

Request for Qualifications (Planning Services)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>Building Design Standards Restructuring</u>	Response Deadline	<u>01.09.2025</u>	<u>2:00 PM</u>	local time
Project Location	<u>Columbus, Ohio</u>	Project Number	<u>OSU-250260</u>		
City / County	<u>Franklin</u>	Project Manager	<u>Bo Zhang</u>		
Owner	<u>The Ohio State University</u>	Contracting Authority	<u>Local Higher Education</u>		
No. of paper copies requested (stapled, not bound)	<u>0</u>	No. of electronic copies requested (PDF)	<u>1</u>		

Submit the Statements of Qualifications (Form F110-330) via email to 330Submittals@osu.edu. In the subject line, include the project number and name for the RFQ you are responding to. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to **Bo Zhang** at zhang.403@osu.edu with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the Opportunities page of the OFCC website at [Bids & RFQs](#) 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.

A pre-submission online meeting is scheduled for Monday, December 16, 2024 at 2 pm. The Microsoft Teams meeting link is as follows:

[Join the meeting now](#)
Meeting ID: 243 549 034 324
Passcode: Dv2nV3mP

Project Overview

A. Project Description

The Ohio State University is soliciting proposals from qualified consultants to restructure its Building Design Standards. The goal of this project is to streamline current University design guidelines and standards to establish a set of standards that align with the University's unique operational needs, ensure optimal performance, and provide itemized specifications.

As an optional additional service, the selected consultant may also be tasked with developing a searchable application to track changes and manage variance requests. This application would be integrated with the University's cost estimating module.

B. Scope of Services

The selected consultant is expected to address the following key components within the scope of services:

1 Restructuring Current University Building Design Standards

- Consolidate all existing University design guidelines and standards into a single, performance based and forwarding looking document.

2. Requirements and Restrictions

- Define University unique requirements and restrictions relating to facilities operations

3. Performance Standards

- Provide performance based standards that align with the University's function and operations requirements.
- These standards should encompass all relevant aspects, including but not limited to expected life span, energy efficiency, sustainability, safety, and durability.

4. Item-Specific Specifications and Details

- Create detailed specifications and details for items and materials commonly used in University projects.
- These specifications and details should reflect the University's quality expectations and be easily referenced during the design and construction phases.

5 Searchable Standards Development (additional service)

- Design and build a user-friendly, searchable application for the new Building Design Standards.
- Ensure the application can support functions like version and variance tracking
- Integrate the application with the University's existing cost estimating module.

The project shall follow the applicable University Sustainability Standards: https://fod.osu.edu/sites/default/files/div_18.pdf.

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The selected Consultant, as a portion of its required Scope of Services and prior to submitting its proposals, will discuss and clarify with the Owner and/or Contracting Authority, the cost breakdown of the Agreement detailed cost components to address the Owner's project requirements. Participate in the Encouraging Growth, Diversity & Equity ("EDGE") Program as required by statute and the Agreement.

The selected Consultant will be required to sign the standard agreement. No modifications to the requirements in the agreement will be accepted.

The project team (Owner / Consultant) will be required to utilize e-Builder, the University's Project Management System, for all compatible services required by the University.

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. Familiarity with architectural and engineering services in higher education and healthcare institutions
2. Familiarity with code and regulatory requirements in Ohio
3. Familiarity with CSI MasterFormat and/or Uniformat.
4. Similar facilities standards development experience

C. Funding / Estimated Budget

Total Project Cost	<u>\$150,000</u>	State Funding	<u>\$0</u>
		Other Funding	<u>\$150,000</u>

D. Services Required (see note below)

Primary	<u>Architecture and Specification Writing</u> Mechanical, Electrical, Plumbing
Secondary	<u>Engineering</u> <u>Civil and Structural Engineering</u> <u>Fire Engineering</u> <u>IT Technology</u>
Others	<u>Web site development</u>

E. Anticipated Schedule

Planning Services Start	<u>02 / 25</u>
Planning Services Completed	<u>12 / 25</u>

F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL Planning Fee	<u>5%</u>
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G. Evaluation Criteria for Selection

- Proven experience and expertise in executing projects of similar complexity
- Clear understanding of University's needs and requirements.

Interested firms are required to submit the Commitment to Participate in the EDGE Business Assistance Program form in its Statement of Qualifications (Form F110-330) submitted in response to the RFQ, to indicate its intent to contract with and use EDGE-certified Business Enterprise(s), as a part of the team. The Intent to Contract and to Perform and / or waiver request letter and Demonstration of Good Faith Effort form(s) with complete documentation must be attached to the Technical Proposal. Both forms can be accessed via the OFCC website at [Procurement Forms](#).

The **EDGE Participation Statement of Intent to Contract and Perform** from Section H. Additional Information must also be submitted. Please identify the EDGE-certified Business Enterprises, by name, which will participate in the delivery of the proposed professional services solicited in the RFQ.

H. Submittal Instructions

Firms are required to submit the current version of *Statement of Qualifications* (Form F110-330) available via the OFCC website at [Procurement Forms](#).

Electronic submittals should be combined into one PDF file saved with the form name, project number listed on the RFQ and your firm's name (ex. F110-330_OSU-nnnnnn_Firm 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.

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.

Planning Services Selection Rating Form

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Project Name Building Design Standards Restructuring Proposer Firm _____
 Project Number OSU-250260 City, State, Zip _____

Selection Criteria		Value	Score
1. Firm Location, Workload and Size (Maximum 15 points)			
a. Proximity of firm to project site	Less than 50 miles	5	
	50 to 100 miles	5	
	More than 100 miles	5	
b. Amount of fees awarded by Contracting Authority	Less than \$200,000	5	
	\$200,000 to \$1,000,000	2	
	More than \$1,000,000	0	
c. Number of relevant professionals	Less than 2 planning professionals	1	Max = 5
	2 to 10 planning professionals	4	
	More than 10 planning professionals	5	
2. Primary Qualifications (Maximum 30 points)			
a. Principle in charge	Experience / ability of lead projects to achieve client's vision	0 - 10	
b. Project manager	Experience / ability of lead to manage project of various disciplines	0-7	Max = 20
c. Project architects	Experience / ability to contribute overall effort	0 - 7	
d. Technical staff/specification writers	Experience / ability to bring in-depth guidance in the subject fields	0 - 6	
3. Sub-Consultant Qualifications (Maximum 10 points)			
Key discipline leads	Experience / ability of all key discipline leads to effectively perform the services	0 - 10	
4. Project Team Qualifications (Maximum 15 points)			
a. Previous team collaboration	Less than 2 projects (Low)	0	Max = 5
	2 to 4 projects (Average)	2	
	More than 4 projects (High)	5	
b. OSU Sustainability Standards or LEED* project experience	No projects	0	Max = 5
	LEED v4.0 or v4.1 projects	2	
	OSU Sustainability Standards projects	5	
c. Team Organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
5. Overall Project Team Experience (Maximum 30 points)			
a. Criteria development and prioritization	Performance in establishing owner criteria for capital improvement plans	0 - 10	
b. Experience with similar planning projects	Less than 3 projects (Low)	0 - 3	
	3 to 6 projects (Average)	4 - 6	
	More than 6 projects (High)	7 - 10	
c. Past performance	Level of performance as indicated by past evaluations / letters of reference	0 - 10	
* LEED = Leadership in Energy & Environmental Design developed by the U.S. Green Building Council		Subtotal	

Notes:

Evaluator:

Name _____

Signature _____ Date _____