

# 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>Replace Air Handlers, Bldg 14 (3)</u>	Response Deadline	<u>10/9/2025</u> <u>2:00 PM</u> local time
Project Location	<u>444 W. Third St., Dayton, Ohio 45402</u>	Project Number	<u>FAC 26-04   SCC-002604</u>
City / County	<u>Dayton / Montgomery</u>	Project Manager	<u>Jim Fauzey</u>
Owner	<u>Sinclair Community College</u>	Contracting Authority	<u>Local Higher Education</u>
Delivery Method	<u>General Contracting</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 Purchasing at [RFP@sinclair.edu](mailto:RFP@sinclair.edu). The current version of this form is found at <https://ofcc.ohio.gov/>. See Section J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to [RFP@sinclair.edu](mailto:RFP@sinclair.edu) with the project number included in the subject line (no phone calls please). Questions are due on **September 25, 2025 by 2:00PM EST**. Questions will be answered via a Q&A addendum and posted online on the [OFCC's Opportunities page](#) under the *Qualifications-based RFQs* tab.

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### Project Overview

#### A. Project Description

The project involves the complete removal of (3) separate existing air handler units located in the penthouses on the roof of Bldg. 14. These units have reached their expected life cycle. The new air handlers are to have an increase of capacity of approximately 20% over the original units as installed. Included in the replacement project is all necessary duct work, support piping and pumps for both the hot and chilled water, replacement of all valves within the penthouses, recirculation pumps, radiant heat systems. Work also includes replacement of all pneumatic controls to electronic. The design team will be required to work in hand with SCC HVAC personnel to accomplish a viable design which meets the college's current systems and maintenance requirements

The selected design team will have experience in the design & construction administration of similar air handler replacement projects. Important elements in the selection process will be experience in ensuring protection of building interiors and surrounding campus property. The firms must have experience in the complete design and monitoring of the installation of major air handler systems, to ensure work meets all requirements and to ensure subsequent warranties.

#### B. Scope of Services

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 Architect/Engineer 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, 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. Design of the new air handler systems.

**Request for Qualifications (Registered Design Professional) continued**

2. Bidding and award support.
3. Project over site during construction.
4. Construction and closeout support.

**C. Estimated Budget / Funding**

State Funding:	<u>\$998,550</u>
Other Funding:	<u>\$0</u>
Construction Cost:	<u>\$998,550</u>
Total Project Cost:	<u>\$998,550</u>

**D. Anticipated Schedule**

Professional Services Start:	<u>10 / 25</u>
Construction Notice to Proceed:	<u>09 / 26</u>
Substantial Completion of all Work:	<u>11 / 26</u>
Professional Services Completed:	<u>01 / 27</u>

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

8% to 10%

**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:	<u>Architecture or Engineering</u>
Secondary Disciplines:	<u>Mechanical-Electrical-Plumbing Eng.</u>
	<u>Select Secondary Discipline</u>
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**H. Additional Service Providers Required**

<u>N/A</u>
<u>N/A</u>
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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.

**J. Submittal Instructions**

**Statements of Qualifications must be submitted electronically to [RFP@sinclair.edu](mailto:RFP@sinclair.edu) and limited to one email with a maximum file size of 25 MB.**

Firms are required to submit the current version of the *Statement of Qualifications* (Form F110-330) available via the OFCC website at <https://ofcc.ohio.gov>.

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

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Project Name Replace Air Handlers, Bldg 14 (3) Proposer Firm \_\_\_\_\_  
 Project Number FAC 26-04 | SCC-002604 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 aa miles	5	
	aa miles to bb miles	2	
	More than bb miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$cc	2	
	\$cc to \$dd	1	
	More than \$dd	0	
c. Number of licensed professionals	Less than ee professionals	gg	Max = 3
	ee to ff professionals	hh	
	More than ff professionals	ii	
<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 - jj	
c. Technical staff	Experience / ability of technical staff to create fully coordinated construction documents	0 - kk	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - ll	
<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 mm sample projects	1	Max = 3
	mm to nn sample projects	2	
	More than nn 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 oo projects	0 - 3	
	oo to pp projects	4 - 6	
	More than pp 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 qq projects	0 - 1	
	qq to rr projects	2 - 3	
	More than rr 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 \_\_\_\_\_