

Request for Qualifications (Planning Services)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>Newark-Residence Hall Phase I</u>	Response Deadline	<u>03/16/15</u>	<u>2:00 p.m.</u>	local time
Project Location	<u>Newark, OH</u>	Project Number	<u>OSU-150280</u>		
City / County	<u>Newark / Licking</u>	Project Manager	<u>Kristin Poldemann</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>2</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 Kristin Poldemann 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 Kristin Poldemann at poldemann.1@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 is seeking an architectural firm to submit qualifications for the study of a new Residence Hall, located on the Newark Campus.

This request is for the architectural team to provide a program, siting options, and analyze infrastructure / utility locations. In addition to programming the team will provide schematic massing studies, renderings of options and cost estimates.

The team will use the Newark Framework Plan as a guideline in development of this study:
http://www.newark.osu.edu/assets/newark/uploads/Newark_Campus_Framework_Plan_June_2012_Final.pdf

The engineering, civil, landscape and estimating disciplines will be selected as part of the Architect's team.

B. Scope of Services

The Architect leading the study will be expected to have strong leadership and design capabilities with experience in the successful delivery of complex projects in a university setting.

Upon award of the Agreement, the team will commence by analyzing site options and developing the Program of Requirements (PoR). The development of the PoR will be a collaborative process and the team will be expected to work with the designated University project team to develop a program based on prioritized space needs that will:

1. Create flexibility in design between existing and future buildings.
2. Provide efficient space utilization for other program spaces such as offices, meeting, and instructional spaces.
3. Determine and provide the required infrastructure and utilities to the buildings.
4. Define architecturally significant features on campus that should be retained in the new design.

The team may be required to present the project to the Dean and University Architect.

The architect will be required to prepare cost estimates and conceptual project design schedules.

The architect may be required to contract for soil testing and inspection services as a reimbursable to their contract. The firm providing this service will be selected in conjunction with the University.

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.

Request for Qualifications (Planning Services) continued

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

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Project Name Newark-Residence Hall Phase I Proposer Firm _____
 Project Number OSU-150280 City, State, Zip _____

Selection Criteria		Value	Score
1. Firm Location, Workload and Size (Maximum 15 points)			
a. Proximity of firm to project site	Less than 75 miles	5	
	75 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	5	Max = 5
	2 to 9 planning professionals	4	
	More than 9 planning professionals	3	
2. Primary Qualifications (Maximum 30 points)			
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	
3. Sub-Consultant Qualifications (Maximum 10 points)			
Key Discipline Leads	Experience / ability of all key discipline leads to effectively perform the work	0 - 10	
4. Project Team Qualifications (Maximum 15 points)			
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	
5. Overall Project Team Experience (Maximum 30 points)			
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		Subtotal	

Notes:

Evaluator:

Name _____

Signature _____ Date _____