

# Request for Qualifications (Registered Design Professional\*)

## State of Ohio Standard Forms and Documents

---

**Administration of Project:** Local Higher Education

Project Name	<u>Hocking College Culinary Renovation</u>	Response Deadline	<u>8/22/25</u>	<u>2:00pm</u> local time
Project Location	<u>15770 OH 691</u>	Project Number	<u>HTC-250001</u>	
City / County	<u>Nelsonville / Athens</u>	Project Manager	<u>Bryan Lutz</u>	
Owner	<u>Hocking Technical College</u>	Contracting Authority	<u>Local Higher Education</u>	
Delivery Method	<u>Select Delivery Method</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>	

\* "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 Marilu Enterline [enterlinem@hocking.edu](mailto:enterlinem@hocking.edu). See Section J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to **Marilu Enterline** at [enterlinem@hocking.edu](mailto:enterlinem@hocking.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

Hocking Technical College intends to engage a qualified architectural and engineering firm to support Phase 1 of a comprehensive, multiphase renovation of the McClenaghan Center for Hospitality. This initial phase will focus on key infrastructure upgrades and the functional redesign of instructional and operational spaces. The scope includes separation and redesign of the electrical systems to ensure the Lodge and the McClenaghan Center operate independently, as well as the reconfiguration of the existing catering kitchen to serve both instructional purposes and production needs for on-site and off-site events. Additional elements include updates to the ventilation including but not limited to hood and associated fire suppression systems, layout improvements for workflow efficiency, and preparation for future renovation phases. Selection of the firm will be at the discretion of Hocking Technical College.

#### B. Scope of Services

The selected A/E shall develop a Program of Requirements. In addition, please note that Commissioning for the Hood and NFPA requirement development are all considered part of basic services due to the nature of this project's construction scope. Selected A/E will include Health Department permitting along with State permitting as an identified reimbursable.

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.

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 4 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.

# Request for Qualifications (Registered Design Professional) continued

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 with the GC delivery method
2. Experience as the AOR/EOR on a State Project
3. Construction in an occupied, secure, functioning educational facility
4. Experience designing for a culinary environment
5. Experience maintaining a schedule for Higher Education
6. Experience detailing, evaluating and commissioning kitchen equipment
7. Experience managing and finding solutions with a strict budget
8. Experience with projects with complex utility interconnection
9. Knowledge of kitchen hood requirements
10. Designing, specifying and estimating in an unstable market to minimize Owner risk

### C. Estimated Budget / Funding

State Funding: \$2,813,078  
 Other Funding: \$0  
 Construction Cost: \$2,300,000  
 Total Project Cost: \$2,813,078

### D. Anticipated Schedule

Professional Services Start: 10 / 25  
 Construction Notice to Proceed: 05 / 26  
 Substantial Completion of all Work: 07 / 26  
 Professional Services Completed: 09 / 26

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

5% to 6%

### 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 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: Architecture or Engineering  
 Secondary Mechanical-Electrical-Plumbing Eng.  
 Disciplines: Structural Engineering  
Fire Protection Engineering  
Hood Commissioning  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### H. Additional Service Providers Required

Culinary designer  
Testing Agency  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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 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 Hocking College Culinary Renovation Proposer Firm \_\_\_\_\_  
 Project Number HTC-250001 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 50 miles	5	
	50 miles to 100 miles	2	
	More than 100 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$100,000	2	
	\$100,000 to \$200,000	1	
	More than \$200,000	0	
c. Number of licensed professionals	Less than 3 professionals	2	Max = 3
	3 to 6 professionals	3	
	More than 6 professionals	1	
<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 3 sample projects	1	Max = 3
	4 to 6 sample projects	2	
	More than 6 sample projects	3	
b. LEED** Registered / Certified project experience	Registered LEED v4.0 or v4.1 projects	0	N/A
	Certified LEED v4.0 or v4.1 projects	0	
c. BIM project experience	Training and knowledge	0	N/A
	Direct project experience	0	
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 3 projects	0 - 3	
	4 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	
	4 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 \_\_\_\_\_