

# RFQ Question and Answer List

## State of Ohio Standard Forms and Documents

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| Project Name     | Qualifications for Annual Prequalification List of Professional Services | Project Number | Varies |
| Project Location | All OSU Campuses and Wexner Medical Center                               |                |        |

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Date posted: November 10, 2025

Date revised: N/A

Below are the questions that have been received to date for the RFQ of the above-referenced project:

1. Are subconsultants required as part of the Qualifications submission?  
**A. Subconsultants are not required.**
2. Please confirm if the potential work at the OSU Airport is included under this Pre-Qualification process.  
**A. There are none anticipated at this time but there may be future projects that could be included.**
3. Can The Ohio State University share Major Scope of Work requirements for submitting firms to complete the Relevant Project Experience Matrix in Section F of the SF330?  
**A. The potential projects could be of any type or at any OSU or WMC location. A/E's may want to submit projects that show experience in a specialized discipline if that is relevant, otherwise suggest focusing on higher education or health systems experience.**
4. Please confirm if the Commitment to Participate in the EDGE Business Assistance Program and the EDGE Participation Statement of Intent to Contract and Perform are requested for this prequalification submission?  
**A. EDGE forms are not needed at this time but will be required if A/E is selected for a specific project.**
5. What is the fee cap on opportunities issued through this contract?  
**A. Per Ohio law, individual projects using the prequal selection method must be under \$100,000 in fees (including any future amendments).**
6. What is the average project size for opportunities issued through this contract?  
**A. Typically, total project cost will be under \$1,000,000.**
7. How many contracts does the university intend to award?  
**A. There is no definitive number of projects that will use the prequal selection method; that is determined on a project-by-project. Note that as stated in the RFQ, submission of a 330 is only to place qualified firms on the list of pre-qualified professional service firms to provide services for projects that are not advertised through the "Opportunities" section of the OFCC website. There is no guarantee that any firm on the list will be awarded a professional service contract as the result of the firm being on the list.**
8. Can firms hold more than one prequalification with Ohio State concurrently?  
**A. Firms can apply for more than one discipline on their 330 form. Refer to the discipline codes on the RFQ. Requested discipline codes must be listed under "Project Overview Item A" on page one of the 330 form.**
9. How will the evaluation criteria be weighed? How will the University weigh proximity to campus and Wexner?  
**A. There is no formal weighting criteria – professional services firms whose 330 submissions are submitted in a timely manner and are complete and correctly filled out are generally included on the list. Selection for specific projects is based on several factors including disciplines listed, personnel, similar experience, proximity to specific project location, previous performance on projects (if applicable), etc.**
10. Will you ever employ an Owner's Representative through this same process (or a different process)? If yes, would an RFQ for an Owner's Representative come out like this one? Or is there another process? (Or should we respond to this one as an Owner's Representative?)  
**A. If the University decides to use an Owner's Representative, we would likely put that out as a specific project request. Owner's Representative is not a discipline that we would select from the Prequal list.**

11. In reviewing the scope of services listed, I noticed there is not a Project or Program Management listed on the professional services, Can you advise where this may be listed?

**A. This is not a discipline that we would select from the Prequal list.**

12. Could you confirm whether environmental graphic design is an accepted category within this RFQ, and if so, under which discipline should it be submitted?

**A. OSU has it's own environmental graphics and signage department so it is doubtful that we would directly contract for those services.**

13. I don't see any specific "Major Scope of Work requirements" listed in the RFQ. I assume we should leave Part 1, Section F blank?

**A. Please refer to question #3 above. No sections should be left blank.**

14. Is there a time limit for projects illustrated in F. Example Projects?

**A. There is no formal time limit but would recommend projects completed within the last 10 years.**