

# Request for Qualifications (Planning Services)

## State of Ohio Standard Forms and Documents

**Administration of Project:** Local Higher Education

Project Name	<u>Flood Mitigation Study</u>	Response Deadline	<u>11/10/2014</u>	<u>2:00 p.m.</u> local time
Project Location	<u>OSU/Main Campus</u>	Project Number	<u>OSU-150234</u>	
City / County	<u>Columbus / Franklin</u>	Project Manager	<u>Tom Ekegren</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>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 Tom Ekegren 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 Tom Ekegren at ekegren.3@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

The Ohio State University intends to acquire Consulting Services necessary to create an All Natural Hazards Mitigation Plan to identify hazards, assess risks, prioritize risks, and develop an implementation plan for the main campus in Columbus Ohio. A multi-phased approach will (1) identify and mitigate immediate risks to the University, (2) develop an All Hazards Mitigation Plan, (3) develop cost estimates with implementation strategies, and (4) potentially provide additional services for development of a detailed flood mitigation and emergency response plan.

#### 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. Participate in the Encouraging Growth, Diversity & Equity (EDGE) Program as required by statute and the Agreement.

As required by the Agreement, and as properly authorized, provide the following categories of services: Program Verification, Assessment and Action Plan of immediate University hazard risks, development of an All Hazards Plan, Meeting Facilitation, Estimating, Phasing and Budgeting, and any Additional Services as agreed upon as provided by the Consultant and their consultants all have relevant experience for this project type.

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. All Natural Hazard Mitigation Planning
2. Preparation of Federal Emergency Response Plans
3. Hazard identification and prevention planning
4. Experience with permits associated with Natural Hazards
5. Engineering experience of implementing hazard prevention systems
6. Successful grant applications with respect to Hazard Mitigation

For the purpose of the selection of 10 Relevant Projects in Section F of the Statement of Qualification (Form F110-330), projects must be designed by the Lead Firm.

#### B1. Consultant Selection anticipated schedule:

Advertise RFQ	October 20, 2014 – November 10, 2014
Shortlisting	November 10, 2014 – November 17, 2014
Interview Date	<b>*November 21, 2014*</b> <b>*Actual Date of interviews*</b>
Contract Start	January 2 <sup>nd</sup> , 2015
Contract Completion	TBD

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### C. Funding / Estimated Budget

Total Project Cost	<u>\$200,000</u>	State Funding	<u>\$na</u>
		Other Funding	<u>\$200,000</u>

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

Primary	<u>Hazard Mitigation Planning</u>
Secondary	<u>Civil Engineering</u>
	<u> </u>
	<u> </u>
Others	<u> </u>

### E. Anticipated Schedule

Planning Services Start (mm/yy)	<u>01 / 15</u>
Planning Services Completed (mm/yy)	<u>12 / 15</u>

### F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL Fee	<u>5.0%</u>
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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.
- LEED credentials or registered LEED projects will not be selection criteria.

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 **EDGE Participation Statement of Intent to Contract and Perform** from Section H. Additional Information must also be submitted. 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 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, 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

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Project Name Flood Mitigation Study Proposer Firm \_\_\_\_\_  
 Project Number OSU-150234 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 150 miles	5	
	150 to 300 miles	2	
	More than 300 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	
<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 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	
<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		<b>Subtotal</b>	

Notes:

Evaluator:

Name \_\_\_\_\_

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