

Request for Qualifications (Planning Services)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>Columbus Campus Building and Landscape Design Guidelines</u>	Response Deadline	<u>June 13, 2014 2:00 p.m.</u> local time
Project Location	<u>Columbus Campus</u>	Project Number	<u>OSU-140633</u>
City / County	<u>Columbus / Franklin</u>	Project Manager	<u>Bernard Costantino</u>
Owner	<u>The Ohio State University</u>	Contracting Authority	<u>Local Higher Education</u>
Delivery Method	<u>N/A</u>	Prevailing Wages	<u>None</u>
No. of paper copies requested (stapled, not bound)	<u>3</u>	No. of electronic copies requested on CD (PDF)	<u>2</u>

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Bernard Costantino at 400 Enarson Classroom Building, 2009 Millikin Rd, Columbus, Ohio 43210. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Bernard Costantino and Kim Moss at costantino.6@osu.edu and moss.58@osu.edu with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the Opportunities page on the OFCC website at <http://ofcc.ohio.gov> on a regular basis until one week before the response deadline. The name of the party submitting a question will not be included on the Q&A document.

Project Overview

A. Project Description

Develop a document to be used as Building and Landscape Design Guidelines for all projects on the Columbus Campus that have an impact on the public realm including major public interior spaces. The Guidelines will be used by architect/engineering teams and will be guidelines for university design review including the Design Review Board. They are expected to be used in the most general sense, considering that every project is unique. The Guidelines will establish a level of consistency in the architecture and landscape vocabulary of renovations, new buildings, and additions. These principles and guidelines outline the ways that new buildings and additions should take into account neighboring structures and serve the intended population. The guidelines must allow for design teams to reflect the diversity and uniqueness of the academic programs while enhancing the existing campus environment. It is anticipated that the guidelines will have high level principals that are consistent with the One Ohio State Framework Plan Principles and Guidelines that include building siting criteria, site, mass and scale, architectural character, materials and building function. While some guidelines apply to all buildings and landscapes, it should also recognize that the campus has a variety of districts where issues of mass and scale, character and materials can be more specific to a particular district such as the Athletic Campus, Health Sciences, Academic Core, Oval and Mirror Lake Hollow and the 3 Residential Districts.

B. Scope of Services

The selected Consultant, as a portion of its required Scope of Services and prior to submitting its proposals, will discuss and clarify with the Owner/Contracting Authority, the cost breakdown of the Agreement detailed cost components to address the Owner's project requirements. It is anticipated that the project will be completed within a three month period including 3 to 4 meetings with the steering committee. The steering committee will have 5-7 members including representatives from Administration and Planning, the Provost's Office, Facilities Operations and Development and Physical Planning and Real Estate. The selected consultant will work directly with members of the steering committee for review and approval of the Guidelines.

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. University Campus Planning Projects
2. University Master Plans
3. University Architectural and Landscape Studies
4. University Urban Design Plans/Projects

Request for Qualifications (Planning Services) continued

C. Funding / Estimated Budget

Total Project Cost	\$150,000	State Funding	\$0
		Other Funding	\$150,000

D. Services Required (see note below)

Primary	Architecture
Secondary	Landscape Architecture
	Historic Preservation
	Urban Design
Others	

E. Anticipated Schedule

Planning Services Start (mm/yy)	07 / 14
Planning Services Completed (mm/yy)	10 / 14

F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL Fee	0%
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G. Evaluation Criteria for Selection

- Demonstrated ability to meet Owner's 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.
- Proximity of prospective firms to the project site.
- Proposer's apparent resources and capacity to meet the needs of this project.

H. 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>.

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.

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.

Firms are requested to identify professional registrations, memberships and credentials including but not limited to: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, DBIA, CPE, 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.

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)

Other Industry Credentials

ACEC: American Council of Engineering Companies
 AIA or FAIA: American Institute of Architects
 CCCA: Certified Construction Contract Administrator (CSI)
 CCM: Certified Construction Manager (CMAA)
 CCS: Certified Construction Specifier (CSI)
 CDT: Construction Document Technologist (CSI)
 CMAA: Construction Management Association of America
 CPE: Certified Professional Estimator (American Society of Professional Estimators)
 CSI or FCSI: Construction Specifications Institute
 DBIA or Associate DBIA: Design-Build Institute of America (list credentials, not memberships)
 NCARB: National Council of Architectural Registration Boards (list certification only)
 NCIDQ: National Council for Interior Design Qualification
 NSPE: National Society of Professional Engineers

Planning Services Selection Rating Form

State of Ohio Standard Forms and Documents

Project Name Columbus Campus Building and Landscape Design Guidelines Proposer Firm _____
 Project Number OSU-140633 City, State, Zip _____

Selection Criteria		Value	Score
1. Firm Location, Workload and Size (Maximum 15 points)			
a. Proximity of firm to project site	Less than 50 miles	5	
	50 to 100 miles	2	
	More than 100 miles	0	
b. Amount of fees awarded by Contracting Authority	Less than \$200,000	5	
	\$200,000 to \$1,000,000	2	
	More than \$1,000,000	0	
c. Number of relevant professionals	Less than 2 planning professionals	0	Max = 5
	2 to 9 planning professionals	2	
	More than 9 planning professionals	3	
2. Primary Qualifications (Maximum 30 points)			
a. Master Planning Lead	Experience / ability of MP Lead to manage visioning / capital improvement plans	0 - 10	
b. Assessment Lead	Experience / ability of lead to manage assessors of various disciplines	0 - 0	Max = 20
c. Planning Staff	Experience / ability of planning staff to develop long range master plans	0 - 10	
d. Technical Staff	Experience / ability of assessors to accurately collect and evaluate systems and components	0 - 10	
3. Sub-Consultant Qualifications (Maximum 10 points)			
Key Discipline Leads	Experience / ability of all key discipline leads to effectively perform the work	0 - 10	
4. Project Team Qualifications (Maximum 15 points)			
a. Previous team collaboration	Less than 2 projects (Low)	0	Max = 5
	2 to 6 projects (Average)	2	
	More than 6 projects (High)	5	
b. LEED* Registered / Certified consultant participation	No projects	0	Max = 5
	Registered	2	
	Certified	5	
c. Team Organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
5. Overall Project Team Experience (Maximum 30 points)			
a. Criteria development and prioritization	Performance in establishing owner criteria for capital improvement plans	0 - 10	
b. Experience with similar projects / delivery methods	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 evaluations / letters of reference	0 - 10	
		Subtotal	

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

Notes:

Evaluator:

Name _____

Signature _____ Date _____