

Request for Qualifications (Planning Services)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>Cleveland State Master Plan</u>	Response Deadline	<u>July 24, 2020</u>	<u>2:00 PM</u>	local time
Project Location	<u>Cleveland State University</u>	Project Number	<u>LF-202000673</u>		
City / County	<u>Cleveland / Cuyahoga</u>	Project Manager	<u>Jeremiah Swetel, Executive Director Facility Services</u>		
Owner	<u>Cleveland State University</u>	Contracting Authority	<u>Local Higher Education</u>		
No. of paper copies requested (stapled, not bound)	<u>8</u>	No. of electronic copies requested (PDF)	<u>1</u>		

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Jeremiah Swetel at Cleveland State University, 1802 East 25th Street, Plant Services Building, 2nd Floor, Cleveland OH 44114. The PDF copy may be emailed to j.swetel@csuohio.edu or included with the paper copies (USB drive or CD). See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Jeremiah Swetel at j.swetel@csuohio.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

[Cleveland State University \(CSU\)](#), a nationally recognized urban research university with a rich history in student success, academic excellence, innovation and community engagement, is positioning the campus for a 21st century urban university transformation with a Request for Qualifications (RFQ) for Campus Mater-Planning. CSU's urban campus fosters an engaged learning approach, where students and ideas connect in the classroom, the real world and beyond. CSU's location in downtown Cleveland, Ohio is an integral part of its mission, with roots going back to the 19th century as an institution that provided opportunities for students who did not otherwise have access to higher education. An exciting and innovative direction has been formed by CSU [President Harlan Sands](#) with new [Strategic Priorities](#).

A comprehensive outline (video) of President Sands State of the University can be found [here](#).

Our Mission

Empowering Students. Creating Knowledge. Engaging Communities. Shaping Our World.

Our Vision

We will be a nationally-recognized and student-focused public research institution that provides accessible, affordable, and engaged learning opportunities for all. We will be both:

- 1) An "anchor" institution for NE Ohio, recognized for cutting-edge research, creative activity, and innovative collaborations that drive economic development and enrich the lives of our students and citizens, and;
- 2) A "beacon" institution whose vitality attracts diverse talented faculty, staff, and students from within and outside the region, thereby enhancing our distinctive and inclusive living, learning, and working environments.

Founded in 1964, CSU is a dynamic institution with a historical student population of 16,000 students (Pre-COVID19), 10 colleges and schools and offers more than 175 academic programs. CSU employs more than 1,500 faculty and staff. The Brookings Institution ranks CSU #18 in the United States among public universities that fulfill a critical dual mission: providing upward mobility and conducting impactful research. *US News & World Report* consistently lists CSU among America's Best Colleges and Universities.

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Cleveland State University is seeking SOQs from qualified Professional Campus Planner/Designer Services for the development of a comprehensive Master Plan, including Landscape and Signage Plans, for its urban campus. The planning process is to be integrated with the University's mission, values, and strategic priorities. The planning process is to be inclusive, incorporating the input of a variety of internal and external constituencies. The planning process is to be data-driven, relying on a thorough analysis of the University's existing land and facilities, followed by the specific targeting of space needs, strategic land acquisition, opportunities for development and P-3 partnerships throughout the campus.

The project will endeavor to have phases:

Phase 1 Discovery and gathering of data, interviews and facility conditions assessments, including environmental.

Phase 2 Will entail setting goals and objectives, visioning and priority setting with the President of the University

Phase 3 Will be developing the final plan including site utilization, scheduling, cost estimating, renderings / deliverables and presentations to the University Board of Trustees.

The selected Consultant should be qualified to develop physical master planning scenarios; development guidelines, assess space needs; develop campus signage/way-finding; develop landscape master plan scenarios; conduct circulation analyses; evaluate infrastructure needs (facility assessments); assess bicycle, pedestrian and vehicular circulation; develop broad phasing scenarios; assess athletic and resident facilities and make recommendations for growth including a focus on the Wolstein Center Arena; as well as build consensus among the campus community. The Master Plan should also include efforts toward sustainable energy, conservation, "green" building design, and updated ADA requirements. Additionally, the Master Plan will address issues and decisions facing the University in the short term and long-term as well as identifying solid, actionable items that are implementable in regards to development on campus.

The University will look to the successful team to develop an engaging and highly inclusive process. The team will be asked to provide a schedule and all expertise needed to develop a comprehensive Campus Master Plan within six months start to finish.

B. Scope of Services

Develop a comprehensive Campus Master Plan that will guide the future development of Cleveland State University.

The selected Consultant, as a portion of its required Scope of Services and prior to submitting its proposals, will discuss and clarify with the 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.

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>.

Cleveland State University has conducted a series of studies and reports, which will be provided to the shortlisted firms:

Including but not limited to:

- CSU Strategic Plan Priorities (2018)
- Campus Master Plans (2004, 2010, 2011 and 2014)
- Economic Impact Study (2013)
- Utility Master Plan (2013)
- Climate Action Plan (2013)
- University Safety Plan (2013)
- Facilities Conditions Audit (Sightline, 2011)
- Pedestrian Infrastructure Master Plan (March 2011)
- Parking Study (2009)
- Euclid Ribbon Study (April 2008)

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The Master Plan, including Landscape and Signage Plans, shall include a narrative, maps, site drawings, color renderings and perspectives of key campus areas. A variety of digital content shall be used to illustrate intent, and the final plan shall be provided in print and digital format. The narrative shall be well written and identify key elements of the Master Plan (including Landscape and Signage); an executive summary of the plans and a full final document with associated maps that establishes the basis for each element of the plan. Eight (8) stapled copies and an electronic file in press quality pdf format shall be provided.

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. University Campus Master Planning
2. Campus Sustainability Strategies
3. Circulation and Transportation Evaluation
4. Land Use and Acquisition planning
5. Campus Infrastructure/Facility Condition Assessment
6. Campus Green Space Utilization Planning
7. Campus Renewal, Reprogramming, and Asset Maintenance Planning
8. Strategic Phasing of Capital Improvements
9. Student Success
10. STEM & Research Facilities

C. Funding / Estimated Budget

Total Project Cost	\$TBD	State Funding	\$0
		Other Funding	\$TBD

D. Services Required (see note below)

Primary	Master Planning
Secondary	Landscape Architecture
	Signage/Way-finding
	Scheduling
	Cost estimating
Others	Facility Assessments

E. Anticipated Schedule

Planning Services Start	8 / 17 / 2020
Planning Services Completed	2 / 22 / 2021

F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL Planning Fee	5.0%
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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

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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.

Interviews for shortlisted firms may be scheduled remotely, or in-person, depending on each firms respective COVID protocols.

Planning Services Selection Rating Form

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Project Name Cleveland State Master Plan Proposer Firm _____
 Project Number LF-202000XXX 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 150 miles	5	
	150 to 300 miles	2	
	More than 300 miles	0	
b. Amount of fees awarded by Contracting Authority	Less than \$500,000	5	
	\$500,000 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 7 planning professionals	3	
	More than 7 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 - 10	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 - 0	
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	
		Subtotal	

* LEED = Leadership in Energy & Environmental Design developed by the U.S. Green Building Council

Notes:

Evaluator:

Name _____

Signature _____ Date _____