

# 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>CFAES Master Plan</u>	Response Deadline	<del>10/14/13</del> <u>10/16/2013</u>	<u>2:00 pm</u>	local time
Project Location	<u>Columbus Campus</u>	Project Number	<u>OSU-140145</u>		
City / County	<u>Columbus / Franklin</u>	Project Manager	<u>Paula Melchert</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 Paula Melchert at Physical Planning and Real Estate at McCracken Power Plant, Suite 200, 2003 Millikin Road, Columbus, Ohio 43210. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Paula Melchert at Melchert.1@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 College of Food, Agricultural, and Environmental Sciences [CFAES], is requesting proposals for professional planning services to develop a broad-based and forward-thinking Facilities Master Plan to guide its physical facility redevelopment for the next 15-20 years. The Facilities Master Plan should draw on broad program-based rationales for the core campus and satellite locations and include physical ideas/concepts and phasing strategies. The plan must be program driven and must enhance and reinforce the College's ability to embrace the university's emerging focus on Discovery Themes including Energy and Environment, Food Production and Security, and Health and Wellness.

#### B. Scope of Services

##### INTRODUCTION:

CFAES is an important link to OSU's land grant history and has strong active collaborations with the agricultural and food-based industries throughout Ohio, and with academic programs in business, engineering, life & earth sciences, medical sciences, veterinary sciences, and education and human ecology among others. The One Ohio State Framework Plan identifies CFAES as a strong candidate to be an anchor tenant of a new Science and Technology Gateway including a major physical relocation migrating its Columbus academic buildings across the river to the St. John parcel where its role as a University cornerstone is reinforced physically. Many of the current facilities maintained by CFAES have reached the end of their useful life providing an opportunity to reinvent, rethink, and re-imagine the role of a college dedicated to solving the world's and nation's problems related to the agricultural, environmental and food sciences in today's university. The Facilities Master Plan should be considered in the broadest context of the college's geography, which includes multiple locations including Columbus, Wooster (the Agricultural Technical Institute [ATI] & the Ohio Agricultural Research and Development Center [OARDC]), facilities at Don Scott Field and a physical presence across all of Ohio

##### BACKGROUND:

CFAES encompasses more than 300 buildings with about 2.2 million assignable square feet, and manages more than 12,000 acres of land with a significant presence in 14 Ohio counties and an OSU Extension presence in all 88 counties. There is a large range of facility types including office and traditional instructional spaces to highly specialized research labs, greenhouses, and animal and land-based facilities. In addition to its two primary academic campuses, CFAES includes multiple working farms that serve as instructional and research facilities, and research stations throughout the state.

CFAES is one of the most complex operations within The Ohio State University. The Facilities Master Plan should consider the University's Facility Condition Index for the college's aging infrastructure in light of current and future needs. The college desires to be fully integrated and effectively and programmatically connected within its own boundaries as well as with the rest of the university. The master plan should identify appropriate program distribution across its many sites with aligned facility strategies to meet this goal.



### G. 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., facility planning and/or design of business schools, planning and/or design of contemporary corporate buildings, experience working in university/campus setting, experience in identifying programmatic linkages that inform effective physical adjacencies for complex organizations).
- 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.

## Request for Qualifications (Planning Services) continued

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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 CFAES Master Plan Proposer Firm \_\_\_\_\_  
 Project Number OSU-140145 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	2	
	More than 9 planning professionals	3	
<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 - 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	
<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 \_\_\_\_\_