

Request for Qualifications (Planning Services)

State of Ohio Standard Forms and Documents

Administration of Project:

Project Name	<u>Integrated Master Plan</u>	Response Deadline	<u>12/11/2024</u>	<u>10:00 AM</u> local time
Project Location	<u>Columbus City Schools</u>	Project Number	<u>No. 25028</u>	
City / County	<u>Columbus / Franklin</u>	Project Manager	<u>Alex Trevino</u>	
Owner	<u>Board of Education</u>	Contracting Authority	<u>Columbus City Schools</u>	
No. of paper copies requested (stapled, not bound)	<u>0</u>	No. of electronic copies requested (PDF)	<u>1</u>	

See Section H of this RFQ for additional submittal instructions.

Project Overview

A. Project Description

Columbus City Schools (CCS) is headquartered at 270 E. State St., Columbus OH, 43215 and serves approximately 47,000 students through a portfolio of 112 physical school campuses and one virtual campus. Academic facilities comprise nearly 8.3M square feet with an additional 600K of central office and administrative space and nearly 500K of vacant structures.

As one of the nation's fastest growing cities, Columbus Ohio is a dynamic and rapidly evolving metropolitan area. The District seeks to be at the forefront of the region's growth strategy, leveraging its resources to advance the educational opportunities it provides, becoming an employer of choice, and a catalyst for other challenges the region faces such as workforce opportunities, affordable housing, childcare, transportation, and wraparound services for families.

CCS seeks assistance in the development of an Integrated Master Plan (IMP) that sets the overarching strategic direction for the utilization, development, and management of the school district's various assets. This includes capital projects like new builds, renovations, demolitions, the management of vacant or underutilized land, as well as decisions on consolidations/closures to address declining enrollment and facilities beyond their expected useful life. It should also contemplate academic programming, ongoing and future programmatic shifts, and how the District's programmatic offerings and service model will be required to evolve to remain competitive in the region.

Unlike a Facilities Master Plan (FMP), which focuses specifically on building and infrastructure improvements, the IMP offers a comprehensive, multi-year approach that integrates data-driven decision-making and community input to ensure sustainable and strategic asset management. It guides all major asset-related decisions to align with long-term district goals and community priorities.

Relevant links to recent initiatives across the district include:

- [2022 Facility Master Plan](#)
- [Issue 11 Commitments \(November 2023 school levy\)](#)
- [Issue 57 Facility Improvements \(November 2016 bond issue\)](#)

B. Scope of Services

The IMP will provide scopes, schedules, values, timelines, and program funding strategies to successfully implement the plan. The work will incorporate the District's most recent FMP drafted in 2021 as well as Facility Needs Assessment data which is currently in the compilation stage and is anticipated to be completed by spring of 2025. The IMP document is to be compiled in a standard office software application that can be incorporated into CCS budget documents, and which can be updated and maintained by CCS staff. Acceptable software applications include either spreadsheet or word processing applications compatible with MS Office or Google Apps. Other software applications may be submitted subject to CCS approval.

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Project Expectations and Deliverables

The selected firm will be expected to develop a comprehensive IMP that provides a strategic framework for the district's assets. This plan will incorporate the district's capital projects, including new builds, renovations, demolitions, management of vacant and underutilized land, and address critical decisions related to consolidations, closures, and significant maintenance requirements. The IMP will serve as a roadmap for sustainable, long-term asset management, ensuring that district facilities align with both the long-term educational mission and the needs of the broader community. The anticipated end goal is to utilize the IMP to facilitate funding and management of the school district's various assets. The plan will be revisited and updated annually through a CCS driven process.

Date	Anticipated Schedule of Activities - <i>subject to change</i>
11/11/2024	Advertisement Period: Post the RFQ to Public Purchase and notice on the Columbus City Schools' website.
11/18/2024	Informational meeting: Hold a non-mandatory virtual vendor informational meeting.
12/02/2024	Deadline for submission of vendor questions. Questions must be submitted via email to Public Purchase. Questions will not be addressed over the phone or by email.
12/11/2024	Responses due: RFQ response submission deadline.
12/18/2025	Evaluation Committee meeting to select and notify a short list of vendors for interviews.
01/06/2025	Vendor interviews.
01/20/2025	Negotiate fee and finalize the final terms of the agreement and send to CCS Legal for approval.
02/04/2025	Submit legislation to the Board of Education for approval.
02/05/2025	Sign contract.
02/06/2025	Start contract.
8/25/2025	Anticipated project completion.

Expectations:

1. Strategic Vision and Alignment:

The firm will work closely with CCS leadership and the Board of Education, including input from community stakeholders, to develop an overarching strategic vision for all asset-related decisions. The IMP must align with CCS's long-term goals, including student achievement, equity, operational efficiency, and fiscal responsibility. This includes understanding the district's broader objectives and embedding them into all aspects of asset planning and management.

Particular attention will be required in aligning District vision and goals with regional partners such as city and county government, higher education institutions, transit authorities, and other entities that play significant roles in shaping the development of the region. One significant change that will develop in the near future is the region's first fixed route transit system which was approved by voters on 11/05/24. Details for this plan can be found here: <https://www.cota.com/linkus/>

2. Data-Driven Decision-Making:

The firm will be required to perform comprehensive data collection and analysis, ensuring that decisions about the district's assets are based on current and projected enrollment data, facility condition assessments, demographic trends, and economic factors. This data-driven approach must identify the most pressing needs and prioritize actions that optimize the utilization of district assets.

3. Community and Stakeholder Engagement:

The IMP must incorporate meaningful input from a diverse range of community stakeholders, including parents, students, staff, local government, and neighborhood associations. The selected firm will be expected to facilitate engagement sessions, ensuring that all voices are heard, especially in communities that have historically been underserved and underrepresented. Transparency in communication and the inclusion of community feedback are essential to the planning process.

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4. **Comprehensive Asset Management Approach:**

The IMP will cover all major decisions related to the district's facilities and land assets. It must include detailed assessments and recommendations for building improvements, new construction, repurposing of existing facilities, demolitions, and managing vacant or underutilized land. The plan should also address the district's ability to respond to future changes, including shifts in enrollment or neighborhood development patterns.

5. **Long-Term Sustainability and Flexibility:**

The plan must incorporate strategies that promote environmental sustainability and energy efficiency, aligned with the district's sustainability goals. Additionally, the IMP should provide flexibility to adjust to future district and community changes, including potential shifts in educational delivery models and trends in city and regional development.

Deliverables:

1. **Comprehensive Integrated Master Plan (IMP):**

A multi-year, (5 year) strategic document that outlines a clear vision and actionable steps for CCS's asset management, including but not limited to:

- How you will conduct data collection and analysis (enrollment, facility condition, demographic trends).
- Strategies for engaging with diverse community stakeholders and ensuring transparent communication.
- Approach to integrating environmental sustainability and energy efficiency.
- Phasing and timeline for implementation, including key milestones.

2. **Detailed Project Roadmap:**

A phased project timeline for implementing recommended actions, key deliverables, milestones, budgets and potential funding sources, resources, and anticipated outcomes.

3. **Community Engagement Plan:**

Documentation and recommendations of all stakeholder engagement efforts, how the plan will incorporate feedback received, equity centered decision making, and how the feedback is integrated into the plan.

4. **Data-Driven Analysis and Recommendations:**

An analysis that includes facility condition reports, demographic studies, and enrollment projections to support the IMP's recommendations.

5. **Final Presentation and Approval Session:**

The firm will deliver a formal presentation of the IMP to district leadership and the Board of Education for final review and approval.

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. The selected Consultant will also demonstrate how they intend to achieve the Board of Education's Local and Economically Disadvantaged Enterprise (LEDE) Program goal as required by the Agreement.

As required by the Agreement and for the 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: , and as properly authorized, provide the following categories of services:

1. Integrated Master Planning
2. Educational Visioning
3. Facility Master Planning
4. Strategic Program Development
5. Facility Condition Analysis
6. Highest and Best Use Analysis
7. Demographic Data Analysis
8. Budget and Funding Analysis and Development
9. Equity Centered Decision Making
10. Community Engagement

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C. Funding / Estimated Budget

Total Project Cost \$800,000.00 - \$1M _____

D. Services Required (see note below)

Primary	<u>Integrated Master Planning</u>
Secondary	<u>Strategic Program Development</u>
	<u>Data Analysis</u>
	<u>Educational Visioning</u>
	<u>Community Engagement</u>
Others	<u>Highest and Best Use Analysis</u>

E. Anticipated Schedule

Planning Services Start	<u>Feb / 2025</u>
Planning Services Completed	<u>August / 2025</u>

F. LEDE Participation Goal

Percent of TOTAL Fee	<u>20%</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).
- 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.
- Project approach and methodology. Clear and detailed explanation of the proposed approach to data analysis, stakeholder engagement, and project phasing. Innovative methodologies to achieve sustainable, long-term asset management.
- Community engagement and inclusivity
- 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.
- Response to the CCS LEDE program goal of 20% subcontracting

H. Submittal Instructions

Additional project details can be found on the district's website at www.columbus.k12.oh.us/rfp under this same project description.

A Virtual Informational Meeting covering the project will be held on **Monday, November 18, 2024 at 10:00 AM** at the following location: <https://ccsoh-us.zoom.us/j/83876792418?pwd=pRq2c1Gqcf6FjC9HDoPK1uvjAhbB6a.1>
 Meeting ID: 838 679 2418, Passcode: 230263. To join by phone or app use the following: +1 646-558-8656

Submittals will be evaluated pursuant to ORC 153.65-691 based on the criteria listed in the request for qualifications for the relevant project, No. 25028, including the CCS Community Inclusion Policy (Local Economically Disadvantaged Enterprise goal). Fees will be negotiated. The district reserves the right to reject any and all statements of qualifications and to waive any informality, irregularity, or failure to conform to the instructions contained in this public announcement. Firms are not to contact any schools. Prevailing Wage Rates DO NOT apply to this project.

Responding firms are to submit (1) electronic copy in PDF format of Parts I and II of the OFCC F110-330 Statement of Qualifications form (most recent version). Part I is limited to 35 pages. Total submittal should be no more than 40 pages. EDGE requirements do not apply to this RFQ. Responding firms should delete Section H, items 34c and 34d (EDGE participation) from the OFCC F110-330 form but include LEDE forms A & B in their place. These forms will be available on the CCS website for this RFQ.

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The District does not provide progress updates. Information will be provided via Public Purchase. Vendors are responsible for checking the Public Purchase website for any addenda to ensure that their submissions incorporate all available information. **Vendors agree to complete all requested information within this RFQ as instructed and to upload their responses into the Public Purchase website with their RFQ submission. The District will not accept RFQ responses that are delivered by any means other than the Public Purchase website.**

Questions must be submitted via Public Purchase. Questions will not be addressed over the phone or by email. Answers to vendor questions will be posted by December 4, 2024 at 2:00 p.m. (EST). All vendor RFQ submissions must be submitted via the Public Purchase website (www.publicpurchase.com). **Deadline for submissions is Wednesday, December 11, 2024 at 10:00 AM.**

PROSPECTIVE VENDORS:

The District is soliciting submittals for **CCS Project No. 25028–Integrated Master Plan**. If your company meets our qualifications, please use the following link to access the opportunity: <http://www.publicpurchase.com/gems/browse/home>. The “Select Region” and “Select Agency” icons in the mid to upper, right corner of the screen must be used to locate our District before viewing our solicitations. 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 individuals in Block 22, Section E of the F110-330

Please register in Public Purchase even if you are not interested in this particular bid. (If you register in Public Purchase under a commodity and we select that commodity when creating a bid, you will receive an automatic notification.)

Please note the following:

- Registration on the Public Purchase website is free.
- For your initial registration with Public Purchase, it will take Public Purchase about an hour to process. Please allow time for this processing after you register.
- Additional guidelines for using Public Purchase can be found on the District’s website using the following link: <http://www.ccsdh.us/Vendors.aspx>

Columbus City Schools has established an Outreach Program to increase participation of businesses designated as Local Economically Disadvantaged Enterprises (LEDE). The Board of Education (BOE) has established an aspirational goal of 20% participation by businesses designated as LEDE. Vendors are strongly encouraged to use a good faith effort to support the BOE in achieving the Districts LEDE participation goals. Additional information can be obtained by reviewing the BOE Community Inclusion Policy 6400 or by contacting the Outreach Department at outreachservices@columbus.k12.oh.us

Planning Services Selection Rating Form

State of Ohio Standard Forms and Documents

Project Name Integrated Master Plan (IMP) Proposer Firm _____
 Project Number No. 25028 City, State, Zip _____

Selection Criteria		Value	Score
1. Firm Location, Workload and Size (Maximum 10 points)			
a. Proximity of firm to 270 E. State St., 43215 - primary firm or significant partner firm	Less than 15 miles	5	
	15 to 50 miles	2	
	More than 50 miles	0	
b. Number of relevant professionals	Less than 5 planning professionals	0	Max = 5
	5 to 15 planning professionals	2	
	More than 15 planning professionals	5	
2. Primary Qualifications (Maximum 35 points)			
a. Master planning & Educational Visioning lead	Experience / ability of lead master planner to manage visioning / capital improvement plans & Ed visioning	0 - 10	Max = 25
b. Strategic program lead	Experience / ability of lead to manage required disciplines	0 - 5	
c. Data program lead (condition, demographics, etc.)	Experience / ability of lead to manage required disciplines	0 - 5	
d. Community engagement lead & staff	Experience / ability of lead to manage required disciplines	0 - 5	
e. Highest and best use staff	Experience / ability of lead to manage required disciplines	0 - 5	
f. Technical staff	Experience / ability of the assigned staff to support the required disciplines	0 - 5	
3. Project Approach & LEDE (Maximum 15 points)			
a. Project Approach & Methodology	Clear and detailed articulation of how various components of the project are interrelated and complementary. Evidence how innovative methodologies will produce sustainable, long-term results.	0 - 10	
b. Response to CCS's Local and Economically Disadvantaged Enterprises (LEDE) Program.	5 points if lead firm demonstrates the 20% subcontracting goal in their plan	0 - 5	
4. Project Team Qualifications (Maximum 10 points)			
a. Previous team collaboration	Less than projects (Low)	0	Max = 5
	to projects (Average)	2	
	More than projects (High)	5	
b. 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 Integrated Master Plan	0 - 10	
b. Experience with similar planning projects	Less than projects (Low)	0 - 3	
	to projects (Average)	4 - 6	
	More than projects (High)	7 - 10	
c. Past performance	Level of performance as indicated by past evaluations / letters of reference	0 - 10	
		Subtotal	

Notes:

Evaluator:

Name _____

Signature _____ Date _____