

Request for Qualifications (Planning Services)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>Hamilton Campus Master Plan</u>	Response Deadline	<u>January 9, 2025</u>	<u>2:00 pm</u>	local time
Project Location	<u>FORMTEXT Miami University - Hamilton</u>	Project Number	<u>MUN-100121</u>		
City / County	<u>Hamilton / Butler</u>	Project Manager	<u>Robert Bell</u>		
Owner	<u>Miami University</u>	Contracting Authority	<u>Local Higher Education</u>		
No. of paper copies requested (stapled, not bound)	<u>4</u>	No. of electronic copies requested (PDF)	<u>1</u>		

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Laura Baessler at baessll@miamioh.edu. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Laura Baessler at baessll@miamioh.edu 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

Miami University is seeking consulting services to create a Master Plan for the Hamilton Regional Campus. In the fall of 1946 Miami University began offering classes in Hamilton and Middletown to meet the needs of people living in those communities. The steady growth of student populations, combined with strong local support for higher education and communities' desires to have full-service campuses, led to the opening of Miami Middletown in 1966 (the first regional campus in Ohio to open), followed by Miami Hamilton in 1968.

Miami has maintained and grown its presence in the Hamilton community. The university recently acquired 55 acres that contains a 360,00 GSF building. This acquisition, shifting demographics and the aging campus has precipitated the need for a campus master plan. The University wishes to create a master plan to help guide planning for future improvements to the property and continued maintenance of the physical plant.

B. Scope of Services

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. Participate in the Encouraging Growth, Diversity & 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: Master Planning, Facility Condition Assessment, 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.

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 university has developed the following list (not exhaustive) of elements that should be considered in the master plan.

1. Transportation: The typical Hamilton Campus student is a commuter. The goal is to allow the students and staff to get to campus through multiple options and have the ability to traverse the campus efficiently and maintain the desired campus environment/experience. Following are topics to consider for exploration:
 - a. Student and Staff Parking: parking demands. ways to incentivize alternate forms of transportation.
 - b. Visitor Parking: short-term parking zones for quick visits to administrative offices
 - c. Bicycle and other individual Alternative Transportation
 - d. Public Transportation Integration
 - e. Pedestrian Flow: Well defined paths. Safety and maintenance of walking infrastructure. Pathways for movement and leisure.
2. Land use across property: The master plan should provide a proposed map of campus organized into zones with potential uses: This organization should consider the following:

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- a. The university would like to consider Public-Private Partnership type development for housing with minimum 500 beds and potential growth up to 1,000 beds with a retail component.
- b. Areas for utility corridors (solar arrays, geothermal well fields, hot/chilled water piping, etc.)
- c. Community Space -Are there uses that could offer opportunities for the broader community. Which uses should be provided by the university versus by outside entities. These spaces should offer opportunities and enrichment for the students. These could be. Examples of such use could be, performing art, lectures, museums.
- d. Open space - the appropriate amount and character of the campus exterior environment.
- e. Developable land: Define which parcels could be offered for sale or private development while maintaining a cohesive campus. Identify highest and best use for parcels.
- f. The master plan should consider how the campus may grow in the future
- 3. Space utilization is a priority for the administration.
 - a. classroom utilization: Optimize room size to course offerings, set utilization goals for seat fill and time fill.
 - b. lab utilization: assess need for research space and support spaces
 - c. Office Space: explore activity-based workplace models, assess remote work policies to determine efficient standard for office space.
 - d. Student support /Campus Life space: assess need and type of student support space. Make recommendations for percentage of student support and campus life space across campus, identify appropriate space types for the campus considering the student commuter and other goals.
- 4. Campus brand - architectural consistency, student experience. Understand branding approach and desired student profile.
- 5. Infrastructure
 - a. Utility systems assessment to determine areas of immediate risk and opportunities for greater efficiency.
 - b. assess carbon reduction methods (systems)
 - c. Facility systems deferred maintenance assessment
 - d. Technology assessment for instructional and meeting spaces
 - e. Wayfinding
- 6. Accessibility and inclusion assessment: The university strives to be an inclusive environment and make all of its programs and facilities accessible and welcoming to all. identify barriers to facilities and programs to the greatest extent feasible and propose potential solutions where appropriate.

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. Master Planning
- 2. Higher education
- 3. Land use development planning
- 4. Utilization assessment
- 5. Building Condition assessment

C. Funding / Estimated Budget

Total Project Cost	<u>\$NA</u>	State Funding	<u>\$NA</u>
		Other Funding	<u>\$NA</u>

D. Services Required (see note below)

Primary	<u>Campus Planning</u>
Secondary	<u>Architecture</u>
	<u>M.E.P.</u>
	<u>Landscape architecture</u>
	<u>Facility Planning</u>
Others	<u>Other Discipline(s)</u>

E. Anticipated Schedule

Planning Services Start	<u>01 / 2025</u>
Planning Services Completed	<u>12 / 2025</u>

F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL Planning Fee	<u>7%</u>
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G. Evaluation Criteria for Selection

- 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.

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- 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. Also, please label the CD or DVD and sleeve with the project number and firm name if applicable.

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 Hamilton Campus Master Plan Proposer Firm _____
 Project Number MUN-100121 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 200 miles	2	
	More than 200 miles	0	
b. Amount of fees awarded by Contracting Authority	Less than \$100,000	5	
	\$100,000 to \$500,000	2	
	More than \$1,000,000	0	
c. Number of relevant professionals	Less than 3 planning professionals	gg	Max = 5
	3 to 9 planning professionals	hh	
	More than 9 planning professionals	ii	
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 - 10	Max = 20
c. Planning staff	Experience / ability of planning staff to develop long range master plans	0 - 5	
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 8 projects (Average)	2	
	More than 8 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 4 projects (Low)	0 - 3	
	4 to 8 projects (Average)	4 - 6	
	More than 8 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 _____