

Request for Qualifications (Planning Services)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>Cuyahoga Community College Master Plan</u>	Response Deadline	<u>September 14, 2022 2:00PM</u>	<u>local time</u>
Project Location	<u>Cuyahoga Community College</u>	Project Number	<u>C20221139</u>	
City / County	<u>Various / Cuyahoga</u>	Project Manager	<u>Cynthia Leitson VP Capital/Facilities</u>	
Owner	<u>Cuyahoga Community College</u>	Contracting Authority	<u>Local Higher Education</u>	
No. of paper copies requested (stapled, not bound)	<u>6</u>	No. of electronic copies requested (PDF)	<u>1</u>	

Statement of Qualifications are due September 14, 2022, by 2:00 PM. Submit the requested number of Statements of Qualifications (Form F110-330) directly to Judi Cooper at Cuyahoga Community College District Office, 700 Carnegie Ave, Cleveland, Ohio 44115. Refer to Cuyahoga Community College's website for additional information <https://www.tri-c.edu/administrative-departments/supplier-managed-services/current-opportunitiesawards.html>. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Judi Cooper at judi.cooper@tri-c.edu with the project number included in the subject line (no phone calls please). Questions will be answered and posted to <https://www.tri-c.edu/administrative-departments/supplier-managed-services/current-opportunitiesawards.html> 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

Cuyahoga Community College was established in 1963, as Ohio's first community college. It now serves more than 55,000 credit and non-credit students each year. The College has four (4) traditional campuses. The Metropolitan Campus is located near downtown Cleveland, the Western Campus is located in Parma, the Eastern Campus is located in Highland Hills Village, and the Westshore Campus is located in Westlake. Two (2) Corporate Colleges are located in Westlake and Warrensville Heights; a Workforce Community, and Economic Development Division (WCED) is located at the Manufacturing Technology Center adjacent to the Metro Campus, in addition to a few other training centers; and the Administration Offices are located downtown.

Cuyahoga Community College, Ohio's largest community college, offers associate degrees, certificate programs and the first two years of a baccalaureate degree. Students can choose from nearly 1,000 credit courses in more than 70 career, certificate and university transfer programs. Approximately 80 off-campus credit courses are available at various locations near homes, work sites, and via the internet; and non-credit workforce and professional development courses are also offered.

Cuyahoga Community College offers a quality education and flexible learning options at the lowest tuition in Northeast Ohio. The College also generates spending of about \$1.7 billion annually in Northeast Ohio and sustains more than 21,500 jobs. In addition, more than 500,000 Northeast Ohio residents attend college-sponsored cultural, community and sports programs each year. The College is home to the Cuyahoga Community College JazzFest in Cleveland, the nation's premier educational jazz festival, and hosts popular cultural arts programs at Playhouse Square and at campus theatres. More than 1,000,000 county residents have passed through Cuyahoga Community College's doors, representing one in five county residents.

Mission

To provide high quality, accessible and affordable educational opportunities and services—including university transfer, technical and lifelong learning programs—that promote individual development and improve the overall quality of life in a multicultural community.

Vision

Cuyahoga Community College will be recognized as an exemplary teaching and learning community that fosters service and student success. The College will be a valued resource and leader in academic quality, cultural enrichment, and economic development characterized by continuous improvement, innovation, and community responsiveness.

Values

To successfully fulfill the mission and vision, Cuyahoga Community College is consciously committed to diversity, integrity, academic excellence, and achievement of individual and institutional goals. We are dedicated to building trust, respect, and confidence among our colleagues, students, and the community.

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The College executed construction and modernization projects that were outlined in the 2008 Ten-year College-wide Academic and Facilities Master Plan. Phase I and II master plan documents as well as a project list can be found at: <https://www.tri-c.edu/administrative-departments/capital-construction/index.html>. The College is seeking SOQ's for qualified professional campus planning and design services for the development of a new ten-year master plan.

This master plan update will be based on academic services the institution intends to provide, student and community populations it hopes to serve, and the physical and cultural image the College leaders wish to project. The master plan will lay out the direction and strategy, physical needs, and overall appearance in the next 10-15 years, while incorporating the College-wide design principals. It is anticipated that the College will schedule regular meetings with a Strategic Planning Committee, so the consultant can provide updates and receive feedback.

To comply with Cuyahoga Community College's diversity, equity, and inclusion goals, it is desired that the selected planning firm will have partnerships with local, diverse architect firms and other diverse consultants.

Project phases/timeline:

- I. Prep work – Spring/Summer 2022. Individual meetings with campus leadership for “ideation” kick-off, information gathering, high level interviews, and strategic plans. This phase will be driven by the College.
- II. Planning/design firm Qualification submittals – Summer/Fall 2022.
- III. Formal Master Plan creation – February 2023 – February 2024
- IV. Master Plan submittal to College Board –May/June 2024

B. Scope of Services

Tri-C is seeking SOQ's for qualified professional campus planning and design services for the development of a new ten-year master plan.

The selected consultant will discuss and clarify with the College the detailed cost breakdown of the service components prior to executing an agreement for services.

Provide the following categories of services: Master Planning, Infrastructure Facility Planning, Program Development, Meeting Facilitation and Managing a process for aligning stakeholders through change, Phasing Plan, Construction Cost Estimating, Budgeting, Technology and Sustainability Assessments, Student Housing Assessment, and Additional Services as needed and mutually agreed upon.

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>.

The Master Plan shall include:

- An understanding of the institution's particular *mission and strategic plan* for the future, including its academic and enrollment growth plans/forecasting;
- A summary of the *process* used to develop the master plan, including how leadership and various constituents and stakeholders are involved (host listening sessions for students, faculty, administrators, community, etc.);
- *Background analysis* of existing conditions and enrollment trends;
- *Goals and Standards* that guide the College's physical form of the campus', including the site plans, wayfinding and circulation systems, buildings and flow, landscaping, and other physical features of the campus';
- A description of the *major elements of the plan* by topic indicating proposed renovations by campus and building, inclusive of space allocation and utilization assessments;
- A *format* that includes one or more illustrative maps and other explanatory diagrams;
- Documentation of regulatory requirements and other *approvals*;
- *Implementation assessment* to turn the plan into reality;
- Measures that can be used to track or *monitor* the plan's implementation;
- Budgetary cost analysis;
- Student housing assessment and integration into the overall plan;
- Sustainability & Climate planning and integration into the overall plan; and
- Facility and technology infrastructure planning and integration

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. University and/or Community College Master Planning
2. Signage

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3. Campus renewal, reprogramming and space management planning
4. Diversity and inclusion partnerships
5. Academic evaluation and planning
6. Strategic phasing and capital improvements
7. Facility infrastructure upgrades
8. Traffic and people flow analysis
9. Technology, sustainability, and security services planning

C. Funding / Estimated Budget

Total Project Cost	<u>\$900,000</u>	State Funding	<u>\$TBD</u>
		Other Funding	<u>\$TBD</u>

D. Services Required (see note below)

Primary	<u>Master Planning</u>
Secondary	<u>Campus reprogramming design and space management</u>
	<u>Sequencing renovation priorities</u>
	<u>Budget estimating and site planning</u>
	<u>Facility infrastructure, technology, sustainability, and security planning</u>
Others	<u>Student housing assessment, cost estimating and meeting facilitation</u>

E. Anticipated Schedule

Planning Services Start	<u>02 / 23</u>
Planning Services Completed	<u>04 / 24</u>

F. Diversity and Inclusion Goal

Percent of <i>initial</i> TOTAL Planning Fee	<u>5-8%</u>
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G. Evaluation Criteria for Selection

- Previous relevant master planning experience.
- Relevant past work of prospective firm’s proposed consultants.
- Past performance of prospective firm and its proposed consultants.
- Demonstrated ability to meet Owner’s budget and schedule on previous projects.
- 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.
- Proposer’s apparent resources and capacity to meet the needs of this project.
- Proximity of prospective firms to the College.
- 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

Owner’s schedule for selection of the Consultant is as follows:

August 22, 2022	RFQ advertised
September 7, 2022	Last day for submitting questions
September 14, 2022	Deadline for submitting responses to the RFQ
October 5, 2022	Shortlisted firm contacted
October 27, 2022	Interviews with finalists conducted (in person)
October 31, 2022	Apparent awardee selected; cost detail breakdown due
November 10, 2022	Apparent awardee selected; contract negotiations begin

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>.

Key Personnel: Provide and supplement, as appropriate, the project organizational chart included with your qualifications statement in response to the RFQ for this Project. For every person listed on the organization chart, provide a one-page resume highlighting relevant experience. In addition to your organization’s key personnel, please provide resumes for all sub-consultants.

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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. Also, please label flash drive with the project number and firm name if applicable.

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 Cuyahoga Community College Master Plan Proposer Firm _____
 Project Number Project Number 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 75 miles	5	
	75 to 200 miles	2	
	More than 200 miles	0	
b. Amount of fees awarded by Contracting Authority	Less than \$250,000	5	
	\$250,000 to \$750,000	2	
	More than \$1,000,000	0	
c. Number of relevant professionals	Less than 2 planning professionals	1	Max = 5
	2 to 6 planning professionals	4	
	More than 6 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 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 2 projects (Low)	0 - 3	
	2 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 _____