



**REQUEST FOR QUALIFICATIONS
MASTER PLAN DESIGN for
ALTERATION OF THE
5800 SHIER RINGS ROAD FACILITY
CITY OF DUBLIN, OHIO**

WORK PLAN OUTLINE

The City of Dublin wishes to retain the services of a qualified consultant to assist in evaluating the facility located at 5800 Shier Rings Road and providing a master plan that will further be developed into the eventual alteration of the facility.

The purpose of the Master Plan is to provide the following information:

A. Building Analysis

The Building Analysis will take a look at the following:

1. Existing Code Analysis
2. Existing Building Envelope Analysis
3. Existing Mechanical Systems Analysis
4. Existing Fire Protection Systems Analysis
5. Technology Infrastructure Analysis

B. Program Analysis

The successful firm will help facilitate discussions between the work units in the 5800 building and develop a program that will address the current and future needs of each of those work units as a collective whole. The work units are identified, as follows:

1. Building Standards
2. Economic Development
3. Engineering
4. Land Use and Long Range Planning

Special attention shall be paid to the development of a co-located reception/front counter operation that will be referred to as the "customer experience." Each work unit will have either personnel or programmatic responsibility for "manning" and providing information for this operation.

C. Space Needs Assessment

Based upon the program, the successful firm will look at current and projected space needs for the work units individually and as a collective whole. Special attention shall be given to the "customer experience".

D. "Green" Assessment

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Because of the need to be responsible for the expenditures of public funds, the proposed alteration should be assessed with respect to responsive design solutions that are energy efficient and environmentally sustainable. The alteration shall look at the following issues to be resolved within the design:

1. Sustainable Site Development
2. Water Efficiency
3. Energy and Atmospheric Efficiency
4. Materials and Resources Management
5. Indoor Environmental Quality
6. Innovation in Sustainable Design

LEED certification should be considered but is not a priority for this project.

E. Preliminary Master Plan

A Master Plan shall be developed based upon the various analyses listed above for future use of the 5800 Building. The Master Plan shall be developed to the level of a preliminary building design that includes the following:

1. Site Development Plan
2. Floor Plans
3. Elevations
4. Basic Wall Sections
5. Technology Assessment
6. Mechanical Assessment
7. Fire Protection Assessment
8. Specifications to support any special construction or needs associated with the Master Plan Design (i.e. Green Roof information, Modular Furniture Examples, Exterior Building Materials information)

The Master Plan should also address potential phasing for alterations, personnel movements and work unit relocations.

F. Preliminary Cost based upon the Preliminary Master Plan

The cost should be based upon ranges that will show total costs as well as square foot cost. The cost should also reflect any phasing associated with the project. The cost analysis should address any "green" premiums associated the project.

REQUEST FOR QUALIFICATIONS
TRANSPORTATION NETWORK ANALYSIS
BRIDGE STREET CORRIDOR
August 22, 2012

Background: City of Dublin

Dublin is a community of over 40,000 residents located in portions of Franklin, Delaware and Union Counties in the Columbus, Ohio Metropolitan Area. Dublin borders the City of Columbus to the east and south. Located along the region's I-270 Outerbelt, Dublin is known throughout the region for its strong economic base, development quality, and strict development standards.

In 2009, BusinessWeek rated the City of Dublin as the top small city in Ohio to start a business. Fox Business News announced the City of Dublin as the top small city in the U.S. to start a business. Fox pointed to the quality of the City's infrastructure and its strategic location as reasons for this recognition.

In January of 2010, the City of Dublin was named a *Top Seven Intelligent Community* in an annual list of smart cities from around the globe. Dublin joins communities from Scotland, Estonia and South Korea – and was one of only two from the U.S. – to be named to this prestigious list from the New York-based Intelligent Community Forum. This is the first time Dublin has made it to the *Top Seven* and the third consecutive time the City has made it into the Forum's *Top 21* list.

CONSULTANT SELECTION PROCESS

Responses to this Request for Qualifications are due in the offices of the Director of Building Standards, City of Dublin, 5800 Shier Rings Road, Dublin, Ohio 43016 not later than 4:00 p.m. on September 28, 2012. Late submissions will not be accepted.

Once selected, the Consultant will work with the City to develop a specific scope of services, budget, and schedule. The intent is to devise a schedule that results in draft findings by November 2, 2012. The draft findings will be reviewed by the Deputy City Managers and the Director of Administrative Services to verify that proposed design recommendations offer an appropriate solution for inclusion in the future round of the City's Capital Improvement Plan. Production of the final documents will follow, with a precise schedule and deadline to be determined. Consultants should take this schedule into account when considering their response.

The City's Project Manager for this process and project will be Jeffrey S. Tyler AIA, LEED AP BD+C, Director of Building Standards. Other primary City staff will include, Angel Mumma, Deputy City Manager/Director of Finance, Dana McDaniel, Deputy City Manager/Director of Economic Development, Michelle Crandall, Director of Administrative Services, Paul Hammersmith, Director of Engineering/City Engineer; Steve Langworthy, Director of Land Use and Long Range Planning, Brian Ashford, Facilities Manager and Colleen Gilger, Economic Development Manager.

As this is a high priority project for the City, the Consultant may expect significant involvement by the involved City staff members. The City will provide assistance in basic research, provide background materials, attend team meetings, and be available for guidance throughout the project.

At a minimum, the initial review of the RFQ submissions will be performed by the Facilities Manager, the Director of Engineering, and the Director of Land Use & Long Range Planning, the Economic Development Manager and the Director of Building Standards. The City may request

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in person or telephone interviews with one or more of the firms whose qualifications and approach are most responsive to the City's stated needs. The final selection will be made by the City Manager, Deputy City Manager/Director of Economic Development, the Deputy City Manager/Finance Director and the Director of Administrative Services with consultation from the initial review team. Following selection, negotiations will begin with the selected firm to develop a scope of services and fee.

RESPONSE REQUIREMENTS

All responses to this RFQ shall include the information listed below. The information requested must be presented in the order indicated. Five (5) copies of the RFQ will be required for review and shall include:

- A. Consultant (lead, if a consultant team) name: Business name, DBA (if applicable) and principal contact person, including office location, address, telephone number, fax number and e-mail address.
- B. Consultant history and services offered related to this project: Briefly describe the history of the firm(s) including but not limited to the name of firm owners, number of years in business and range of services offered related to this project.
- C. Provide a narrative statement and supporting materials explaining the firm's qualifications for the proposed project (more detailed information specifically related to this project should be included as part of paragraph E, below). Describe Consultant's and subconsultant's management experience with comparable projects or individual studies. Please provide a minimum of three professional references for which the Consultant has provided comparable services within the past five years for a similar scope of work, specifically, facilities analysis and master planning recommendations. Provide the name and telephone numbers of persons who can be called as references regarding the projects listed.
- D. Consultant team organization:
 1. Describe Consultant's proposed team organization and staffing plan indicating the office location and general role and responsibility of each team member and subconsultant (if applicable). Clearly indicate the individual who will have overall responsibility for Consultant's services and how that person will interact with subconsultants and with the City's team.
 2. If subcontractors are proposed, indicate whether the subcontractor(s) have worked with the primary Consultant on comparable projects in the past.
 3. Enclose brief resumes of each key team member Consultant proposes to assign to this project.
 4. Indicate all relevant certifications of the team members, including but not limited to LEED Accreditation, OBBS Certifications, Architects License, Engineers License, etc.
- E. Work Plan: **(Please provide only enough narrative to show an understanding of the issues involved and any alterations or expansions to the Work Plan Outline the Consultant feels necessary.** A complete Scope of Services and budget will be developed in consultation with the selected Consultant.)

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1. Project Understanding Narrative. The consultant should demonstrate an understanding of the project objectives.
 2. Project Approach. Propose any suggested alterations to the Work Plan Outline provided with this RFQ, including, but not limited to:
 - General methodology and process.
 - Estimated time for completion.
 - Proposed format(s) and project deliverables.
 3. Preliminary Cost Estimate. Based on the approach outlined by the consultant, and the consultant's experience with similar projects, develop a preliminary cost estimate for completion of each of the tasks of the Work Plan Outline. A final scope of services and budget will be negotiated with the selected consultant. Note that selection of a consultant will be primarily based on qualifications.
 4. Other Pertinent Information. Any other information the consultant believes is relevant.
- F. Certificate of Insurance: City of Dublin requires that all firms contracting for services file a certificate of insurance prior to the execution of the contract agreement. Insurance coverage includes full workers' compensation insurance, employers' liability coverage, comprehensive auto and general liability insurance for no less than \$1,000,000 with a provision for no more than \$100,000 deductible. Include a statement that this Certification can be provided (actual Certification will only be required of the selected Consultant).
- G. Any other items deemed necessary by the Consultant to respond to the Review and Selection Criteria.

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PROCEDURES FOR SUBMISSION

Interested individuals and/or firms are invited to submit one data copy of their RFQ, and five hard copies if submitting by mail or delivery. Submission by (email) is acceptable. All submissions must be in the offices of the City not later than

4:00 p.m., September 28, 2012.

Late submissions will not be accepted.

Fax submissions will not be accepted under any circumstances.

All material submitted in accordance with this RFQ become property of the City and will not be returned. If you have any questions regarding this RFQ, please contact Jeffrey Tyler (614) 410-4604; jtyler@dublin.oh.us. Any other contact with City personnel related to this RFQ, prior to the formal selection of the Consultant, is expressly prohibited without the consent of the City's Project Manager.

REVIEW AND SELECTION CRITERIA

The City's project team will evaluate the materials provided in response to the Request for Qualifications based on the following criteria:

- Understanding of the project;
- Past experience and performance of Consultant on similar projects related to quality of work, meeting project schedules, ability to manage, and budget control;
- Consultant's expertise and ability to successfully communicate with clients;
- The present workload of Consultant personnel (and any sub-consultants) assigned to the project, their availability of staff and ability to meet the project task schedule;
- Familiarity with applicable practices, procedures and industry standards for the type of work involved;
- Conformance to the specified RFQ requirements;
- Clarity and conciseness of content of the RFQ;
- Specialized experience and technical competence of the firm and subconsultants (including individuals in the firm assigned to the project), considering the types of services required and the complexity of the project;
- Record of performance, including results of reference checks; and
- Commitment to complete the work in a timely and professional manner.

The City reserves the right to conduct independent reviews and to interview Consultant submitting responses prior to making any selection. If required, at a minimum the proposed Project Manager along with key team members shall appear at the interview. If your firm is selected to participate in an oral interview, you will be notified at least one week prior to the scheduled interview.

Upon conclusion of the RFQ process, the City's team will recommend a Consultant to the City Manager to enter into negotiations for a final Scope of Work and an eventual contract with the City.

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ACCEPTANCE OR REJECTION OF RFQ

The City reserves the right to accept or reject any or all RFQ responses received as a result of this request. The City also reserves the right to waive any informality, technical defect or clerical error or irregularity in any RFQ. Additionally, the City may, for any reason, decide not to award an agreement as a result of this RFQ. The City reserves the right to cancel this RFQ. The City shall not be obligated to respond to any responses submitted, nor be legally bound in any manner by the submission of the RFQ.

ADDENDA AND INTERPRETATION

No Consultant will be allowed to modify the content of the proposal at any time after the submission deadline, except in direct response to a request from the City for clarification or for an oral interview, provided that the modification will not result in a substantive amendment to the proposal.

The City shall not be responsible for nor be bound by any oral instructions or interpretations or explanations issued by the City or its representatives. Should discrepancies or omissions be found in this RFQ or should there be a need to clarify the RFQ, you may request clarification via e-mail to bashford@dublin.oh.us or in writing to:

Jeffrey S. Tyler AIA, LEED AP BD+C,
Director of Building Standards
City of Dublin
5800 Shier Rings Road
Dublin, OH 43016

Requests for clarification shall be received by the City at least five business days prior to the due date for responses. Any response by the City of Dublin to a request for clarification will be made in the form of an addendum to this RFQ and will be publicized on the City of Dublin website at <http://www.dublin.oh.us/business/bids/>. All addenda shall become part of this RFQ and shall be attached as an exhibit to your proposal.

NON-RESPONSIVE RFQ

The RFQ shall be prepared and submitted in accordance with the provisions of these instructions. Any omission or limitation to the RFQ may be sufficient grounds for non-acceptance of the response, at the sole discretion of City.

The submission of a response to this RFQ shall be deemed a representation and certification by the Consultant that the Consultant has investigated all aspects of the RFQ, is aware of the applicable facts pertaining to the RFQ process, its procedures and requirements, and has read and understood the RFQ. No request for modification of a RFQ shall be considered after its submission on grounds that the Consultant was not fully informed as to any facts or condition.

PUBLIC NATURE OF PROPOSAL MATERIAL

Responses to this RFQ become the exclusive property of the City. All responses to the RFQ when received become a matter of public record and shall be regarded as public records. Any proposal which contains language purporting to render all or significant portions of the proposal "Confidential," "Trade Secret," or "Proprietary" shall be regarded as non-responsive.

DISQUALIFICATION

Factors such as, but not limited to, any of the following may be considered just cause to disqualify a response to the RFQ without further consideration:

- A. Evidence of collusion, directly or indirectly, among Consultants in regard to the amount, terms, or conditions of this proposal;
- B. Any attempt to improperly influence any member of the selection staff;
- C. Existence of any lawsuit, unresolved contractual claim or dispute between Consultant and the City;
- D. Evidence of incorrect information deliberately submitted as part of the RFQ;
- E. Evidence of Consultant's inability to successfully complete the responsibilities and obligations of the proposed scope of work; and
- F. Consultant's default under any agreement, which resulted in termination of the Agreement.

NON-DISCRIMINATION/ NON-PREFERENTIAL TREATMENT

The successful Consultant shall not discriminate, in any way, against any person on the basis of race sex, color, age, religion, sexual orientation, actual or perceived gender identity, disability, ethnicity, or national origin, in connection with or related to the performance of City of Dublin contracts.

ADDITIONAL TERMS AND CONDITIONS

- A. It is anticipated that the award of the Agreement resulting from the RFQ shall include terms and conditions agreed upon by both the Consultant and the City. A copy of a standard agreement normally used by the Consultant shall be included with the RFQ.
- B. The City will not be liable for any costs associated with your firm preparing its response to this RFQ. This RFQ does not commit the City to pay any costs incurred in the submission of an RFQ or in making any necessary studies or analysis in preparation of submission of the RFQ.

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- C. The City reserves the right without limitation to:
 - 1. Enter into contract negotiations with the selected Consultant based solely on the RFQ and any approved additions;
 - 2. Enter into an agreement with another Consultant in the event that the originally selected Consultant defaults or fails to execute an agreement with the City;
 - 3. Modify and re-issue the RFQ; and
 - 4. Take action regarding the RFQ as deemed to be in the best interest of the City.
- D. The City reserves the right to verify any information provided during the RFQ process. The City may contact references listed or any other person known to have contracted with Consultant.
- E. An agreement shall not be binding or valid with the City unless and until it is executed by authorized representatives of the City and of the Consultant.