

# 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>Campus Space Utilization</u>	Response Deadline	<u>March 13, 2015 4:00pm</u> local time
Project Location	<u>Youngstown State University</u>	Project Number	<u>YSU-151666</u>
City / County	<u>Youngstown / Mahoning</u>	Project Manager	<u>John Hyden</u>
Owner	<u>Youngstown State Univeristy</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>5</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 John P. Hyden, Executive Director of Facilities and Support Services at One University Plaza, C/O Facilities, Youngstown, Ohio 44555. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to John P. Hyden at [jphyden@ysu.edu](mailto:jphyden@ysu.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

Youngstown State University will undergo a comprehensive planning effort that will include the development of a university-wide strategic plan and a physical plant master plan. In order to implement the strategic plan and to guide the master plan, YSU is seeking the services of a qualified consultant to perform a comprehensive campus-wide space utilization study.

#### B. Scope of Services

Youngstown State University is a state assisted comprehensive urban university located on approximately 150 acres, located in Youngstown, Ohio. The campus has a net assignable square footage of approximately 2,800,000, and has a current enrollment of 12, 250 students.

The study will evaluate the entire physical plant, including all academic, academic support, research, administrative, student service, athletic/recreation and residential space. Primary focus of the study will be on the enrollment capacity and utilization of instructional space, with an emphasis on the configuration of classrooms and labs. Included will be an evaluation of the classroom size mix as well as distribution of use within the available hours of operation. The consultant will also be expected to develop options for possible consolidation and/or reallocation of space among users, repurposing of space to alternative uses, identify the need (if any) for additional space, and provide recommendations for a software system to manage space on an ongoing basis.

The following resources are available for use for this study and will be provided to the selected consultant: Building Floor Plans, Schedule of Classes Data, Strategic Plan, Enrollment Plan, Current Personnel Data, Student Credit Hour Data, and Historical Enrollments and Trends by College/Department.

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 and/or 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.

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. Previous facility condition and university utilization assessment experience
2. 21<sup>st</sup> century learning environment design
3. Campus architecture



# Planning Services Selection Rating Form

## State of Ohio Standard Forms and Documents

Project Name YSU Campus Space Utilization Study Proposer Firm \_\_\_\_\_  
 Project Number YSU-151666 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 200 miles	2	
	More than 200 miles	0	
b. Amount of fees awarded by Contracting Authority	Less than \$100,000	5	
	\$100,000 to \$200,000	2	
	More than \$200,000	0	
c. Number of relevant professionals	Less than 2 planning professionals	0	Max = 5
	2 to 7 planning professionals	2	
	More than 7 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 - 15	Max = 20
c. Planning staff	Experience / ability of planning staff to develop long range master plans	0 - 0	
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 5 projects (Low)	0	Max = 5
	5 to 9 projects (Average)	2	
	More than 9 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 5 projects (Low)	0 - 3	
	5 to 9 projects (Average)	4 - 6	
	More than 9 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 \_\_\_\_\_