

# Request for Qualifications (Registered Design Professional\*)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Local Higher Education

Project Name	<u>OCAC Phase 4 Renovation Project</u>	Response Deadline	<u>September 9, 2025</u>	<u>2:00 PM</u>	<u>local time</u>
Project Location	<u>Miami University</u>	Project Number	<u>MUN-100150</u>		
City / County	<u>Oxford / Butler</u>	Project Manager	<u>Marilyn Heflin</u>		
Owner	<u>Miami University</u>	Contracting Authority	<u>Local Higher Education</u>		
Delivery Method	<u>CM at Risk</u>	Prevailing Wages	<u>State</u>		
No. of paper copies requested (stapled, not bound)	<u>5</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 **Heidi Schiller at 10 S. College Ave, Oxford, OH 45056**. See Section J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Heidi Schiller at [Heidi@oxarts.org](mailto:Heidi@oxarts.org) 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.

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### Project Overview

#### A. Project Description

Miami University is seeking Architectural and Engineering services to design a major renovation for the building formerly known as the Oxford Female Institute and later as the Oxford College for Women. The building is leased long term to the Oxford Community Arts Center (OCAC).

The OCAC is housed in the historic Oxford Female Institute/Oxford College for Women Building, built in 1849 and owned by Miami University. In 1976 the building was placed on the National Register of Historic Places. Miami University closed the building in 1998. Around the time that the building closed, a group of Oxford citizens came together to both establish an arts center and preserve the historic building. The Oxford Community Arts Center was incorporated on October 29, 2001, to save the historic building and repurpose it for use as a community arts center, providing a needed arts space for the adults, families, and children who reside in Oxford and the surrounding areas. The OCAC now serves as a vibrant multi-generational gathering place with classes, performances, workshops, and community engagement. The OCAC leases the entire building and grounds from Miami with the current lease signed through April 30, 2052, with a renewal option. The OCAC is responsible for all maintenance, repairs, and upgrades to the building. The OCAC provides a home for art entrepreneurs and provides opportunities to enduring partners, including:

- 29 artists, writers, and musicians in Resident Artist Studios
- Miami University Performing Arts Series
- The Art Shop, a retail consignment gallery featuring a range of artworks by local artisans in various mediums;
- The Oxford Area Community Theatre (OxACT), Oxford's own community theatre
- Flowing Grace School of Dance, which teaches adults, teens, and children ballet, tap, jazz, and contemporary dance
- Daughters of the American Revolution-Caroline Scott Chapter
- Des Fleurs Garden Club
- Ohio Ballroom

The building contains 48,095 SF on four floors. The lower level contains the entrance from the rear parking lot, dance studio, paper studio, public restrooms, mechanical and storage space. The first floor contains administrative offices, the Art Shop, the Brant Ballroom, gallery space, the north parlor, Killy Library, and Theater. The second floor contains mechanical and storage space and is largely unused and unusable. The third floor contains the Tower room and 33 artist studios, 29 of which are useable.

# Request for Qualifications (Registered Design Professional) continued

In 2024, a Master Plan/Conceptual Design Plan and Program of Requirements was approved by the OCAC Board of Trustees. Planned renovations include a complete transformation of the vacant 2<sup>nd</sup> floor that will increase useable programming area by 10,681 SF. The entire building will undergo installation of new HVAC, electric, technology, and fire suppression. Reconfiguration of restrooms, a new freight elevator, upgrades to the theater, gallery spaces, art shop and entry lobby are planned.

## B. Scope of Services

Upon award of the Agreement, the selected A/E firm will commence with Design.

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.

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, assistance with prevailing wage submissions, 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. Historic Building Renovation
2. Arts Center Renovation
3. Theater Renovation
4. Gallery Renovation
5. Full services Architectural and MEPFT Engineering
6. CMR Project Delivery
7. OFCC Project

## C. Estimated Budget / Funding

State Funding: \$TBD  
Other Funding: \$TBD  
Construction Cost: \$7,300,000  
Total Project Cost: \$9,300,000

## D. Anticipated Schedule

Professional Services Start: 10 / 25  
Construction Notice to Proceed: 08 / 26  
Substantial Completion of all Work: 08 / 27  
Professional Services Completed: 08 / 27

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

7% to 9%

## F. EDGE Participation Goal

Percent of initial Total A/E Fee: 7.00%

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  
Secondary HVAC Engineering  
Disciplines: Electrical Engineering  
Plumbing Engineering  
Fire Protection Engineering

## H. Additional Service Providers Required

State and Federal Grant and Historic Tax Credit Applications  
New Market Tax Credit Applications  
Prevailing Wage submission reviews  
3D renderings and presentation graphics

# Request for Qualifications (Registered Design Professional) continued

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Interiors/Loose Finishings Design (K-12) \_\_\_\_\_

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Civil Engineering \_\_\_\_\_

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Structural Engineering \_\_\_\_\_

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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.

**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.

# Registered Design Professional Selection Rating Form

## State of Ohio Standard Forms and Documents

Project Name OCAC Phase 4 Renovation Project Proposer Firm \_\_\_\_\_  
 Project Number Project Number 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 \$500,000	2	
	\$500,000 to \$1,000,000	1	
	More than \$1,000,000	0	
c. Number of licensed professionals	Less than 5 professionals	1	Max = 3
	5 to 10 professionals	2	
	More than 10 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 3 sample projects	1	Max = 3
	3 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	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 3 projects	0 - 3	
	3 to 4 projects	4 - 6	
	More than 4 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 4 projects	2 - 3	
	More than 4 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 \_\_\_\_\_