

Request for Qualifications (Planning Services)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>17th and College Planning Study</u>	Response Deadline	<u>3/29/18</u>	<u>2:00 p.m.</u> local time
Project Location	<u>Columbus Campus</u>	Project Number	<u>OSU-180444</u>	
City / County	<u>Columbus / Franklin</u>	Project Manager	<u>Paula Melchert</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 Paula Melchert at melchert.1@osu.edu with the project number and name included in the subject line (no phone calls please).

Project Overview

A. Project Description

The College of Education and Human Ecology (EHE) and the Office of Academic Affairs (OAA) and the College of Arts and Sciences (ASC) are partnering on a study to develop a comprehensive plan for the facilities tangentially impacted by the completion of the Arts District and 15th & High Street facilities. Many of these aging buildings are occupied by units within the College of Education and Human Ecology and the College of Arts and Sciences. A comprehensive, phased approach to renovation is necessary to support modern teaching, research, and outreach practices.

B. Scope of Services

The following is an outline of the scope and expected deliverables:

1. Review Existing Plans and Studies. Review the existing Ohio State University Framework 2.0, Arts District Master Plan as well as previous studies completed for EHE, ASC, and OAA.
2. Analyze Existing Space Utilization and Adjacencies: Analyze utilization of key spaces within the facilities and identify opportunities for improved adjacencies among programs and functions.
3. Identify Planning and Programming Opportunities. Outline strategies to energize and rehabilitate the facilities within the planning zone. Identify opportunities for interdisciplinary use of interior and exterior spaces.
4. Develop Facility Concepts. Based on the planning and programming opportunities identified, develop concepts for renovation, re-use and expansion of current buildings including, Arps Hall, Hughes Hall, Ramseyer Hall, and others as identified. Recommend siting strategies and priorities for new construction in the planning zone. Identify any major impacts to existing infrastructure.
5. Access and Circulation. Plans should consider vehicular, bicycle, and pedestrian circulation on the Columbus Campus with particular attention to traffic patterns for performances and special events.
6. Project Phasing and Costing. Develop phasing strategies and high-level, preliminary cost estimates for recommended facilities.
7. Deliverables
 - a. Develop program requirements
 - b. Validate existing building assessments
 - c. Provide conceptual plan and land usage diagram
 - d. Project cost estimation for options
 - e. Preliminary conceptual images for donor engagement. NOTE: PARE proposes these images to be conceptual building massing, not photorealistic.

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.

Request for Qualifications (Architect / Engineer) continued

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. Planning for a higher-education campus within an urban setting.
2. Programming services for higher-education academic facilities.
3. Design services for renovation/expansion academic buildings.
4. Design and renovation of historic higher-education facilities

C. Funding / Estimated Budget

Total Project Cost	<u>\$190,000</u>	State Funding	<u>\$0</u>
		Other Funding	<u>\$190,000</u>

D. Services Required (see note below)

Primary	<u>Architect</u>
Secondary	<u>Urban Planning</u>
	<u>Academic Programming</u>
	<u>Cost Estimating</u>
	<u></u>
Others	<u></u>

E. Anticipated Schedule

Planning Services Start	<u>04 / 18</u>
Planning Services Completed	<u>12 / 18</u>

F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL A/E Fee	<u>5.0%</u>
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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 17th & College Study Proposer Firm _____
 Project Number OSU-180444 City, State, Zip _____

Selection Criteria		Value	Score
1. Primary Firm Location, Workload and Size (Maximum 15 points)			
a. Proximity of firm to project site	Less than 50 miles	5	
	50 miles to 100 miles	2	
	More than 100 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	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 6 planning professionals	2	
	More than 6 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 - 5	
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	
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 _____