

Request for Qualifications (Planning Services)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

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|--|---|--|-------------------------------|------------------|------------|
| Project Name | <u>NEOMED Campus Master Plan</u> | Response Deadline | <u>12-1-25</u> | <u>9:00 a.m.</u> | local time |
| Project Location | <u>Northeast Ohio Medical University</u> | Project Number | <u>20251101</u> | | |
| City / County | <u>Rootstown / Portage</u> | Project Manager | <u>Paul Hammond</u> | | |
| Owner | <u>Northeast Ohio Medical University (NEOMED)</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 the Public Purchase Website at <https://www.publicpurchase.com/gems/browse/home>. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ to the Public Purchase website at <https://www.publicpurchase.com/gems/browse/home>. Questions will be answered and posted to the Public Purchase site on a regular basis until one week before the response deadline.

Project Overview

A. Project Description

Northeast Ohio Medical University (NEOMED), located at 4209 State Route 44, Rootstown, Ohio, is seeking qualified consulting services to develop an Outdoor Master Plan for its Rootstown campus.

With growing enrollment, expanded academic programs, and a commitment to enhancing the campus experience for students, faculty, and staff, NEOMED aims to strategically utilize potential outdoor sites to create a safe, engaging, and revenue-generating campus environment.

Following the recent acquisition of property adjacent to the existing campus, NEOMED intends to establish a strategic and financially responsible master plan to guide future development— including potential retail facilities, a new student residence hall, expanded parking, and improvements to vehicle and pedestrian circulation.

B. Scope of Services

Note: This project is independent of any future individual design or construction projects that may arise from the current campus inventory or master planning efforts.

Project Overview

Northeast Ohio Medical University (NEOMED) invites qualified planning and design firms to submit qualifications for comprehensive planning and feasibility services related to potential campus development projects.

The selected firm will be responsible for the following tasks:

- **Site Identification and Verification:** Identify and confirm suitable site locations for proposed projects.
- **Feasibility Studies:** Conduct architectural and engineering feasibility analyses.
- **Environmental and Easement Review:** Evaluate potential environmental constraints and easement impacts.
- **Preliminary Cost Estimation:** Develop estimated budgets for demolition, construction, and soft costs for each proposed project.
- **Summary and Recommendations:** Prepare a detailed summary report including findings, recommendations, supporting documentation, and mapping exhibits.

Project Components

1. Residence Hall

- a. Assess the feasibility of developing a six-story facility at the predesignated fourth-residence-hall site at *The Village at NEOMED*.
 - i. The first two floors are intended for an innovation lab, with the remaining four floors for residential housing (existing residence halls are four stories).

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- b. Evaluate utility capacity and stormwater detention requirements.
 - c. Analyze parking challenges and identify alternative parking configurations.
 2. Outdoor Recreation Space
 - a. Identify a feasible location adjacent to The Village at NEOMED.
 - b. Evaluate potential programming including:
 - i. Basketball, tennis, and/or pickleball courts.
 - ii. Natural grass fields for sports and fitness.
 - iii. Walking or fitness trails incorporating additional campus areas.
 - c. Assess requirements for restrooms, storage, parking, sidewalks, lighting, utilities, stormwater detention, and environmental/easement considerations.
 3. Retail / Restaurant – Village Drive & State Route 44
 - a. Assess feasibility for a 2,000–2,500 SF facility with indoor dining and outdoor patio seating.
 - b. Include planning for a drive-thru lane accommodating 15 vehicles, plus an escape lane.
 - c. Evaluate utilities, stormwater detention, parking inventory, access/egress, and traffic flow.
 4. Retail / Restaurant – August Drive (Rear, off State Route 44)
 - a. Evaluate feasibility for an 8,000 SF retail/restaurant building with indoor dining and outdoor patio seating.
 - b. Review utility connections, stormwater detention, parking, and traffic considerations.
 5. Campus Parking, Pedestrian Walkways, and Traffic
 - a. Review the current campus parking inventory and assess challenges associated with proposed developments.
 - b. Recommend additional parking locations and capacities.
 - c. Evaluate pedestrian walkways, including lighting and drainage improvements.
 - d. Analyze vehicle circulation in coordination with the *Rootstown/Ravenna JEDD State Route 44 Corridor Study*.
 - e. Assess the impacts of BIOMED High School’s parking and traffic plan on overall campus operations.

Final Documentation

The selected firm shall prepare a comprehensive, visual, and actionable Campus Master Plan, including:

- **Executive Summary:** Overview of findings and recommendations.
- **Feasibility and Challenges:** Detailed analyses of opportunities, constraints, and development considerations.
- **Preliminary Cost Estimates:** Budget ranges for each proposed project.
- **Phasing Strategies:** Recommended implementation strategies aligned with NEOMED’s institutional goals.
- **Deliverable Formats:** Digital and print-ready versions, including presentation materials suitable for stakeholder review.

Prior to submitting proposals, the selected Consultant shall meet with the Owner and/or Contracting Authority to review and clarify the Agreement’s detailed cost breakdown and ensure alignment with the Owner’s project requirements. The Consultant shall also participate in the Encouraging Growth, Diversity & Equity (EDGE) Program as required by applicable statutes 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>.

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. Budget-Cost Estimating-Phasing
5. Architecture
6. MEP
7. Environmental
8. Vehicle and Pedestrian Traffic

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C. Funding / Estimated Budget

| | | | |
|--------------------|---------------------------------|---------------|----------------------------------|
| Total Project Cost | <u>\$75,000.00-\$100,000.00</u> | State Funding | <u>\$0</u> |
| | | Other Funding | <u>\$75,000.00 -\$100,000.00</u> |

D. Services Required (see note below)

| | |
|-----------|--------------------------|
| Primary | <u>Campus Planning</u> |
| Secondary | <u>Architecture</u> |
| | <u>MEP</u> |
| | <u>Facility Planning</u> |
| | <u>Budget-Estimating</u> |
| Others | <u></u> |

E. Anticipated Schedule

| | |
|-----------------------------|----------------|
| Planning Services Start | <u>12 / 25</u> |
| Planning Services Completed | <u>4 / 26</u> |

F. EDGE Participation Goal

| | |
|--|-----------|
| Percent of <i>initial</i> TOTAL Planning Fee | <u>5%</u> |
|--|-----------|

G. Evaluation Criteria for Selection

Firms will be shortlisted based on scoring from the **Planning Services Selection Rating Form**. Key factors include but are not limited to:

- Relevant experience with similar projects (type and size).
- Qualifications and experience of key project personnel.
- Past performance of the firm and proposed consultants.
- Proximity to the project site.
- Resources and capacity to meet project requirements.
- Demonstrated ability to meet budget and schedule commitments.
- Capability to use the Internet during normal business hours at all work locations.

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> directly to the Public Purchase website.
 - Access the Tool:
 - Vendor Registration: <https://www.publicpurchase.com/gems/register/vendor/register>
 - Bid Board: <https://www.publicpurchase.com/gems/browse/home>
 - Vendor Support:
 - For assistance, vendors may use the live chat feature located in the upper left corner of the site, email support@publicpurchase.com or call 801-932-7000
- Submitted Proposal to include:
 - One Page Executive Summary
 - Firm location, workload and relevant personnel
 - Relevant firm and staff experience and qualifications for master planning, assessments, planning and technical for the advertised project
 - Relevant key discipline sub-consultants firm and staff experience for the advertised project
 - Project Team Qualifications including LEED, EDGE and team organization
- 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.
- 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.
- Facsimile and paper copies of the Statement of Qualifications will not be accepted.
- NEOMED reserves the right to reject any or all proposals.
- NEOMED is not responsible for costs incurred in preparing the proposal.
- Final selection is subject to contract negotiations.

Planning Services Selection Rating Form

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Project Name NEOMED Campus Master Plan Proposer Firm _____
 Project Number 20251101 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 \$50,000 | 5 | |
| | \$50,000 to \$100,000 | 2 | |
| | More than \$100,000 | 0 | |
| c. Number of relevant professionals | Less than 2 planning professionals | 1 | Max = 5 |
| | 2 to 4 planning professionals | 3 | |
| | More than 4 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 - 5 | |
| d. Technical staff | Experience / ability of assessors to accurately collect data and evaluate systems and components | 0 - 10 | |
| 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 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 | |
| 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 3 projects (Low) | 0 - 3 | |
| | 4 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 _____