

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>Kent State University- Kent Campus Master Plan</u>	Response Deadline	<u>August 30, 2016 4:00 pm</u> local time
Project Location	<u>Kent</u>	Project Number	<u>KSU-17L001</u>
City / County	<u>Kent / Portage</u>	Project Manager	<u>Michael Bruder</u>
Owner	<u>Kent 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>1</u>	No. of electronic copies requested (PDF)	<u>1</u>

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Tim Konzcal at 615 Loop Road Suite 330 Harbour Hall Kent, Ohio 44242. See Section G of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Michael Bruder at mbruder@kent.edu with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the Office of the University Architect page on the Kent State University website at www.kent.edu/universityarchitect 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 Kent campus of Kent State University has an enrollment of 28,981 students, houses 6,453 students on the 900-acre campus. The Kent Campus includes 128 buildings or structures, of which 74 are major academic buildings. The campus, founded in 1910, witnessed a major expansion in the 1960's with more than 50 buildings constructed. A video showing the decades of growth for the campus can be found at this link. [Kent State - 100 years](#)

While multiple large scale planning efforts have been completed over the last ten years, the University last completed a comprehensive facilities master plan in 1996 and wishes to complete a new plan as the campus begins its second century. A copy of the 1996 master plan can be found at the following website address: [Kent Campus Master Plan Map](#)

The goal of the master plan is to identify a long range plan which builds on recent improvements associated with the Foundations for Excellence Initiative <http://www.kent.edu/foundations> the City of Kent's transformation of the downtown business district and reinforces the university's strategic priorities of "students first", a "distinctive Kent State", global competitiveness, regional impact and organizational stewardship. More information on these priorities is located here: <http://www.kent.edu/strategicvisioning#priorities>

An RFQ Pre Submittal informational session will be held on Wednesday, August 17, 2016 at 1:00 pm in the Office of the University Architect, 102 Harbour Hall, 615 Loop Road, Kent State University, Kent, Ohio, 44242. **Submitting teams are strongly encouraged to attend.**

B. Scope of Services

The selected consultant will evaluate existing campus -buildings and grounds, assess the condition and utilization and facilitate meetings to engage the campus community in a collaborative master planning process. The selected consultant will approach the process both by bringing recognized expertise in various aspects of campus land use, space evaluation and facility planning and earnestly listening to the campus participants such as the Leadership Committee, the Space Planning and Campus Environment Committee, Board of Trustee members, the administration, task force members, faculty, staff and students, etc.

The final deliverable from the consultant will be a comprehensive masterplan document that will guide the university's planning decisions in the future. The consultant will prepare a preliminary version of the document for review and comment by various members of the university community prior to a presentation and submission for adoption by the Board of Trustees.

The selected consultant shall review existing university plans including the university's past facilities and landscape master plans, the university's strategic road map, and individual plans targeting enrollment, academic programs, athletics, transportation, parking, energy conservation and sustainability, and deferred maintenance. The consultant shall also review all relevant planning documents recently completed by or for the city of Kent and or the county, including the city

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and county parks. The final master plan shall use the existing work along with the assessments, inspections, interviews and feedback to shape the recommendations.

The master plan should provide the university an integrated and comprehensive tool to guide the development of the campus and adjacent properties, providing a short- and long-term framework that is clear, flexible and implementable. The plan should build on the university and city's recent successes in creating a healthy, walkable, and bikeable environment which meets the university's strategic goals. The selected consultant will be expected to perform the following tasks. Additional detail will be presented at the Pre-Submission Meeting.

1. Review the existing university master plans and other recent planning documents such as the university's strategic plan, academic plan(s), city and county plans, housing study and planning documents and a variety of task or organizational specific master plans and studies.
2. Measure and analyze building usage and utilization for teaching spaces and each college, department or building.
3. Provide comparative analysis of space across the campus for each functional area (student services, teaching, research, recreation, housing, etc.)
4. Provide a prioritization of space needs for the campus.
5. Using existing tools and recently completed studies, evaluate the facility conditions and prioritize the campus facility improvement needs.
6. Provide a process for discovering, documenting and analyzing the visions held by the campus and the community.
7. Analyze the information collected from the studies and discovery and develop multiple ideas and options for the university to review, consider and respond.
8. Prepare and present periodic updates to the university leadership committee
9. Prepare and present a final master plan to the university leadership committee and assist with a presentation to the University Board of Trustees.

The final plan shall encompass numerous areas, including land use planning, landscape design, traffic, parking and pedestrian pathways, accessibility, housing, food service, athletic and educational/general use buildings. The plan will also account for community needs in housing, economic development and other community attractions/facility needs.

The selected Architect/Engineer (A/E), as a portion of its required Scope of Services and prior to submitting its proposals, will discuss and clarify with the Owner and/or the Contracting Authority, the cost breakdown of the Architect/Engineer 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.

Refer to the *Ohio Facilities Construction Manual* for additional information about the type and extent of services required for each. A copy of the standard Agreement can be obtained at the OFCC website at <http://ofcc.ohio.gov>.

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. 20,000+ student population university masterplan
2. Space analytics/utilization study and recommended improvements which will positively impact utilization
3. Building and infrastructure needs and prioritization, including academic, athletics, housing, food service and other auxiliary operations.
4. Campus landscape planning, including athletic and recreational spaces
5. Potential building site selection and evaluation
6. Land use study
7. Town/Gown integration planning
8. Traffic study (vehicular, mass, pedestrian, cycling, parking), with special attention to accessibility
9. Sustainability Plan
10. Historical site integration

C. Funding / Estimated Budget

Total Project Cost	<u>\$750,000 to \$950,000</u>	State Funding	<u>\$0</u>
Construction Cost	<u>\$0</u>	Other Funding	<u>TBD up to \$950,000</u>
Estimated A/E Fee	<u>To be negotiated</u>		

NOTE: The A/E fee percentage for this project includes all professional design services, and consultant services necessary for proper completion of the Basic Services for the successful completion of the project, including but not limited to: review and verification of the Program of Requirements provided by the Owner, validation of existing site conditions (but not subsurface or hidden conditions), preparation of cost estimates and design schedules for the project. Fees may be negotiated and allocated for Additional Services (e.g., extensive

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evaluation or validation of site conditions, extensive pre-design investigations, code-required special inspection and testing, Quality Assurance testing during the construction period, and testing due to unforeseen conditions).

D. Services Required (see note below)

Primary	<u>Campus Planning</u>
Secondary	<u>Architecture</u>
	<u>Landscape Architecture</u>
	<u>Space Planning/Programming</u>
	<u>Cost Estimating</u>
	<u>Traffic/Parking</u>
	<u>Sustainability</u>
Others	<u>Engineering</u>

E. Anticipated Schedule

Professional Services Start	<u>10 / 16</u>
Construction Notice to Proceed	<u>N/A</u>
Substantial Completion of all Work	<u>N/A</u>
Professional Services Completed	<u>09 / 17</u>

F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL A/E Fee	<u>5.0%</u>
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NOTE: The primary A/E shall be (1) a registered architect holding a license and certificate of authorization issued by the Ohio Architects Board pursuant to ORC Chapter 4703, (2) a landscape architect holding a license and certificate of authorization issued by the Ohio Landscape Architects Board pursuant to ORC Chapter 4703, or (3) a professional engineer or professional surveyor holding a license and certificate of authorization issued by the Ohio Engineers and Surveyors Board pursuant to ORC Chapter 4733.

G. Evaluation Criteria for Selection

- Demonstrated ability to meet Owner's programmed project vision, scope, budget, and schedule on previous projects.
- Previous experience compatible with the proposed project (e.g., type, size)
- Relevant past work of prospective firm's proposed consultants.
- Past performance of prospective firm and its proposed consultant
- 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.
- Approach to and success of using partnering and Alternative Dispute Resolution.
- Proximity of prospective firms to the project site
- Proposer's apparent resources and capacity to meet the needs of this project

The university is seeking a firm (or team) with a broad range of skills in facilitating decisions and managing the process of a large campus master plan. Experience working with several larger institutions and older campuses will be considered. KSU will expect the firm to assist with University stakeholder engagement and coordination.

Please provide KSU a written response to the following questions. Responses that do not follow the format of this RFP and do not provide the information requested may not be considered. Provide the responses in **Section H** of SAO Form 110-330.

1. Provide complete name, business address, phone number and web address of the submitting firm(s).
2. Provide year established and a brief history and overview of the firm.
3. List not more than two principals from the submitting firm who may be contacted. List name, title, and contact telephone number. Listed principals must be empowered to speak for the firm on policy and contractual matters.
4. Provide total number of personnel and describe the overall capacity of the firm. Briefly describe your commitment to provide and maintain professionally qualified personnel throughout the duration of the master plan process.
5. Describe the professional disciplines within the firm and the firm's overall capabilities with respect to the proposed services.
6. If the firm intends to provide any services through a joint venture, professional affiliation or outside consultants, please indicate which services and the proposed team including names and one page overview of all partner firms, professional affiliates and/or outside consultants.
7. Summarize financial viability and longevity of the firm. Indicate approximate volume of work and number of projects delivered in the past two (2) years.
8. List at least three (3) educational institutions/clients for which your firm has provided similar master planning services, including client name, title and contact information. Provide a brief narrative for each project.
9. Describe how your team would anticipate staffing this assignment.

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10. Describe your firm's previous experience working with Kent State University, if any.
11. Describe your firm's commitment to, experience with and capabilities with regard to high performing, sustainable higher education building and LEED.
12. Describe your firm's commitment to enhancing diverse vendor participation.
13. Please describe the type of fee arrangement your firm would propose for services including a list of any reimbursable expenses and markups.
14. Please identify and provide resumes of key individuals who would be assigned to this project.
15. Please indicate your earliest availability or the amount of time you would require to commence a project as set forth above.
16. Provide through narrative discussion the reasons why your firm is especially qualified to undertake this assignment. Respondents may include anything they wish in support of their qualifications; however the response should be limited to no more than four (4) pages.

Conciseness and clarity of response is strongly encouraged. Therefore, the response to this RFQ should be no more than twenty (20) pages in length, single-sided, minimum of one (1) inch margins and eleven (11) pt font. Responses shall include acknowledgement that the firm has reviewed and understands the information and data provided in the Request for Qualifications. A principal of the firm must sign the completed response and affirm that the information provided is true, complete and accurate.

KSU will evaluate the Proposals received which meet the submittal requirements listed in this document. KSU may contact respondents for clarification or additional information at its sole discretion.

Shortlisted firms will be expected to make presentations to the university's leadership team and a date yet to be determined. KSU anticipates that three firms will be short-listed but the number may be greater or less depending on the review of the qualifications submissions.

Interested A/E 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 A/E's 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 A/E's Technical Proposal. Both forms can be accessed via the OFCC website at <http://ofcc.ohio.gov>. The Intent to Contract and to Perform form is again required at the Fee Proposal stage.

For all Statements of Qualifications, 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>.

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 or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Acrobat, go to Advanced, then PDF Optimizer. Also, please label the CD or DVD and the sleeve with the project number and firm name if applicable.

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.

Facsimile copies of the Statement of Qualifications will not be accepted.

Firms are requested to identify professional registrations, memberships and credentials including: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, CPE, 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.

Architect / Engineer Selection Rating Form

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Project Name Kent State University- Kent Campus Master Plan Proposer Firm _____
 Project Number KSU-17L001 City, State, Zip _____

Selection Criteria		Value	Score
1. Primary Firm Location, Workload and Size (Maximum 10 points)			
a. Proximity of firm to project site	Less than 150 miles	5	
	150 miles to 250 miles	2	
	More than 250 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$1,000,000	2	
	\$1,000,000 to \$5,000,000	1	
	More than \$5,000,000	0	
c. Number of licensed professionals	Less than 10 professionals	1	Max = 3
	10 to 20 professionals	2	
	More than 20 professionals	3	
2. Primary Firm Qualifications (Maximum 30 points)			
a. Project management lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	Max = 20
b. Project design lead	Experience / creativity of project designer to achieve owner's vision and requirements	0 - 20	
c. Technical staff	Experience / ability of technical staff to create fully coordinated construction documents	0 - 0	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 0	
3. Key Consultant Qualifications (Maximum 20 points)			
a. Key discipline leads	Experience / ability of key consultants to perform effectively and collaboratively	0 - 15	
b. Proposed EDGE-certified Consultant participation*	One point for every 2 percent increase in professional services over the EDGE participation goal	0 - 5	
4. Overall Team Qualifications (Maximum 10 points)			
a. Previous team collaboration	Less than 5 sample projects	1	Max = 3
	5 to 9 sample projects	2	
	More than 9 sample projects	3	
b. LEED** Registered / Certified project experience	Registered projects	1	Max = 2
	Certified projects	2	
c. BIM project experience	Training and knowledge	1	Max = 3
	Direct project experience	3	
d. Team organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
5. Overall Team Experience (Maximum 30 points)			
a. Previous team performance	Past performance as indicated by evaluations and letters of reference	0 - 10	
b. Experience with similar projects / delivery methods	Less than 5 projects	0 - 3	
	5 to 9 projects	4 - 6	
	More than 9 projects	7 - 10	
c. Budget and schedule management	Performance in completing projects within original construction budget and schedule	0 - 5	
d. Knowledge of Ohio Capital Improvements process	Less than 3 projects	0 - 1	
	3 to 4 projects	2 - 3	
	More than 4 projects	4 - 5	
* Must be comprised of professional design services consulting firm(s) and NOT the lead firm ** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute		Subtotal	

Notes:

Evaluator:

Name _____

Signature _____

Date _____