

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Agency

Project Name	<u>OH WOW!</u>	Response Deadline	<u>May 29, 2020</u>	<u>12:00pm</u> local time
Project Location	<u>11 West Federal Street</u>	Project Number	<u>OH WOW! A/E</u>	
City / County	<u>Youngstown / Mahoning</u>	Project Manager	<u>Colleen Ruby</u>	
Owner	<u>OH WOW!</u>	Contracting Authority	<u>Local Agency</u>	
Delivery Method	<u>General Contracting</u>	Prevailing Wages	<u>None</u>	
No. of paper copies requested (stapled, not bound)	<u>5</u>	No. of electronic copies requested (PDF)	<u>1</u>	

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Colleen Ruby, Director of Operations, 11 W. Federal Street, Youngstown, OH 44503 and at Manager@ohwowkids.org. See Section J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to **Colleen Ruby, Director of Operations, 11 W. Federal Street, Youngstown, OH 44503** at manager@ohwowkids.org with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the Opportunities page on the OFCC website at <http://ofcc.ohio.gov> on a regular basis until one week before the response deadline. The name of the party submitting a question will not be included on the Q&A document.

Project Overview

A. Project Description Renovate and Prepare OH WOW! For Future Growth

Background

The Roger & Gloria Jones Children's Center for Science & Technology opened in downtown Youngstown, Ohio on May 12, 2011 to rave reviews and overwhelming community support! Since opening its doors, OH WOW! has served more than 517,000 explorers. As learning and classroom environments continue to evolve, OH WOW! has created an online presence which has expanded its ability to provide the OH WOW! factor to over 65,000 explorers across the country.

The development of OH WOW! began with the creation of the Children's Museum of the Valley (CMV), which opened in August 2004, thanks to the efforts of the Junior League of Youngstown. In 2008, the Board of Trustees adopted a new mission focused on STEM, and in January, 2010, began operating as OH WOW! The Roger & Gloria Jones Children's Center for Science & Technology (OH WOW!). Today, OH WOW!'s brand is well-respected, and the organization is an anchor and economic development engine in downtown Youngstown's central business district.

Current Program

OH WOW! embraces universal design principles in our 17,820 square foot facility, ensuring we're accessible to the greatest number of people possible without regard to ability or disability on our exhibit floors and in our administrative offices.

There are now eleven galleries, or WOW! Zones and more than sixty interactive opportunities linked to the educational content standards of Ohio & Pennsylvania in OH WOW! OH WOW!'s permanent exhibit collections promotes understanding of the Scientific Process of Inquiry, encouraging visitors to make observations, draw conclusions from those observations, and adjust or modify their experiments (or actions) to get a different (or better) result.

Project Background

OH WOW! has recently purchased the McCrory building in which they are currently located. OH WOW! occupies the lower and first level of the building. There are two other floors in the building which may offer opportunities for expansion.

Project Vision

1. Re-Invigorate the OH WOW! factor for the explorer's experience, for both in person and digital visits
2. Improve the acoustic quality of the exhibit halls, work areas, and classrooms
3. Optimize the location of office space to community/educational spaces, with prominence placed creating additional exhibit/community spaces
4. Evaluate the entrance and exhibit layout:
 - a. To improve circulation for guests/employees

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- b. To support expanded programming and engagement opportunities

Program of Requirements

The Program of Requirements (POR) will be jointly developed between OH WOW! and the A/E.

B. Scope of Services

With the purchase of the McCrory building, OH WOW! has an opportunity for reorganization and expansion of their existing galleries and interactive exhibits. The expectation of the project is to develop a comprehensive Program of Requirements (POR) that will establish the parameters for the successful reorganization and renovation of the lower level, first level and second level of the McCrory building. The criteria for success will follow the Project Vision by maintaining and re-invigorating the OH WOW! factor for the explorer's experience, improving the acoustic quality of the museum, optimizing the work/exhibit/community/ and mechanical spaces while considering explorer circulation and event sequence/safety, and optimizing the available space for the lower, first and second levels of the building. The POR will also consider future growth in which OH WOW! would utilize the entire building as a museum.

Upon award of the Agreement, OH WOW! and the A/E will commence by developing the POR.

The selected A/E, as a portion of its required Scope of Services and prior to submitting its proposals, will discuss and clarify with the Owner and/or the Contracting Authority, the cost breakdown of the Architect/Engineer Agreement detailed cost components to address the Owner's project requirements. Participate in the Encouraging Growth, Diversity & Equity (EDGE) Program as required by statute and the Agreement. It is the goal of the project to be designed as a LEED silver or higher designation.

As required by the Agreement, and as properly authorized, provide the following categories of services: Program Verification, Schematic Design, Design Development, Construction Document Preparation, Bid and Award Support, Conformed Documents, Construction Administration, Post-Construction, and Additional Services of all types.

Refer to the *Ohio Facilities Construction Manual* for additional information about the type and extent of services required for each. A copy of the standard Agreement can be obtained at the OFCC website at <http://ofcc.ohio.gov>.

During the construction period, provide not less than 4 hours (excluding travel time) on-site construction administration services each week, including (1) attendance at progress meetings, (2) a written field report of each site visit, (3) on-site representation comprised of the A/E and its consultant staff involved in the primary design of the project, all having relevant and appropriate types of construction administration experience.

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

1. Adaptive Preservation
2. Structural Design of Historic Buildings
3. Community Centered Facilities
4. Museum Design/Exhibit Layout
5. LEED Silver Award or Higher
6. Award Recognized Projects for Innovation
7. STEM Education

SEE A/E AGREEMENT EXHIBIT B FOR A DESCRIPTION OF ADDITIONAL SERVICES – DELETE THIS INSTRUCTION

C. Estimated Budget / Funding

State Funding:	<u>\$750,000</u>
Other Funding:	<u>\$3,250,000</u>
Construction Cost:	<u>\$3,500,000</u>
Total Project Cost:	<u>\$4,000,000</u>

D. Anticipated Schedule

Professional Services Start:	<u>06 / 20</u>
Construction Notice to Proceed:	<u>09 / 20</u>
Substantial Completion of all Work:	<u>05 / 21</u>
Professional Services Completed:	<u>07 / 21</u>

E. Estimated Basic Fee Range (see note below)

6% to 9%

F. EDGE Participation Goal

Percent of initial Total A/E Fee: 5.0%

NOTE: **Basic Services** include: (1) Program Verification, (2) Schematic Design, (3) Design Development, (4) Construction Documents, (5) Bidding and Award OR GMP Proposal and Amendment (as applicable), (6) Construction Administration, and (7) Closeout services. The **Basic Fee** includes all professional design services and consultant services necessary for proper completion of the Basic Services, including

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validation of existing conditions (but not subsurface or hidden conditions) and preparation of cost estimates and design schedules for the project. The **Estimated Basic Fee Range** is calculated as a percentage of the **Estimated Budget for Construction Cost** above, including the Owner's contingency. **The Basic Fee excludes any Additional Services required for the project.**

G. Basic Service Providers Required (see note below)

Lead A/E Discipline: Architecture
Secondary _____
Disciplines: Mechanical-Electrical-Plumbing Eng.
Structural Engineering
Acoustic Design
HVAC Engineering
Technology / Communications / Security
Interior / Loose Furnishings Design

H. Additional Service Providers Required

Civil Engineering
Fire Protection Design
LEED AP
Graphic Design

NOTE: The lead A/E shall be (1) an architect registered pursuant to ORC Chapter 4703, (2) a landscape architect registered pursuant to ORC Chapter 4703, or a (3) professional engineer or (4) professional surveyor licensed pursuant to ORC Chapter 4733.

I. Evaluation Criteria for Selection

- Demonstrated ability to meet Owner's programmed project vision, scope, budget, and schedule on previous projects.
- Previous experience compatible with the proposed project (e.g., type, size).
- Relevant past work of prospective firm's proposed consultants.
- Past performance of prospective firm and its proposed consultants.
- Qualifications and experience of individuals directly involved with the project.
- Proposer's previous experience (numbers of projects, sizes of projects) when working with its proposed consultants.
- Specification writing credentials and experience.
- Experience and capabilities of creating or using Critical Path Method (CPM) schedules and of using CPM schedules as a project management resource.
- Approach to and success of using partnering and Alternative Dispute Resolution.
- Proximity of prospective firms to the project site.
- Proposer's apparent resources and capacity to meet the needs of this project.
- The selected A/E and all its consultants must have the capability to use the Internet within their normal business location(s) during normal business hours.

Interested A/E firms are required to address how they will implement Building Information Modeling ("BIM") on the project, experience and level of training of staff related to BIM, incorporation of team partners that have previous BIM experience, and an understanding of collaborative BIM processes, including but not limited to the *State of Ohio BIM Protocol* available at the OFCC website at <http://ofcc.ohio.gov>.

Interested A/E firms are required to submit the Commitment to Participate in the EDGE Business Assistance Program form in its Statement of Qualifications (Form F110-330) submitted in response to the RFQ, to indicate its intent to contract with and use EDGE-certified Business Enterprise(s), as a part of the A/E's team. The Intent to Contract and to Perform and / or waiver request letter and Demonstration of Good Faith Effort form(s) with complete documentation must be attached to the A/E's Technical Proposal. Both forms can be accessed via the OFCC website at <http://ofcc.ohio.gov>. The Intent to Contract and to Perform form is again required at the Fee Proposal stage.

For all Statements of Qualifications, please identify the EDGE-certified Business Enterprises, by name, which will participate in the delivery of the proposed professional services solicited in the RFQ.

J. Submittal Instructions

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

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Electronic submittals should be combined into one PDF file named with the project number listed on the RFQ and your firm's name. Use the "print" feature of Adobe Acrobat or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Acrobat, go to Advanced, then PDF Optimizer. Also, please label the CD or DVD and the sleeve with the project number and firm name if applicable.

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

Facsimile copies of the Statement of Qualifications will not be accepted.

Firms are requested to identify professional registrations, memberships and credentials including: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, CPE, DBIA, and any other appropriate design and construction industry credentials. Identify that information on the resume page for individual in Block 22, Section E of the F110-330 form.

Architect / Engineer Selection Rating Form

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Project Name Project Name Proposer Firm _____
 Project Number Project Number City, State, Zip _____

Selection Criteria		Value	Score
1. Primary Firm Location, Workload and Size (Maximum 10 points)			
a. Proximity of firm to project site	Less than aa miles	5	
	aa miles to bb miles	2	
	More than bb miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$cc	2	
	\$cc to \$dd	1	
	More than \$dd	0	
c. Number of licensed professionals	Less than ee professionals	gg	Max = 3
	ee to ff professionals	hh	
	More than ff professionals	ii	
2. Primary Firm Qualifications (Maximum 30 points)			
a. Project management lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	Max = 20
b. Project design lead	Experience / creativity of project designer to achieve owner's vision and requirements	0 - jj	
c. Technical staff	Experience / ability of technical staff to create fully coordinated construction documents	0 - kk	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - ll	
3. Key Consultant Qualifications (Maximum 20 points)			
a. Key discipline leads	Experience / ability of key consultants to perform effectively and collaboratively	0 - 15	
b. Proposed EDGE-certified Consultant participation*	One point for every 2 percent increase in professional services over the EDGE participation goal	0 - 5	
4. Overall Team Qualifications (Maximum 10 points)			
a. Previous team collaboration	Less than mm sample projects	1	Max = 3
	mm to nn sample projects	2	
	More than nn sample projects	3	
b. LEED** Registered / Certified project experience	Registered projects	1	Max = 2
	Certified projects	2	
c. BIM project experience	Training and knowledge	1	Max = 3
	Direct project experience	3	
d. Team organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
5. Overall Team Experience (Maximum 30 points)			
a. Previous team performance	Past performance as indicated by evaluations and letters of reference	0 - 10	
b. Experience with similar projects / delivery methods	Less than oo projects	0 - 3	
	oo to pp projects	4 - 6	
	More than pp projects	7 - 10	
c. Budget and schedule management	Performance in completing projects within original construction budget and schedule	0 - 5	
d. Knowledge of Ohio Capital Improvements process	Less than qq projects	0 - 1	
	qq to rr projects	2 - 3	
	More than rr projects	4 - 5	
		Subtotal	

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

Notes:

Evaluator:

Name _____

Signature _____

Date _____