

# Request for Qualifications (Planning Services)

## State of Ohio Standard Forms and Documents

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### Administration of Project: Local Higher Education

Project Name	<u>Sinclair College Integrated Facilities Master Plan</u>	Response Deadline	<u>November 17, 2023, by 2:00p.m. EST</u>
Project Location	<u>Sinclair Community College</u>	Project Number	<u>SCC-24-05</u>
City / County	<u>Various / Montgomery</u>	Project Manager	<u>Jeffrey A. Miller, Sr. VP for Admin.</u>
Owner	<u>Sinclair Community College</u>	Contracting Authority	<u>Local Higher Education</u>
No. of paper copies requested (stapled, not bound)	<u>10</u>	No. of electronic copies requested (PDF)	<u>1</u>

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Mark Schmid at Sinclair College, 444 W. Third Street, Dayton, OH 45402. For those dropping off a Statement of Qualifications, deliver to the Purchasing Department in Bldg. 7, Room 324. Electronic submittals can be sent to [RFP@Sinclair.edu](mailto:RFP@Sinclair.edu). See Section H of this RFQ for additional submittal instructions.

Submit all questions by 2:00pm. November 1, 2023 regarding this RFQ in writing to Mark Schmid at [RFP@Sinclair.edu](mailto:RFP@Sinclair.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> by 3:00p.m. November 9, 2023. The name of the party submitting a question will not be included on the Q&A document.

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### Project Overview

#### A. Project Description

Sinclair Community College (Sinclair College), a visionary leader in higher education, is seeking qualified and experienced consulting firms to submit proposals for the development of a comprehensive Integrated Facilities Master Plan. This ambitious undertaking aims to chart a course for the future that will guide our organization's growth, development, and success for the years to come.

Sinclair College was founded in 1887 by Scottish immigrant David A. Sinclair to train workers in the skills needed for Dayton's growing manufacturing industry. Since then, Sinclair College has grown to serve more than 30,000 students annually at five campus locations in Dayton, Centerville, Englewood, Huber Heights, and Mason. Sinclair College offers more than 300 degree and certificate programs, including specialized and technical areas of study that are in high demand in the Dayton region. Sinclair College is recognized as a local and national leader in delivering high-quality, affordable higher education. Our commitment to excellence, innovation, and steadfast dedication to our mission have propelled us to our current position as a respected leader in the industry.

In 2023, Sinclair College was named the top college in the country for sustained and persistent student success when it received the esteemed Leah Meyer Austin Award from Achieving the Dream. Sinclair College is also home to the region's largest Workforce Development program that partners with local industry leaders to provide consulting, training, certifications, and custom business solutions relevant to the demands of today's job market.

Further, the Sinclair Conference Center is the only full-service conference center in the region certified through the esteemed International Association of Conference Centers and is the venue of choice for over 400 business and non-profit clients and over 100,000 individuals annually.

Sinclair College is soliciting proposals from qualified architectural and planning firms, including a full complement of sub-consultants, for professional services to develop the next phase of Sinclair College's Integrated Facilities Master Plan. This plan will focus on the Dayton and Centerville Campus locations. This next phase will build upon the successful implementation of the Master Plan's first phase, completed in 2010, which drove approximately \$200M in construction and modernization projects. The previous Master Plan was led by BHDP Architecture, supported by Sasaki, Heapy Engineering, LJB, THP Limited, The Sextant Group, and CYP Studios.

The updated Integrated Facilities Master Plan must recognize that academic experience and needs have significantly changed. As we continue to evolve and expand, we recognize the need for a strategic and forward-thinking Integrated Facilities Master Plan to help us navigate the complexities of a changing landscape while maintaining our unwavering commitment to our core values.

The Integrated Facilities Master Plan is anticipated to include new construction, renovations, repurposing, and right-sizing of facilities for existing programs and new areas of growth in the sciences, healthcare, interdisciplinary, instructional, and advanced manufacturing. The Integrated Facilities Master Plan will explore ways to maximize the functionality of existing facilities and enhance connections within the campus.

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Sinclair College's goal is to develop and articulate a vision for the transformation of campus that provides flexibility in order to maximize existing resources; accommodate changing attitudes and the evolving nature of campus environments; and be responsive to ongoing changes and challenges faced by students, staff, faculty, and the greater community of Sinclair College. Sinclair College is also seeking ways to promote external partnerships in order to strengthen the successful implementation of the Integrated Facilities Master Plan.

### **Motto**

Find the need and endeavor to meet it.

### **Mission**

Find the need and endeavor to meet it by providing high-quality, accessible learning as a college of and for the community.

### **Three Strategic Priorities**

- Alignment
- Growth
- Equity

### **Objective of the Integrated Facilities Master Plan**

The higher education landscape has witnessed significant shifts in modalities, including the rapid adoption of online and hybrid learning models. These changes have introduced a host of facility challenges for institutions. Traditional classrooms must now be equipped with advanced technology to support remote and in-person instruction simultaneously, while campus spaces must be reimagined to accommodate flexible learning environments that foster collaboration and engagement. Moreover, colleges face the task of optimizing existing facilities for efficiency and sustainability while also considering the evolving needs of students and faculty. Balancing these diverse challenges is crucial for higher education institutions to remain adaptable and responsive to the changing educational landscape.

This Integrated Facilities Master Plan update will be based on the academic and workforce training services the institution intends to provide the student, employer, and community populations that 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 principles. It is anticipated that the College will schedule regular meetings with a Strategic Planning Committee, so the consultant can provide updates and receive feedback.

The primary objective of this Integrated Facilities Master Plan is to provide a comprehensive and strategic roadmap that will enable Sinclair Community College to bring added focus to:

- **Strategic Planning:** Sinclair seeks to align the physical infrastructure with the institution's strategic goals and objectives, ensuring that the facilities support the academic mission and long-term vision of the institution.
- **Efficient Resource Allocation:** Sinclair seeks to allocate resources efficiently by prioritizing projects based on their impact on teaching, research, and overall campus functionality.
- **Enrollment Growth:** As student enrollment fluctuates, Sinclair needs to plan for accommodating more students or adjusting to declines. As a result, Sinclair expects this process will provide the underpinnings to assess capacity and plan for expansion or repurposing of existing facilities.
- **Technology Integration:** In the digital age, Sinclair's focus on its technology infrastructure is critical for education. This integrated facilities master plan will help Sinclair plan for the integration of advanced technologies in classrooms, labs, and administrative spaces.
- **Sustainability:** Sinclair's continued lens on sustainability seeks to ensure a focus on incorporating green building practices, energy-efficient systems, and sustainable design principles to reduce environmental impact.
- **Infrastructure Maintenance:** Sinclair prides itself on a lack of a deferred maintenance log. This plan will assist the institution in identifying and prioritizing maintenance needs to ensure the safety and functionality of buildings.
- **Safety and Security:** To ensure the safety and security of students and staff, this plan should include provisions for security upgrades, emergency response systems, and safe building designs.
- **Community Engagement:** Sinclair's successes are driven by alignment with our community. Foundational in this process will be a need to involve stakeholders, including students, faculty, staff, and local residents, in the master planning process to build support and ensure that the plan reflects the needs and desires of the community.
- **Competitive Advantage/Enhanced Student Experience:** Sinclair's desire is that the result of this integrated facilities master planning process will provide competitive advantages regarding the attraction and retention of students and faculty and alumni engagement.
- **Compliance and Regulations:** Sinclair seeks to maintain continued compliance with local zoning laws, building codes, and other regulations, reducing legal and regulatory risks.
- **Long-Term Financial Planning:** Sinclair expects this integrated facilities master plan will provide a long-term financial outlook, helping the college identify sufficient funding sources for capital projects.

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To comply with Sinclair 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.

### B. Scope of Services

Sinclair College is seeking Statement of Qualifications, through the submittal of Form F110-330, for qualified professional campus planning and design services for the development of a new ten-year Integrated Facilities 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.

The selected consultant will 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, 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 Integrated Facilities 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 Integrated Facilities 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 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;
- 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 the relevant scope of work requirements for this RFQ:

1. University and/or Community College Master Planning
2. Facilities Condition Assessment
3. Campus renewal, reprogramming, and space management planning (e.g., space utilization and needs assessment)
4. Facilities and Land Use master planning
5. Academic evaluation and planning
6. Strategic phasing and cost estimating
7. Architecture
8. Landscape Architecture
9. Facility infrastructure updates
10. Traffic and people flow analysis
11. Technology, sustainability, and security services planning
12. Public presentation and input facilitation

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### C. Funding / Estimated Budget

Total Project Cost \$900,000 State Funding \$0 Local Funding \$900,000

### D. Services Required (see note below)

Primary Integrated Facility Master Planning  
Campus reprogramming design and space  
Secondary management  
Sequencing renovation priorities  
Budget estimating and site planning  
Facility infrastructure, technology,  
sustainability, and security planning  
Others Cost estimating and meeting facilitation

### E. Anticipated Schedule

Planning Services Start Estimated 02 / 24  
Planning Services Completed Estimated 03 / 25

### F. Minority Firm Participation Goal

Targeted Participation Goal 5.0%

### G. Evaluation Criteria for Selection

- Previous relevant master planning experience.
- Relevant past work of prospective firm's proposed consultants.
- Past performance of the 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.

### H. Submittal Instructions

The owner's proposed schedule for the selection of the Consultant is as follows:

October 18, 2023	RFQ advertised
November 1, 2023	Last day for submitting questions
November 17, 2023	Deadline for submitting responses to the RFQ
November 29, 2023	Shortlisted firm(s) contacted and provided additional information for purposes of in-person interviews/presentations
December 11-15, 2023	All in-person interviews/presentations with finalist(s) completed
December 22, 2023	Apparent awardee selected
January 5, 2024	Cost detail breakdown due from apparent awardee
January 15, 2024	Apparent awardee selected; contract negotiations begin

Firms are required to submit the current version of the 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.

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.

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.

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Project Name Sinclair College Integrated Facilities Master Plan Proposer Firm \_\_\_\_\_

Project Number SCC-24-05 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Firm Location, Workload and Size</b> (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 \$500,000	5	
	\$200,000 to \$1,000,000	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	
<b>2. Primary Qualifications</b> (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 – 10	
<b>3. Sub-Consultant Qualifications</b> (Maximum 10 points)			
Key discipline leads	Experience / ability of all key discipline leads to effectively perform the services	0 – 10	
<b>4. Project Team Qualifications</b> (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	
<b>5. Overall Project Team Experience</b> (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	
		<b>Subtotal</b>	

\*LEED = Leadership in Energy & Environmental Design developed by the U.S. Green Building Council

Notes:

Evaluator:

Name \_\_\_\_\_

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