

Request for Qualifications (Planning Services)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>Student Success Space Plan</u>	Response Deadline	<u>April 17, 2019</u>	<u>2:00p</u>	local time
Project Location	<u>550 East Spring St.</u>	Project Number	<u>CT101-190005</u>		
City / County	<u>Columbus / Franklin</u>	Project Manager	<u>Robb Coventry</u>		
Owner	<u>Columbus State Community College</u>	Contracting Authority	<u>Local Higher Education</u>		
No. of paper copies requested (stapled, not bound)	<u>3</u>	No. of electronic copies requested (PDF)	<u>1</u>		

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Robb Coventry at rcoventry@csc.edu or 385 E. Naghten St., Columbus, Ohio 43215. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Robb Coventry at rcoventry@csc.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.

Project Overview

A. Project Description

This project will develop a programmed space plan for the implementation of the College's "Two-Hub" Student Success initiative. The two primary elements of the "two-hub" concept include Student Entry and Student Completion. This project will focus on space adjacencies and amenities that promote these primary principles of student success. Preliminary conceptual planning completed by the College identified spaces in the Workforce Development building, Madison Hall, and Eibling Hall as the primary focal points for this initiative. However, these preliminary assumptions should be confirmed, challenged, and weighted against concepts developed and outlined in the College's 2013 Master Plan, as well as current thinking around student success, and benchmarking against peer College's best practices.

In addition to the primary focus of the project to develop the "two-hub" programed space, a comprehensive review of the Colleges' space allocations will be completed to develop strategic space planning guidelines for the College. The 2013 Master Plan focused on large initiatives of the College related to future development and growth potential, however, a detailed look into space assignments, adjacencies, current and future needs, and planned growth have not been well defined. In order for the College to continue to grow and adapt to the ever changing needs of our students, a strategic space plan needs to be developed.

B. Scope of Services

The selected Consultant will work directly with the Columbus State project manager, steering committee, and leadership to develop a strategic space plan for the College, with a focus on a detailed Program of Requirements (POR) for the "two-hub" Student Success initiative. It is expected that periodic presentations will be made by the Consultant to College leadership to confirm alignment with the College's mission at appropriate intervals as the work of develops.

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. Participation in the Encouraging Growth, Diversity & Equity ("EDGE") Program is not a requirement of Columbus State by statute, but is strongly encouraged.

As required by the Agreement, and as properly authorized, provide the following categories of services: Strategic Space Development Plan, Conceptual Space Planning, 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.

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>.

The selected consultant should have expertise in space planning and programming for higher education institutions and understand space relationships and needs of faculty, staff and students. The consultant must demonstrate a clear understanding of space needs of both traditional and non-traditional learning environments, as well as the relationships needed between the College and community partners relevant to workforce development, which is a core mission of

Request for Qualifications (Planning Services) continued

Columbus State Community College. The selected consultant should also be familiar with local jurisdictions and the State of Ohio when recommending conceptual phasing, estimating and scheduling the Program of Requirements for the "two-hub" project initiative.

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. Higher Education Space Planning
2. Space Program Development for Higher Education Institutions
3. Space Inventory & Data Collection Experience
4. Master Space Planning
5. Student Success Projects within Higher Education
6. Conceptual Estimating / Budgeting

C. Funding / Estimated Budget

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

D. Services Required (see note below)

Primary	<u>Architecture / Planning</u>
Secondary	<u>Mechanical / Electrical Engineering</u>
	<u>Cost Estimating</u>
	<u>Scheduling</u>
Others	<u></u>

E. Anticipated Schedule

Planning Services Start	<u>05 / 19</u>
Planning Services Completed	<u>09 / 19</u>

F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL Planning 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.
- 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>.

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

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Project Name Student Success Space Plan Proposer Firm _____
 Project Number CT101-190005 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 75 miles	5	
	75 to 150 miles	2	
	More than 150 miles	0	
b. Amount of fees awarded by Contracting Authority	Less than \$50,000	5	
	\$50,000 to \$100,000	2	
	More than \$100,000	0	
c. Number of relevant professionals	Less than 2 planning professionals	2	Max = 5
	2 to 8 planning professionals	5	
	More than 8 planning professionals	3	
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 - 10	Max = 20
c. Planning staff	Experience / ability of planning staff to develop long range master plans	0 - 5	
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 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	
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 2 projects (Low)	0 - 3	
	2 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 _____