

Request for Qualifications (Planning Services)

State of Ohio Standard Forms and Documents

Administration of Project: Ohio Facilities Construction Commission

Project Name	<u>Belmont College Master Planning/Programming</u>	Response Deadline	<u>11/23/2018</u>	<u>2:00 PM</u>	local time
Project Location	<u>Belmont College- Main Campus</u>	Project Number	<u>BTC-190001</u>		
City / County	<u>St. Clairsville / Belmont</u>	Project Manager	<u>Stephanie Kensler</u>		
Owner	<u>Belmont College</u>	Contracting Authority	<u>OFCC</u>		
No. of paper copies requested (stapled, not bound)	<u>0</u>	No. of electronic copies requested (PDF)	<u>1</u>		

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Jill Hoobler at procurement@ofcc.ohio.gov. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Jill Hoobler at procurement@ofcc.ohio.gov 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

Belmont College was established in 1971 as a two-year public college in St. Clairsville, Ohio. The College also serves students in Monroe and Harrison Counties.

Belmont College is requesting written responses to this Request for Qualifications (RFQ) for the purpose of selecting a firm to conduct a Planning & Programming exercise and produce a final Master Plan. The exercise will include a high-level analysis of the entire college with a detailed examination of their Industrial Trades programs and facility.

Today, like most institutions of higher education, Belmont College is looking towards the future. It is important for the College to have an in-depth understanding of their current situation as well as formulate a plan to ensure they remain adaptable and competitive.

One area of particular interest to the College is the energy sector. Belmont College is located at the epicenter of the oil and gas industries in Ohio. As such the College wants to ensure it is in the best position to attract and train future employees in this booming sector.

Belmont College is interested in constructing a state of the art Industrial Trades Center to house its Welding, HVAC, Energy Institute, Building Preservation Restoration and Heavy Equipment Programs. The new building will house lab facilities, classrooms, offices and storage. The College has a site available for the new facility but are open to suggestions for more appropriate locations. The College is willing to entertain the concept of multiple buildings to house these programs if that is the most efficient and appropriate use of time/resources.

Their current facility (Science & Engineering Building) is leased from Ohio University. In addition to the age/condition of that facility, Belmont College is unable to use capital dollars for improvements based on the terms of their lease per House Bill 528, Section 207.430.

B. Scope of Services

The Master Plan is intended to be a data driven, guiding document for Belmont College to utilize in decision making regarding the future of programs, facilities and educational delivery models in addition to serving as a resource to demonstrate the need for public capital funds. The Master Plan will include a high-level analysis of the entire college with a detailed examination of their Industrial Trades programs and facility. The Master Plan will be a public document, suitable for and subject to public review and scrutiny. The Master Plan shall include photos, charts, maps and other visual aids to the extent appropriate. It will consist of the following parts:

Goals & Objectives

- Kick-off meeting(s), which may be facilitated.

Request for Qualifications (Planning Services) continued

- Stakeholder meetings and visioning sessions to:
 - Define goals and objectives;
 - Identify current trends/existing conditions the College;
 - Identify best practices for space utilization/educational delivery at similar institutions;
 - Identify perceived needs.

Belmont College Overview

- Existing Conditions
 - Detail and analyze historical (last 10 years) and current enrollment for Belmont College
 - To be completed by a 3rd party professional specializing, qualified and experienced in enrollment projections/studies.
 - Detail and analyze historical (last 10 years) and current employment trends for Belmont College service radius.
 - To be completed by a 3rd party professional specializing, qualified and experienced in employment projections/studies.
 - Review of Current Facilities
 - Assessment Validation
 - Review 2011 Facility Condition Assessment
 - Update costs
 - Update recommendations based on life cycle and work completed since Assessment.
 - Tour of all current Belmont College facilities.
 - Spatial Analysis
 - Interview key staff and stakeholders to identify effectiveness and efficiency of current spaces.
 - Identify any needs for additional space(s).
 - Identify any oversized/underutilized space(s).
 - Review of Current Documents
 - Existing Master Plan
 - Health Science Center Plan
 - Analyze programs offered by other agencies/institutions for education and training in the College's service area (i.e. Joint Vocational School, Prison, Ohio University, Job & Family Services, etc.) and the population being served to determine if there is an under/over saturated market or if the need is being met adequately.
- Planning Scope
 - 10 Year enrollment projections for Belmont College
 - To be completed by a 3rd party professional specializing, qualified and experienced in enrollment projections/studies.
 - 10 Year employment trends projection for Belmont College service radius.
 - To be completed by a 3rd party professional specializing, qualified and experienced in employment projections/studies.
 - Recommendations for operational/spatial efficiency and educational delivery based on best practices.

Request for Qualifications (Planning Services) continued

- Identify any opportunities for partnering with local schools, institutions of higher education and/or businesses.
- Identify any opportunities for site improvements such as layout/wayfinding.

Industrial Trades Center Case Study

- Existing Conditions
 - Detail and analyze historical (last 10 years) and current enrollment for the following Industrial Trades programs:
 - Welding
 - HVAC
 - Energy Institute
 - Building Preservation Restoration
 - CDL
 - Other (to be determined by discussion between the Consultant and College)
 - To be completed by a 3rd party professional specializing, qualified and experienced in enrollment projections/studies.
 - Detail and analyze historical (last 10 years) and current employment trends for Industrial Trades programs in Belmont College service radius.
 - To be completed by a 3rd party professional specializing, qualified and experienced in employment projections/studies.
 - Review of Current Facilities
 - Assessment Validation
 - Review 2011 Facility Condition Assessment for current Industrial Trades facility
 - Update costs (including as-is total replacement cost)
 - Update recommendations based on life cycle and work completed since Assessment
 - Tour of current Science & Engineering Building.
 - Spatial Analysis
 - Identify/detail existing spaces for Industrial Trades programs
 - Interview Industrial Trades staff and stakeholders to identify effectiveness and efficiency of current spaces.
 - Identify any needs for additional space(s).
 - Review of Current Documents
 - Space/Program specifications documents
- Planning Scope
 - 10 Year enrollment projections for the following Industrial Trades Programs
 - Welding
 - HVAC
 - Energy Institute
 - Building Preservation Restoration
 - CDL
 - Heavy Equipment
 - Other (to be determined by discussion between the Consultant and College)
 - To be completed by a 3rd party professional specializing, qualified and experienced in enrollment projections/studies.

Request for Qualifications (Planning Services) continued

- 10 Year employment trends projection for Industrial Trades programs.
 - To be completed by a 3rd party professional specializing, qualified and experienced in employment projections/studies.
- Recommendations for operational efficiency and educational delivery based on best practices.
 - Identify any opportunities for partnering with local schools, institutions of higher education and/or businesses.
 - Coordinate site visits of “best-practice” institutions within 2 hours of Belmont College
 - In lieu of in person site visits, the College is open to virtual tours/examples if none can be identified within the 2 hour travel radius.
 - Identify potential opportunities for a new building to be a teaching tool for the Industrial Trades programs.
 - Identify opportunities to include LEED features into a new facility.
 - Identify any opportunities for site improvements such as layout/wayfinding.
 - Identify any programs that should/should not be included in a new Industrial Trades Center with an explanation of why.
 - Identify programs, or portions of programs, that can use existing space and/or share new spaces. (i.e. does each program need its own lab and classroom space?)
- Justification for new Industrial Trades Center including:
 - Conditions, functionality and appropriateness of current Science & Engineering building
 - Economic benefit to the state and region
 - Costs savings to the College such as (but not limited to):
 - Leasing space
 - Energy savings
 - Maintenance costs
 - Increased operational efficiency
 - Benefits of state of the art facilities
 - Opportunities for expanded educational delivery methods
 - Opportunities for additional local/regional/state partnerships
 - Benefits to students and impact on job readiness
- Program of Requirements
 - Develop a professionally prepared detailed POR for a new state-of-the-art facility/facilities to accommodate Belmont’s Industrial Trades programs.
- Estimated budget and phasing plan
 - A professionally prepared 3rd party estimate for construction of a new Industrial Trades Center(s) based on the POR. Estimate shall identify phasing opportunities and account for preliminary sitework already completed by the College including: utility infrastructure, five-acre site compaction, gravel parking lot and initial state of the direct access road (if existing site is deemed most appropriate).
- Site plans and aspirational architectural renderings fit for use in marketing material.
 - Minimum- 6 color renderings/plans

The selected Consultant shall attend progress meetings throughout the planning process scheduled at a frequency to be determined by Belmont College and OFCC. The Consultant may be asked to present its findings/recommendations at various meeting throughout the process including but not limited to:

- February 28, 2019- Informational Presentation to Board
- September 26, 2019- Final Presentation to Board

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.

Request for Qualifications (Planning Services) continued

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>.

Deliverables:

Master Plan

- Formatted 8.5" x 11 Portrait
- Six color copies, spiral bound & one PDF
- Tabbed and indexed

- Required Sections
 - **Index**
 - **Executive Summary**
 - Executive Summary of no more than two pages, designed to inform and impress key decision makers. This section shall briefly describe the planning process that was undertaken.
 - **Goals & Objectives**
 - Shall detail goals and objectives as identified during stakeholder meetings/visioning sessions.
 - **Belmont College Overview**
 - Full report detailing the Existing Conditions and Planning Scope as identified in this RFQ document.
 - **Industrial Trades Center Case Study**
 - Full report detailing the Existing Conditions and Planning Scope as identified in this RFQ document.

All deliverables shall be submitted in draft form, allowing extensive time for review/incorporation of comments, and not finalized without written notification that they are acceptable to both OFCC and Belmont College.

Important Dates:

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| • Issue Request for Qualifications - Wednesday October 31, 2018 | • Notice to Commence – Tuesday, February 26, 2019 |
| • Deadline for questions – Thursday, November 15, 2018 | • Goals & Objectives Due – Tuesday, April 16, 2019 |
| • Responses due on – Friday, November 23, 2018 | • Belmont College Overview Existing Conditions Due – Tuesday, May 14, 2019 |
| • Score submittals – Friday, December 7, 2018 | • Belmont College Overview Planning Scope Due – Tuesday, June 11, 2019 |
| • Interviews – Thursday, December 17, 2018 | • Industrial Trades Center Existing Conditions Due – Tuesday, July 9, 2019 |
| • Controlling Board Approval- Monday, February 11, 2019 | • Industrial Trades Center Planning Scope Due – Tuesday, August 6, 2019 |
| • Contract signed - Monday, February 25, 2019 | • Executive Summary Due – Tuesday, August 20, 2019 |
| | • Completed Masterplan Due – Tuesday, September 3, 2019 |

C. Funding / Estimated Budget

Total Project Cost	<u>\$300,000.00</u>	State Funding	<u>\$300,000.00</u>
		Other Funding	<u>\$0.00</u>

Request for Qualifications (Planning Services) continued

D. Services Required (see note below)

Primary	<u>Master Planning/Programming</u>
Secondary	<u>Architectural/Engineering</u>
	<u>Document Writing/Design</u>
	<u>Research/Analysis</u>
	<u>Estimating</u>
Others	<u>GIS/Demography</u>

E. Anticipated Schedule

Planning Services Start	<u>2 / 2019</u>
Planning Services Completed	<u>9 / 2019</u>

F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL Planning Fee	<u>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).
- The Firm's approach to Master Planning/Programming exercise of this type, including methodology and techniques.
- 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.
- The selected firm and all its consultants must have the capability to use the Internet within their normal business location(s) during normal business hours.

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>.

Firms shall make every effort to use verbiage and naming conventions matching those listed on the Planning Services Selection Rating for to ensure their proposal is clear and easy to review/evaluate.

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.

Statements of Qualifications are to be submitted electronically by e-mail. Submittals are to be limited to maximum of one e-mail with the total file size of 25 MB.

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 Belmont College Master Planning/Programming Proposer Firm _____
 Project Number BTC-190001 City, State, Zip _____

Selection Criteria		Value	Score
1. Firm Location, Workload and Size (Maximum 15 points)			
a. Proximity of firm to project site	Less than 50 miles	5	
	50 to 150 miles	2	
	More than 150 miles	0	
b. Amount of fees awarded by Contracting Authority	Less than \$100,000	5	
	\$100,000 to \$1,000,000	2	
	More than \$1,000,000	0	
c. Number of relevant professionals	Less than 3 planning professionals	1	Max = 5
	3 to 8 planning professionals	3	
	More than 8 planning professionals	5	
2. Primary Qualifications (Maximum 30 points)			
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	
3. Sub-Consultant Qualifications (Maximum 10 points)			
Key discipline leads	Experience / ability of all key discipline leads to effectively perform the services	0 - 10	
4. Project Team Qualifications (Maximum 15 points)			
a. Previous team collaboration	Less than 3 projects (Low)	0	Max = 5
	3 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	
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 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 _____