

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>2026 General Qualifications</u>	Response Deadline	<u>12/19/2025</u>	<u>2:00pm</u>	local time
Project Location	<u>Bowling Green State University</u>	Project Number	<u>BGU-269026</u>		
City / County	<u>Wood / Erie Counties</u>	Project Manager	<u>Kristi Peiffer</u>		
Owner	<u>Bowling Green State University</u>	Contracting Authority	<u>Local Higher Education</u>		
Delivery Method	<u>TBD</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>		

Submit the requested number of *Statements of Qualifications* (Form F110-330) directly to **Jacob Konecny** at konecnj@bgsu.edu. See Section E of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to **Jacob Konecny** at konecnj@bgsu.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

Bowling Green State University requests interested firms submit qualifications for professional service contracts for new construction, renovation, and deferred maintenance projects that commence in the 2026 calendar year. Projects may be located at the Bowling Green campus, and/or regional campuses of Bowling Green State University. Firms will be evaluated for qualification in specific disciplines and will be placed on a discipline specific Prequalified Consultant list.

Disciplines of professional services may include, but are not limited to architecture, landscape architecture, engineering (any engineering discipline), surveying, and specialty consulting services such as building envelope, commissioning, environmental, graphics, planning, and roofing services. All firms must complete the attached **Professional Services Discipline Offered Form** and attached as the front cover of your RFQ submission.

There is no guarantee that any firm on the general qualification list will be awarded a professional service contract as a result of this RFQ.

B. Scope of Services

As Bowling Green State University determines the need for professional services, information will be provided to the shortlisted firm(s) from the pre-qualified list regarding the anticipated scope of services, project schedule, budget, location and selection criteria for use by firms in preparing for interview and/or technical proposals.

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. Participate in the Encouraging Diversity, Growth & Equity (EDGE) Program as required by statute and the Agreement.

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>.

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C. Estimated Budget / Funding

Construction Cost: \$ TBD	Estimate Basic Fee Range: % TBD
Total Project Cost: \$ TBD	EDGE Participation Goal: 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 professional design 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.**

D. Evaluation Criteria for Selection

Bowling Green State University will select firms for pre-qualification based on experience, expertise, capacity, and resources to meet the anticipated needs for the specific disciplines of expertise as indicated in their Statement of Qualifications.

The following criteria for selection will be used for evaluation:

- Demonstrated ability on previous projects to meet Owner's programmed project vision, scope, and budget
- Relevant projects (e.g. number, size, type, or within a university setting)
- Relevant past performance
- Qualifications and experience of firm's team members on relevant projects
- Specification writing and experience
- Resources and capacity to meet the needs of a typical project
- Proximity of firm to the Bowling Green campus

E. Submittal Instructions

Firms must submit one (1) Statement of Qualifications (SOQ) with fully completed Parts I and II, utilizing the current version of *Statement of Qualifications* (Form F110-330) available via the OFCC website at <https://ofcc.ohio.gov>.

Statements of Qualifications must be submitted electronically by email to **Jacob Konecny** at konecnj@bgsu.edu.

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. Submittals are limited to one email with a maximum file size of 25 MB. Also, please insert the project number and firm name followed by "SOQ" in the email subject line.

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.

Architect / Engineer Selection Rating Form

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Project Name 2026 Prequalified Consultant List Proposer Firm _____
 Project Number BGU-269026 City, State, Zip _____

Selection Criteria		Value	Score
1. Firm Location and Size (Maximum 20 points)			
a. Proximity of firm to project site	Less than 50 miles	10	
	50miles to 100 miles	5	
	More than 100 miles	0	
b. Number of licensed professionals	Less than 5 professionals	10	
	5 to 10 professionals	5	
	More than 10 professionals	0	
2. Firm Qualifications (Maximum 40 points)			
a. Project management lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	
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 - 10	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 10	
3. Overall Team Experience (Maximum 40 points)			
a. Previous 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 - 10	
d. Knowledge of State of Ohio Capital Improvements Administration process	Less than 3 projects	0 - 3	
	3 to 6 projects	4 - 6	
	More than 6 projects	7 - 10	
		Subtotal	

Notes:

Evaluator:

Name _____

Signature _____ Date _____

2026 General Qualifications Professional Service Disciplines Offered

Firm Name: _____

Please check the disciplines offered and clarify specialty services in the Notes & Clarification Column.

Professional Service	Offered	Notes and Clarifications
Architecture		
Interior Design		
Branding/Graphic Design		
Landscape Architecture		
Civil Engineering		
Surveying		
Structural Engineering		
Mechanical Engineering		
Electrical Engineering		
Plumbing Engineering		
Fire Protection Engineering		
Hazardous Materials		
Commissioning Services		
Geotechnical Services		
Building Envelope Services		
Roofing Services		
Environmental Design		
Estimating Services		
Scheduling & Constructability		