

Request for Qualifications (Planning Services)

State of Ohio Standard Forms and Documents

Administration of Project: Ohio Facilities Construction Commission

Project Name	<u>Department of Veterans Services</u>	Response Deadline	<u>12/3/2018</u>	<u>4:00 pm</u>	local time
Project Location	<u>77 South High Street, 7th Floor</u>	Project Number	<u>SFC-19P112</u>		
City / County	<u>Columbus / Franklin</u>	Project Manager	<u>Joseph Macneil</u>		
Owner	<u>Department of Veterans Services</u>	Contracting Authority	<u>OFCC</u>		
No. of paper copies requested (stapled, not bound)	<u>0</u>	No. of electronic copies requested (PDF)	<u>1</u>		

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Jill Hoobler at procurement@ofcc.ohio.gov. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Jill Hoobler at procurement@ofcc.ohio.gov 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 United States Department of Defense estimates that 10,000 Ohioans leave military service annually. Recognized in Ohio law since 1862, the Ohio Department of Veterans Services "DVS" works in partnership with eighty-eight (88) County Veteran Service Commissions and the United States Department of Veterans Affairs to serve Ohioans that have served.

DVS works to connect Veterans with training, employment, education, healthcare and any other service that can foster meaningful post military life. As required by Ohio Revised Code section 5907 the DVS operates Veterans Homes, located in Sandusky and Georgetown. As military service has changed significantly from when the first Veterans home was built over 100 years ago, so have the needs and military experiences of those Ohioans who have served.

DVS is now undertaking a review of how it positions its facilities to better serve the current and future needs of Veterans. That review will produce a Masterplan prepared by the consultant.

The selected consultant team shall facilitate visioning sessions to establish the goals and objectives of all stakeholders and evaluation criteria for prioritizing projects. These sessions will focus on operational and site use and growth patterns; historic and future use, actual and envisioned; and opportunities for improvements, re-purposing, and capital funding strategies.

The Masterplan shall define current and future delivery of services to Veterans and shall make data driven recommendations on how facilities can enhance those services.

The Masterplan shall incorporate a 2017 OFCC administered Facility Condition Assessment (FCA) of DVS buildings, and report pending activities to be completed and recommendations from the visioning sessions; phasing recommendations with estimates of costs for renovations, replacement and new construction; the FCA, meeting minutes including interview summaries; recommendations for life cycle, sustainability and energy savings projects; and projected 2/4/6/8/10 year Capital Funding needs, funding and longer term strategies.

B. Scope of Services

The Masterplan is intended to be a guide to allocate future public capital funding to and by DVS. The Masterplan will be a public document, suitable for and subject to public review and scrutiny. It will consist of the following parts:

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The benchmarking Veteran Homes scope of work will include

- Kick off meeting(s), which may be facilitated.
- Stakeholder meetings and visioning sessions to define Veteran's needs and future trends in Veteran Homes.
- Complete a benchmarking process that communicates best practices and current trends in public and private Veteran homes specifically:
 - features that impact Veteran care, Veteran comfort, staff effectiveness, etc
 - best practices in similar facilities
 - i. Include comparison and evaluation of VA Small House Model Design Guide - January 2017
 - ii. Include comparison and evaluation of data from Veteran Homes in Michigan, Florida, Rhode Island, Maine and Kentucky – site visits are not expected.
 - iii. Include age of construction, building SF, types of rooms, number of patients, number of staff, and patient outcomes if available
 - iv. Identify benefits of institutional Veteran Geriatric care compared to other methods.
 - patient and visitor travel time to Veteran homes
- Complete interviews with key staff to develop programming and planning recommendations.
- Attend report/presentation meeting(s).

The space utilization study scope of work will include

- Interviews with DVS staff and stakeholders
- Evaluation of Properties, including review of DVS provided existing Facility Condition Assessments
- Evaluate the effective use and operation of Veteran care and administrative functions;
- The consultant selected will be expected to develop options for possible consolidation and/or reallocation of space among users and the repurposing of space to alternative uses; and
- Identify any need for additional space.
- Define adequacy of facilities for female Veterans.
- Include space for any projected growth Veteran needs and corresponding services.
- Attend space utilization presentation meeting(s).

It is expected that the work is to occur simultaneously and not interfere with the day-to-day operations of DVS and accordingly be coordinated with staff and administration.

The Veteran analysis scope shall include:

- Determine and recommend allocation of Veteran Home beds by facility through-out the State to meet demand consistent with the requirements of 38 CFR 59
- Actionable recommendations to overcome Veteran hesitancy at seeking DVS care.
- Analysis of current Federal, State & County service providers to Veterans in Ohio, and future trends
- A review of current Veteran service needs and future trends
- A review of current and future DVS Veteran numbers, demographics and locations.

The planning scope shall include:

- A comprehensive review of benchmark study, space utilization study and Veteran analysis.
- Develop solutions as to how existing DVS facilities can be renovated to meet best practices, specifically the VA Small House Model Design Guide - January 2017 and VA funding requirements.
- If new space, facilities or locations are recommended justify findings on expected Veteran outcomes
- Develop a Program of Requirements (POR) for any recommended facilities
- Assist DVS with assessing prospective sites, assume five.
- Site plans and aspirational architectural renderings, assume one site
- Attend planning proposal(s) meeting.

The estimated budget shall include:

- A professionally prepared 3rd party estimate that considers publicly funded construction, phasing and any potential funding shortfalls.

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>.

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Deliverable:

Masterplan

Formatted 8.5" x 11 portrait
Six color copies spiral bound & One PDF
Tabbed and indexed

Required sections

Executive Summary

Executive Summary of no more than two pages, designed to inform and impress key decision makers. Incorporate DVS and OFCC comments, allow for extensive review.

Index

Planning Report

Communicate and inspire recommended changes to renovate existing facilities to meet best practices, and any new facilities if required. Effectively and graphically communicate planning study, benchmark study and space utilization findings.

Veteran Analysis Report

Compelling fact-based analysis of Veteran demographics, needs, trends and recommendations on how to meet those needs.

Benchmarking Report

Full benchmarking study report

Space Utilization Report

Full space utilization study report

Program of Requirements

POR for additional beds if required by facility
POR for new facilities if required

3rd Party Professionally Prepared Estimate

Estimate of total costs broken down by phase if required and prepared by professional cost estimator.

All deliverables shall be submitted in draft and not finalized until written notification that they are acceptable to both the OFCC and DVS.

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Important Dates:

- Issue Request for Qualifications - Thursday, November 9, 2018
- Deadline for questions – Thursday November 29, 2018
- Responses due on - Monday, December 3, 2018
- Score submittals - Wednesday, December 12, 2018
- **Interviews - Thursday, December 20, 2018**
- Contract signed - Thursday, March 14, 2019
- Notice to Commence – Friday, March 15, 2019
- Benchmarking Due – Friday, April 26, 2019
- Space Utilization Due - Monday, May 27, 2019
- Veteran Analysis Due – Tuesday, June 16, 2019
- Planning Due - Tuesday, July 16, 2019
- 3rd Party Estimate Due – Thursday, July 25, 2019
- Executive Summary Due – Thursday, August 8, 2019
- Completed Masterplan Due - Tuesday, August 20, 2019

C. Funding / Estimated Budget

Total Project Cost	\$175,000	State Funding	\$175,000
		Other Funding	\$

D. Services Required (see note below)

Primary	<u>Benchmarking/ Space Utilization / Masterplanning</u>
Secondary	<u>Architectural</u>
	<u>Space Planning</u>
	<u>US Dept of Veteran Affairs compliance</u>
	<u>Estimating</u>
Others	<u>GIS, Demographics, Structural, Mechanical, Electrical, Plumbing.</u>

E. Anticipated Schedule

Planning Services Start	/
Planning Services Completed	/

F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL Planning Fee	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).
- Demonstrated knowledge of best practices for Veteran Affairs elderly housing, and current trends.
- Demonstrated knowledge of planning similar institutional facilities.
- 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.

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

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 DEPARTMENT OF VETERAN SERVICES
MASTER PLANNING Proposer Firm _____
 Project Number SFC-19P112 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 150 miles	2	
	More than 150 miles	0	
b. Amount of fees awarded by Contracting Authority	Less than \$100,000	5	
	\$100,000 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 8 planning professionals	3	
	More than 8 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 - 5	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 - 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 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	
* LEED = Leadership in Energy & Environmental Design developed by the U.S. Green Building Council			Subtotal

Notes:

Evaluator:

Name _____

Signature _____ Date _____