

# Request for Qualifications (Architect / Engineer)

## State of Ohio Standard Forms and Documents

**Administration of Project:** Local Higher Education

Project Name	<u>FY25 Prequal. of Professional Services</u>	Response Deadline	<u>06/28/2024</u>	<u>2:00pm</u>	local time
Project Location	<u>The University of Toledo - All Campuses</u>	Project Number	<u>N/A</u>		
City / County	<u>Toledo / Lucas</u>	Project Manager	<u>Varies</u>		
Owner	<u>The University of Toledo</u>	Contracting Authority	<u>Local Higher Education</u>		
Delivery Method	<u>N/A</u>	Prevailing Wages	<u>State</u>		
No. of paper copies requested (stapled, not bound)	<u>0</u>	No. of electronic copies requested (PDF)	<u>1</u>		

Submit the requested *Statements of Qualifications* (Form F110-330) directly to Erin Homer at [Erin.Homer@utoledo.edu](mailto:Erin.Homer@utoledo.edu) with the **project name included in the subject line**. See Section J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Nicole Baden at [Nicole.Baden@utoledo.edu](mailto:Nicole.Baden@utoledo.edu) with the **project name 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.

### Project Overview

#### A. Project Description

The University of Toledo (UT) is soliciting qualifications for professional services for the renovation and new construction of limited scope projects. All firms previously listed on our Professional Services list must reapply in order to be considered for future projects and inclusion in the FY25 Professional Services List.

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 **Form #F110-330 Part II Only**. **Firms may also include a maximum of 2 pages of overview of provided services and information related to Evaluation Criteria as outlined in section I.** There is no guarantee that any firm on The University of Toledo “*List of Professionals*” will be awarded a professional service contract as the result of the firm being on the list.

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 qualification-based selection process. The disciplines (function codes) requiring professional services to be considered by The University of Toledo are limited to:

06 – Architect	39 – Landscape Architect
12 – Civil Engineer	42 – Mechanical Engineer
21 – Electrical Engineer	57 – Structural Engineer
25 – Fire Protection Engineer	

#### B. Scope of Services

The University will determine qualifications of firms responding to this announcement pursuant to Ohio Revised Code Sections 153.68 and 153.65. 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 selection.

**Project Specific Submittal(s):** As The University of Toledo determines the need for professional services, information will be provided to the selected firm from the pre-qualified list, regarding the anticipated scope of services, project schedule, and budget.

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 <https://ofcc.ohio.gov>.

# Architect / Engineer Selection Rating Form

## State of Ohio Standard Forms and Documents

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### C. Estimated Budget / Funding

State Funding: \$TBD  
 Other Funding: \$TBD  
 Construction Cost: \$TBD  
 Total Project Cost: \$TBD

### D. Anticipated Schedule

Professional Services Start: TBD / TBD  
 Construction Notice to Proceed: TBD / TBD  
 Substantial Completion of all Work: TBD / TBD  
 Professional Services Completed: TBD / TBD

### E. Estimated Basic Fee Range (see note below)

TBD% to TBD%

### F. EDGE Participation Goal

Percent of initial Total A/E Fee: 0.0%

NOTE: **Basic Services** include: (1) Program Verification, (2) Schematic Design, (3) Design Development, (4) Construction Documents, (5) Bidding and Award OR GMP Proposal and Amendment (as applicable), (6) Construction Administration, and (7) Closeout services. The **Basic Fee** includes all professional design services and consultant services necessary for proper completion of the Basic Services, including validation of existing conditions (but not subsurface or hidden conditions) and preparation of cost estimates and design schedules for the project. The **Estimated Basic Fee Range** is calculated as a percentage of the **Estimated Budget for Construction Cost** above, including the Owner's contingency. **The Basic Fee excludes any Additional Services required for the project.**

### G. Basic Service Providers Required (see note below)

Lead A/E Discipline: Architecture or Engineering  
 Secondary \_\_\_\_\_  
 Disciplines: \_\_\_\_\_

### H. Additional Service Providers Required

\_\_\_\_\_  
 \_\_\_\_\_

NOTE: The lead A/E shall be (1) an architect registered pursuant to ORC Chapter 4703, (2) a landscape architect registered pursuant to ORC Chapter 4703, or a (3) professional engineer or (4) professional surveyor licensed pursuant to ORC Chapter 4733.

### I. Evaluation Criteria for Selection

Competence to perform the required professional design services as indicated by the technical training, education, and experience of the firm's personnel, especially the technical training, education, and experience of the employees within the firm who would be assigned to perform the services.

1. Ability of the firm in terms of its workload and the availability of qualified personnel, equipment, and facilities to perform the required professional design services or design-build services competently and expeditiously.
2. Past performance of the firm as reflected by the evaluations of previous clients with respect to such factors as control of costs, quality of work, and meeting of deadlines.
3. Any other relevant factors as determined by the public authority.
4. With respect to a design-build firm, compliance with sections 4703.182, 4703.332, and 4733.16 of the Revised Code, including the use of a licensed design professional for all design services.

### J. Submittal Instructions

Firms are required to submit the current version of *Statement of Qualifications* (Form F110-330) Part II Only available via the OFCC website at <https://ofcc.ohio.gov/project-resources/documents/forms/100-procurement-forms>. Firms may also include a maximum of 2 pages of overview of provided services and information related to Evaluation Criteria as outlined in section I.

Electronic submittals should be combined into one PDF file named with the project name listed on the RFQ and your firm's name. (Example: **FY25 PQ PS\_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.

Firms are requested to identify EDGE certification, professional registrations, memberships, and credentials.