

Request for Qualifications (Registered Design Professional*)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>General Plumbing Replacements Phase III</u>	Response Deadline	<u>8-22-2025</u>	<u>2:00PM</u>	local time
Project Location	<u>Sinclair Community College</u>	Project Number	<u>SSUL25-002</u>		
City / County	<u>Dayton / Montgomery</u>	Project Manager	<u>Ron Hovell</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) to RFP@sinclair.edu. See Section J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to RFP@sinclair.edu with the project number included in the subject line (no phone calls please). Questions are due on **August 8, 2025 by 2:00PM EST**. Questions will be answered and posted to the Opportunities page on the OFCC website at <http://ofcc.ohio.gov> on or by **August 15, 2025**. The name of the party submitting a question will not be included on the Q&A document.

Project Overview

A. Project Description

The project will accomplish the replacement of the drain, waste, grease traps, and vent piping in Building 13 for the domestic water system.

The selected design team will serve as Architect/Engineer (A/E) and shall have extensive experience in State of Ohio public Design-Bid-Build (DBB) projects. A/E shall be familiar with all methods and procedures for executing Ohio public DBB projects and will conduct programming (POR) and concept development with Sinclair staff, provide design documents, arrange for bidding, and provide construction administration of project on Owner's behalf, and shall have broad experience related to general and plumbing building renovation construction. Important elements in the A/E selection process will be experience in similar design work, protection of building interiors and surrounding campus property as well as mitigating disruptions to students, visitors and staff. The firms must have experience in the complete design and monitoring of the work to be performed, to ensure work meets all codes and requirements, and to ensure subsequent warranties.

B. Scope of Services

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. A/E shall conduct all meetings and shall take and distribute meeting minutes to all participants.

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. Plumbing & Piping Design
2. General Building Renovation

J. Submittal Instructions

Statements of Qualifications must be submitted electronically to 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 *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

State of Ohio Standard Forms and Documents

Project Name General Plumbing Replacements Phase III Proposer Firm _____
 Project Number FAC 26-02 | SCC-002602 City, State, Zip _____

Selection Criteria		Value	Score
1. Primary Firm Location, Workload and Size (Maximum 10 points)			
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	1	
	More than 10 professionals	1	
2. Primary Firm Qualifications (Maximum 30 points)			
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 - 5	
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 - 10	
3. Key Consultant Qualifications (Maximum 20 points)			
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	
4. Overall Team Qualifications (Maximum 10 points)			
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	
5. Overall Team Experience (Maximum 30 points)			
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 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	
		Subtotal	

* 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 [Document F199-01 - PS Selection Rating Rubric](#).
 ** Leadership in Energy & Environmental Design administered by Green Business Certification Inc.™

Notes:

Evaluator:

Name _____

Signature _____

Date _____