

Request for Qualifications (Planning Services)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>The Ohio State University Student Life Recreation Framework Plan</u>	Response Deadline	<u>April 13, 2018</u>	<u>2:00 p.m.</u> local time
Project Location	<u>Columbus Campus</u>	Project Number	<u>OSU-180207</u>	
City / County	<u>Columbus / Franklin</u>	Project Manager	<u>Kimberly Moss</u>	
Owner	<u>The Ohio State University</u>	Contracting Authority	<u>Local Higher Education</u>	
No. of paper copies requested (stapled, not bound)	<u>0</u>	No. of electronic copies requested (PDF)	<u>1</u>	

Submit the Statements of Qualifications (Form F110-330) via email to 330Submittals@osu.edu. In the subject line, include the project number and name for the RFQ you are responding to. 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 with the project number and name included in the subject line (no phone calls please).

Project Overview

A. Project Description

The Ohio State University (OSU) campus master plan, Framework 2.0, is a long-term guiding vision that imagines transformational research and learning environments over the next decade and beyond. It comprehensively supports our academic and outreach missions — and we are excited to begin exploring possibilities for realizing this grand vision to strengthen Ohio State's position as a national flagship public university. To advance Framework 2.0, additional study is needed to best understand the scope and priority of projects, which will be guided and informed by the university's strategic plan. As responsible stewards of physical and financial resources, individual projects will be reviewed thoroughly at planning, design and construction phases with qualifying projects subject to approval by Ohio State's Board of Trustees.

The Office of Student Life fosters student learning and development, enhances the educational experience, and prepares students for their chosen professions and to be contributing members of a diverse society. Student Life creates an extraordinary student experience at The Ohio State University.

This Recreation Framework Plan will create a vision plan that supports the overarching Student Life mission and goals for outdoor recreation facilities. The plan will study in more detail the Student Life recommendations outlined in both the first Framework Plan and Framework 2.0. This will include a programmatic study, needs assessment and utilization of all existing outdoor facilities, analysis and comparison to peer institutions/benchmarks, exploration of creative solutions to replace outdoor recreation facilities, site development and location of new greenspace and recreation facilities, and will provide third party cost estimates for the replacement of recreation facilities impacted by other university development.

Specific facilities impacted in the near term include, but are not limited to: Annie and John Glenn Avenue extension (tennis courts, basketball courts and sand volleyball court), the pedestrian promenade that will connect the library to the river (Lincoln recreation fields), the west campus development (Beekman Fields), development at Coffey Road (Coffey fields), and development at Carmack and Kenny Road (Jesse Owens West and Beekman Field).

Final deliverables are expected in five months. The Consultant will address recreation facility siting, program, enabling projects and infrastructure requirements. The university will provide guidance to the Consultant with respect to these issues.

B. Scope of Services

The Consultant selected to complete the study will develop the scope of work detail to include the following tasks:

- Convene a series of team meetings and presentations including user groups, student groups, stakeholders and OSU leadership
- Confirm consistency with the first Framework Plan, Framework 2.0 and District Plans
- Determine the current utilization, facility needs and future growth/replacements needed for recreation facilities
- Provide comparative information relative to peer institutions/benchmarks and trends in outdoor collegiate recreation
- Determine the long term use, re-use or replacement of the older recreation facilities in the north and south residential districts (Jesse Owens North and Jesse Owens South)

Request for Qualifications (Architect / Engineer) continued

- Determine and evaluate potential sites for Student Life Recreation Facilities displaced by other development on campus (see impacted areas above). This may include partnerships with other entities.
- Develop a conceptual space program for recreation facilities (functions, key adjacencies, square footage space allocations)
- Develop a phasing plan for replacing facilities that are impacted by other university development
- Determine enabling projects needed and create narratives explaining the details of the projects (stormwater, traffic/transportation improvements, utilities, parking, infrastructure, demolitions, relocations)
- Depending on the site(s) selected, determine the impact to the existing tree canopy and recommendation for mitigating the impact. Explore sustainable options to handle stormwater requirements.
- Develop conceptual plans to include building massing diagrams (if needed), site plans, and phasing diagrams
- Develop third party conceptual, master planning level cost estimates

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 and/or 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, Program Development, Meeting Facilitation, Conceptual Estimating, Phasing and Budgeting, and any Additional Services as agreed upon as provided by the Consultant and their sub-consultants.

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. Physical master plans for exterior recreation/athletic facilities on an academic campus including siting confirmation, renovations, new construction and phase implementation
2. Exterior recreation facility programming in a university setting
3. Recreation facility utilization assessment in a university setting
4. Planning or Design Excellence as determined by the university and supported by third party endorsement (i.e. design awards)

C. Funding / Estimated Budget

Total Project Cost	<u>\$140,000-150,000</u>	State Funding	<u>\$0</u>
		Other Funding	<u>\$140,000-150,000</u>

D. Services Required (see note below)

Primary	<u>Campus Planner</u>
Secondary	<u>Architect</u>
	<u>Landscape Architect</u>
	<u>Civil Engineer</u>
	<u>Cost Estimator</u>
Others	<u></u>

E. Anticipated Schedule

Planning Services Start	<u>05 / 18</u>
Planning Services Completed	<u>10 / 18</u>

F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL A/E Fee	<u>5.0%</u>
---	-------------

G. Evaluation Criteria for Selection

- Demonstrated ability to meet Owner's 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 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>.

PDF file: 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.

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 The Ohio State University Student Life Recreation Framework Plan Proposer Firm _____
 Project Number OSU-180207 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 300 miles	2	
	More than 300 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$200,000	2	
	\$200,000 to \$1,000,000	1	
	More than \$1,000,000	0	
c. Number of relevant professionals	Less than 2 planning professionals	0	Max = 3
	2 to 10 planning professionals	2	
	More than 10 planning professionals	3	
2. Primary Firm Qualifications (Maximum 30 points)			
a. Master planning lead	Experience / ability of lead master planner to manage visioning / capital improvement plans	0 - 10	Max = 20
b. Assessment lead	Experience / ability of lead to manage assessors of various disciplines	0 - 10	
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 - 0	
3. Sub-Consultant Qualifications (Maximum 10 points)			
a. Key discipline leads	Experience / ability of key consultants to perform effectively and collaboratively	0 - 10	
4. Project Team Qualifications (Maximum 15 points)			
a. Previous team collaboration	Less than 2 sample projects (Low)	0	Max = 5
	2 to 4 sample projects (Average)	2	
	More than 4 sample projects (High)	5	
b. LEED* Registered / Certified consultant participation	No projects	0	Max = 5
	Registered	2	
	Certified	5	
d. Team organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
5. Overall 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 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	
* LEED = Leadership in Energy & Environmental Design developed by the U.S. Green Building Council		Subtotal	

Notes:

Evaluator:

Name _____

Signature _____ Date _____