

# 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>Advanced Materials Facilities 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-140116</u>		
City / County	<u>Columbus / Franklin</u>	Project Manager	<u>Laura Shinn</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 Laura Shinn 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 Laura Shinn at [Shinn.15@osu.edu](mailto:Shinn.15@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 Colleges of Engineering and Arts and Sciences, requests concepts for an advanced materials academic complex, which may include renovations, additions and new construction. Deliverables will include conceptual floor plans, building massing, site plans, phasing recommendations 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. Engineering and the physical sciences have long been collaborating to develop new materials for use in manufacturing, construction and medicine. A comprehensive plan which addresses existing condition and program deficiencies for these disciplines has been identified as a priority project in the University's Framework Plan. 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 a phased advanced materials corridor concept. OSU's Physical Planning and Real Estate (PPARE) office has been working with the Colleges of Engineering and Arts and Sciences (executive and steering committees) since July 2013 to develop vision, goals, and general program for the corridor. To complete the project, design consultants will be hired to develop conceptual building and site plans that provide floor plans, building massing, site plans, exterior renderings, and conceptual cost estimates.

##### BACKGROUND:

Existing facilities for engineering and science disciplines involved in the study of materials have significant condition and program deficiencies and a number of these disciplines have dramatic growth potential. Many of these disciplines are located in close proximity in the academic core of the Columbus campus in a science and engineering neighborhood. Some strongly related disciplines are remotely located, but there is a desire for them to be more adjacent. The Chemical and Biomolecular Engineering and Chemistry Building (CBEC) scheduled for completion in 2014 is the first step in a comprehensive program and facility strategy for this area of campus. CBEC will vacate some facilities, setting up the possibility for phased renovations, additions and replacements of a series of aging buildings and the creation of an advanced materials corridor. The buildings under consideration in this study include Evans, Fontana, Koffolt, MacQuigg, and Watts laboratories. These buildings represent a total of 408,000 GSF, with an average FCI of 49. The investment need to address major condition issues in these buildings is at least \$35 M. More detail on the individual buildings is provided in the chart below:

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<b>Building</b>	<b>GSF</b>	<b>FCI</b>	<b>Investment Need</b>
Evans	116,676	57	\$10.8M
Fontana	32,296	48	\$3.3 M
Koffolt	83,726	53	\$7.7 M
MacQuigg	76,810	44	\$8.8 M
Watts	35,466	42	\$4.4M

Departments from the College of Engineering to be housed in the Advanced Materials Corridor include Biomedical Engineering (BME) and Materials Sciences and Engineering (MSE). College of Arts and Sciences departments under consideration for inclusion in the corridor include Chemistry, BioChemistry, and Physics.

In 2013, a feasibility study was completed for Koffolt and Fontana Labs which provides a thorough evaluation of those buildings, and a comprehensive definition of BME and MSE's needs. This scoping study will build on the 2013 study to include identified needs for Chemistry, BioChemistry and Physics and to aggressively explore options to maximize resources and collaboration through adjacency, shared space and equipment.

**CONTRACT DELIVERABLES:**

Final deliverables of this project will include a short report (4-8 pages) on key findings and digital copies of all graphics produced. Report and images should be delivered electronically. A final PowerPoint presentation may also be requested.

Please list all major scope services needed to complete the selection process for successful project delivery. The specific scope of services must state particular building types, functional design or specialized professional services required to evaluate the level of experience of each applicant firm (e.g. parking garage, kitchen design, correctional facility, medical facility). The scope of services should also define the types of basic and additional professional design and administration services necessary for the project (e.g. LEED, previous experience with local jurisdiction or similar sites, previous experience working with the State of Ohio). This information will be used by each applicant to populate the Relevant Project Experience Matrix in Section F of Form F110-330.

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. Review and analysis of project scoping documents to date.
2. Review program. Utilize an abridged compilation of spaces in terms of gross square footage (but not detailed program requirements) to develop design concepts.
3. Develop concepts for the corridor. Corridor concepts will include base site and building programs, conceptual site and floor plans, building massing, site plans, exterior renderings, and conceptual cost estimates. Options for phasing and sequencing renovations, additions, new construction and moves must also be provided. A separate cost estimating firm is required. The university maintains the right to approve and/or select the cost estimating sub-consultant in order to promote consistency and uniformity between scoping projects.

**C. Funding / Estimated Budget**

Total Project Cost \$60,000 State Funding \$0  
 Other Funding \$60,000

**D. Services Required** (see note below)

Primary Architecture + Design  
 Secondary Planning/Landscape Architecture  
Cost Estimates  
 Others \_\_\_\_\_

**E. Anticipated Schedule**

Planning Services Start (mm/yy) 11 / 13  
 Planning Services Completed (mm/yy) 02 / 14

**F. EDGE Participation Goal**

Percent of *initial* TOTAL Fee 5%

**G. Evaluation Criteria for Selection**

- Demonstrated ability to meet Owner's programmed project vision, scope, budget, and schedule on previous projects.

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- Previous experience compatible with the proposed project (e.g., facility planning and/or design of business schools, planning and/or design of contemporary corporate buildings, experience working in university/campus setting).
- Past performance of prospective firm and its proposed Sub-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.

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 Advanced Materials Facilities Study Proposer Firm \_\_\_\_\_  
 Project Number OSU-140116 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 \_\_\_\_\_