

Request for Qualifications (Planning Services)

State of Ohio Standard Forms and Documents

Administration of Project: of

Project Name	<u>ODYS Master Plan and Programming</u>	Response Deadline	<u>December 13, 2018</u>	<u>4:00 PM</u>	local time
Project Location	<u>Multiple</u>	Project Number	<u>SFC-19P113</u>		
City / County	<u>Multiple / Multiple</u>	Project Manager	<u>Valerie Montoya</u>		
Owner	<u>Ohio Department of Youth 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 Ohio Department of Youth Services (ODYS) is developing a comprehensive facilities master plan which will provide the framework for future ODYS program development and facilities improvement at each of the agency's institutions, and support ODYS Capital and Maintenance program planning.

A Facilities Condition Assessment (FCA) of each facility was completed in 2015 and will be provided to the selected consultant.

This project will develop the final Master Plan report including evaluations and recommendations from this consultant with consideration given to the gathered data from the facilities condition assessment (FCA) of all buildings, structures, systems and sites previously completed. The FCA has data on approximately 450,000 square feet of facilities across 3 campuses located in various counties across the state, Circleville Juvenile Correctional Facility (CJCF), Cuyahoga Hills Juvenile Correctional Facility (CHJCF), and Indian River Juvenile Correctional Facility (IRJCF).

The project will have three phases. Phase 1 will gather information through interviews of main operating departments within the agency to determine previous and current goals and priorities, current program needs, and American Correctional Association (ACA) deficiencies and future initiatives and projects being planned. Program areas will include reintegration, safety and security, youth classification, health and dental care, mental health care, education and skills development, and additional program areas as defined by the Agency through the goal and priority development process. Phase 2 will be visioning, setting goals and objectives, developing criteria guidelines for programs and sustainability and determining priority. Phase 3 will be developing the final plan including site utilization, space usage, recommended projects and phasing within the multi-biennium Capital Improvement Plan process for each facility.

B. Scope of Services

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The selected Team shall perform the necessary interviews, site visits, surveys and assessment evaluations to develop the Master Plan report. This requires review of existing surveys, drawings, previous reports and evaluations, maintenance records including deferred maintenance, existing environmental surveys and health citations or reports, and to include interviews with all building managers, department and maintenance supervisors and maintenance and operational staff. The selected Team shall also review historical youth population as well as ODYS population projections.

The facilities condition assessments (FCA) were completed in 2015 and contain the visual inspection of all building, systems and components, and fixed equipment; including structure, roof, envelope integrity, curtain walls, windows and doors, walls, floors, and finishes; plumbing systems including DHW, fixtures, water, sanitary and drainage, and sprinkler systems; electrical systems including lighting, distribution, transformers and generators, panels and switchgear, security and fire alarm, and IT distribution, network and capacity; HVAC including distribution, units, exhaust systems, sensors and controls, and interfaces with other systems. In addition, the site and infrastructure assessments include pavement and walk condition; utility distribution and site lighting; sanitary and storm distribution, condition and performance; and way-

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finding devices, gates and fences. It does not include security system vulnerability analysis or destructive or functional testing.

The previously completed assessments include conspicuous violations to the current codes, which include accessibility for the site, buildings and fixtures. The data collected is in the form of digital reports with estimated renovation cost and estimated replacement cost. The FCA reports will be provided to the selected Team for all buildings except the housing units at Circleville Juvenile Correctional Facility.

The selected Team shall facilitate visioning sessions in order 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 Master Plan report shall include a summary of 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 and funding strategies.

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.

As required by the Agreement, and as properly authorized, provide the following categories of services: Master Planning, 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.

Anticipated Timeline:

Q&A Deadline December 11, 2018 4:00 PM

Evaluation of SOQ's December 14-21, 2018

Interviews January 7 -10, 2018

Contract Negotiation/Controlling Board Approval/Execution January 2019 – March 2019

Phase 1 March - April 2019

Phase 2 May 2019

Phase 3 June – July 2019

Draft Report August 2, 2019

Final Report August 16, 2019

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>.

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. Comprehensive Correctional Facility Programming and Master Planning Experience
2. Multi-state/National Prison/Correctional Design Experience
3. Facility Condition Assessments
4. Cost Estimating for Master Plans
5. Knowledge of State of Ohio Capital Improvement Processes
6. Sustainability and Life Cycle Costing Analysis
7. Funding/Phasing Strategy Experience for Capital Projects

C. Funding / Estimated Budget

Total Project Cost	<u>\$250,000</u>	State Funding	<u>\$250,000</u>
		Other Funding	<u>\$0</u>

D. Services Required (see note below)

Primary	<u>Master Planning/Programming</u>
Secondary	<u>Correctional Facility Planning/Design</u>
	<u>Research/Analysis</u>
	<u>Estimating</u>

E. Anticipated Schedule

Planning Services Start	<u>03 / 19</u>
Planning Services Completed	<u>09 / 19</u>

F. EDGE Participation Goal

Planning Services Selection Rating Form

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Project Name ODYS Master Plan and Programming Proposer Firm _____
 Project Number SFC-19P113 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 aa miles	5	
	aa to bb miles	2	
	More than bb 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 2 planning professionals	1	Max = 5
	2 to 4 planning professionals	3	
	More than 4 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 2 projects (Low)	0	Max = 5
	2 to 4 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 2 projects (Low)	0 - 3	
	2 to 4 projects (Average)	4 - 6	
	More than 4 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 _____