



New Albany Facilities Master Plan Request for Quotation (RFQ)

Background

The City of New Albany is soliciting quotations from qualified firms to provide professional and comprehensive Facilities Master Plan (FMP) services. The selected firm will evaluate existing city facilities, assess current and future space needs, and develop a comprehensive master plan to guide long-term facility investment and capital planning.

The City of New Albany manages a portfolio of municipal facilities that support core city operations and community services, including administrative buildings, public works facilities, safety services (police), and other municipal assets. As the City continues to grow and service demands increase, a strategic long-term facilities plan is required to ensure adequate infrastructure, efficient operations, and responsible capital planning.

The Facilities Master Plan will help the City understand current facility conditions, future needs, and opportunities to optimize space, consolidate operations, and enhance service delivery. The final scope and budget of the project will be defined with the selected firm; however, a potential scope is shown in section A below to provide firms with an idea of the city's intent for the plan.

PROPOSALS DUE BY: 12:00pm on Friday, January 30th, 2026

SUBMISSION FORMAT: PDF

SUBMIT RESPONSES TO: Alicia McGovern, amcgovern@newalbanyohio.org

DEPARTMENT REQUESTING: Administrative Services

A. Potential Scope of Services:

Submissions must include acknowledgment of the following project requirements:

- a. Facility Condition Assessment: The assessment must include: (a) an evaluation of physical condition of all city facilities; (b) assessment of structural, architectural, mechanical, electrical, plumbing, and site systems; (c) review of ADA compliance, safety, code issues, and energy performance; and (d) deficiency summaries and capital cost estimates.
- b. Space Utilization and Needs Assessment: The assessment must include: (a) documentation of the current space usage and functional relationships; (b) interviews/workshops with city leadership and department staff; and (c) forecast future space needs based on population growth, operational trends, and service demands.
- c. Operational and Service Delivery Analysis: Analysis must: (a) evaluate how facility layout supports internal workflows and external service delivery; and identify inefficiencies, opportunities for consolidation, and modernization needs.
- d. Facility and Site Planning: The plan shall include: (a) an evaluation of how facility layout supports internal workflows and external service delivery; and (b) identify inefficiencies, opportunities for consolidation, and modernization needs.
- e. Scenario Development and Capital Planning: The plan shall include: (a) proposal for multiple long-term planning scenarios; (b) cost estimates, phasing strategies,



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and funding considerations; and (c) prioritized list of capital projects based on risk, community impact, and city objectives.

- f. Final Facilities Master Plan: The plan shall include: (a) a comprehensive written master plan; (b) graphic maps, concept designs, and recommended improvements; (c) a 10–20-year capital improvement strategy; and (d) an executive summary and presentation to New Albany City Council

B. Deliverables:

The selected firm will provide:

- a. Facility condition assessment reports
- b. Space utilization and operational needs analysis
- c. Planning scenarios and cost models
- d. Draft Facilities Master Plan
- e. Final Facilities master Plan (PDF and editable files)
- f. Presentation materials for city leadership

C. Proposal Requirements:

Submissions must include a Statement of Qualifications in response to this RFQ and must submit the following:

- a. Cover Letter: The cover letter must include: (a) name, address and phone number of the office where the personnel assigned to the project will be based, (b) name, title and phone number of the principal contact person.
- b. Firm Background and Profile: The firm must include: (a) years of existence; (b) legal form of firm; (c) location of home office; (d) general firm history. If the proposed form of entity is a joint venture, please identify each entity in the joint venture, their respective percentage of participation, and the information requested in the first sentence of this paragraph for each joint venture. Provide a summary, on three pages or less, describing why your firm/ team is the most qualified for the project.
- c. Similar Experience: Provide a list of your firm's experience with comparable municipal projects and provide at least three municipal references. Include: (a) description of the project and the services your firm provided for the project; (b) start and completion dates for each project; (c) name, title and telephone number of the client contact most familiar with your services on the project, (d) the contract amount, and whether you completed each project pursuant to the agreed project schedule and, if not, why.
- d. Project Team and Key Personnel: Provide a project organizational chart containing the names and titles of the proposed staff for the project. At a minimum, the chart should include at least three (3) officers or senior employees (e.g., Project executive, Principal-in-charge, Project Manager or Project Superintendent or similar designation) who will be available for work on the project. For every person listed on the chart, provide a one-page resume highlighting relevant experience and identifying



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the phase(s) of the project to which the individual will be assigned and the percentage of that individual's time to be devoted to the project.

- e. Sustainability: Describe the firm's experience related to sustainability initiatives. Include pertinent details of past projects where your firm successfully implemented sustainable practices in demolition and construction waste management; energy savings during demolition, construction or renovation projects; and energy conservation measures during similar past projects.
- f. Other items to be provided:
 - a. Project Approach and Methodology
 - b. Anticipated Scope and Work Plan
 - c. Fee Proposal Including: labor categories, hourly rates, and optional services
 - d. Anticipated Project Schedule
 - e. Proof of Professional Liability Insurance

D. Evaluation Criteria:

Proposals will be evaluated based on:

- a. Relevant municipal experience
- b. Depth of technical expertise and team qualifications
- c. Understanding of City of New Albany's needs
- d. Strength and clarification of methodology
- e. Cost competitiveness and value
- f. Quality of reference list and past performance

E. Questions and Clarifications:

All questions must be submitted in writing.

Contact: Alicia McGovern

Email: amcgovern@newalbanyohio.org

F. Terms and Conditions:

- a. The City of New Albany reserves the right to reject any or all quotations.
- b. All preparation costs are the responsibility of the firm submitting the quotation.
- c. The selected firm must enter into a professional services agreement with the City of New Albany.
- d. Final acceptance is submitted for approval by the city's governing bodies.

G. Tentative Schedule:

- a. RFQ issued on Monday, December 29, 2025.
- b. Proposals are due no later than Friday, January 30, 2026.
- c. Interviews anticipated taking place no later than Friday, February 13, 2026.
- d. Selection and notification anticipated to take place no later than Friday, February 27, 2026.
- e. Contract awarded anticipated to take place no later than Friday, March 27, 2026.
- f. Project Start anticipated to take place no later than Monday, April 6, 2026.