)	Less than \$100,000.00	4 - 5	
	\$100,000.00 to \$300,000.00	2 - 3	
	More than \$300,000.00	0 - 1	
<b>4. Primary Firm Qualifications</b>			
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 - 10	
c. Technical Staff	Experience / ability of technical staff to develop quality construction documents	0 - 10	
d. Construction Administration	Experience / ability of field representative to identify / solve issues during construction	0 - 10	
<b>5. Project Team Qualifications</b>			
a. Previous Team Collaboration (Internal) Number of projects that a majority of the team members have worked together	Less than 4 projects (Low)	0 - 1	
	4 to 7 projects (Average)	2 - 3	
	More than 7 projects (High)	4 - 5	
b. LEED* Experience within Team	LEED AP Credentials** (Maximum of 3 points)	GA	1
		AP	2
		AP+	3
	LEED Registered (RP) projects -OR- LEED Certified (CP) projects (Maximum of 2 points)	RP	1
		CP	2
Satisfies ALL above Criteria		Sum = 0 - 5	
c. Team Organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
<b>6. Overall Project Team Experience</b>			
a. Budget & Schedule Management	Performance in completing projects within original budget and schedule limitations	0 - 5	
b. Experience with SAO Consultant List Projects in the previous 24 months	Less than 2 projects (Low)	7 - 10	
	2 to 3 projects (Average)	4 - 6	
	More than 3 projects (High)	0 - 3	
c. Past Performance	Level of performance as indicated by past evaluations / letters of reference	0 - 5	
d. Knowledge of State of Ohio Capital Project Administration Process	Less than 2 projects (Low)	0 - 3	
	2 to 3 projects (Average)	4 - 6	
	More than 3 projects (High)	7 - 10	
		<b>Subtotal</b>	

\* LEED = Leadership in Energy & Environmental Design developed by the U.S. Green Building Council  
 \*\* See list of LEED credentials in Section H of the RFQ

**Notes:**

**SAO Evaluation:**

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



# Request for Qualifications (A/E)



Ohio Department of Natural Resources  
2045 Morse Road Bldg. E-3  
Columbus, Ohio 42229-6693

www.dnr.state.oh.us  
e: beth.pratt@dnr.state.oh.us  
v: 614-265-6948 • f:614-262-2197

Project Name	<u>A-Frame Bridge/Trail System Improvements</u>	Response Deadline	<u>02/26/2011</u>	<u>4:30 p.m. local time</u>
Project Location	<u>Hocking Hills State Park</u>	Project Number	<u>DNR-100011</u>	
City / County	<u>Hocking County</u>			

## Local Administration

Agency/Institution	<u>Division of Engineering</u>	Agency/Institution	<u>Division of Engineering</u>
<b>Project Manager</b>	<u>Gus Smithhisler, P.E.</u>	Inquiries to **	<u>Beth Pratt, P.E.</u>
Street	<u>2045 Morse Road, Building E-3</u>		<u>Assistant Chief Engineer</u>
City	<u>Columbus</u> Ohio	Street	<u>2045 Morse Road, Building E-3</u>
Zip	<u>43229-6693</u>	City	<u>Columbus</u> Ohio
Phone	<u>614/265-6965</u> Fax <u>614.262.2197</u>	Zip	<u>43229-6693</u>
E-mail	<u>Gus.smithhisler@dnr.state.oh.us</u>	Phone	<u>614/265-6957</u> Fax <u>614.262.2197</u>
		E-mail	<u>beth.pratt@dnr.state.oh.us</u>

\*\* Mail 2 copies of the most current version of the Statement of Qualifications (SAO Form #F110-330 Part I available via the State Architect's Office Web site at <http://www.ohio.gov/sao/>) directly to this contact. DO NOT send to them to SAO.

## Project Overview

### A. Project Description

Professional engineering services are requested to assess the existing A-Frame bridge and design a replacement structure to ensure east-west access across the gorge from the visitor center. Additional services include providing recommendations and design for an ADA accessible trail around the rim of the gorge.

### B. Scope of Services

The selected firm shall perform on-site investigations to determine the overall condition and specific structural requirements to replace the existing A-Frame bridge and provide for ADA accessibility along the rim trail. Recommendations and design shall reflect and be in keeping with the natural surroundings and rock formations found at the Park. The information shall be used to prepare preliminary design, including but not limited to, preliminary design alternatives, cost estimates and recommendations. Upon ODNR approval and authorization, the selected firm shall proceed with regulatory permitting, final design, construction document preparation, estimates of probable construction costs, bidding and construction administration services. The decision to proceed with any phase and/or construction of the projects will be determined by ODNR, pending available project funding and successful completion of prior tasks.

For purposes of completing the Relevant Project Experience Matrix in Section F of the Statement of Qualifications (SAO form #F110-330), below is a list of relevant scope of work requirements for this RFQ:

1. Pedestrian bridge design experience
2. ADA trail design experience
3. Recreational facility design experience
4. Experience with environmentally sensitive and low impact designs/projects
5. Construction administration experience with similar type projects
6. Experience obtaining regulatory permits and approvals
7. Experience working for governmental entities (Federal, State, Municipal, County, etc.)



# Selection of Professional Services Firms

**Ohio Department of Natural Resources  
Division of Engineering  
Evaluation of Statements of Interest**

PROJECT: A-Frame Bridge/Trail System Improvements

PROJECT NUMBER: DNR - 100011

FIRM: \_\_\_\_\_

EVALUATOR: \_\_\_\_\_

CITY, STATE: \_\_\_\_\_

EVALUATION DATE: \_\_\_\_\_

		Value	Rating	Weight	Score	
A. FIRM'S LOCATION Proximity of office where Project Manager will be located to project site.  _____ miles (Estimated)	0-50 miles	5		0.5		
	51-100 miles	4				
	101-150 miles	3				
	151-200 miles	2				
	over 200 miles	1				
B. SIZE OF PROJECT TEAM 1. Size from Statement of Interest: Firm _____ Sub-consultants _____	Score based on size of team, firm, sub-consultants, as compared to project size and scope.	1-5		1		
	2. Coordination with team members and sub-consultants	Score based on role, location and number of sub-consultants.	1-5		1	
C. QUALIFICATIONS OF TEAM 1. Appropriate professional disciplines included in project team.	Project Manager	1-5		1		
	Firm's staff and sub-consultants	1-5		1		
	Firm	1-5		3		
	2. Specific project experience similar to the proposed scope of work.	Project Manager	1-5		3.5	
		Team Members (Firm, Staff and Sub-consultants)	1-5		3.5	
D. STATE WORK AWARDED RECENTLY 1. ODNR Contracts (fees) awarded in past 3 years:  \$ _____	\$0 - \$99k	5		1		
	\$100k - \$249k	4				
	\$250k - \$499k	3				
	\$500k - \$750k	2				
	> \$750k	1				
	2. Total State of Ohio Contracts (fees) awarded in past 3 years:  \$ _____	\$0 - \$249k	5			
\$250k - \$499k	4					
\$500k - \$749k	3					
\$750k - \$1 mil.	2					
> \$1 mil.	1					
E. GENERAL IMPRESSIONS OF FIRM 1. Quality of Statement of Interest		1-5		1.5		
	2. Prior performance for ODNR & Others		1-5		2	
<b>TOTAL SCORE</b>						



STATE OF OHIO  
DEPARTMENT OF NATURAL RESOURCES  
SUPPLEMENTAL INFORMATION FOR PREQUALIFICATION  
FY 2011 – 2012

FIRM NAME: \_\_\_\_\_

**PRIMARY CORPORATE OFFICE**

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

COUNTY: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

**PRIMARY OHIO OFFICE (IF PRIMARY CORPORATE OFFICE IS OUT OF STATE)**

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

COUNTY: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

**SUMMARY OF PROFESSIONAL SERVICES FEES RECEIVED IN THE THREE CALENDAR YEARS LISTED (Insert Index Numbers From Table Below):**

	<u>2009</u>	<u>2008</u>	<u>2007</u>
Direct State of Ohio Contract Work:	_____	_____	_____
State of Ohio Subcontract Work:	_____	_____	_____
All Other Work:	_____	_____	_____
Total Fees	_____	_____	_____

INDEX:	
1. Less than \$250,000	4. \$1,000,001 - \$5 million
2. \$250,001 - \$500,000	5. \$5,000,001 - \$10 million
3. \$500,001 - \$1,000,000	6. Greater than \$10 million

The following information is supplemental to Standard Form 330 (Architect-Engineer Qualifications, Part II General Qualifications) submitted to the Division of Engineering, Ohio Department of Natural Resources, for prequalification for professional services as defined in Rule 1501-3-01 of the Administrative Code.

- OHIO CERTIFICATE(S) OF AUTHORIZATION:** Indicate the certificate number(s) of the appropriate certificate(s) issued to your firm by the Board of Registration (Engineers and Surveyors) or Board of Examiners (Architects and Landscape Architects) in accordance with the indicated sections of the Revised Code:

**PLEASE NOTE: THESE ARE NOT REGISTRATION NUMBERS FOR INDIVIDUALS. IF UNCERTAIN OF FIRM'S STATUS, CONTACT THE APPROPRIATE BOARD. THIS INFORMATION MUST BE COMPLETED OR YOUR FIRM WILL NOT BE PREQUALIFIED WITH ODNR FOR PROFESSIONAL SERVICES.**

4733.16 Engineering and/or Surveying

4703.18 Architecture

4703.331 Landscape Architecture

**OR:**

If your firm is exempt from Ohio Revised Code Sections 4733.16, 4703.18 and 4703.331, briefly explain the reason for this exemption:

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**OR:**

If you are a sole proprietor, please list the name and registration number of firm's Registered Professional:

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2. **AFFIRMATIVE ACTION POLICY:** Pursuant to Section 125.111 of the ORC, the Consultant agrees to develop and implement a written affirmative action program, approved by the State of Ohio, Equal Opportunity Division. To obtain approval, this may be submitted through the <http://ohiobusinessgateway.ohio.gov>.
3. **SEXUAL HARASSMENT POLICY:** Attach a copy of your firm's Sexual Harassment policy statement.
4. **ENCOURAGING DIVERSITY, GROWTH AND EQUITY (EDGE):** If your firm is a certified EDGE participant attach a copy of your current Official EDGE Certificate.
5. **REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION:** Please complete the attached IRS Form W-9.
6. **CERTIFICATE OF INSURANCE:** Please provide evidence of your firm's professional liability insurance coverage as outlined in Section 153.70 of the Ohio Revised Code:

***§ 153.70 Professional liability insurance; waiver or substitution.***

***Text of Statute***

(A) Except for any person providing professional design services of a research or training nature, any person rendering professional design services to a public authority shall have and maintain, or be covered by, during the period the services are rendered, a professional liability insurance policy or policies with a company or companies that are authorized to do business in this state and that afford professional liability coverage for the professional design services rendered. The insurance shall be in amount considered sufficient by the public authority.

(B) The requirement for professional liability insurance set forth in division (A) of this section may be waived by the public authority for good cause, or the public authority may allow the person providing the professional design services to provide other assurances of financial responsibility.

HISTORY: 146 v H 231. Eff 11-24-95.

Not analogous to former RC § [153.70](#), amended and renumbered RC § 153.71 in 146 v H 231, eff 11-24-95.

7. **NOTICE ON FINDINGS FOR RECOVERY:** In accordance with Section 9.24 of the Ohio Revised Code, The Department of Natural Resources is prohibited from awarding a contract for goods, services, or construction, paid for in whole or in part with state funds, to a person against whom a finding for recovery has been issued by the Auditor of State, if the finding for recovery is unresolved. Prior to completion of a short list recommendation for each project for which ODNR is selecting firm(s) to provide professional services, ODNR shall verify each consultant's compliance with the requirements of Section 9.24.

8. **COMPOSITION OF FIRM** (Insert number of individuals in appropriate spaces. The number of minority group individuals is to be included in the total as well as Women and Minorities columns, as applicable. Minorities include American Indian, Afro-American, Oriental American and Spanish Surnamed American).

	<u>Total</u>	<u>Women</u>	<u>Minorities</u>
A. <u>Administrative Staff</u>			
Managers	_____	_____	_____
Word Processors, Receptionists, etc.	_____	_____	_____
Accountants, Bookkeepers, etc.	_____	_____	_____
B. <u>Registered Professional Staff</u>			
Professional Engineers	_____	_____	_____
Professional Surveyors	_____	_____	_____
Registered Architects	_____	_____	_____
Registered Landscape Architects	_____	_____	_____
C. <u>Semi-Professional Staff</u>			
Technicians	_____	_____	_____
Drafting Technicians	_____	_____	_____
CADD Operators	_____	_____	_____
D. <u>Other Staff (List Categories)</u>			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>TOTALS</b>	_____	_____	_____

SIGNATURE OF PREPARER: \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

# Request for Qualifications (A/E)

Ohio University, Design and Construction  
Ridges Building 19, Suite 220, 108 Ridges Circle  
Athens, Ohio 45701



Project Name	<u>Lausche Heating Plant-Solar Array Addition</u>	Response Deadline	<u>2/16/11</u> <u>5:00</u> local time
Project Location	<u>Ohio University-Main Campus</u>	Project Number	<u>to-be-determined</u>
City / County	<u>Athens / Athens</u>	Project Manager	<u>to-be-determined</u>

## Local Administration

Agency/Institution	<u>Ohio University, Design and Construction</u>	Phone Number	<u>740-593-2727</u>
Inquiries to*	<u>Richard J. Shultz, R.A.</u>	Fax Number	<u>740-593-4081</u>
Address 1	<u>Ridges Building 19, Suite 220</u>	E-mail Address	<u>shultz@ohio.edu</u>
Address 2	<u>108 Ridges Circle</u>	No. of Paper Copies (stapled, not bound)	<u>3</u>
City, State ZIP	<u>Athens, Ohio 45701-2979</u>	No. of Electronic Copies on CD (PDF)	<u>1</u>

\* Mail or deliver the requested number of Statements of Qualifications (SAO Form F110-330) directly to this contact. Do not send submittals to the State Architect's Office. See Section H for additional submittal instructions.

## Project Overview

### A. Project Description

The Solar Heating Plant Project includes: the installation of a 60 kW photovoltaic array on the roof of the existing coal storage shed which serves the Lausche Heating Plant at the Athens Ohio University campus; a structural upgrade to the coal storage shed; an architectural and engineering analysis to guide all structural upgrades to the storage shed which may address columns, roof systems and other structural elements, future wind and snow loading conditions, as well as a seismic loading condition based on the additional weight of the array; the installation of safety rails and dedicated access to the roof in order to accommodate use of the site for research and/or class visits by students, staff and faculty.

### B. Scope of Services

The Program of Requirements (POR) for the above project has been established. The selected firm will be issued the POR prior to the negotiation of project fees.

The selected Architect/Engineer (A/E), as a portion of its required Scope of Services and prior to submitting its proposals, will discuss and clarify with the Owner the cost breakdown of the Architect/Engineer Agreement detailed cost components to address the Owner's project requirements. Participate in the Encouraging Growth, Diversity and 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 Phase, Post-Construction Phase, and Extra Services and Additional Services of all types. Refer to *The SAO Manual* for additional information about the type and extent of services required for each.

The project schedules require the selected A/E firms to be available to provide resources in a timely fashion. A/E firms shall clearly detail the proposed resources for the projects.

Continued on next page...



# Request For Qualifications (A/E) continued



Project Name Lausche Heating Plant-Solar Array Addition

Project Number various

## 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 (SAO 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 SAO Web site at [www.ohio.gov/sao](http://www.ohio.gov/sao) (click on Forms). 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.

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 (<https://ohiobusinessgateway.ohio.gov/OBG/Membership/Security.mvc>).

## H. Submittal Instructions

Firms are required to submit the current version of Statement of Qualifications (SAO Form F110-330) available via the SAO Web site at <http://www.ohio.gov/sao> (click on Forms).

Paper copies of the Statement of Qualifications should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary.

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 Professional or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Adobe Acrobat Professional, go to Advanced, then PDF Optimizer. Also, please mark or label the CD and the CD cover with the project number and firm name.

Submit all questions regarding this RFQ in writing to Richard J. Shultz, R.A. at [shultz@ohio.edu](mailto:shultz@ohio.edu) with the project number included in the subject line (no phone calls please).

# Architect/Engineer Selection Rating

Ohio University, Design and Construction  
 Ridges Building 19, Suite 220, 108 Ridges Circle  
 Athens, Ohio 45701



Project Name Lausche Heating Plant-Solar Array Addition Proposer Firm \_\_\_\_\_  
 Project Location Ohio University, Main Campus City, State, Zip \_\_\_\_\_  
 Project Number various

Selection Criteria		Value	Score
<b>1. A/E Firm Location</b>			
Proximity of primary A/E firm office where majority of work is to be performed in relationship to project site	Less than 75 miles	4 - 5	
	75 to 150 miles	2 - 3	
	More than 150 miles	0 - 1	
<b>2. A/E Firm Size</b>			
Number of relevant licensed professionals within primary A/E firm available to perform the work.	Small = Less than 3 licensed professionals	5	
	Medium = 4 to 19 licensed professionals	5	
	Large = More than 20 licensed professionals	5	
<b>3. Current Workload</b>			
Amount of fees awarded by the Contracting Authority to the primary A/E Firm in the previous 24 months (exclude projects on hold)	Less than \$50,000	4 - 5	
	\$50,000 to \$150,000	2 - 3	
	More than \$150,000	0 - 1	
<b>4. Primary A/E Qualifications</b>			
a. Project Management Lead	Experience / ability of A/E 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	
<b>5. A/E Consultant Qualifications</b>			
Key Discipline Leads	Experience / ability of all key discipline leads to effectively perform the work	0 - 10	
<b>6. Project Team Qualifications</b>			
a. Previous Team Collaboration Number of projects that a majority of the team members have worked together	Less than 5 projects (Low)	0 - 1	
	5 to 10 projects (Average)	2 - 3	
	More than 10 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	
<b>7. Overall Project Team Experience</b>			
a. Budget & Schedule Management	Performance in completing projects within original budget and schedule limitations	0 - 5	
b. Experience with Similar Project Type	Less than 5 projects (Low)	0 - 3	
	5 to 10 projects (Average)	4 - 6	
	More than 10 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	Less than 5 projects (Low)	0 - 3	
	5 to 10 projects (Average)	4 - 6	
	More than 10 projects (High)	7 - 10	
		<b>Subtotal</b>	

\* 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:**

**Agency/Institution Evaluation:**

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

