

Request for Qualifications (Planning Services)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>Schottenstein - Ice Rink Addition Study</u>	Response Deadline	<u>05/06/2020</u>	<u>2:00 PM</u>	local time
Project Location	<u>Schottenstein Center (081)</u>	Project Number	<u>OSU-200389</u>		
City / County	<u>Columbus/ Franklin</u>	Project Manager	<u>Sara Lytle</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 Sara Lytle at lytle.135@osu.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

The Ohio State University is requesting qualifications from A/E Firms to provide professional planning services for the Ice Hockey arena addition to be located on the west end of the Schottenstein Center. The facility will have a year-round single sheet of ice, seating for 1,000 spectators, home and visitor locker rooms, official's locker rooms, coaches' offices, players' lounge, skate sharpening and stick rooms. Also, to be included public restrooms, concession area, facility offices, entry/concourse area, back of house storage, mechanical spaces and ice resurfacing equipment area.

The study will develop conceptual plans and diagrams for the new facility, analyze and confirm the site location to include existing utilities/infrastructure and connection to the current building, develop a space/site program, produce renderings for fund raising, complete a constructability review and develop third party cost estimates for construction. Final deliverables are expected in 3-4 months.

The program recommendations should consider leading edge athletic experiences, best practices within the best of class athletic facilities, recently constructed athletic spaces that exhibit cost effective and efficient operations, safe and healthy environments, code compliance, and compliance with OSU standards and guidelines. While this request is limited to planning services, the university is seeking an AE with experience implementing these services in building design, and the submittal should describe those qualifications, programming, subsequent design and construction administration. However, selection for this project does not determine award of a future project. Should the project move beyond a planning study, the university will advertise another RFQ for those services.

B. Scope of Services

The A/E selected to complete the study will develop the scope of work detail to include the following tasks:

- Convene a series of team meetings including user groups, stakeholders and OSU leadership
- Confirm consistency with Framework and District Plans
- Develop building and site program (functions, key adjacencies, space allocations)
- Determine enabling projects needed (stormwater, traffic/transportation improvements, utilities, infrastructure, demolitions, relocations, coordination with existing building components)
- Analyze site options and confirm final site for the facility
- Explore sustainable options to handle stormwater requirements.
- Develop conceptual building plans to include schematic floor plans, massing diagrams, sections to show relationship to the existing building, site plans, and renderings for fundraising purposes
- Complete a constructability review
- Develop third party cost estimates

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. Participate in the Encouraging Growth, Diversity & Equity ("EDGE") Program as required by statute and the Agreement.

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The selected Consultant will be required to sign the standard agreement. No modifications to the requirements in the agreement will be accepted.

The project team (Owner / Consultant) will be required to utilize e-Builder, the University's Project Management System, for all compatible services required by the University.

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. Proven experience with ice arena design and construction, preferably in a university setting
2. Design excellence as determined by the university and supported by third party endorsement (i.e. design awards)
3. Proven success with renovations/additions of athletic facilities

C. Funding / Estimated Budget

Total Project Cost	<u>\$57,120.00</u>	State Funding	<u>\$0</u>
		Other Funding	<u>\$57,120.00</u>

D. Services Required (see note below)

Primary	<u>Architectural</u>
Secondary	<u>Structural Engineering</u>
	<u>MEP Engineering</u>
	<u>Civil Engineering</u>
	<u>Landscape Architecture</u>
Others	<u>Soils Testing, 3d Party Cost Estimating</u>

E. Anticipated Schedule

Planning Services Start	<u>6 / 20</u>
Planning Services Completed	<u>10 / 20</u>

F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL Planning Fee	<u>5%</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>.

Electronic submittals should be combined into one PDF file saved with the form name, project number listed on the RFQ and your firm's name (ex. F110-330_OSU-nnnnnn_Firm 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.

Statements of Qualifications must be submitted electronically by email. Submittals are limited to one email with a maximum file size of 25 MB.

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 Schottenstein - Ice Rink Addition Study Proposer Firm _____
 Project Number OSU-200389 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 50 miles	5	
	50 to 100 miles	2	
	More than 100 miles	0	
b. Amount of fees awarded by Contracting Authority	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 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 4 projects (Average)	2	
	More than 4 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 _____