

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	General Qualifications for Annual Prequalification List of Professional Services	Response Deadline	November 21, 2024 2:00 PM local time
Project Location	Columbus and Regional Campuses	Project Number	Varies
City / County	Varies / Varies	Project Manager	Varies
Owner	The Ohio State University	Contracting Authority	Local Higher Education
Delivery Method	N/A	Prevailing Wages	State
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 PreQual@osu.edu. See Section D of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to PreQual@osu.edu (no phone calls please). Questions will be answered and posted to the Opportunities page on the OFCC website at 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.

Project Overview

A. Project Description

The purpose of this request is to solicit firms that are interested in professional service contracts for new construction and renovation projects that commence in calendar year 2025.

Professional service firms who were pre-qualified for previous calendar years, including calendar year 2024, must re-apply to this RFQ to maintain their pre-qualification status.

The Ohio State University is required to place qualified firms on the Architectural, Engineering and Special Consultant list of pre-qualified professional service firms to provide services for projects that are not advertised through the "Opportunities" section of the Ohio Facilities Construction Commission (OFCC) website.

Firms will be evaluated for qualification for specific disciplines and will be placed on one or more of the "List of Professionals" by discipline. Interested firms must submit one (1) Form #F110-330. There is no guarantee that any firm on The Ohio State University "List of Professionals" will be awarded a professional service contract as the result of the firm being on the list. **Firms with multiple locations should submit only one (1) Form F110-330 that lists all locations.**

Firms responding to this request must identify discipline(s) of professional services that they seek to be included in "List of Professionals" for contracts awarded through the QBS process. The disciplines (function codes) requiring professional services to be considered by The Ohio State University are limited to:

06 – Architect	24 – Environmental Scientist
12 – Civil Engineer	39 – Landscape Architect
21 – Electrical Engineer	42 – Mechanical Engineer
25 – Fire Protection Engineer	57 – Structural Engineer
27 – Foundation/Geotechnical Engineer	OSU-70 – Commissioning Agent (CxA and BECxA)
23 – Environmental Engineer	OSU-71 – Agricultural Engineer

B. Scope of Services

The Ohio State University will determine qualification of firms responding to this announcement pursuant to Ohio Revised Code Section 153.69. Those firms considered for a specific project will be requested to identify additional qualifications and availability of personnel, specific consultants, if any, and project approach for final ranking / selection.

Project Specific Submittal(s): As The Ohio State University determines the need for professional services, information will be provided to the shortlisted firms selected from the pre-qualified list, regarding the anticipated scope of services, project schedule, budget, location and evaluation criteria for selection and other appropriate information for firms to prepare for their interview.

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Refer to the *Ohio Facilities Construction Manual* for additional information about the type and extent of services required for each. A copy of the standard Agreement can be obtained at the OFCC website at [Architect and Engineer Agreements](#).

The A/E will comply with applicable OSU Wexner Medical Center policies, including the Identification Badge Policy, which incorporates the Non-discretionary Vaccination Policy/Employee Health Infection Control and Background Check Policies, as identified at <https://wexnermedical.osu.edu/utility/footer/vendor-interaction>. The A/E is responsible for all costs incurred related to compliance with these policies.

C. Evaluation Criteria for Selection

The Ohio State University will approve the firms that will be included on the **Pre-qualified “List of Professionals” by Discipline** based on experience, expertise, capacity, and resources to meet the anticipated needs for the area(s) of special expertise as indicated in its Statement of Qualifications.

When submittals for specific projects are requested and received under the pre-qualified procurement model, firms illustrating experience and qualifications in specific disciplines will be further ranked as the University determines the need for services. These criteria may include the following items as well as other pertinent considerations.

- Proposer’s previous experience (numbers of projects, sizes of projects) when working with its proposed consultants specifically related to previous work done at The Ohio State University and/or other universities in the State of Ohio.
- Relevant past work of prospective firm’s proposed consultants compatible with the proposed project.
- Past performance of prospective firm and its proposed consultants compatible with the proposed project.
- Design quality and demonstrated ability of prospective firm and its proposed consultants to provide design services which represent the University’s [Design Guidelines for Buildings and Landscape](#).
- Demonstrated success delivering projects in a timely and budget conscious environment under a pre-qualified “List of Professionals” setting.
- Previous experience compatible with the proposed project (e.g., type, size, program).
- Qualifications and experience of individuals directly involved with the project.
- Proposer’s apparent resources and capacity to meet the needs of the proposed project.
- Proximity of prospective firm’s local office to project location.

D. Submittal Instructions

Response to this Request For Qualifications (RFQ): Firms must submit one (1) fully completed (Parts I and II) Statement of Qualifications (SOQ) on the current Form #F110-330 available via the OFCC website at [OFCC Procurement Forms](#). Do not modify this form with company logo or embellishments. Cover sheets or introductory letters are neither necessary nor desired.

Clearly indicate on Part II all of the 9a function code(s) and 9b area(s) of discipline, as described in Section A of this RFQ, that the firm wishes to be included in the University’s evaluation of their SOQ. Include the firm’s State of Ohio professional registration/certification number on Section 2a. Also, clearly state in Section 5b whether the firm is EDGE and/or MBE certified. Sections 10 and 11 are not required.

Electronic submittal shall be one (1) PDF file. Please print or export to PDF when creating the PDF file rather than using a scanner.