

# Request for Qualifications (Registered Design Professional\*)

## State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	Campus Wide MEP Upgrades	Response Deadline	5/27/25	9:00 AM	local time
Project Location	2121 Euclid Ave	Project Number	CLS-25MEP		
City / County	Cleveland / Cuyahoga	Project Manager	Michelle Westerman		
Owner	Cleveland State University	Contracting Authority	Local Higher Education		
Delivery Method	General Contracting	Prevailing Wages	State		
No. of paper copies requested (stapled, not bound)	0	No. of electronic copies requested (PDF)			1

\* "Registered Design Professional includes any architect holding a certificate issued under section 4703.10 of the Revised Code, any landscape architect holding a certificate issued under section 4703.36 of the Revised Code, or any engineer holding a certificate issued under section 4733.14 of the Revised Code." (Ohio Building Code section 4101:1-2-01 Definitions)

Submit the requested number of *Statements of Qualifications* (Form F110-330) directly to Michelle Westerman at m.westerman@csuohio.edu. See Section J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Michelle Westerman at m.westerman@csuohio.edu 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.

### Project Overview

#### A. Project Description

Cleveland State University (CSU) is addressing a significant backlog of deferred maintenance and is seeking a qualified engineering team to evaluate needs based on criticality and implement as many improvements as our budget permits. As we begin this undertaking, Rhodes Tower and the Music Building will be our first priorities. Initial focus areas may include: Rhodes Tower domestic cold water supply, low zone heating, and roof drainage systems and Music Building controls and humidification system. Preliminary opinions of probable cost are listed below. Please note that this is not a comprehensive list, but rather a starting point for planning and discussion.

CSU RT - Opinion of Probable Cost							
Item	QTY	Units	Material	Labor	Labor Factor	Total	Remarks
<b>DOMESTIC WATER REPLACEMENTS</b>							
Domestic Cold, Hot, & Recirc Pipe Mains	1	Allowance	\$500,000.00	\$500,000.00	1.0	\$1,000,000.00	
Domestic Cold, Hot, & Recirc Pipe Distribution	1	Allowance	\$500,000.00	\$500,000.00	1.0	\$1,000,000.00	
Domestic Water Central Improvements (Pumps, Tanks, Etc.)	1	Allowance	\$250,000.00	\$250,000.00	1.0	\$500,000.00	
<b>SUB-TOTAL</b>						<b>\$2,500,000</b>	
Location Factor						1	
Perf. Bond						2.00%	\$50,000
OH&P						20.00%	\$500,000
General Conditions						5.00%	\$125,000
<b>Opinion of Probable Construction Cost</b>						<b>\$3,175,000</b>	
Design Contingency						10.00%	\$317,500
Construction Contingency						10.00%	\$317,500
Estimated A/E Professional Services Fees						8.00%	\$254,000
<b>Total Project Opinion of Cost</b>						<b>\$4,064,000</b>	
<b>Notes:</b>							
1. Pricing does not reflect premium labor time for after hours work.							
last revised 2025-04-22							

CSU RT - Opinion of Probable Cost							
Item	QTY	Units	Material	Labor	Labor Factor	Total	Remarks
<b>HEATING WATER REPLACEMENTS</b>							
Low Zone Piping Replacements	1	Allowance	\$1,000,000.00	\$1,000,000.00	1.0	\$2,000,000.00	
High Zone Piping Replacements	1	Allowance	\$1,000,000.00	\$1,000,000.00	1.0	\$2,000,000.00	
<b>SUB-TOTAL</b>						<b>\$4,000,000</b>	
Location Factor						1	
Perf. Bond						2.00%	\$80,000
OH&P						20.00%	\$800,000
General Conditions						5.00%	\$200,000
<b>Opinion of Probable Construction Cost</b>						<b>\$5,080,000</b>	
Design Contingency						10.00%	\$508,000
Construction Contingency						10.00%	\$508,000
Estimated A/E Professional Services Fees						8.00%	\$406,400
<b>Total Project Opinion of Cost</b>						<b>\$6,502,400</b>	
<b>Notes:</b>							
1. Pricing does not reflect premium labor time for after hours work.							
last revised 2025-04-22							

CSU RT - Opinion of Probable Cost							
Item	QTY	Units	Material	Labor	Labor Factor	Total	Remarks
<b>STORM PIPING REPLACEMENTS (FOURTH FLOOR)</b>							
Storm Piping	1	Allowance	\$65,000.00	\$35,000.00	1.0	\$100,000.00	
Demolition	1	Allowance	\$0.00	\$10,000.00	1.0	\$10,000.00	
Core Drilling / Accessing	1	Allowance	\$0.00	\$20,000.00	1.0	\$20,000.00	
Painting / Finishes	1	Allowance	\$0.00	\$10,000.00	1.0	\$10,000.00	
<b>SUB-TOTAL</b>						<b>\$140,000</b>	
Location Factor						1	
Perf. Bond						2.00%	\$2,800
OH&P						20.00%	\$28,000
General Conditions						5.00%	\$7,000
<b>Opinion of Probable Construction Cost</b>						<b>\$177,800</b>	
Design Contingency						10.00%	\$17,780
Construction Contingency						10.00%	\$17,780
Estimated A/E Professional Services Fees						8.00%	\$14,224
<b>Total Project Opinion of Cost</b>						<b>\$231,400</b>	
<b>Notes:</b>							
1. Pricing does not reflect premium labor time for after hours work.							
last revised 2025-04-22							

CSU RT - Opinion of Probable Cost							
Item	QTY	Units	Material	Labor	Labor Factor	Total	Remarks
<b>CHILLER STRAINER INSTALLATION</b>							
Strainer and Isolation Valve Install	1	Allowance	\$200,000.00	\$100,000.00	1.0	\$300,000.00	
<b>SUB-TOTAL</b>						<b>\$300,000</b>	
Location Factor						1	
Perf. Bond						2.00%	\$6,000
OH&P						20.00%	\$60,000
General Conditions						5.00%	\$15,000
<b>Opinion of Probable Construction Cost</b>						<b>\$381,000</b>	
Design Contingency						10.00%	\$38,100
Construction Contingency						10.00%	\$38,100
Estimated A/E Professional Services Fees						8.00%	\$30,500
<b>Total Project Opinion of Cost</b>						<b>\$487,700</b>	
<b>Notes:</b>							
1. Pricing does not reflect premium labor time for after hours work.							
last revised 2025-04-22							

# Request for Qualifications (Registered Design Professional) continued

CSU MU- Opinion of Probable Cost							
Item	QTY	Units	Material	Labor	Labor Factor	Total	Remarks
<b>MUSIC BUILDING TEMPERATURE CONTROLS</b>							
Replace All Pneumatic Controls with DDC	1	Allowance	\$600,000.00	\$900,000.00	1.0	\$1,500,000.00	Humidity (Reheat) Not Addressed
Install All New Open Controls System							
MC to Install New CVS & TAB to be Completed							
SUB-TOTAL						\$1,500,000	
Location Factor						1	
Perf. Bond						2.00%	\$30,000
OH&P						20.00%	\$300,000
General Conditions						5.00%	\$75,000
Opinion of Probable Construction Cost						\$1,905,000	
Design Contingency						10.00%	\$190,500
Construction Contingency						10.00%	\$190,500
Estimated A/E Professional Services Fees						8.00%	\$152,400
Total Project Opinion of Cost						\$2,418,400	
<b>Notes:</b>							
1. Pricing does not reflect premium labor time for after hours work.							
last revised 2025-04-22							

## B. Scope of Services

Cleveland State University (CSU) is seeking proposals from qualified engineering teams to support the evaluation and phased implementation of deferred maintenance projects across campus. The initial phase of this work will focus on Rhodes Tower and the Music Building, two high-priority facilities with known infrastructure needs.

The selected firm will be responsible for providing a comprehensive range of professional services, including but not limited to the following:

### 1. Assessment and Prioritization

- Conduct a thorough site assessment of Rhodes Tower and the Music Building.
- Evaluate existing building systems (mechanical, electrical, plumbing, roofing, etc.) with emphasis on criticality, system failure risk, and operational impact.
- Identify and document deferred maintenance issues.
- Develop a prioritized list of recommended interventions, aligned with CSU's operational goals, safety standards, and budget constraints.

### 2. Cost Estimating

- Provide detailed Opinions of Probable Cost (OPC) for each recommended improvement, including cost ranges for value engineering alternatives where applicable.
- Assist in establishing a phased implementation plan based on criticality and available funding.

### 3. Design and Engineering

- For selected high-priority items within budget, develop design documents suitable for permitting, bidding, and construction.
- Ensure all designs comply with current building codes, CSU standards, and industry best practices.
- Coordinate with CSU facilities staff throughout the design process for feedback and alignment with operational constraints.

### 4. Project Implementation Support

- Provide construction administration services as needed, including submittal reviews, site visits, and coordination with contractors.
- Monitor implementation progress and provide ongoing cost control and technical support.
- Assist in documenting completed work and updating facility maintenance records.

### 5. Reporting and Communication

- Deliver clear, concise reports detailing findings, priorities, and recommendations.
- Attend regular project meetings with CSU stakeholders.
- Provide electronic deliverables in CSU-approved formats for easy integration with internal systems.

For projects advertised with an appropriately developed Program of Requirements ("POR"), upon award of the Agreement, commence with Design. For projects without such a POR, upon award of the Agreement, commence by developing the Program of Requirements.

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

As required by the Agreement, and as properly authorized, provide the following categories of services: Program Verification, Schematic Design, Design Development, Construction Document Preparation, Bid and Award Support, Conformed Documents, Construction Administration, Post-Construction, and Additional Services of all types.

# Request for Qualifications (Registered Design Professional\*)

## State of Ohio Standard Forms and Documents

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>.

During the construction period, provide not less than 2 hours (excluding travel time) on-site construction administration services each week, including (1) attendance at progress meetings, (2) a written field report of each site visit, (3) on-site representation comprised of the A/E and its consultant staff involved in the primary design of the project, all having relevant and appropriate types of construction administration experience.

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. Master Planning
2. MEP Projects
3. Higher Education Experience
4. Experience with managing phased MEP projects in occupied buildings.
5. Experience as the lead MEP engineering consultant on a public State of Ohio Funded project.
6. Experience with successfully estimating MEP infrastructure projects.

### C. Estimated Budget / Funding

State Funding: \$4,000,000.00  
 Other Funding: \$Dollar Amount  
 Construction Cost: \$2,975,000.00  
 Total Project Cost: \$4,000,000.00

### D. Anticipated Schedule

Professional Services Start: 09 / 25  
 Construction Notice to Proceed: 03 / 26  
 Substantial Completion of all Work: 03 / 27  
 Professional Services Completed: 04 / 27

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

7% to 9%

### F. EDGE Participation Goal

Percent of initial Total A/E Fee: 5.0%

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 registered design professional 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: Engineering  
 Secondary  
 Disciplines: Select Secondary Discipline  
Select Secondary Discipline  
Select Secondary Discipline  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### H. Additional Service Providers Required

Additional Service Discipline  
Additional Service Discipline  
Additional Service Discipline  
Additional Service Discipline  
Additional Service Discipline  
Additional Service Discipline  
Additional Service Discipline  
Additional Service Discipline  
Additional Service Discipline  
Additional Service Discipline

NOTE: The lead A/E shall be (1) any architect holding a certificate issued under section 4703.10 of the Revised Code, (2) any landscape architect holding a certificate issued under section 4703.36 of the Revised Code, or (3) any engineer holding a certificate issued under section 4733.14 of the Revised Code.

### I. Evaluation Criteria for Selection

- Demonstrated ability to meet Owner's programmed project vision, scope, budget, and schedule on previous projects.
- Previous experience compatible with the proposed project (e.g., type, size).

- Relevant past work of prospective firm's proposed consultants.
- Past performance of prospective firm and its proposed consultants.
- Qualifications and experience of individuals directly involved with the project.
- Proposer's previous experience (numbers of projects, sizes of projects) when working with its proposed consultants.
- Specification writing credentials and experience.
- Experience and capabilities of creating or using Critical Path Method (CPM) schedules and of using CPM schedules as a project management resource.
- Approach to and success of using partnering and Alternative Dispute Resolution.
- Proximity of prospective firms to the project site.
- Proposer's apparent resources and capacity to meet the needs of this project.
- The selected A/E and all its consultants must have the capability to use the Internet within their normal business location(s) during normal business hours.

Interested A/E 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 A/E's 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 A/E's Technical Proposal. Both forms can be accessed via the OFCC website at <https://ofcc.ohio.gov>. The *Intent to Contract and to Perform* form is again required at the Fee Proposal stage.

**If the A/E firm intends to receive points for exceeding the EDGE Participation Goal, it must provide BOTH a completed *Commitment to Participate* form AND a completed *Statement of Intent to Contract and to Perform* forms signed by both parties with its *Statement of Qualifications*.**

For all *Statements of Qualifications*, please identify the EDGE-certified Business Enterprises, by name, which will participate in the delivery of the proposed professional services solicited in the RFQ.

Interested A/E firms must indicate on their *Statement of Qualifications*, the locations where their services will be performed in the spaces provided or by attachment in accordance with the requirements of Executive Order 2019-12D related to providing services only within the United States and the requirements of Executive Order 2022-02D prohibiting purchases from or investment in any Russian institution or company. Failure to do so may cause their *Statement of Qualifications* to be rejected.

### J. Submittal Instructions

Firms are required to submit the current version of *Statement of Qualifications* (Form F110-330) available via the OFCC website at <https://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 label the CD or DVD and the sleeve with the project number and firm name if applicable.

Paper copies of the *Statement of Qualifications*, if requested, should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary.

Facsimile copies of the *Statement of Qualifications* will not be accepted.

# Registered Design Professional Selection Rating Form

## State of Ohio Standard Forms and Documents

Project Name Campus Wide MEP Upgrades Proposer Firm \_\_\_\_\_  
 Project Number CLS-25MEP City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary Firm Location, Workload and Size (Maximum 10 points)</b>			
a. Proximity of firm to project site	Less than 25 miles	5	
	25 miles to 50 miles	2	
	More than 50 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$2,000,000	2	
	\$2,000,000 to \$5,000,000	1	
	More than \$5,000,000	0	
c. Number of licensed professionals	Less than 3 professionals	1	Max = 3
	3 to 6 professionals	2	
	More than 6 professionals	3	
<b>2. Primary Firm Qualifications (Maximum 30 points)</b>			
a. Project management lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	Max = 20
b. Project design lead	Experience / creativity of project designer to achieve owner's vision and requirements	0 - 10	
c. Technical staff	Experience / ability of technical staff to create fully coordinated construction documents	0 - 5	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 5	
<b>3. Key Consultant Qualifications (Maximum 20 points)</b>			
a. Key discipline leads	Experience / ability of key consultants to perform effectively and collaboratively	0 - 15	
b. Proposed EDGE-certified Consultant participation*	One point for every 2 percent increase in professional services over the EDGE participation goal	0 - 5	
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
a. Previous team collaboration	Less than 2 sample projects	1	Max = 3
	2 to 4 sample projects	2	
	More than 4 sample projects	3	
b. LEED** Registered / Certified project experience	Registered LEED v4.0 or v4.1 projects	1	Max = 2
	Certified LEED v4.0 or v4.1 projects	2	
c. BIM project experience	Training and knowledge	1	Max = 3
	Direct project experience	3	
d. Team organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
<b>5. Overall Team Experience (Maximum 30 points)</b>			
a. Previous team performance	Past performance as indicated by evaluations and letters of reference	0 - 10	
b. Experience with similar projects / delivery methods	Less than 2 projects	0 - 3	
	2 to 6 projects	4 - 6	
	More than 6 projects	7 - 10	
c. Budget and schedule management	Performance in completing projects within original construction budget and schedule	0 - 5	
d. Knowledge of Ohio Capital Improvements process	Less than 3 projects	0 - 1	
	3 to 6 projects	2 - 3	
	More than 6 projects	4 - 5	
* Must be comprised of registered professional design consulting firms and NOT the lead firm - For more information on scoring this and other criteria refer to <a href="#">Document F199-01 - PS Selection Rating Rubric</a> . ** Leadership in Energy & Environmental Design administered by Green Business Certification Inc.™		<b>Subtotal</b>	

**Notes:**

**Evaluator:**

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_