

# Request for Qualifications (Planning Services)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Local Higher Education

Project Name	<u>Fisher College of Business -New Facility Study</u>	Response Deadline	<u>10/15/13</u>	<u>2:00 pm</u>	local time
Project Location	<u>Columbus Campus</u>	Project Number	<u>OSU-130244</u>		
City / County	<u>Columbus / Franklin</u>	Project Manager	<u>Brenda Slack</u>		
Owner	<u>The Ohio State University</u>	Contracting Authority	<u>Local Higher Education</u>		
Delivery Method	<u>N/A</u>	Prevailing Wage Requirements?	<u>None</u>		
No. of paper copies requested (stapled, not bound)	<u>4</u>	No. of electronic copies requested on CD (PDF)	<u>1</u>		

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Brenda Slack 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 Brenda Slack at Slack.46@osu.edu with the project number included in the subject line (no phone calls please). Questions will be answered and posted to 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.

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### Project Overview

#### A. Project Description

The Office of Physical Planning and Real Estate (PPARE), on behalf of the Fisher College of Business, requests new facility concepts for a corporate gateway building, including conceptual floor plans, building massing, site plans, and renderings for fundraising purposes. Conceptual costs estimates will also be required. General program, project vision/goals, and data collected in previous studies will be provided. Documentation is for planning purposes only.

#### B. Scope of Services

##### INTRODUCTION:

The One Ohio State Framework Plan provides a long-term, high-level vision for the future of OSU's campus. The Fisher College of Business is recognized internationally for its faculty and academic departments and ranks among the top 25 business schools in the nation for its undergraduate and graduate programs. The College is significantly engaged with the business community through 11 centers, faculty engagement, student interns and student recruitment. This outreach and engagement supports University Goals and the University's Framework Plan, and is at the cornerstone of the corporate gateway building. Before the project will be considered for funding, more comprehensive planning as to feasibility, cost, program, site, and massing is necessary.

We are seeking a team of planning and design consultants that can provide more detailed analysis and recommendations for the design and construction of a corporate gateway building, which would augment the existing business college campus. OSU's Physical Planning and Real Estate (PPARE) office has been working with the Fisher College of Business (executive and steering committees) since July 2013 to develop vision, goals, and a general program for the building. To complete the project, design consultants will be hired to develop conceptual building plans that provide floor plans, building massing, site plans, exterior renderings, and conceptual cost estimates.

##### BACKGROUND:

The College began in 1916, and has produced exceptional leaders, meeting the challenges of a changing global business environment. In 1993, through a gift from alumnus, Max M. Fisher, the present multi-building campus of the Fisher College of Business was constructed. Since, the College has undergone a transformation in narrowing its programmatic focus, recruiting faculty with ability to conduct high-impact research and teach in creative and effective ways, implementing action-based learning, and offering global study options.

As the College has grown over the last decade, existing space for academic, operational and outreach departments has been stretched. This has resulted in renovation activities to increase capacities, doubling and tripling up office spaces, and converting spaces to meet demands. Both the College's internal academic functions and external outreach and engagement functions have space needs. The College has a growing need for small flexible spaces that can play multiple roles for interviewing, recruiting, meeting, and group project work. There is also a need for large informal gathering and event spaces that are highly flexible with smaller breakout rooms in proximity. In support of the College's action-based learning and their business community partnerships, the College envisions spaces that are open, flexible,



## Request for Qualifications (Planning Services) continued

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Interested 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 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 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.

### H. Submittal Instructions

Firms are encouraged to form teams that can provide all or part of the skills required for this project. Please make it clear in your submission which types of expertise your firm or team will provide. Please include the following information in your submittal:

1. Firm description outlining planning approach, design philosophy, and areas of expertise your firm or team will provide.
2. Description of all team member firms. Include years of experience in each area of expertise (Item #1 above), information about the role each firm will play, and a description of how the team will be organized.
3. Biographies or resumes of all personnel who will be working on this project from each firm. Identify the areas of expertise each member will provide as well as their role in the project.
4. Statement of qualifications, including 4-6 examples of similar projects. Provide examples demonstrating experience in all areas identified in item #1 (above).
5. Proposed project schedule.
6. Fee for proposed services.

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, 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:

CCCA: Certified Construction Contract Administrator (CSI)

CCM: Certified Construction Manager (CMAA)

CCS: Certified Construction Specifier (CSI)

CDT: Construction Document Technologist (CSI)

DBIA: Design-Build Institute of America

# Planning Services Selection Rating Form

## State of Ohio Standard Forms and Documents

Project Name Fisher College of Business-New Facility Study Proposer Firm \_\_\_\_\_  
 Project Number OSU-130244 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Firm Location, Workload and Size (Maximum 15 points)</b>			
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 \$50,000	5	
	\$50,000 to \$200,000	2	
	More than \$200,000	0	
c. Number of relevant professionals	Less than 5 planning professionals	1	Max = 5
	5 to 9 planning professionals	3	
	More than 9 planning professionals	5	
<b>2. Primary Qualifications (Maximum 30 points)</b>			
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 - 10	Max = 20
c. Planning Staff	Experience / ability of planning staff to develop long range master plans	0 - 5	
d. Technical Staff	Experience / ability of assessors to accurately collect and evaluate systems and components	0 - 5	
<b>3. Sub-Consultant Qualifications (Maximum 10 points)</b>			
Key Discipline Leads	Experience / ability of all key discipline leads to effectively perform the work	0 - 10	
<b>4. Project Team Qualifications (Maximum 15 points)</b>			
a. Previous team collaboration	Less than 2 projects (Low)	0	Max = 5
	2 to 4 projects (Average)	2	
	More than 4 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	
<b>5. Overall Project Team Experience (Maximum 30 points)</b>			
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	
* 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		<b>Subtotal</b>	

Notes:

Evaluator:

Name \_\_\_\_\_

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