

# Request for Qualifications (Facility Assessment Services)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Ohio Facilities Construction Commission

Project Name	<u>OFCC Facility Assessment Services</u>	Response Deadline	<u>February 27<sup>th</sup>, 2026</u>	<u>1:00 PM</u>	local time
Project Location	<u>Various</u>	Project Number	<u>SFC-260888</u>		
City / County	<u>Various / Various</u>	Project Manager	<u>Various</u>		
Owner	<u>Various</u>	Contracting Authority	<u>OFCC</u>		
No. of paper copies requested (stapled, not bound)		<u>0</u>	No. of electronic copies requested (PDF)		<u>1</u>

Submit the requested number of Statements of Qualifications (Form F110-330) directly to OFCC Procurement at [procurement@ofcc.ohio.gov](mailto:procurement@ofcc.ohio.gov). See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to OFCC Procurement at [procurement@ofcc.ohio.gov](mailto:procurement@ofcc.ohio.gov) with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the Opportunities page on the OFCC website at <http://ofcc.ohio.gov> on a regular basis until one week before the response deadline. The name of the party submitting a question will not be included on the Q&A document.

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### Project Overview

#### A. Project Description

The Ohio Facilities Construction Commission (OFCC) intends to pre-qualify firms to provide facility condition assessment services. The current OFCC Facilities Assessment Consultant contracts expire on June 30, 2026. This process will be used to award contracts for the period beginning July 1, 2026, and ending June 30, 2028. Services are in support of the OFCC planning, design, and management of projects for local K-12 school districts and state agencies.

OFCC reserves the right to extend the pre-qualification eligibility contract award period for up to an additional 24 months.

#### B. Scope of Services

The scope of work will include, without limitation, (1) collect on-site facilities conditions data; (2) compile the facilities conditions data in the standard format provided by the Commission, and enter it into the Commission's assessment web tool; (3) produce copies of the assessment report in a standard format provided by the Commission; and (4) attend assessment presentation meetings; and (5) provide architectural and planning expertise to the Commission in the master planning process.

The selected Consultant, as a portion of its required Scope of Services and prior to submitting its technical and fee proposals, will discuss and clarify with the OFCC, the cost breakdown of the Agreement detailed cost components to address the project requirements.

Refer to the Ohio School Design Manual, including the Assessment Cost Guidelines, and the Ohio Facilities Construction Manual for additional information about the type and extent of services required for each. A copy of the standard Consultant Agreement can be obtained at the OFCC website at <http://ofcc.ohio.gov>.

For 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:

1. Experience collecting and reporting Facility Condition Assessment Data
2. Experience assisting in OFCC Master Planning Process
3. Knowledge of OFCC's processes
4. Knowledge of Ohio School Design Manual (OSDM)
5. Experience applying OFCC Assessment Cost Guidelines
6. Knowledge and application of OFCC Planning Policies and Planning Guidelines

#### A. Funding / Estimated Budget

# Request for Qualifications (Facility Assessment Services) continued

Total Project Cost	<u>Varies</u>	State Funding	<u>Varies</u>
		Other Funding	<u>Varies</u>

## B. Services Required (see note below)

Primary	<u>Facilities Conditions Assessment</u>
Secondary	<u>Ohio School Design Manual (OSDM)</u>

## E. Anticipated Schedule

Services Start (mm/yy)	<u>07/26</u>
Services Completed (mm/yy)	<u>06/28</u>

## F. EDGE Participation Goal

Others	Percent of <i>initial</i> TOTAL Fee	<u>0%</u>
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## G. Evaluation Criteria for Selection

The evaluation of the statement of qualifications will be based primarily on the following: (1) competence of the firm to perform the required services, as indicated by the technical training, education and experience of the firm's personnel who are likely to be assigned to perform the services; (2) ability in terms of workload and availability of qualified personnel, equipment, and facilities to perform the required services competently and expeditiously; (3) experience of the proposed personnel in performing the specified services; (4) past performance as reflected in evaluations of previous clients with respect to factors such as quality of work and meeting deadlines; and (5) other similar factors.

OFCC will evaluate the proposals submitted and short-list no fewer than 3 firms that it considers to be qualified to provide the required services. OFCC intends to interview the short-listed firms to explore further their proposal, the scope and nature of the services they would provide, and the various technical approaches they may take regarding the work. Following this evaluation, OFCC will rank the firms in the order it considers to be most qualified to provide the required services and initiate contract negotiations with one or more firms.

The number of facilities assessment/master planning consultant contracts awarded through this process is within the discretion of OFCC. If a firm is awarded a contract, OFCC does not guarantee that a firm will be awarded any work or make a representation of the amount of work a firm may receive within the two-year contract period.

## H. Submittal Instructions

Firms are required to submit the current version of Statement of Qualifications (Form F110-330) available via the OFCC website at <http://ofcc.ohio.gov>.

Electronic submittals should be combined into one PDF file named with the project number listed on the RFQ and your firm's name. Use the "print" feature of Adobe Acrobat or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Acrobat, go to Advanced, then PDF Optimizer. Also, please insert the project number and firm name followed by "SOQ" in the email subject line.

**Statements of Qualifications must be submitted electronically by email. Submittals are limited to one email with a maximum file size of 25 MB.**

Firms are requested to identify professional registrations, memberships and credentials including: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, CPE, DBIA, and any other appropriate design and construction industry credentials. Identify that information on the resume page for individual in Block 22, Section E of the F110-330 form.

# Request for Qualifications (Facility Assessment Services) continued

Project Name OFCC Facility Assessment Services

Proposer Firm \_\_\_\_\_

Project Number SFC-260888

City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary Firm Location and Size (Maximum 15 points)</b>			
a. Location of planning firm and EDGE-certified status	Out of State	0	
	Ohio firm	5	
	EDGE Certified	10	
b. Number of relevant professionals within primary firm available to perform the services	Small = Less than 5 professionals	5	Max = 5
	Medium = 5 to 10 professionals	3	
	Large = More than 10 professionals	0	
<b>2. Team Qualifications (Maximum 55 points)</b>			
a. Lead Assessment Manager qualifications	Experience / ability of Lead Assessment Manager to manage facilities assessment and facilities master planning activities	0 - 25	
b. Facilities Assessment Staff qualifications	Experience / ability of assessment staff to coordinate critical assessment activities	0 - 25	
c. Team Organization (formal relationships between OFCC, Owner, Consultant, and sub-consultants if any)	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
<b>3. Team Experience (Maximum 30 points)</b>			
a. Knowledge of <i>Ohio School Design Manual</i> design concepts and planning principles, including Assessment Cost Guidelines, and/or the Ohio Facilities Construction Manual	Depth of knowledge	0 - 10	
b. Past Performance	Level of performance as indicated by past evaluations / letters of reference	0 - 10	
c. Experience with Facilities Assessment process	Level of experience	0 - 10	
		<b>Subtotal</b>	

**Evaluator:**

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_