

# Request for Qualifications (Planning Services)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Local Higher Education

Project Name	Transportation Plan-Engineering and Design Study Phase 1	Response Deadline	Feb. 23, 2015	4:00 p.m.	local time
Project Location	The Ohio State University - Columbus Campus	Project Number	OSU-150398		
City / County	Columbus / Franklin	Project Manager	Kimberly Moss, AICP		
Owner	The Ohio State University	Contracting Authority	Local Higher Education		
Delivery Method	N/A	Prevailing Wages	None		
No. of paper copies requested (stapled, not bound)	4	No. of electronic copies requested on CD (PDF)	1		

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Kimberly Moss, AICP 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 Kimberly Moss at [moss.58@osu.edu](mailto:moss.58@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.

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### Project Overview

#### A. Project Description

The Ohio State University completed the Comprehensive Transportation and Parking Plan (CTPP) in August 2014 (<http://ttm.osu.edu/news/comprehensive-transportation-and-parking-plan>). The plan recommends a series of improvements to support an efficient and well-managed transportation and parking system on the Columbus campus. Recommendations include roadway, safety and connectivity improvements and an evaluation of the impact of relocating Cannon Drive to the existing parking system. Implementation of the CTPP is anticipated to occur over a number of years in multiple phases; however, there are near-term improvements and significant changes requiring further study to enable implementation of the roadway, transit and parking recommendations for the university.

#### B. Scope of Services

The near-term improvements that need further study include:

1. Locating a transit center at 17th Avenue and Tuttle Park Place (Recreation and Physical Activity Center - RPAC) – initial phase and future build-out.
2. Extending 17th Avenue from Tuttle Park Place to Cannon Drive (coordination needed with Cannon Drive relocation from John Herrick Drive to Woody Hayes Drive and the RPAC transit center).
3. Extending Neil Avenue from 19th Avenue to Woodruff to complete the Campus Core Circulator transit route.
4. Converting 11th Avenue to 2-way traffic from High Street to Neil Avenue and determining the impact on the regional roadway system.
5. Managing vehicular traffic on core campus streets during peak periods (17th, 18th, 19th, Woodruff) and determining appropriate bicycle accommodations to improve pedestrian and bicycle safety.
6. Installing enhanced bus shelters in the Carmack and Buckeye Parking Lots.
7. Determining the improvements needed along the proposed Wexner Medical Center transit loop to accommodate additional transit riders (transit stop locations, sidewalk widening, additional or expanded shelters, and other infrastructure needs).

The selected Consultant, as a portion of the required Scope of Services and prior to submitting 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 and participate in the Encouraging Growth, Diversity & Equity (EDGE) Program as required by statute and the Agreement.

## Request for Qualifications (Planning Services) continued

As required by the Agreement, and as properly authorized, provide the following categories of services: conceptual urban designs and options, programming studies and site options, traffic strategy and recommendations, meeting facilitation, conceptual estimating, prioritization, phasing and budgeting, and any Additional Services as agreed upon.

Proposed Deliverables:

1. Conceptual urban designs for the seven near-term improvements listed in the Scope of Services to include:
  - a. Design options and solutions for the improvements
  - b. Utility/infrastructure locations and potential issues based on recent surveys to be provided by the university
  - c. Scaled site plans of the recommended options
  - d. Streetscape sections and renderings
  - e. Material recommendations consistent with the university's Design Review Guidelines
2. Traffic strategy and recommendations for managing 17th, 18th, 19th and Woodruff during peak hours to include:
  - a. Options for managing and closing the streets
  - b. Locations where the streets should be managed
  - c. Options and accommodations for permitting approved vehicles
  - d. Brief analysis of the impact on regional roadway system and university parking garages
3. Conceptual studies and site options for the transit center and enhanced bus shelters
4. Prioritization and phasing of near-term improvements
5. Conceptual cost estimates

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. Planning for higher education institution
2. Conceptual urban design and streetscapes
3. Transit center design options
4. Traffic management options
5. Transportation planning and implementation

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.

### C. Funding / Estimated Budget

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

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

Primary	<u>Urban Planner/Landscape Architect</u>
Secondary	<u>Architect</u>
	<u>Civil Engineer</u>
	<u>Transportation Engineer</u>
Others	<u></u>

### E. Anticipated Schedule

Planning Services Start (mm/yy)	<u>02 / 15</u>
Planning Services Completed (mm/yy)	<u>07 / 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.

## 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 **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.

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.

# Planning Services Selection Rating Form

## State of Ohio Standard Forms and Documents

Project Name Transportation Plan-Engineering and Design Proposer Firm \_\_\_\_\_  
 Study Phase 1  
 Project Number OSU-150398 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 \$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	1	Max = 5
	2 to 6 planning professionals	3	
	More than 6 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 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	
		<b>Subtotal</b>	

\* LEED = Leadership in Energy & Environmental Design developed by the U.S. Green Building Council

Notes:

Evaluator:

Name \_\_\_\_\_

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