

# Request for Qualifications

Central State University

1400 Brush Row Road, PO Box 1004  
Wilberforce, Ohio 45384



[www.centralstate.edu](http://www.centralstate.edu)

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Project Name	<u>CSU Campus Wide Master Plan - Phase II</u>	Response Deadline	<u>10/26/20082009</u> 4:30 p.m. local time
Project Location	<u>Central State University</u>	Project Number	<u>CSU-100005</u>
City / County	<u>Wilberforce / Greene</u>		

## Local Administration

Owner / Agency	<u>Central State University</u>	Owner/Agency	<u>Central State University</u>
Project Manager	<u>Harlan R. Henderson, PMP, CPM, APP</u>	Inquiries to*	<u>Harlan R. Henderson, PMP, CPM, APP</u>
Street	<u>1400 Brush Row Road, PO Box 1004</u>	Street	<u>1400 Brush Row Road, PO Box 1004</u>
City	<u>Wilberforce</u> Ohio	City	<u>Wilberforce</u> Ohio
Zip	<u>45384</u>	Zip	<u>45384</u>
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\*Mail 5 copy(ies) of the Statement of Qualification(s) (SAO Form #F110-330 available via the State Architect's Office Web site at <http://www.das.ohio.gov/gsd/sao/documents.htm>) directly to this contact.

## Project Overview

### A. Project Description

This project includes the assessment and planning of campus-wide needs to update the CSU Campus-Wide Master Plan that was completed in 2000 – 2001. This project is to complete the second phase of planning to support growth of the university to 3000 students in 2010; and to 6000 students in 2017. This effort is to provide the overall strategy for realizing the physical and academic setting to support the university's mission, goals, and objectives in support of the Speed-To-Scale initiative to grow enrollment. The final plan will include analysis of academic programs, student services, financial services, program development, assessment of existing conditions, prioritized recommendations for improvements, demolition, construction and improvements, and preliminary planning cost projections and estimates.

### B. Scope of Services

The selected Ohio associate team should include expertise in academic programming, space programming, facilities and landscape programming and other directly related disciplines to provide a comprehensive campus wide master plan. It is anticipated that elements to be addressed will include, but not necessarily limited to: buildings, spaces, acreage, boundaries and gateways, landscape, pedestrian and vehicular pathways and circulation, parking, signage, locations, environmental, topography, predominate use, students in residence, design features, views and vistas, axes, connections and separations, utilities, systems, infrastructure, athletics, etc.

The resultant campus wide master plan will be a framework for decision-making that embodies a point of view regarding all aspects of the campus to support growth to 6,000 students.

For projects advertised with an appropriately-developed Program of Requirements ("POR"), upon award of the Agreement, commence with Design. For projects without such a POR, upon award of the Agreement, commence by developing the Program of Requirements. The selected Architect/Engineer ("A/E"), as a portion of its required Scope of Services and prior to submitting its proposals, will discuss and clarify with the Owner and the State Architect's Office, the cost breakdown of the Architect/Engineer Agreement detailed cost components to address the Owner's project requirements. Participate in the Encouraging Growth, Diversity and Equity ("EDGE") Program as required by statute and the Agreement.

As required by the Agreement, and as properly authorized, provide the following categories of services: Program Verification, Schematic Design, Design Development, Construction Document Preparation, Bid and Award Support, Conformed Documents, Construction Phase, Post-Construction Phase, and Extra Services and Additional Services of all types. Refer to *The SAO Manual* for additional information about the type and extent of services required for each.



# Request For Qualifications continued

Project Name CSU Campus Wide Master Plan - Phase II Project Number CSU-090002

### C. Funding / Estimated Budget

Total Project Cost	<u>\$500,000</u>	State Funding	<u>H. B. 562 - Campus Master Plan</u>
Construction Cost	<u>N/A</u>	Other Funding	<u></u>
Estimated Design Fee	<u>\$500,000</u>		<u></u>

NOTE: The design fee percentage for this project includes all professional design services, and consultant services necessary for proper completion of the Basic Services for the successful completion of the project, including but not limited to: review and verification of the Program of Requirements provided by the Owner, validation of existing site conditions (but not subsurface or hidden conditions), preparation of cost estimates and design schedules for the project. Fees may be negotiated and allocated for Additional Services (e.g., creation of a Program of Requirements, extensive evaluation or validation of site conditions, extensive pre-design investigations, code-required special inspection and testing, Quality Assurance testing during the construction period, and testing due to unforeseen conditions).

### D. Services Required

Primary	<u>Campus Master Planning</u>
Secondary	<u>Academic Planning</u>
	<u>Physical Facilities Planning</u>
	<u>Landscape Planning</u>
	<u>Architectural Design</u>
	<u>Infrastructure Design</u>
	<u></u>
	<u></u>

### E. Anticipated Schedule

Design Services Start	<u>December 2008</u>
Construction Notice to Proceed	<u>N/A</u>
Construction Contracts Completed	<u>N/A</u>
Professional Services Completed	<u>July 2009</u>

### F. EDGE Participation Goal

Percent of *initial* TOTAL Design Fee 5%

### G. Evaluation Criteria for Selection

Demonstrated ability to meet Owner's programmed project vision, scope, 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. Specification writing credentials and experience. Experience and capabilities of creating or using Critical Path Method ("CPM") schedules and of using CPM schedules as a project management resource. Approach to and success of using partnering and Alternative Dispute Resolution. Proximity of prospective firms to the project site. Proposer's apparent resources and capacity to meet the needs of this project. The selected A/E and all its consultants must have the capability to use the Internet within their normal business location(s) during normal business hours.

Interested A/E firms are required to submit the Commitment to Participate in the Edge Business Assistance Program form in its Statement of Qualifications (SAO 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 A/E's 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 A/E's Technical Proposal. Both forms can be accessed via the SAO Web site at [www.ohio.gov/sao](http://www.ohio.gov/sao) (click on Forms). The Intent to Contract and to Perform form is again required at the Fee Proposal stage.

Prior to executing the Architect/Engineer Agreement, the selected A/E must represent and warrant that it has not provided any material assistance, as that term is defined in O.R.C. Section 2909.33(C), to an organization that is identified by, and included on, the United States Department of State Terrorist Exclusion List and that it has truthfully answered "no" to every question on the Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization, and that it has provided or shall provide such to the Contracting Authority and/or the Ohio Business Gateway (<http://homelandsecurity.ohio.gov/dma/dma.asp>).

# Architect/Engineer Selection Rating

Central State University  
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Project Name CSU Campus Wide Master Plan -Phase II Proposer Firm \_\_\_\_\_  
 \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Project Number CSU-090002

Selection Criteria		Value	Score
<b>1. A/E Firm Location</b>			
Proximity of primary A/E firm office where majority of work is to be performed in relationship to project site	Less than 75 miles	4 - 5	
	75 – 150 miles	2 - 3	
	More than 150 miles	0 - 1	
<b>2. A/E Firm Size</b>			
Number of relevant licensed professionals within primary A/E firm available to perform the work	Small = Less than 10 licensed professionals	0 - 1	
	Medium = 10 – 20 licensed professionals	2 - 3	
	Large = More than 20 licensed professionals	4 - 5	
<b>3. Current Workload</b>			
Amount of fees awarded by the Contracting Authority to the primary A/E Firm in the previous 24 months (exclude projects on hold)	Less than \$250,000	4 - 5	
	\$250,000 - \$500,000	2 - 3	
	More than \$500,000	0 - 1	
<b>4. Primary A/E Qualifications</b>			
a. Project Management Lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	
b. Project Design Lead	Experience / creativity of lead designer to meet needs of owner	0 - 5	
c. Technical Staff	Experience / ability of technical staff to develop quality construction documents	0 - 5	
d. Construction Administration	Experience / ability of field representative to identify / solve issues during construction	0 - 10	
<b>5. A/E Consultant Qualifications</b>			
Key Discipline Leads	Experience / ability of all key discipline leads to effectively perform the work	0 - 10	
<b>6. Project Team Qualifications</b>			
a. Previous Team Collaboration Number of projects that a majority of the team members have worked together	Less than 5 projects (Low)	0 - 1	
	5 – 10 projects (Average)	2 - 3	
	More than 10 projects (High)	4 - 5	
b. LEED* Experience within Team	LEED AP(s)** on Team	0 - 1	
	LEED Registered Project(s)	0 - 2	
	LEED Certified Project(s)	0 - 2	
	Satisfies ALL above Criteria	Sum = 0 - 5	
c. Team Organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
<b>7. Overall Project Team Experience</b>			
a. Budget & Schedule Management	Performance in completing projects within original budget and schedule limitations	0 - 5	
b. Experience with Similar Project Type	Less than 5 projects (Low)	0 - 3	
	5 – 10 projects (Average)	4 - 6	
	More than 10 projects (High)	7 - 10	
c. Past Performance	Level of performance as indicated by past A/E evaluations / letters of reference	0 - 5	
d. Knowledge of State of Ohio Capital Project Administration Process	Less than 5 projects (Low)	0 - 3	
	5 – 10 projects (Average)	4 - 6	
	More than 10 projects (High)	7 - 10	
		<b>Subtotal</b>	

\* LEED = Leadership in Energy & Environmental Design developed by the U.S. Green Building Council  
 \*\* LEED AP = LEED Accredited Professional credential by the Green Building Certification Institute

**Notes:**

**Owner Evaluation:**

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_