

Request for Qualifications (Planning Services)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>Comprehensive Master Planning</u>	Response Deadline	<u>9/12/14</u>	<u>4:00 p.m.</u> local time
Project Location	<u>Eastern Ohio</u>	Project Number	<u>JTC-14006</u>	
City / County	<u>Steubenville / Jefferson</u>	Project Manager	<u>John O'Brien</u>	
Owner	<u>Eastern Gateway Community College</u>	Contracting Authority	<u>Local Higher Education</u>	

No. of paper copies requested (stapled, not bound) 3 No. of electronic copies requested on CD (PDF) 1

Submit the requested number of Statements of Qualifications (Form F110-330) directly to James McGrail, Director Business Services at Eastern Gateway Community College, 4000 Sunset Blvd. Room 2627A, Steubenville Ohio 43952. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to John O'Brien at jobrien@egcc.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

Eastern Gateway Community College (EGCC), located in Steubenville Ohio, with campuses in Youngstown and Warren Ohio; intends to retain a consult to assist the college in developing a comprehensive master plan (the Plan) which will provide the framework for future EGCC academic, staffing, and facilities program developments, and support the goals and initiatives of the EGCC Strategic Plan.

EGCC envisions that the comprehensive master plan will be developed from three focused plans, each supporting the goals of the Plan.

- The educational plan will develop strategies for academic program and delivery.
- The staffing plan will develop strategies for staffing growth and support necessary for current college needs, and as required to achieve the goals developed from the educational plan.
- The facilities plan will develop strategies for physical plant maintenance and improvement to support current college needs and develop physical plant concepts to support the goals developed from the educational and staffing plans.

This project will develop the final Master Plan report including evaluations and recommendations from this consultant with consideration given to the gathered data identified below by other consultants / agencies under a separate agreement. Below attachments may be reviewed at publicpurchase.com

- 2010-2015 Strategic Plan (currently under revisions for 2015-2020, selected consultant to assist in completion.
- 2010 Economic Impact Study
- 2012 Technology Plan
- 2014 ACCT Report
- 2014 Assessment Plan
- 2014 Completion Plan
- 2014 Succession Plan
- 2014 Visioning Session Meeting Minutes
- 2014 Demographic / Marketing Plan

The project will have three phases. Phase 1 will gather information through interviews of main departments and regions within EGCC to determine previous and current goals and priorities, current program needs, deficiencies and future initiatives and projects being planned. Program areas will include geographic expansion of current and future campuses, online education, adult education/re-education, professional training programs, and additional program areas as defined by EGCC through the goal and priority development process. Phase 2 will be visioning, setting goals and objectives, developing criteria guidelines for programs and sustainability and determining priority. Phase 3 will be developing the final

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plan including site utilization, space usage, staffing and recommended projects and phasing within the multi-biennium Capital Improvement Plan process.

B. Scope of Services

The selected consultant shall perform the necessary interviews, site visits, data collection, surveys and assessment evaluations to develop the various plans and the Plan report. This requires review of existing surveys, previous reports and evaluations, maintenance records including deferred maintenance, and review of other available data that EGCC may make available. EGCC envisions that the consultant may perform the follow tasks for each individual plan with the Plan:

- **Staffing:** Evaluate current staffing organization and structure; determine current efficiencies and deficiencies, benchmark current geographic goals for EGCC against similar organizations for staff and organization requirements, assist EGCC in determining current and future staffing needs and organization to support future geographic, programmatic and strategic goals.
- **Facilities:** Assess and evaluate the physical condition of EGCC facilities through the visual inspection of all building, systems and components, and fixed equipment; develop strategies to address the current and future facilities needs to support the geographic, programmatic and strategic goals, assist EGCC in preparing short-term and long-term capital projects for incorporation into the biennial funding request process
- **Educational:** Assess and evaluate the current academic program and demographic data and assist EGCC in developing strategies for educational program development and delivery, assist EGCC with geographic and programmatic expansion planning.

The selected consultant shall incorporate the strategies and action plans developed from the individual plans into the Plan strategies and action plans. The final Plan report shall include a summary of pending activities to be completed as determined from the assessment and surveys completed through the individual plans, and recommendations from all visioning sessions; phasing recommendations with estimates of costs for renovations, and projected 2/4/6/8/10 year Capital Funding needs and funding strategies.

Anticipated Timeline:

Evaluation of SOQ's	09/12/14
Interviews	10/15/14
Contract Negotiation/Execution	12/02/14
Visioning	12/03/14
Assessments / Data Collection and Analysis	02/11/15
Strategies	04/22/15
Priority Planning	07/01/15
Draft Report	07/02/15
Final Report	07/15/15

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. Comprehensive Community College / Higher Education Master Planning Experience
2. Staffing Assessments and Planning for Higher Education Experience
3. Facility Condition Assessments
4. Cost Estimating for Master Plans
5. Knowledge of State of Ohio Capital Improvement Processes
6. Sustainability and Life Cycle Costing Analysis
7. Funding/Phasing Strategy Experience for Capital Projects

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, the cost breakdown of the Consultant Agreement detailed cost components to address the Owner's project requirements.

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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 (ASPE)
CSI or FCSI: Construction Specifications Institute
DBIA or Associate DBIA: Design-Build Institute of America
NCARB: National Council of Architectural Registration Boards
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 Comprehensive Master Planning Proposer Firm _____
 Project Number _____ City, State, Zip _____

Selection Criteria		Value	Score
1. Firm Workload and Size (Maximum 10 points)			
a. Amount of fees awarded by Contracting Authority to the Team	Less than \$200,000	5	
	\$200,000 to \$500,000	2	
	More than \$500,000	0	
b. Team number of relevant professionals	Less than 2 planning professionals	0	Max = 5
	2 to 4 planning professionals	2	
	More than 4 planning professionals	5	
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 evaluator lead	Experience / ability of lead to evaluate assessments of various disciplines	0 - 5	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 - 5	
3. Consultant Qualifications (Maximum 10 points)			
a. Key discipline leads	Experience / ability of all key discipline leads to effectively perform the work	0 - 15	
b. Proposed EDGE-certified Consultant*	One additional point for every 2 percent increase in professional service over the advertised EDGE goal	0	
4. Project Team Qualifications (Maximum 15 points)			
a. Previous team collaboration	Less than 2 projects (Low)	0	Max = 10
	2 to 4 projects (Average)	5	
	More than 4 projects (High)	10	
b. LEED** Registered / Certified consultant participation	No projects	0	Max = 0
	Registered	0	
	Certified	0	
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 involving programming	Less than 4 projects (Low)	0 - 3	
	4 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	

* Must be comprised of professional design services consulting firm(s) and NOT the primary Firm
 ** LEED = Leadership in Energy & Environmental Design developed by the U.S. Green Building Council

Notes:

Evaluator:

Name _____

Signature _____ Date _____