

# 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>Kent State University Space Utilization Study</u>	Response Deadline	<u>April 26, 2024</u>	<u>11:00am</u>	local time
Project Location	<u>Kent Campus</u>	Project Number	<u>KSU-24P033</u>		
City / County	<u>Kent / Portage</u>	Project Manager	<u>Charmaine Iwanski</u>		
Owner	<u>Kent State University</u>	Contracting Authority	<u>Local Higher Education</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 Joseph Graham - Executive Director at <https://bidexpress.com>. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Joseph Graham at [jagraham@kent.edu](mailto:jagraham@kent.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.

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### Project Overview

#### A. Project Description

The Kent campus of Kent State University has an enrollment of 26,106 students, houses 6,182 students on the 900-acre campus. The Kent Campus includes 128 buildings or structures, of which 74 are major academic buildings. The campus, founded in 1910, witnessed a major expansion in the 1960's with more than 50 buildings constructed and has recently completed transformational projects focused on healthy living-learning and research environments.

In March of 2018, Kent State University Board of Trustees adopted a 10-year facilities masterplan that embarked on a transformational vision for the Kent Campus to better serve the needs of students and the entire Kent State community. The Kent Campus Gateway Master Plan implementation enhanced the university's front campus in addition to concentrating on a campuswide series of spaces focused on innovation and research while maintaining the campus town gown synergy with the City of Kent most recently adding Kent, Ohio to Zillow's 2023 list of Top 2 College Towns. Since the approval of the masterplan and its implementation of signature spaces, the university has navigated a global pandemic and continues to face changes with demographics, enrollment, workplace needs and educational delivery methodologies.

Kent State University Office of the University Architect is requesting qualifications for professional planning services to develop a broad-based and forward-thinking Workplace Strategic Framework to guide its current and future workplace, educational space allocation and utilization with a focus on square footage reduction. A significant impetus for this strategic framework study is the acceleration of change in work modalities, coupled with organizational change aligning with strategic objectives and projected enrollment decline. The aim of the study is to deliver actionable recommendations to increase utilization while aligning with enrollment projections within academic spaces and to find the optimal balance for Kent State with on campus vs. remote staffing to support a vibrant living/learning experience for students.

An RFQ Pre-Submittal informational session will be held on Wednesday, April 10, 2024 at 10:00 am in the Office of the University Architect, 102 Harbourt Hall, 615 Loop Road, Kent State University, Kent, Ohio, 44242. Submitting teams are strongly encouraged to attend.

#### B. Scope of Services

The final deliverable from the consultant will be a comprehensive space study document that will guide and inform the university's future planning decisions. The consultant will prepare a draft version of the document for review and comment by various members of the university leadership.

The selected consultant shall review existing university plans including the university's past facilities master plans, the university's strategic road map, individual plans targeting enrollment, academic programs and proposed consolidation, space utilization, campus schedules and deferred maintenance. The final master plan shall use the existing work along with the assessments, data, interviews, and feedback to shape the recommendations.

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Specific Scope Criteria for the Space Study Includes:

1. Review and update the existing space inventory database.
2. Provide analytical data to inform short- and long-term decision making, to be specifically used as part of a university goal of overall space reduction.
3. Specifically collect and analyze non-educational space and opportunities for consolidation.
4. Recommend classroom and teaching lab scheduling and capacity changes to maximize utilization while being conscious of conflict free scheduling.
5. Identify opportunities for space utilization and reallocation that strengthen collaborative synergies, make efficient use of space, and accommodate flexible work modalities.
6. Identify strategies and guidelines for operationalizing hybrid work modalities, e.g., scheduling approaches and workspace management.
7. Model future space needs based on enrollment projections and budgetary constraints.
8. Develop prioritized phasing strategies for implementation of space reduction.
9. Develop high-level, preliminary budget estimates for proposed space reductions.
10. Recommend space strategies/guidelines for optimizing the campus space for all future decision making.
11. All space asset data shall be updated and delivered in a format compatible with AiM Assetworks.

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: Campus Master Planning, Program Development, Space Planning, 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. Higher Education Campus Planning.
2. 20,000+ student population university master planning.
3. Space Utilization Studies that focused on space reduction, coast avoidance, and lower operational costs.
4. Space analytics/utilization study and recommended improvements which will positively impact utilization.
5. Building and infrastructure needs and prioritization, including academic, athletics, housing, food service and other auxiliary operations.

## C. Funding / Estimated Budget

Total Project Cost	<u>\$250,000</u>	State Funding	<u>\$0.00</u>
		Other Funding	<u>\$250,000</u>

## D. Services Required (see note below)

Primary	<u>Architecture/Campus Planning</u>
Secondary	<u>Space Planning &amp; Programming</u>
	<u>Financial and Estimating</u>
	<u>Data Analytics/Scheduling</u>
Others	<u>Engineering</u>

## E. Anticipated Schedule

Planning Services Start	<u>07 / 2024</u>
Planning Services Completed	<u>01 / 2025</u>

## F. EDGE Participation Goal

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

- Demonstrated ability to meet Owner's budget, and schedule on previous projects.
- Previous experience compatible with the proposed project (e.g., type, size).

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- 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 (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.

Electronic Statement of Qualifications will be received by:  
Kent State University  
<https://bidexpress.com>

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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# Planning Services Selection Rating Form

## State of Ohio Standard Forms and Documents

Project Name Kent State University Space Utilization Study Proposer Firm \_\_\_\_\_  
 Project Number KSU-24P033 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Firm Location, Workload and Size (Maximum 15 points)</b>			
a. Proximity of firm to project site	Less than 150 miles	5	
	150 to 300 miles	2	
	More than 300 miles	0	
b. Amount of fees awarded by Contracting Authority	Less than \$5,000,000	5	
	\$5,000,000 to \$10,000,000	2	
	More than \$10,000,000	0	
c. Number of relevant professionals	Less than 5 planning professionals	0	Max = 5
	5 to 9 planning professionals	3	
	More than 9 planning professionals	5	
<b>2. Primary Qualifications (Maximum 30 points)</b>			
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	
<b>3. Sub-Consultant Qualifications (Maximum 10 points)</b>			
Key discipline leads	Experience / ability of all key discipline leads to effectively perform the services	0 - 10	
<b>4. Project Team Qualifications (Maximum 15 points)</b>			
a. Previous team collaboration	Less than 3 projects (Low)	0	Max = 5
	3 to 6 projects (Average)	2	
	More than 6 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 (Maximum 30 points)</b>			
a. Criteria development and prioritization	Performance in establishing owner criteria for capital improvement plans	0 - 10	
b. Experience with similar planning projects	Less than 6 projects (Low)	0 - 3	
	6 to 9 projects (Average)	4 - 6	
	More than 9 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		<b>Subtotal</b>	

Notes:

Evaluator:

Name \_\_\_\_\_

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



## OFFICE OF THE UNIVERSITY ARCHITECT

### Submitting 330s via BidExpress

#### Bid Express Information

Kent State University – Office of the University Architect has been using Bid Express® service at [www.bidexpress.com](http://www.bidexpress.com) to conduct electronic bidding for General Contracting for the last year. OUA will now be transitioning to use this same service to collect 330 submissions as well.

Electronic 330 submission:

- Eliminates printing costs
- eliminates costs for hand and hired delivery of bid packages
- Provides a simple platform for questions and answers
- Will help our office create and maintain a listing for firms to receive notices for project postings

You must register for a FREE vendor account to use the Bid Express service.

To set up to respond to RFQs electronically to Kent State University -Office of the University Architect, please reference the following Knowledge Center resource:

- [Applying For a Multi-Browser Digital ID](https://infotechinc.zendesk.com/hc/en-us/articles/360057757253-Infotech-Digital-ID-application-and-renewal)
  - <https://infotechinc.zendesk.com/hc/en-us/articles/360057757253-Infotech-Digital-ID-application-and-renewal>

The above processes should be completed far in advance to 330 submission.

To submit a 330, vendors will be required to pay per solicitation or obtain a Monthly Subscription

1. \$40 per 330 submission (bid)
2. \$50/month subscription. Note: your subscription allows unlimited bidding across all agencies. A/Es can follow Kent State (and other agencies) to receive notifications on postings and updates.

Please call the Technical Success team at 888-352-2439, available Monday - Friday from 7:00 am – 8:00 pm (ET) if you need additional assistance. You can also email the team at [support@bidexpress.com](mailto:support@bidexpress.com) or refer to the service's [Knowledge Center here](#)

<https://infotechinc.zendesk.com/hc/en-us/categories/360003900254-Bid-Express-at-www-bidexpress-com>