

Request for Qualifications (Planning Services)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>CFAES Facility Master Plan</u> Columbus Campus, Wooster Campus, Outlying Facilities	Response Deadline	<u>12/27/2018</u>	<u>2:00 p.m.</u> local time
Project Location	<u>City / County</u>	Project Number	<u>OSU-190238</u>	
City / County	<u>City / County</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). 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

The Office of Planning and Real Estate (PARE) requests qualifications for professional planning services to develop a new, intensive review and set of recommendations for the College of Food, Agricultural, and Environmental Sciences (CFAES) Master Plan. This plan will guide the development of 2.2 million square feet of facilities and over 10,000 acres of land across the state of Ohio. The process will test planning assumptions against new and changing university environments, including but not limited to, the following.

- Time and Change, Ohio State's Strategic Plan
- Framework 2.0, Ohio State's Plan for the Physical Environment
- Multiple CFAES Strategy Documents, including but not limited to: Future of Waterman Task Force Report, 2018 Animal Facility Report, 2016 Wooster Student Housing Study, CFAES Wooster Campus Strategic Plan, and 2019 CFAES Facility Master Plan Charter
- New CFAES Dean
- New set of College Priorities
- 2018 Stone Lab Master Plan (concurrent)
- Design Guidelines for Buildings and Landscapes
- Previous and in-progress Capital Projects
- Concession agreement(s)
- Neighborhood & Partnership Development

CFAES has identified three Grand Challenges that align Ohio's highest needs with the college's greatest strengths.

These Grand Challenges align well with the university's Discovery Themes, including Food Production and Security; Energy and Environment; and Health and Wellness:

1. Food Security, Production, and Human Health. Focused on improving agricultural production; enhancing the quality of food and feed; ensuring an adequate, affordable, and safe food supply; and maintaining agrosecurity to ensure food security and the basics of nutritional health for a growing global population.
2. Environmental Quality and Sustainability. Working to understand, protect, and remediate the environment and ecosystems to ensure long-term sustainability.
3. Advanced Bioenergy and Biobased Products. Developing biomass-based advanced energy technologies and value-added biobased products such as fuels, specialty chemicals, and fiber products.

Request for Qualifications (Architect / Engineer) continued

The focus of the update will be on the physical planning necessary to support the strategies outlined above. Areas to be studied include:

- Waterman Agricultural and Natural Resource Laboratory (WANRL) and statewide animal facilities
- CFAES Facilities and Grounds Columbus Midwest Campus
- CFAES Wooster campus
- CFAES Statewide Campus
 - Including, but not limited to Molly Caren Agricultural Center, OSU South Centers, and Stone Lab.
 - 8 Statewide Satellite Research Stations

The university has launched a master planning exercise for Stone Lab, which will be available for review and validation during the 2019 CFAES Facility Master Plan.

The plan update will build upon the previous and current projects implemented since 2014, examples of which include the following:

- Kunz-Brundige Extension Building
- Wooster Lab Building
- Controlled Environment Food Production Research Complex
- Animal Herd Consolidations
- Improved Agricultural Operations

The plan update will be program driven and continue to have significant outreach and a grass roots effort with faculty, students, and staff.

B. Scope of Services

The 2019 CFAES Master Plan is an opportunity to guide future capital improvements in the long-term, and identify solutions to near-term challenges related to growth, facilities conditions, and programmatic needs while ensuring the strength and longevity of the OSU identity and brand.

The scope of this plan will include the following services: campus master planning, space planning, long-range facilities planning, landscape and open space planning, agricultural engineering, biosecurity, data validation, utilization studies, greenhouse use efficiencies, logistics, meeting facilitation, stakeholder engagement, surveys, cost estimating, project phasing, graphic development, and any additional services as agreed upon as provided by the Consultant. The consultant will also be expected to conduct presentations to campus and community groups, spending an expected one week per month on site – Columbus, Wooster, Satellite Research stations - for the project's duration (approximately 12 months). These presentations should include appropriate graphic materials to conduct the forums. Reports and images should be delivered electronically. A final electronic presentation will also be requested.

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/Contracting Authority, the cost breakdown of the Agreement with detailed cost components to address the Owner's project requirements. Participation in the Encouraging Growth, Diversity & Equity (EDGE) Program is required by statute and the Agreement.

The following phases identify the steps toward completing the 2019 CFAES Master Plan.

Phase I: Analysis

1. **Develop principles and foundational strategies** with planning stakeholders and revise as necessary.
2. **Review existing plans, campus conditions, and related materials.**
 - i. Review planning assumptions that have emerged or evolved since 2014
 1. Enrollment growth
 2. Faculty growth
 3. University and College Strategic Plans
 4. Facility Condition Index Reports
 5. Multiple CFAES Strategy Documents, including but not limited to: *Future of Waterman Task Force Report, 2018 Animal Facility Report, 2016 Wooster Student Housing Study, CFAES Wooster Campus Strategic Plan, and 2019 CFAES Facility Master Plan Charter, 2018 Multi-Species Livestock Learning Charter*

Request for Qualifications (Architect / Engineer) continued

- ii. Review relevant district plans completed or in progress for integration in the Framework Update
 - 1. Framework 2.0 Plan
 - 2. District Stormwater Master Plan (in progress)
 - 3. 2014 CFAES Master Plan
 - 4. Previous capital planning efforts
 - 5. Don Scott, Ohio State Airport, Master Plan
 - 6. SciTech/Western Lands Master Plan
 - 7. Comprehensive Transportation and Parking Plan

Phase II: Alternatives

- 1. **Revise scenarios for key focus areas** identified and test alternative scenarios for development in these areas (Waterman and Statewide Animal Facilities, CFAES Wooster Campus, CFAES Columbus Midwest Campus, and CFAES Statewide Campus).

Phase III: Master Plan

- 1. **Identify potential capital plan projects** needed to support and implement revised scenarios.
- 2. **Integrate statewide planning scenarios** into one cohesive vision.
- 3. **Create graphics, reports, plans, tools, etc.** in support of the Master Plan Update.
- 4. **Roll-out Final Plan** to the campus community, Board of Trustees, and other stakeholders.

Phase IV: Facilities

- 1. **Two new facility studies**, one for Columbus and one for Wooster campus which will be informed by the Master Plan findings.

Deliverables:

This final master plan should include an executive summary, as well as the elements previously identified in the scope of work and any issues identified in working sessions. This final report should be similar in format to previous Master Plan documents. It is anticipated that twenty (10) copies of the final document will be needed in addition to an electronic copy and all supporting electronic files including GIS shape files, graphic images, and presentations.

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. Campus Master Plans
- 2. University Physical Planning Projects
- 3. Planning Design Excellence with third party endorsements (i.e. design/planning awards)
- 4. Agricultural Engineering including Biosecurity

C. Funding / Estimated Budget

Total Project Cost	<u>\$607,600</u>	State Funding	<u>\$0</u>
		Other Funding	<u>\$607,600</u>

D. Services Required (see note below)

Primary	<u>Campus Master Planning</u>
Secondary	<u>Agricultural Engineering</u>
	<u>Architecture</u>
	<u>Landscape Architecture</u>
	<u>Urban Design</u>
Others	<u>Biosecurity</u>

E. Anticipated Schedule

Planning Services Start	<u>01 / 19</u>
Planning Services Completed	<u>12 / 19</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

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Project Name CFAES Master Plan Proposer Firm _____
 Project Number OSU-190238 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	1	Max = 5
	2 to 10 planning professionals	3	
	More than 10 planning professionals	5	
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	
		Subtotal	

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

Notes:

Evaluator:

Name _____

Signature _____ Date _____