

Request for Qualifications (Registered Design Professional*)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	Architect and Engineer Consultant List - 2025-2027	Response Deadline	August 1, 2025	4:00 pm	local time
Project Location	2830 Napoleon Rd.	Project Number	TTC-250003		
City / County	Fremont / Sandusky	Project Manager	Duane Kimmet		
Owner	Terra State Community College	Contracting Authority	Local Higher Education		
Delivery Method	N/A	Prevailing Wages	State		
No. of paper copies requested (stapled, not bound)	1	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 Tina Taylor at ttaylor01@terra.edu. See Section J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Tina Taylor at ttaylor01@terra.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

Terra State Community College intends to pre-qualify firms to provide architectural and engineering services for projects that are not advertised through the Ohio Register for the period beginning September 1, 2025 and ending August 31, 2027. In order for any firm on the previous list to be considered in the pre-qualification process for future projects, they must reapply.

Firms will be evaluated for their qualification for specific project types and disciplines. Interested firms must submit FORM #F110-330.

When making project assignments from the Pre-Qualified list Terra State Community College will seek a project specific proposal from the selected firm.

The number of pre-qualified Architectural/Engineering Consultants selected through this process is within the discretion of Terra State Community College. While the pre-qualified status means that a firm is eligible for award of contracts, there is no guarantee that a firm will be awarded any work or representation of the amount of work a firm may receive within the two-year period.

B. Scope of Services

Work assignments may include: architectural, engineering and related specialty consulting services including but not limited to facility evaluation and master planning services, review or creation of Program of Requirements, various studies, preparation of cost estimates, prototype building design, quality assurance testing during construction, preparation of bidding and construction documents and pre-design investigations.

Services will be provided in accordance with a standard form of consultant agreement. As a project is identified for services, Terra State Community College will notify a pre-qualified firm or firms of the project and scope of work. The scope of work and schedule for a specific project will be described in an exhibit document attached to the agreement.

Terra State Community College will initiate contract negotiations directed toward;

- (1) Ensuring that the firm and the agency have a mutual understanding of the essential requirements involved in the providing of the required services;

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- (2) Determining that the firm will make available the necessary personnel, equipment and facilities to perform the services within the required time; and
- (3) Agreeing upon fair and reasonable compensation, taking into account the estimated value, scope complexity and nature of the services.

Upon failure to negotiate a contract with an identified pre-qualified firm, Terra State Community College will inform the firm in writing of the termination of negotiations and enter into negotiations with another firm on the pre-qualified list.

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 Architect/Engineer Agreement detailed cost components to address the Owner's project requirements.

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 TBD 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.

Please list all major scope services needed to complete the selection process for successful project delivery. The specific scope of services must state particular building types, functional design or specialized professional services required to evaluate the level of experience of each applicant firm (e.g. parking garage, kitchen design, correctional facility, medical facility). The scope of services should also define the types of basic and additional professional design and administration services necessary for the project (e.g. LEED credentials and experience, previous experience with local jurisdiction or similar sites, previous experience working with the State of Ohio, Building Information Modeling ("BIM") experience and training, specific BIM and Owner-defined requirements, level of development to be achieved within BIM models, BIM deliverables, and Owner's intended use of BIM models after construction). This information will be used by each applicant to populate the Relevant Project Experience Matrix in Section F of Form F110-330.

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. Architectural
2. Engineering (Civil, Electrical, Mechanical, Structural, Geotechnical)
3. Schedule Consulting
4. Commissioning
5. Roofing Consultant
6. Cost Consulting
7. Studies

C. Estimated Budget / Funding

State Funding: \$Varies
Other Funding: \$Varies
Construction Cost: \$Varies
Total Project Cost: \$Varies

D. Anticipated Schedule

Professional Services Start: mm / yy
Construction Notice to Proceed: mm / yy
Substantial Completion of all Work: mm / yy
Professional Services Completed: mm / yy

E. Estimated Basic Fee Range (see note below)

6% to 8%

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)

H. Additional Service Providers Required

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possible, please reduce the file size of the PDF. In Acrobat, go to Advanced, then PDF Optimizer. Also, please insert the project number and firm name followed by "SOQ" in the email subject line.

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

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Project Name Architect and Engineer Consultant List - 2025-2027 Proposer Firm _____
 Project Number TTC-250003 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 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	
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 - 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	
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 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	
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 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 Document F199-01 - PS Selection Rating Rubric .		Subtotal	
** Leadership in Energy & Environmental Design administered by Green Business Certification Inc.™			

Notes:

Evaluator:

Name _____

Signature _____ Date _____