

# RFQ Question and Answer List

## State of Ohio Standard Forms and Documents

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Project Name The Ohio State University  
Comprehensive Transportation and Parking Plan Project Number OSU-190450  
Project Location Columbus, OH Campus

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Date posted: 4/5/2019  
Date revised: 4/19/2019

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

1. Would you be able to provide a list of local or national firms that have expressed an interest in this project so that smaller local firms and individuals with extensive history with the University's Transportation and Parking plan have an opportunity to be part of a team?
  - A. The RFQ was first advertised on 4/5/2019 and we have not been contacted by any firms expressing an interest. Proposals are due 4/30/2019 at 2:00pm EST.
2. Are the 2014 and 2016 transportation and parking plans available for review?
  - A. Yes, the previous plans can be found on our website at the following links:
    - i. [https://pare.osu.edu/sites/default/files/final\\_ctpp1\\_report-9-15-14.pdf](https://pare.osu.edu/sites/default/files/final_ctpp1_report-9-15-14.pdf)
    - ii. [https://pare.osu.edu/sites/default/files/ctpp2\\_report\\_1-12-16.pdf](https://pare.osu.edu/sites/default/files/ctpp2_report_1-12-16.pdf)
3. Is the Medical Center parking considered unique or separate from the remainder of the campus parking system or should it be considered as an integrated part of the overall system?
  - A. The Medical Center does have unique needs and while it is technically part of the overall system, there is a desire to consider the pros and cons of separating it out.
4. The RFQ states that "parking and traffic data that has been collected will be provided to the selected firm." Will this data be sufficient to documenting current parking supply/utilization and projecting future faculty, staff, student and visitor population levels related to transportation and parking needs, or is it expected that additional parking and traffic data will need to be collected?
  - A. Ohio State will provide the selected consultant: a) 20 ADT, 16 pedestrian and 10 intersection turning movement counts collected in Mar/Apr 2019 on strategic locations on campus, b) origin-destination information for faculty/staff/students that have permits, c) information on Medical Center transient parkers for four months of 2018, d) 10-year annual parking forecasts from 2019 to 2028 and e) current peak usage of lots/garages. These have been collected already.
  - B. For understanding pedestrian movements within campus, Ohio State can help the selected consultant obtain registration, class and resident hall information from the Offices of Student Life, Academic Affairs, and Registrar. The consultant will have to assess if this data will be sufficient for documenting current parking supply/utilization and projecting future faculty, staff, student and visitor population levels. If it is not deemed sufficient, Ohio State staff will assist the selected consultant to collect data as deemed necessary.
5. What are OSU's expectations for campus and broader community engagement?
  - A. Ohio State will engage representatives within campus and the broader community as part of the process. The selected consultant will develop presentation materials and talking points to assist the university in communicating the recommendations of the plan.

6. Will inclusion of WBE/DBE firms be considered for attaining the 5% EDGE goal or must they be EDGE certified?
  - A. Firms must be EDGE certified. We do not use WBE/DBE.
7. Per the Selection Criteria in the RFQ, will the location of the primary firm's satellite offices be considered in the scoring, even if they are full-time employees working remotely?
  - A. On the 330 where firms enter the proposed team names and addresses, they should indicate whether it is a branch office and its distance from the project site. That is the information used in scoring. The address they put in this area is the address from which they intend to do most of the work.
8. The form F110-330 defines a Firm as a professional design firm; however, the requested scope is for planning services. May a non-licensed firm propose as lead firm for this opportunity? If there are licensure requirements, may any requirements related to professional design licensure be fulfilled by a non-licensed firm by including a licensed subconsultant on its team?
  - A. Licensing will not be an issue for selection in this particular project. Firm qualifications are more important than a license for this project.
9. Should responders include a cover page with their F110-330 form? If so, can the cover be designed with photos and/or other graphics?
  - A. A cover page is not required.
10. Do responders need to provide a client quote (referred to as "citations" in the SOQ instructions) for each of the 10 projects?
  - A. Quotes or letters of recommendation typically fulfill this requirement.
11. Would OSU please clarify what data will be available for the existing conditions assessment?
  - A. OSU maintains at high level infrastructure condition assessment data, our geographic information systems enterprise will be available for geographic roads, utilities, and transit system data, and additionally traffic counts for specified areas will be available. Please also refer to Question 4 for additional details regarding available data.
12. Has a steering committee been assembled for the project? And if so, which departments will be represented, and is there a sense of how often they will meet?
  - A. A steering committee is currently being assembled as well as parking specific committees that have already been established by the university. Departments represented include Transportation and Traffic Management, Administration and Planning, Planning and Real Estate, Facilities Operations and Development, additional user groups per district. In addition CampusParc and ENGIE will be involved as the university parking and utility partners.
13. Is there a specific project or OSU deadline driving the project timeline?
  - A. There are several capital projects underway that will need to be incorporated into the plan as well as future plans and development that need to be considered.
14. The majority of Selection Criteria are highly quantitative, except for "Primary Firm Qualifications", wherein questions 2a, 2c and 2d have relatively high point values but no indication of any detailed grading criteria. Can you please provide additional details as to the manner / criteria upon which these three areas will be evaluated?
  - A. The selection team will be looking for the number and types of projects that the submitting team has used as examples of their work that most closely relate to the desired goals of the Comprehensive Transportation

and Parking Plan (CTPP). In addition, proposed personnel identified in the roles of 2a., 2b., and 2d should have experience with those projects most closely related to the CTPP.