

Request for Qualifications (Planning Services)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>OARDC/ATI - Agbioscience Scoping Study</u>	Response Deadline	<u>5/15/2015</u>	<u>2:00 p.m.</u>	local time
Project Location	<u>Wooster, Ohio</u>	Project Number	<u>OSU-150359</u>		
City / County	<u>Wooster / Wayne County</u>	Project Manager	<u>Brenda Slack</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>3</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 Brenda Slack 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 Brenda Slack at slack.46@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, Planning and Real Estate (PARE), on behalf of the College of Food, Agriculture and Environmental Sciences (CFAES), requests new facility concepts for a combined Ohio Agricultural Research and Development Center (OARDC) and Agricultural Technical Institute (ATI) facility for purposes of entomology research to replace facilities in Thorne Hall and other locations at the Wooster campus, and for teaching laboratory uses to replace those in Halterman and Skou Halls. This will implement collaborative consolidation of facilities and resources between OARDC and ATI. Facility concepts include conceptual floor plans, building massing, site plans, infrastructure analysis, and conceptual images for fundraising purposes. Conceptual cost estimates will also be required. General program, project vision/goals, and data collected in previous studies will be provided. It is further requested to examine and identify the next steps to phasing the OARDC and ATI facility consolidation of academic and research functions. All documentation is for planning purposes only.

B. Scope of Services

Introduction:

The College of Food, Agriculture and Environmental Sciences Framework Plan at <http://cfaes-plan.sasaki.com/> provides a long-term vision for the future of the college and all locations, including the OARDC and ATI facilities in Wooster, Ohio. The new, combined research and teaching laboratory facility has been identified in the CFAES Framework Plan and is in support of the College's Bridge Strategy to facilitate sharing and collaboration across the college. Before the project will be considered for funding, more comprehensive planning as to feasibility, cost, program, site, infrastructure, and massing is necessary.

We are seeking a team of planning and design consultants that can provide more detailed analysis and recommendations for the design and construction of a combined OARDC/ATI facility. Vision, goals, and a general program for the facility have been developed, as either an addition to Selby Hall or a free-standing structure immediately adjacent to Selby Hall, to meet the entomology research and teaching laboratory needs of OARDC and ATI. To complete the project, design consultants will be hired to develop conceptual building and site plans that provide floor plans, building massing, site plans, exterior images, infrastructure analysis, and conceptual cost estimates.

The CFAES Framework Plan also recommends the relocation of the remainder of ATI's academic spaces currently in Halterman and Skou Halls to Shisler Center and Fisher Auditorium facilities. Thus, planning consultants need to consider this move while providing strategies and recommendations for next steps.

Background:

The founding of OARDC dates back to 1882 with the establishment of the Ohio Agricultural Research Station (OAES) in Columbus, Ohio. In 1892, OAES was relocated to Wooster, Ohio on the present Wooster campus, and was officially renamed OARDC in 1965. OARDC's mission is to enhance the well-being of people of Ohio, the nation and world through research on foods, agriculture, family and the environment. ATI was established in 1969 at the Wooster campus and is an associate degree granting program of the CFAES with educational programs in agriculture, horticulture, environmental

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science, business, and engineering technology. ATI also provides credit and non-credit continuing education, workforce development and transfer programs. ATI's programs provide hands-on real world experiences with the goal to prepare students to be technically proficient, self-reliant and productive citizens in a global society. Both OARDC and ATI are part of the CFAES.

Thorne Hall, Thorne Hall Annex, and six other facilities on the Wooster campus house the OARDC entomology research program. In total, the program has approximately 60,000 assignable square feet in departmental research, outreach and partnership functions. Thorne Hall is 29,212 GSF with a facility condition index (FCI) of 77% and the Thorne Hall Annex consist of 13,325 GSF with a FCI of 74%. These facilities no longer provide the type of space, size and infrastructure to support high quality research.

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: Master Planning, Facility Condition Assessment, Infrastructure and Utility Assessment, Program Verification, Concept Development, 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.

Final deliverables of this project will include a short report (5-10 pages) on key findings and digital copies of all graphics produced. Report and images should be delivered electronically. A final PowerPoint presentation may also be requested.

Each firm should outline an approach to completing the Thorne Hall Replacement Study including a proposed process, deliverables, schedule and cost of services.

Scope of Work Includes:

- Review and analysis of previous studies and program documents to date, including, but not limited to, the CFAES Framework Plan, Bridge Strategy, ATI Re-Envisioning Report, and Agbioscience Facility Program of Requirements.
- Conduct high level facility assessments for Selby Hall, Thorne Hall and Thorne Annex.
- Review and analyze programming done to date, validate needs, make recommendations for space types, square footages and adjacencies, and develop a general program for review and consideration by the university.
- Use an abridged compilation of spaces in terms of gross square footage (but not detailed program requirements) to develop design concepts.
- Develop building concepts consisting of base building program, conceptual floor plans, building massing, site plans, exterior images, and conceptual cost estimates.
- Assess utility and infrastructure needs to support the program for the facility, including mechanical, electrical, plumbing and fire protection, as well as needed infrastructure to the facility.
- Cost estimating is required for renovation, new construction, and any resulting demolition.

The Goals of the Study Include:

- Achieve an integrated, flexible, collaborative Research-Teaching-Outreach-Public/Private Partnering center under one roof with a common vision.
- Advance change in the way people look at and think about the college.
- Promote collaboration, even between individuals, departments and partners not housed in the facility.
- Encourage all spaces to have multiple functions through flexibility in layout, furniture, equipment, walls, utility connections, and the like.
- Architecture, landscaping and art will unit a subtle theme that identifies the college and departments.
- Provide for expansion.

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. Higher Education Research and Teaching Laboratory Planning & Design Experience
2. Master Planning
3. Programming
4. Cost Estimating for Master Plans and Programming Studies
5. Facility Assessment Experience
6. Utility / Infrastructure Assessment Experience

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.

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C. Funding / Estimated Budget

Total Project Cost	<u>\$65,000</u>	State Funding	<u>\$0</u>
		Other Funding	<u>\$65,000</u>

D. Services Required (see note below)

Primary	<u>Architecture and Laboratory Planning</u>
Secondary	<u>MEP; Civil Engineering</u>
	<u>Cost Estimating</u>
	<u>Facility Assessment</u>
	<u>Planning/Landscape Architecture</u>
Others	<u>Other Discipline(s)</u>

E. Anticipated Schedule

Planning Services Start (mm/yy)	<u>06 / 2015</u>
Planning Services Completed (mm/yy)	<u>10 / 2015</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 project vision, scope, budget, and schedule on previous projects.
- Previous experience compatible with the proposed project (e.g., high quality research laboratory planning/programming; teaching laboratory and classroom planning/programming; master planning and site design; facility/infrastructure/utility assessment; cost estimating; experience working in a university/campus setting).
- 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.

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

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Project Name OARDC/ATI - Agbioscience Scoping Study Proposer Firm _____
 Project Number OSU-150359 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 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	3	
	More than 9 planning professionals	5	
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 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	
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 _____