

Welcome to the RFQ Informational Meeting for  
**Integrated Master Planning**

Please sign-in to this meeting by emailing your name, company name, preferred email address and phone number to: [bbronston@columbus.k12.oh.us](mailto:bbronston@columbus.k12.oh.us)

Please mute your microphone; we will be muting everyone before the presentation begins.

Please direct all your questions through the chat feature.

You can access chat at the top right corner of your screen.

Questions will be addressed at the end of the presentation.

If you are unable to submit your questions via chat, please email them as a Request for Information (RFI) using the contact information provided in the presentation.

The meeting agenda is posted on the district website and will be updated with any notes from the meeting. Solicitations can be found at [www.columbus.k12.oh.us/rfp](http://www.columbus.k12.oh.us/rfp) Navigate to the appropriate solicitation.

## ***Columbus City Schools – Integrated Master Planning***

### **Informational Meeting**

#### **Agenda**

*November 18, 2024*

1. **Welcome/Introductions to the Project Team**
  - a. **Brandie Bronston Houpe, Construction Contract Manager** – Columbus City Schools
  - b. **Bob Mickley, Real Estate Supervisor** – Columbus City Schools [rmickley@columbus.k12.oh.us](mailto:rmickley@columbus.k12.oh.us)
  - c. **Alex Trevino, Facility Director** – Columbus City Schools [atrevino3260@columbus.k12.oh.us](mailto:atrevino3260@columbus.k12.oh.us)
  
2. **General**
  - a. Deadline: **December 11, 2024 (Wednesday), at 10:00 AM**
  - b. 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.**
  - c. 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).
  - d. Cancellation and Rejection: CCS reserves the right to reject all proposals and cancel at any time for any reason this solicitation, any portion of this solicitation or any phase of the Project. CCS shall have no liability to any Proposer arising out of such cancellation or rejection. CCS reserves the right to waive minor variations in the selection process.
  - e. Submit on OFCC's form F110-330 (most recent version) available from their website [www.ofcc.ohio.gov](http://www.ofcc.ohio.gov) . Delete sections H, items 34c and 34d and include district's LEDE forms instead (see section below).
  - f. While EDGE requirements do not apply to these projects, the Board of Education's LEDE policy (Locally and Economically Disadvantaged Enterprise program) does apply. Please reference the RFQ document online for the required forms A&B to submit and to the district's [vendor](#) page for more information on the LEDE program, as well as updated LEDE information proposers should submit with Statement of Qualifications.
  - g. Do not reach out to any district school or other department to prepare your statement of qualifications.
  - h. Page limits for all projects are as follows:
    - a. Part 1 is limited to 35 pages. Total submittal should be no more than 40 pages.
  - i. Score sheet is included in the RFQ packet which is available on the district's purchasing website.
  - j. Prevailing Wage Rates **DO NOT** apply to these projects.

### 3. 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 \(November 2016 bond issue\)](#)

### 4. Scope

- a. 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.

### 5. Project Expectations and Deliverables

- a. 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.

## 6. Project Schedule

Date	Anticipated Schedule of Activities - <i>subject to change</i>
11/11/2024	<b>Advertisement Period:</b> 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	<b>Responses due:</b> 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	<b>Anticipated project completion.</b>

## 7. Evaluation Criteria for Selection

- i. Demonstrated ability to meet Owner's budget, and schedule on previous projects.
- ii. Previous experience compatible with the proposed project (e.g., type, size).
- iii. Relevant past work of prospective firm's proposed consultants.
- iv. Past performance of prospective firm and its proposed consultants.
- v. Qualifications and experience of individuals directly involved with the project.
- vi. Proposer's previous experience (numbers of projects, sizes of projects) when working with its proposed consultants.
- vii. 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.
- viii. Community engagement and inclusivity
- ix. Proximity of prospective firms to the project site.
- x. Proposer's apparent resources and capacity to meet the needs of this project.
- xi. 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.
- xii. Response to the CCS LEDE program goal of 20% subcontracting

## 8. Questions?

