

Request for Qualifications (Planning Services)

State of Ohio Standard Forms and Documents

Administration of Project: Ohio Facilities Construction Commission

Project Name	<u>Department of Public Safety Ohio State Highway Patrol Academy Master Plan</u>	Response Deadline	<u>9/17/2025</u>	<u>1:00 PM</u>	local time
Project Location	<u>Various</u>	Project Number	<u>SFC-26P138</u>		
City / County	<u>Columbus / Franklin</u>	Project Manager	<u>Joey DiOrio</u>		
Owner	<u>Ohio Department of Public Safety</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 OFCC Procurement at procurement@ofcc.ohio.gov. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to OFCC Procurement 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 Public Safety's (DPS) mission is to save lives, reduce injuries and economic loss, administer Ohio's motor vehicle laws, and preserve the safety and wellbeing of all citizens. DPS is now reviewing how to position their facilities to best serve the current and future needs of the state. DPS would like to conduct a study to evaluate the existing Ohio State Highway Patrol Academy and project future Academy needs. The current Ohio State Highway Patrol Training Academy is located at 740 E 17th Ave, Columbus, OH 43211.

This study will define the national standard for training academy facilities, then compare how the existing DPS facility meets those standards. It will then recommend a path forward to provide the best services for the state of Ohio.

The selected consultant shall develop an evidence-based master plan which defines how DPS can:

1. Produce a top-tier training academy that surpasses the established national standard.

The award of this solicitation does not guarantee continuation should DPS receive funds to design and construct this facility. OFCC retains the right to resolicit a firm for the design and administration of the construction of this facility.

B. Scope of Services

The selected consultant shall develop a master plan, business model, and Program of Requirements (POR) for DPS which will be used to guide the department when allocating future capital funding for the training academy.

The master plan shall define operational efficiencies and technological improvements of new training academies. The master plan shall include 3rd party professional estimates of costs for renovating and expanding the existing facilities to meet the benchmarked standards and what the completed facility will cost to operate. This will include a validation of the existing facility condition assessments where applicable. The master plan will also establish a business model for the new facility to ensure efficiency and viability.

The selected consultant shall:

1. Perform assessments at the existing Ohio State Highway Patrol Training Academy, including but not limited to interviews with the administration and maintenance staff. Using this data, the consultant shall dispute or validate the 2017 OFCC Facility Condition Assessments, consistent with (ASTM E2018-08) and Ohio Building Code standards utilizing the OFCC web-based tool. The consultant shall then summarize the key findings from the assessment in a form suitable for executive decision making.
2. Conduct a space utilization study for the existing Ohio State Highway Patrol Training Academy.
 - a. Evaluate the effective use and operation of the existing academy.
 - b. Develop options for possible consolidation and/or reallocation of spaces.

Request for Qualifications (Planning Services) continued

- c. Identify the need for additional spaces.
 - d. Summarize key findings.
3. Stake Holder Interviews: Interview administration, Ohio State Highway Patrol Officers, Academy staff, students and other identified stakeholders. The selected consultant shall summarize key information from the interviews. Each interview will be available to DPS project point of contact and OFCC project manager. Prepare and distribute minutes within 5 working days of every interview:
 - a. Administration may include DPS leadership as well as any DPS executive committee member(s).
 - b. Interviews may be virtual or in person.
4. Create a 15-year projection and business plan for the training academy.
 - a. Historical number of academy participants annually.
 - i. Both at the existing State Highway Patrol Academy, and regionally accessible data for similar programs.
 - b. Types of programs offered.
 - i. Cost, duration, certification, and any additional relevant information.
 - c. Academy capacity
 - i. Current and projected (consider operating budget and cost to maintain)
 1. What percentage of participants who start, finish the training and what causes dropout?
 - ii. Project if a renovated/expanded facility will capture more students?
 - d. Anticipated applicants based on regional and national data.
 - e. Compare program offerings, building square footage, and other key metrics with similar public academies.
 - f. Projections should include the possibility of incorporating new program offerings.
 - g. Summarize key findings.
5. Catalog all state or federal publicly built training academies in the USA within the last 15 years.
 - a. Identify program offerings, capacity, building sizes, equipment, and certifications.
 - b. Compare benchmark standards to all existing facilities.
 - i. Demonstrate what DPS can do to meet or exceed the industry standard.
 - c. Summarize key findings.
6. Define the industry standards that a top-tier training academy should strive to achieve.
 - a. Facility features that impact academy performance and cadet outcomes.
 - b. What spaces, equipment, and adjacencies are needed to bring the current academy to industry standards, including accreditation standards?
 - c. Identify best practices in public and private training academies.
 - d. Include age of construction, building SF, types of programs, student capacity, cost, and number of staff if available.
 - e. Include new technologies for improved future training.
 - f. Summarize key findings.
7. Create a Program of Requirement (POR) for a top-tier training academy. Develop a cost estimate for renovation and expansion (if needed) of the existing academy to meet the proposed program.
 - a. Gather insight from key stakeholders and benchmark study as to what spaces and programs make a top-tier training academy.
 - b. Estimate the construction cost for renovating and expanding (if necessary) the existing training academy to meet the benchmark.
 - i. Determine land requirements and work with DPS to evaluate the existing site for viability to meet the new program.
 - ii. Develop a construction estimate based on the projected academy size within the business model.
 - c. Estimate the annual operating budget for the academy.
 - i. Staffing, utilities, equipment, etc.
 - ii. Compare projected budget to the existing operating budget. What space(s) would be supported under the existing budget?
 - iii. Include the operating and capital costs of any automated or improved technological solutions.

Request for Qualifications (Planning Services) continued

The selected Consultant, as a portion of its required Scope of Services and prior to submitting its proposals, will discuss and clarify with DPS and/or OFCC the cost breakdown of the Agreement with detailed cost components to address each of the project requirements. The Consultant shall participate in the Encouraging Growth, Diversity & Equity ("EDGE") Program as required by statute and the Agreement.

It is the Consultant's obligation to ensure that the personnel the Consultant provides are qualified and resourced to perform the work. Without reliance on OFCC or DPS's Staff, the Consultant shall be responsible for but not limited to creating a benchmark standard for training academies nationally and communicating those findings; developing a business model to ensure a fiscally sustainable academy; attending virtual and in-person meetings in Columbus as required, taking minutes; and producing visually compelling information. The completed work shall be suitable for and subject to public scrutiny. All work shall be submitted in draft form and is not finalized until written notice of acceptance by both DPS and the OFCC.

The Consultant shall not commence any work on the Executive Summary until every other required service has been accepted in writing by DPS and the OFCC.

At the discretion of DPS, the Consultant shall present key findings to representatives from the Administration.

Deliverables:

Master Plan

Four color copies, spiral bound, tabbed and indexed & One PDF

Required sections:

Executive Summary

Executive Summary of no more than three pages, designed to inform and impress key decision makers. The executive summary will incorporate DPS and OFCC comments, so allow time for extensive review.

Index

Planning Report

Communicate recommended changes to meet benchmarking standards and the department's strategic goals for existing or any new facilities if required. Effectively and graphically communicate planning study, benchmark study and space utilization findings.

- A comprehensive summary of benchmark study, space utilization study and existing Ohio State Highway Patrol Training Academy.
- If new space, facilities, or locations are recommended justify findings and expected outcomes.
- Map projected space needs for building and site. Site plans and aspirational architectural renderings, assume one site.

Ohio State Highway Patrol Training Academy Report

Compelling fact-based analysis of state highway patrol academy usage, trends, and recommendations on how to meet future needs. Include business model of current academy and compare it to the new academy.

Benchmarking Report

Full benchmarking study report. Inventory of state and federal public training academies built in the last 15 years with summary metrics.

- Kick off meeting(s), which may be facilitated.
- Complete interviews with key staff to develop programming and planning recommendations.

Space Utilization Report

Complete space utilization analysis. Inventory existing spaces, their uses, and current best practices to optimize efficiency of these spaces. If there are spaces not found in the existing facilities, outline the space and staffing requirements to effectively operate those spaces.

Facility Condition Assessment Report

The Consultant is responsible for validation of existing OFCC administered facility condition assessments. This requires the Consultant to verify, challenge, and update the assessments for each building on the site. Consultant shall design report formats satisfactory to OFCC and DPS that draw from the data obtained in the assessments. The initial reports will

Request for Qualifications (Planning Services) continued

be presented in a series of manuals that provide readers with an accurate view of 2017 facility conditions, deficiencies, corrections required, priorities of actions, when the actions may be required, and the costs involved.

Ohio Department of Public Safety will endeavor to make available prior studies to assist the selected vendor.

3rd Party Professionally Prepared Estimate

Estimate of the total cost for operation and construction broken down by phase (if required) and prepared by professional cost estimator. Estimate should consider the project will be publicly funded and administered, phasing of the project, and any potential funding shortfalls. Estimate should include a breakdown of individual space costs as defined in the POR developed, and the total cost of construction.

It is expected that the work will occur simultaneously and not interfere with the day-to-day operations of DPS. Work will be coordinated with staff and administration accordingly.

All deliverables shall be submitted in draft and are not finalized until a written notification that they are acceptable is provided by both the OFCC and DPS.

Important Dates & required milestones:

10/10/2025 – Interviews, in person. Location: Columbus, Ohio (virtual accommodations can be made).
11/14/2025 – Anticipated commencement of services.
12/19/2025 – Facility Condition Assessment Validation Report Complete.
01/09/2026 – Submit Draft National Benchmarking Report.
01/09/2026 – Submit Draft Space Utilization Report.
01/09/2026 – Conclude stakeholder's interviews.
02/13/2026 – National Benchmarking Report Complete.
02/13/2026 – Space Utilization Report Complete.
03/06/2026 – Planning Report Complete.
03/06/2026 – Final POR for State Highway Patrol Training Academy
04/10/2026 – 3rd Party Cost Estimates Complete.
04/24/2026 – Executive Summary Complete.
05/08/2026 – Publish Final Master Plan.
08/31/2026 – Contract End.

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 and provide 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, 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>.

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. State Agency Master Planning
2. Program Development
3. Cost Estimation Accuracy
4. Space Utilization Analysis
5. Benchmarking Analysis Experience
6. Training Academy Experience
7. Data Analytics
8. Report Writing

Planning Services Selection Rating Form

State of Ohio Standard Forms and Documents

Project Name DPS Ohio State Highway Patrol Training Academy Proposer Firm _____
 Facilities Master Plan
 Project Number SFC-26P138 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 100 miles	2	
	More than 100 miles	0	
b. Amount of fees awarded by Contracting Authority	Less than \$1,000,000	5	
	\$1,000,000 to \$2,000,000	2	
	More than \$2,000,000	0	
c. Number of relevant professionals	Less than 4 planning professionals	1	Max = 5
	4 to 8 planning professionals	3	
	More than 8 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 3 projects (Low)	0	Max = 5
	3 to 7 projects (Average)	2	
	More than 7 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 7 projects (Average)	4 - 6	
	More than 7 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 _____