

Request for Qualifications (Planning Services)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>Framework Plan Update 2015</u>	Response Deadline	<u>06/05/2015</u>	<u>2:00 pm</u>	local time
Project Location	<u>Columbus Campus</u>	Project Number	<u>OSU-001325r</u>		
City / County	<u>Columbus / Franklin</u>	Project Manager	<u>Carolyn Staskiewicz</u>		
Owner	<u>The Ohio State University</u>	Contracting Authority	<u>Local Higher Education</u>		
Delivery Method	<u>N/A</u>	Prevailing Wage Requirements?	<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 Carolyn Staskiewicz at Suite 200 McCracken, 2003 Millikin Rd, Columbus, Ohio 43210. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Carolyn Staskiewicz at staskiewicz.1@osu.edu with the project number included in the subject line (no phone calls please). Questions will be answered and posted to 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 Office of Planning and Real Estate [PARE] requests qualifications for professional planning services to update and refresh the 2010 One University Framework Plan. The Framework Plan Update 2015 will test planning assumptions against new and changing university environments including but not limited to the following.

- Enrollment growth
- Faculty growth
- University Discovery Themes
- Concession agreement(s)
- Neighborhood & Partnership Development

The update will rely heavily and build upon the One University Framework Plan, as this document is fully embedded in campus culture. The focus of the update will be on the physical planning of the campus and its changes and build upon the previous and current projects implemented since 2010, examples of which include the following.

- South Residential District
- James Cancer Hospital and Solove Research Institute
- CBEC
- Sullivant Hall Renovation
- Cannon Drive Rebuild design
- River Transformation
- Signage and Wayfinding Implementation
- 17th Ave. and Woodruff/Woody Hayes Rebuild
- Herrick Drive Extension
- Hale Hall Green
- North Residential District Transformation

The plan update will be program driven and must enhance or reinforce the University's Discovery Themes of Energy and Environment, Food Production and Security, and Health and Wellness. It will continue to have significant outreach and a grass roots effort.

B. Scope of Services

The update to the One University Framework Plan is an opportunity to guide future campus capacity in the long-term, and identify solutions to near-term campus challenges related to growth, facilities conditions, and programmatic needs while ensuring the strength and longevity of the OSU identity and brand.

The scope of this plan update will include the following services: campus master planning, space planning, long-range facilities planning, landscape and open space planning, meeting facilitation, stakeholder engagement, cost estimating, project phasing, graphic development, and any additional services as agreed upon as provided by the Consultant. The consultant will also be expected to conduct presentations to campus and community groups, spending an expected one

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week per month on campus for the project's duration (18 months). These presentations should include appropriate graphic materials to conduct the forums. Reports and images should be delivered electronically. A final electronic presentation may also be requested.

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 with detailed cost components to address the Owner's project requirements. Participation in the Encouraging Growth, Diversity & Equity (EDGE) Program is 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. Campus Master Plans
2. University Physical Planning Projects
3. Planning Design Excellence with third party endorsements (i.e. design/planning awards)

Communication and Stakeholder Participation

A key component of the One University Framework Plan was the communication strategy and level of stakeholder participation. For the plan update to be successful, it must be an inclusive process and requires collaboration with stakeholders both internal and external to the university. Members of the OSU Board of Trustees (BoT) will review periodic progress of the Framework Update and approve the final plan.

It is anticipated that the professional services requested include a high level of effort toward successful communications including but not limited to the following.

1. **Participate on the communications team** in order to develop an overall plan and strategy to garner stakeholder input for the plan. The communication plan should include not only work sessions and presentations, but electronic and social media as well.
2. **15-18 campus visits, 3-4 days in length** over the course of the project and also in conjunction with scheduled Board of Trustees meetings
3. Campus visits will include **meetings with university leadership, faculty and staff, student organizations alumni groups, and community organizations and partners.**

The following phases identify the steps toward updating the One University Framework Plan.

Phase I: Analysis

4. **Review Framework principles and foundational strategies** with planning stakeholders and revise as necessary.
5. **Review existing plans, campus conditions, and related materials.**
 - i. Review planning assumptions that have emerged or evolved since 2010
 1. Enrollment growth
 2. Faculty growth
 3. University Discovery Themes
 4. Concession agreement(s)
 5. Neighborhood & Partnership Development
 - ii. Review relevant district plans completed or in progress for integration in the Framework Update
 1. One University Framework Plan 2010
 2. Athletics District Framework Plan
 3. Arts District Master Plan
 4. FAES Framework Plan
 5. SciTech/Western Lands Master Plan
 6. Comprehensive Transportation and Parking Plan

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, 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 Framework Plan Update Proposer Firm _____
 Project Number Project Number 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 \$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 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 - 5	Max = 20
c. Planning Staff	Experience / ability of planning staff to develop long range master plans	0 - 20	
d. Technical Staff	Experience / ability of assessors to accurately collect and evaluate systems and components	0 - 10	
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 - 5	
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 ** LEED AP = LEED Accredited Professional credential by the Green Building Certification Institute		Subtotal	

Notes:

Evaluator:

Name _____

Signature _____ Date _____