

# 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>Airport Master Plan Update</u>	Response Deadline	<u>05/09/2016</u>	<u>2:00 p.m.</u>	local time
Project Location	<u>OSU Don Scott Airport</u>	Project Number	<u>OSU-150787</u>		
City / County	<u>Columbus / Franklin</u>	Project Manager	<u>Kimberly Moss, AICP</u>		
Owner	<u>The Ohio State University</u>	Contracting Authority	<u>Local Higher Education</u>		
No. of paper copies requested (stapled, not bound)	<u>4</u>	No. of electronic copies requested (PDF)	<u>1</u>		

Submit the requested number of Statements of Qualifications (Form F110-330) directly to LEEANNE CHANDLER 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 Kimberly Moss at [moss.58@osu.edu](mailto:moss.58@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.

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### Project Overview

#### A. Project Description

In June 1942, the university purchased property for the development of an airport to support its pilot training program. The first plane to utilize the new airport, located seven miles north of campus in northwest Columbus, landed at the field on November 5, 1942. What followed was the construction of the airport's first two buildings in the spring of 1943, and two 2,200 feet, hard-surfaced runways, taxiways, and aprons in early 1944.

The Ohio State University Airport / Don Scott Field (KOSU) is home to 200 aircraft and sees an estimated 75,000 flight operations per year. This is the primary facility serving The Ohio State University and the surrounding central Ohio community. KOSU has been identified as a "National Priority" general aviation airport by the FAA, is a Part 139 Certificated Airport, and serves as a general aviation reliever for Port Columbus International Airport.

As one of only three airports owned by a Tier-1 research institution, KOSU is one of the university's "Core Facilities" supporting interdisciplinary teaching and research in such disciplines as Aviation, Aeronautical Engineering, City & Regional Planning, Geography, and Civil Engineering. The airport is also home to the university's Flight Education Program, the only collegiate aviation program in the Midwest that operates in a controlled environment. Finally, the airport provides on-the-job training for future aviation professionals (1/3 of airport employees are students). The airport ranks fourth in Ohio in the number of take-offs and landings, and in the top 5% of airports nationwide.

The Ohio State University Fixed Base Operation is the exclusive FBO on the field and provides complete aircraft services to many of the registered pilots and businesses of Franklin County and surrounding communities, as well as transient users.

The previous master plan for the airport was completed in 1992. The objective of The Ohio State University Airport Master Plan is to update the master plan for The Ohio State University Airport using current data, and to address current and future issues. The plan will focus on the area bounded by the existing FAA boundary. The university will be applying for an FAA grant to fund the master plan update. The project may not move forward unless the grant is approved by the FAA. For more information please visit the OSU Airport's website at: <http://osuairport.org/15>.

#### B. Scope of Services

The Ohio State University Airport is well beyond the recommended 10-year update cycle and the baseline data for the identified improvement projects is outdated. A new master plan with updated facility use data is necessary for the FAA to continue to fund airport improvements.

The master plan will be prepared using applicable FAA guidelines including but not limited to those stated in:

- FAA Order 5050.4A, Airport Environmental Handbook
- AC 150/5070 6B, Airport Master Plans
- AC 150/5300 13, Airport Design
- FAR Part 77, Objects Affecting Navigable Air Space



## Request for Qualifications (Planning Services) continued

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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.

In addition to the EDGE requirement, the airport has a **Federal Disadvantaged Business Enterprise (DBE)** goal of **6.5%**.

The Ohio State University, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises and airport concession disadvantage business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

### 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 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 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

## State of Ohio Standard Forms and Documents

Project Name Airport Master Plan Update Proposer Firm \_\_\_\_\_  
 Project Number OSU-150787 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 100 miles	5	
	100 to 150 miles	2	
	More than 150 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	0	Max = 5
	2 to 9 planning professionals	3	
	More than 9 planning professionals	5	
<b>2. Primary Qualifications (Maximum 30 points)</b>			
a. Master planning lead	Experience / ability of lead master planner 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 - 10	
d. Technical staff	Experience / ability of assessors to accurately collect data 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 services	0 - 10	
<b>4. Project Team Qualifications (Maximum 15 points)</b>			
a. Previous team collaboration	Less than 2 projects (Low)	0	Max = 5
	2 to 6 projects (Average)	2	
	More than 6 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 planning projects	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	
		<b>Subtotal</b>	

\* LEED = Leadership in Energy & Environmental Design developed by the U.S. Green Building Council

Notes:

Evaluator:

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_