

Request for Qualifications (A/E)

Wright State University
3640 Colonel Glenn Highway
Dayton, OH 45435



www.wright.edu
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Project Name	<u>Master Plan-Land Use and Development</u>	Response Deadline	<u>11/13/2009</u>	<u>5:00pm</u>	local time
Project Location	<u>Wright State University</u>	Project Number	<u>WSU-100012</u>		
City / County	<u>Dayton / Greene</u>				

Local Administration

Agency/Institution	<u>Wright State University</u>	Agency/Institution	<u>Wright State University</u>		
Project Manager	<u>Mike Schulze</u>	Inquiries to*	<u>Mike Schulze</u>		
Street	<u>3640 Colonel Glenn Highway</u>		Street	<u>3640 Colonel Glenn Highway</u>	
City	<u>Dayton</u>	Ohio	City	<u>Dayton</u>	Ohio
Zip	<u>45435</u>		Zip	<u>45435</u>	
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*Mail **3** copy(ies) of the most current version of the Statement of Qualification(s) (SAO Form #F110-330 available via the State Architect's Office Web site at <http://www.ohio.gov/sao>) directly to this contact.

Project Overview

A. Project Description

Wright State University's (WSU) main campus in Dayton, Ohio seeks a firm to assist with creation of a master plan. The existing campus master plan was assembled in 1995 and phased implementation is nearing completion. The campus includes 557 acres which accommodates athletics, housing, research and academics. During the last 15 years, the university has completed major rehabilitation and expansion of food service facilities, the Student Union, several major academic buildings and five buildings housing the sciences. The university has experienced increased enrollment for each of the past two years and continues its focus on funded research opportunities.

B. Scope of Services

To assist WSU in planning for the next 10 years, we seek a firm to identify a framework for both improvements and growth; quantifying the desirable ratio of impervious surface to green space; identifying the differences between an urban and suburban development model and how infrastructure including parking is accommodated under the two.

The plan should make recommendations for future improvements and expansion of facilities to support evolving academic, research and student life programs. The plan should highlight planning principles and identify the best use of our land.

We expect the firm will undertake a series of site investigations analyzing the existing conditions of the campus and hold a series of meetings with faculty, staff, students and administrators to learn about the life and character of the campus.

Primary outcomes should include:

- Define future quality and character of campus physical environment
- Identify future buildable sites, open space and areas of potential growth

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Request For Qualifications (A/E) continued



Project Name Master Plan-Land Use and Development Project Number WSU-100012

B. Scope of Services continued

All recommendations should incorporate the following:

- Improve ability of college to achieve educational mission and aspirations
- Reinforce and deepen sense of community on campus
- Sustain the look and feel, beauty of current campus. Reflect responsible carrying capacity of the land
- Develop campus as model of sustainable design
- Provide adequate parking while sustaining other campus values
- Clear straight-forward connections, unity, harmony, campus vistas, gateways, art

The selected firm, as a portion of its required Scope of Services and prior to submitting its proposals, will discuss and clarify with the Owner, the cost breakdown of the 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 services for the Master Plan Design as outlined in the Scope of Services

For purposes of completing the Relevant Project Experience Matrix in Section F of the Statement of Qualifications (SAO Form #F110-330), below is a list of relevant scope of work requirements for this RFQ:

1. University Campus Site Master Planning

Request For Qualifications (A/E) continued



Project Name Master Plan-Land Use and Development Project Number WSU-100012

C. Funding / Estimated Budget

Total Project Cost	<u>TBD</u>	State Funding	<u>\$0</u>
Construction Cost	<u>N/A</u>	Other Funding	<u>\$200,000</u>
Estimated Design Fee	<u>\$200,000</u>		

NOTE: The design fee 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 Master Plan, including but not limited to: 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.

D. Services Required

Primary	<u>University Master Planner</u>
Secondary	<u>Urban planners</u>
	<u>Landscape architects</u>
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	<u> </u>

E. Anticipated Schedule

Professional Services Start (mm/yy)	<u>01 / 10</u>
Construction Contracts Start (mm/yy)	<u>N/A</u>
Professional Services Completed (mm/yy)	<u>05 / 10</u>
Construction Contracts Completed (mm/yy)	<u>N/A</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, 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 with numbers and sizes of projects. 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.

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 (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 (<https://ohiobusinessgateway.ohio.gov/OBG/Membership/Security.mvc>).

Architect/Engineer Selection Rating

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Project Name Master Plan-Land Use and Development Proposer Firm _____
 Project Number WSU-100012 City, State, Zip _____

Selection Criteria		Value	Score
1. A/E Firm Location			
Proximity of primary A/E firm office where majority of work is to be performed in relationship to project site	Less than 300 miles	4 - 5	
	300 to 3000 miles	2 - 3	
	More than 3000 miles	0 - 1	
2. A/E Firm Size			
Number of relevant licensed professionals within primary A/E firm available to perform the work.	Small = Less than 5 licensed professionals	5	
	Medium = 5 to 8 licensed professionals	4	
	Large = More than 8 licensed professionals	3	
3. Current Workload			
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 to \$500,000	2 - 3	
	More than \$500,000	0 - 1	
4. Primary A/E Qualifications			
a. Project Management Lead	Experience / ability of A/E project manager to manage scope / budget / schedule / quality	0 - 15	
b. Project Design Lead	Experience / creativity of lead designer to meet needs of owner	0 - 10	
c. Technical Staff	Experience / ability of technical staff to develop quality construction documents	0 - 5	
5. A/E Consultant Qualifications			
Key Discipline Leads	Experience / ability of all key discipline leads to effectively perform the work	0 - 10	
6. Project Team Qualifications			
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 to 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	
7. Overall Project Team Experience			
a. Budget & Schedule Management	Performance in completing projects within original budget and schedule limitations	0 - 5	
b. Experience with Similar Project Type	Less than 3 projects (Low)	0 - 5	
	3 to 7 projects (Average)	6 - 10	
	More than 7 projects (High)	11 - 15	
c. Past Performance	Level of performance as indicated by past A/E evaluations / letters of reference	0 - 10	
		Subtotal	

* 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 _____