

RFQ Question and Answer List

State of Ohio Standard Forms and Documents

Project Name Belmont College Master Plan Project Number BTC-190001

Date posted: November 6, 2018

Date revised: 11/16/18

Below are the questions that have been received to date for the RFQ of the above-referenced project:

1. Will the College be responsible for hiring and managing all of the 3rd party professionals referenced in the RFQ?
 - A. No. All required 3rd party professionals are to be retained as a sub-contractor to the selected firm. If the firm feels they have the capacity to perform these services in house, it should be sufficiently demonstrated in their submittal and it will be up to the College/OFCC's discretion of that experience/expertise is sufficient. A 3rd party professional is preferred where specifically detailed in the RFQ
2. Under the section Industrial Trades Case Study – Planning Scope, there are various bulleted items listed under “Recommendations for Operational Efficiency.....” and “Justification for the New Industrial Trades Facility”. These two items do not indicate that they are to be completed by the 3rd party professional, but some of the tasks outlined appear to be better suited for the 3rd party professional. Will any of these listed tasks be handled by the 3rd party professional?
 - A. It is the selected firms responsibility to accomplish all work outlined in the RFQ either with internal staff or by hiring a 3rd party professional. Unless specifically stated, it is up to the discretion of the selected firm whether or not work is performed in house or by a sub-consultant.
3. Will the firm selected for this planning project be eligible to provide comprehensive architectural services for the new Industrial Trades Center, if it is intended to be a separate solicitation?
 - A. Yes the selected firm will be eligible. It will be a separate solicitation.
4. Does the total project cost of \$300,000 include the cost of the 3rd party professionals?
 - A. Yes.
5. Please clarify the apparent typo in the bulleted item on page 5 under Goals & Objectives
 - A. I'm not sure what the typo/misunderstanding is here. Goals and Objectives is referenced twice on page 5.
6. Are any of the secondary services required and listed on page 6 requirements to be provided by the 3rd party professional as opposed to the Master Planner?
 - A. Not unless specifically listed elsewhere in the RFQ (i.e. Estimating and Demography). It is the responsibility of the proposing firm to demonstrate sufficient expertise and experience to complete the requested work. If the firm does not have the ability to complete these tasks in-house it is expected they will propose a sub-consultant as needed
7. G – Relevant Project Experience Matrix, What categories should be used.
 - A.
 - o Comprehensive Community College Facility Programming and Master Planning Experience
 - o Facility Condition Assessment/Validation Experience
 - o Experience performing spatial analyses
 - o Experience identifying operational and educational best practices
 - o Experience performing economic analyses
 - o Experience developing POR's (Program of Requirements)
 - o Knowledge of State of Ohio Capital Improvements Process

- o Funding/Phasing Strategy Experience for Capital Projections
8. When was the last master plan completed for Belmont College Master? Who authored it? Would it be possible to get an electronic copy/link to the plan document?
- A. Belmont Technical College Comprehensive Facilities Master Plan, Design Guidelines September 16th, 2003. Submitted by: Phillip Markwood Architects, Inc. Columbus, Ohio In Association with: Michael Dennis & Associates Boston Massachusetts And Landarch Pataskala, Ohio Also attached is the Geotechnical Consultants Inc. report which was included in the Master Plan document referenced above.*
9. Should the third party professional responsible for market studies be included on our team, or is that someone the college will be contracting with separately? If they are to be included on our team, as a third party specialized consultant, do they need to be included in the Section G chart?
- A. All required 3rd party professionals are to be retained as a sub-contractor to the selected firm. If the firm feels they have the capacity to perform these services in-house, it should be sufficiently demonstrated in their submittal and it will be up to the College/OFCC's discretion if that experience/expertise is sufficient. A 3rd party professional is preferred where specifically detailed in the RFQ. In regards to Section G, at least one representative from the firm should be included on the chart. This will help demonstrate prior team collaboration.*
10. Will the college provide the "major scope of work requirements" to be inserted into the Section F chart?
- A.*
- Major scope items for Section F:*
- 1. Comprehensive Community College Facility Programming and Master Planning Experience*
 - 2. Facility Condition Assessment/Validation Experience*
 - 3. Experience performing spatial analyses*
 - 4. Experience identifying operational and educational best practices*
 - 5. Experience performing economic analyses*
 - 6. Experience developing POR's (Program of Requirements)*
 - 7. Knowledge of State of Ohio Capital Improvements Process*
 - 8. Funding/Phasing Strategy Experience for Capital Projections*