

Request for Qualifications (Planning Services)

State of Ohio Standard Forms and Documents

Administration of Project: Ohio Facilities Construction Commission

Project Name	<u>Comprehensive Master Planning</u>	Response Deadline	<u>June 19, 2015</u> <u>5:00 p.m.</u> local time
Project Location	<u>Marietta, OH</u>	Project Number	<u>WTC-150001</u>
City / County	<u>Marietta / Washington</u>	Project Manager	<u>Jess N. Raines</u>
Owner	<u>Washington State Community College</u>	Contracting Authority	<u>Local Higher Education</u>

No. of paper copies requested (stapled, not bound) 0 No. of electronic copies requested on CD (PDF) 3

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Jess Raines (jraines@wscc.edu) at Washington State Community College, 710 Colegate Drive, Marietta, OH 45750. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Jess Raines (jraines@wscc.edu) at Washington State Community College, 710 Colegate Drive, Marietta, OH 45750 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

Washington State Community College (WSCC), located in Marietta Ohio, intends to retain a consultant to assist the college in developing a comprehensive master plan (the Plan) which will provide the framework for future WSCC academic, staffing, and facilities program developments, and support the goals and initiatives of the WSCC Strategic Plan.

WSCC envisions that the comprehensive master plan will be developed from three focused plans, each supporting the goals of the Plan (a separate demographic and market study has been completed and is expected to be used in the development of the plans).

- The educational plan will develop strategies for academic program and delivery.
- The staffing plan will develop strategies for staffing growth and support necessary for current college needs, and as required to achieve the goals developed from the educational plan.
- The facilities plan will develop strategies for physical plant maintenance and improvement to support current college needs and develop physical plant concepts to support the goals developed from the educational and staffing plans.

This project will develop the final Master Plan report including evaluations and recommendations from this consultant with consideration given to the gathered data from the demographic and market study by other consultants under a separate agreement, and with consideration given to gathered data from the existing facilities condition assessment by other consultants under a separate agreement.

The project will have three phases. Phase 1 will gather information through interviews of main departments and regions within WSCC to determine previous and current goals and priorities, current program needs, deficiencies and future initiatives and projects being planned. Program areas will include geographic expansion of current and future campuses, online education, adult education/re-education, professional training programs, and additional program areas as defined by WSCC through the goal and priority development process. Phase 2 will be visioning, setting goals and objectives, developing criteria guidelines for programs and sustainability and determining priority. Phase 3 will be developing the final plan including site utilization, space usage, staffing and recommended projects and phasing within the multi-biennium Capital Improvement Plan process.

B. Scope of Services

The selected consultant shall perform the necessary interviews, site visits, data collection, surveys and assessment evaluations to develop the various plans and the Plan report. This requires review of existing surveys, previous reports

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and evaluations, maintenance records including deferred maintenance, and review of other available data that WSCC may make available. WSCC envisions that the consultant may perform the following tasks for each individual plan with the Plan:

- Staffing: Evaluate current staffing organization and structure; determine current efficiencies and deficiencies, benchmark current geographic goals for WSCC against similar organizations for staff and organization requirements, assist WSCC in determining current and future staffing needs and organization to support future geographic, programmatic and strategic goals.
- Facilities: Evaluate the physical condition of WSCC facilities through the visual inspection of all buildings and review of facilities condition assessment report provided by WSCC; develop strategies to address the current and future facilities needs to support the geographic, programmatic and strategic goals, assist WSCC in preparing short-term and long-term capital projects for incorporation into the biennial funding request process.
- Educational: Assess and evaluate the current academic program and demographic data and assist WSCC in developing strategies for educational program development and delivery, assist WSCC with geographic and programmatic expansion planning.

The selected consultant shall incorporate the strategies and action plans developed from the individual plans into the Plan strategies and action plans. The final Plan report shall include a summary of pending activities to be completed as determined from the assessment and surveys completed through the individual plans, and recommendations from all visioning sessions; phasing recommendations with estimates of costs for renovations, and projected 2/4/6/8/10 year Capital Funding needs and funding strategies.

Anticipated Timeline:

Evaluation of SOQ's	June 26, 2015
Interviews	July 15, 2015
Contract Negotiation/Execution	Aug 18, 2015
Master Planning	Aug 18 - Nov 13, 2015
Priority Planning	Oct 14, 2015
Draft Report	Oct 30, 2015
Final Report	Nov 13, 2015

For purposes of completing the Relevant Project Experience Matrix in Section F of the Statement of Qualifications (SAO Form #F110-330), below is a list of relevant scope of work requirements for this RFQ:

1. Comprehensive Community College / Higher Education Master Planning Experience
2. Staffing Assessments and Planning for Higher Education Experience
3. Facility Condition Assessments
4. Cost Estimating for Master Plans
5. Knowledge of State of Ohio Capital Improvement Processes
6. Sustainability and Life Cycle Costing Analysis
7. Funding/Phasing Strategy Experience for Capital Projects

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, the cost breakdown of the Consultant 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 Evaluation, Program Verification, 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.

C. Funding / Estimated Budget

Total Project Cost	<u>\$130,000</u>	State Funding	<u>\$</u>
		Other Funding	<u>\$0</u>

Planning Services Selection Rating Form

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Project Name Comprehensive Master Planning Proposer Firm _____
 Project Number WTC-150001 City, State, Zip _____

Selection Criteria		Value	Score
1. Firm Workload and Size (Maximum 10 points)			
a. Amount of fees awarded by Contracting Authority to the Team	Less than \$200,000	5	
	\$200,000 to \$500,000	2	
	More than \$500,000	0	
b. Team number of relevant professionals	Less than 2 planning professionals	0	Max = 5
	2 to 4 planning professionals	2	
	More than 4 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 evaluator lead	Experience / ability of lead to evaluate assessments of various disciplines	0 - 5	Max = 20
c. Planning staff	Experience / ability of planning staff to develop long range master plans	0 - 10	
d. Technical staff	Experience / ability of assessors to accurately collect and evaluate systems and components	0 - 5	
3. Consultant Qualifications (Maximum 10 points)			
a. Key discipline leads	Experience / ability of all key discipline leads to effectively perform the work	0 - 10	
b. Proposed EDGE-certified Consultant*	One additional point for every 2 percent increase in professional service over the advertised EDGE goal	0 - 5	
4. Project Team Qualifications (Maximum 15 points)			
a. Previous team collaboration	Less than 1 projects (Low)	0	Max = 5
	1 to 2 projects (Average)	2	
	More than 2 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 involving programming	Less than 4 projects (Low)	0 - 3	
	4 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	
		Subtotal	

* Must be comprised of professional design services consulting firm(s) and NOT the primary Firm
 ** LEED = Leadership in Energy & Environmental Design developed by the U.S. Green Building Council

Notes:

Evaluator:

Name _____

Signature _____ Date _____