



REQUEST FOR QUALIFICATIONS

PROJECT NAME: FACILITIES MASTER PLAN for DUBLIN'S CIVIC CAMPUS CITY OF DUBLIN, OHIO

Background: City of Dublin

Dublin is a city of more than 47,000 residents located just northwest of Columbus, Ohio. It offers residents and corporate citizens responsive services, attractive housing, superior public education, direct regional highway access, abundant park space, thoughtful and strategic planning, innovative ideas and technology and a dynamic community life. Dublin is consistently ranked one of the safest cities in the nation and in 2015 was named one of America's Top 20 Creative Class Cities. It is home to more than 20 corporate headquarters, an entrepreneurial center, 4,300+ businesses, world-class events and the urban, walkable Bridge Street District.

Approximately 25 square miles, the City annually hosts Jack Nicklaus' PGA Tour Memorial Tournament at Muirfield Village Golf Club and one of the nation's largest Irish cultural events – the Dublin Irish Festival. In 2014 and 2012, Dublin was recognized as the Most Outstanding Global Festival and Event City in the World by the International Festivals and Events Association.

Also, Dublin is known as a leader in municipal innovations, including tax increment financing, Dublink Broadband and green initiatives.

Dublin has long been recognized as a premier community, not only locally, but also internationally. Home to Ohio's largest corporation, Cardinal Health – 21 on the Fortune 500 list, Dublin also is the headquarters of the Wendy's Company, Ashland Inc. and OCLC.

Dublin's diverse and sound economic base provides the foundation for the present and future stability of the City. The City's continued economic vitality is the result of quality development, strategic planning and aggressive efforts to attract and retain high-quality commercial development.

Over the last three years, the City has reorganized its operating departments, divisions and support staff to better meet the needs of the community. As a result of grouping together divisions and departments to achieve efficiencies, City facilities have required renovation and expansion. Most recently, the City has accomplished the following:

- Expanded and renovated its Justice Center that houses the Department of Police, Northwest Regional Emergency Communications Center and Municipal Court.
- Expanded and renovated its Service Center to relocate the Engineering Division to the Department of Public Works and to co-locate Events and Volunteer Resources staff with the Parks & Recreation Department administrative staff.

Over the course of the last year, City staff have reviewed the practicality of renovating the 5800 Shier Rings Road facility, which currently houses its Department of Development and the Department of Technology. Based upon a cost benefit assessment, it was determined that the better use of public funds is in acquiring a new building, instead of investing the significant sum needed to fully rehab and upgrade the 5800 Building.

In addition to this analysis, staff considered a broader strategy to consider the long-term needs of the City relative to office space and location. Issues have been raised regarding the adequacy of City Hall and its space limitations, the long-term needs of the Parks and Recreation Department including the Recreation Services Division, as well as previous planning.

Given this work and a real estate acquisition opportunity that was presented to the City in the past year, the City of Dublin decided to purchase an existing building at 5555 Perimeter Drive, providing an opportunity to achieve the following:

- Purchase a facility adjacent to existing City-owned property, thereby creating a larger civic campus to serve the community.
- Pursue the realization of the City's 1997 and 2007 Community Plan wherein Coffman Park and adjacent property would serve as the civic/government center for the City of Dublin.



The red outline (approx. 108 acres) shows the Civic Center area as defined in the 1997 Community Plan. The yellow highlighted area shows 5555 Perimeter, the only property not owned by the City.

Plans for the existing facility and redevelopment of the adjacent property will be phased over time. The first objective is to relocate staff currently occupying City Hall to the new 5555 Perimeter building. This new complex will facilitate more effective services as the center of municipal government.

The acquisition of the 5555 Perimeter Drive facility provided a unique and unanticipated opportunity to realize the City's long-term vision for the area of Coffman Park while consolidating City operations and facilitating more effective services as the center of municipal government.

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

A. Program Analysis

The successful firm will help facilitate discussions between the work units in the following buildings and develop a program that will address the current and future space and programming needs of each of those work units as a collective whole and identify a phased approach to implementation. Dublin City Council will also be included in discussions to explore ideas for a new Council Chambers at the new City Hall. The buildings and work units are identified, as follows:

- **5555 Perimeter Drive**, (recently purchased office building to serve as a new City Hall): further study is required to determine the most efficient way to co-locate staff and legislative/City Council functions into the existing building and to identify additional space needs to accommodate these functions, if necessary. This recently purchased building is planned to house the City Manager's Office, Finance, Communications and Public Information, Clerk of Council, Law, City Council, and a new Council Chambers. The long-term vision shows potential for two additional buildings to create the municipal complex. As conceptualized, an annex could be joined to the existing building to accommodate Council Chambers and meeting space for City Boards and Commissions and other community meetings. A central location in the community with convenience for residents and easy access for visitors is essential. A second building, located adjacent to the Justice Center, could house staff currently located at 5800 Shier Rings Road to include the Department of Development including the Divisions of Economic Development, Planning and Building Standards; and the Department of Information Technology. The City's goal is to perform a space needs analysis and explore site development options to understand fully the programmatic needs involved.
 - Evaluate the need for an additional building and/or space needed to serve as a new Development Building to house the Development Department (currently located at 5800 Shier Rings Road housing Development, Economic Development, Building Standards and Planning) and Information Technology – options could include:
 - build a separate building next to 5555 Perimeter;
 - build an addition to the 5555 Perimeter building,
 - build on land the City owns along the north side of Shier-Rings Road (PID 274001114 and 274001115) across from its other two facilities (Service Center and Fleet);
 - purchase and renovate an existing 27,000 sq. ft building available on 5.5 to 6 acres at 6751 Perimeter Rd;
 - or purchase and renovate another available building.
- **5200 Emerald Parkway** (existing City Hall including Council Chambers and annex): All current staff are planned for relocation to the 5555 Perimeter building. The Program Analysis will look at the needs and options for moving Recreation Services Administration staff currently housed in the Dublin

Community Recreation Center into this existing office space. Doing so will create additional programming space in the Recreation Center, which is under increasing programmatic pressure, and potentially accommodate additional recreational programming in the existing City Hall as well.

- **5600 Post Road** (Dublin Community Recreation Center) after relocating Recreation Services Administration staff as noted above, explore newly created space options for additional Recreation Programming staff and programs.
- **6555 Shier Rings Road**, Dublin Service Center – identify programmatic needs for relocating the existing Electrical Crew Shop and staff (currently at the City's 5800 Shier Rings Road Development Building) and Sign Shop and staff (currently at the City's Fleet Building) to the Service Center.

B. 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". This multi-year master plan will involve phasing of construction, operational analysis and implementation into the new and renovated facilities and consideration of security and operational aspects of a municipal complex.

C. Master Plan

A phased Master Plan shall be developed based upon the various analysis listed above including building renovations, building construction, relocation efforts, phasing, and anticipated budget tolerances.

The Master Plan should identify the most cost efficient option addressing potential phasing for alterations, personnel movements and work unit relocations.

The Master Plan should serve as a guidance document for the next phase of the process which will be to retain an architect to provide design/s and all associated requirements to issue phased bids/construction for the project/s.

D. Preliminary Cost Estimates based upon the Master Plan

The cost estimates should be based upon ranges that will show total costs, inclusive of design, construction, acquisition, utilities, FFE, etc., as well as square foot cost. The cost should also reflect any phasing associated with the project. The cost analysis should address any potential "green" premiums associated the project.

COMPETITIVE CONSULTANT SELECTION PROCESS

Responses to this Request for Qualifications are due in the offices of the Public Works Director, City of Dublin, 6555 Shier Rings Road, Dublin, Ohio 43016 not later than 4:00 p.m. on March 2, 2018. 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 June 30, 2018. The draft findings will require review to verify that proposed 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.

As this is a high-priority project for the City, the Consultant may expect significant involvement by Management staff and designated representative staff from the departments involved, as well as Dublin City Council, will provide input. 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 a selection team including: Public Works Director, Facilities Management Director, Planning Director, Recreation Services Director, and City Manager's Office representative. The City may request 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 with consultation from the selection 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. **Six (6)** copies and a PDF of the response, with a **maximum page count of 20 pages not including appendices**, 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 illustrative examples of similar studies, as well as 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, email and telephone numbers of persons who can be contacted 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 (e.g. partner-in-charge, project manager) and how Consultant proposes 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. Please indicate the hourly billable rate for each team member and each firm's overhead rate (or indirect rate).
 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.)
1. Project Understanding Narrative. The consultant should demonstrate an understanding of the project objectives. Please note any questions or issues that the Consultant identifies that are triggered by your project understanding.
 2. Project Approach. Propose any suggested alterations to the Work Plan Outline provided with this RFQ, including, but not limited to the following (please include a process flow chart based on a monthly calendar):
 - 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 to complete 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 should be included in an appendices.
- 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. Standard Contract: Submit for review a copy of the Consultant's standard contract. The City may elect to use its own contract form. The selected Consultant will be provided with a copy for review if used.
- H. Any other items deemed necessary by the Consultant to respond to the Review and Selection Criteria.

SUBMITTAL INSTRUCTIONS

Interested individuals and/or firms are required to submit one PDF and six printed copies of the response. All submissions must be in the offices of the City not later than

4:00 p.m., March 2, 2018.

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 Megan O'Callaghan; mocalaghan@dublin.oh.us**. Any other contact with City personnel related to this RFQ, prior to the formal selection of the Consultant, is expressly prohibited.

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 submitted qualifications;
- 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 completing 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 your firm is selected to participate in an oral interview, you will be notified at least a week prior to the scheduled interview.

Upon conclusion of the RFQ process, the City's selection 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.

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 a contract 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 qualifications submittal 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 mocallaghan@dublin.oh.us or in writing to:

**Megan O'Callaghan, P.E.,
Director of Public Works
City of Dublin
6555 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://dublinohiousa.gov/bids-and-requests-for-proposals/>. 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.
- 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.