

Request for Qualifications (Registered Design Professional*)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>CSU Athletics Complex</u>	Response Deadline	<u>June 12, 2026</u>	<u>2:00 PM</u>	local time
Project Location	<u>2451 Euclid Avenue</u>	Project Number	<u>202601555</u>		
City / County	<u>Cleveland / Cuyahoga</u>	Project Manager	<u>Maeve Murphy</u>		
Owner	<u>Cleveland State University</u>	Contracting Authority	<u>Local Higher Education</u>		
Delivery Method	<u>CM at Risk</u>	Prevailing Wages	<u>State</u>		
Publish Date	<u>5/1/2026</u>				

No. of paper copies requested (stapled, not bound) 0 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 Maeve Murphy at m.c.murphy58@csuohio.edu. See Section J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Maeve Murphy at m.c.murphy58@csuohio.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

Cleveland State University (CSU) is seeking architectural/engineering services for renovations and additions to the Physical Education (PE) Building to house intercollegiate athletics, academics, and administration. This project will transform Woodling Gymnasium to serve as the main competition venue for men's and women's basketball and volleyball. A new addition will also be added adjacent to Woodling Gym and/or the PE Building to house dedicated practice facilities for men's and women's basketball. In addition, a volleyball practice facility will need to be identified. The selected firm will be responsible for studying the athletic facilities listed below and developing a Program of Requirements (POR) as a part of this project.

To ensure the final design aligns with the University's goals, Proposer's POR shall include a comprehensive outline of their project's functional, technical, and spatial needs; defining the project scope, quality, cost projections and limitations, and design criteria to guide future CM-R/general contractors.

Overall, CSU's athletic facilities are outdated with insufficient circulation paths for student-athletes and insufficient square footage to meet program requirements. This project aims to transform CSU athletics through strategic improvements by creating modern, equitable facilities that enhance student-athlete readiness, strengthen campus identity, and expand opportunities for academic programming and community engagement. This must happen while ensuring viable facilities and continuity of programming for health and human performance academic programs currently operating alongside the athletic focused programs located in this space.

The following facilities are the areas under consideration for this project:

- Physical Education Building
 - Woodling Gymnasium
 - Sub-Basement Level
 - Basement Level
 - Court Level
 - Mezzanine Level
- All surrounding areas adjacent to the Physical Education Building, including but not limited to:
 - The southwest PE lawn
 - Those areas abutting the Recreation Center
 - The western lobbies outside Woodling Gym
 - The eastern driveway and alley outside Woodling Gym
 - The space south of Woodling Gym

Request for Qualifications (Registered Design Professional*)

State of Ohio Standard Forms and Documents

B. Scope of Services

The proposed Athletics Complex project will include a new approximately 16,000 SF addition along with renovated/reconfigured space in the Physical Education building. This renovation may be phased and will likely require the existing gymnasium floor to be lowered into the subbasement and/or raise the existing roof to increase ceiling height to accommodate expanded spectator seating and mezzanine space. Additional structural modifications may include removing select walls between Woodling Gym and the Recreation Center and extending the East wall outward into the roadway. The goal of these modifications is to modernize and increase seating capacity above 4,000 seats, create enhanced premium seating zones, and enhance event hosting capabilities. Reallocated space from the Physical Education renovations will support modern locker rooms, sports medicine & rehabilitation areas, and elite strength & conditioning facilities. The new addition to the Physical Education building will provide dedicated practice facilities for the Men's and Women's basketball programs. This addition will also include offices and administrative and student support spaces to support athletics staff and program operations. These improvements will aim to support student athletes while also increasing opportunities for academic programming and community engagement. The project and construction budget as listed in this RFQ is estimated. The total project cost will be validated through design.

Responsibilities of the selected A/E include, but are not limited to, developing the following:

- Feasibility Study
- Cost estimation at various stages throughout planning
- Program of Requirements
- Renderings
- Schematic Design Drawings
- Design Development Drawings
- Construction Drawings
- Architectural Construction Administration
- Closeout

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 A/E 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>.

During the construction period, provide not less than 8 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. Previous experience with the OFCC and/or State of Ohio projects.

Request for Qualifications (Registered Design Professional) continued

2. Previous experience planning NCAA / collegiate athletic competition venues, including master planning, feasibility studies, and programming efforts.
3. Relevant renovation or new construction examples of NCAA / Collegiate athletic competition venues. Submissions should include examples of past projects that highlight the firm's understanding of athletic facility requirements, including sport-specific design standards, athlete and spectator experience, code compliance, and operational functionality.
4. Proven experience with complex structural modifications, including successful planning, design, and execution of projects involving significant alterations to existing structures.
5. Relevant examples of integrating building additions into existing facilities with a strong emphasis on seamless design, functional continuity, and compatibility with existing structures and systems.
6. Previous experience upgrading and modernizing building systems in aging facilities. Submissions should highlight the firm's ability to assess existing conditions, identify deficiencies, and develop effective strategies for improving mechanical, electrical, plumbing, and other critical systems.

C. Estimated Budget / Funding

State Funding: \$0
 Other Funding: \$TBD
 Construction Cost: \$30-\$60 Million (Approximately)
 Total Project Cost: \$TBD

D. Anticipated Schedule

Professional Services Start: 10 / 26
 Construction Notice to Proceed: 03 / 28
 Substantial Completion of all Work: 10 / 29
 Professional Services Completed: 12 / 29

E. Estimated Basic Fee Range (see note below)

5% to 6%

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)

Lead A/E Discipline: Architecture or Engineering
 Secondary Select Primary Discipline
 Disciplines: Structural Engineering
Mechanical-Electrical-Plumbing Eng.
Fire Protection Engineering
Civil Engineering
Landscape Architecture
Surveying
Enter Secondary Discipline
Enter Secondary Discipline

H. Additional Service Providers Required

Renderings
Planning Services / Site Evaluations
Technology / AV
Abatement Consultant

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.

Request for Qualifications (Registered Design Professional) continued

- 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.

Interested A/E firms are required to address how they will implement Building Information Modeling ("BIM") on the project, experience and level of training of staff related to BIM, incorporation of team partners that have previous BIM experience, and an understanding of collaborative BIM processes, including but not limited to the *State of Ohio BIM Protocol* available at the OFCC website at <https://ofcc.ohio.gov>.

Interested A/E firms are required to submit the *Commitment to Participate in the EDGE Business Assistance Program* form in its Statement of Qualifications (Form F110-330) submitted in response to the RFQ, to indicate its intent to contract with and use EDGE-certified Business(es), as a part of the A/E's team. The *Intent to Contract and to Perform* and / or waiver request letter and *Demonstration of Good Faith Effort* form(s) with complete documentation must be attached to the A/E's Technical Proposal. Both forms can be accessed via the OFCC website at <https://ofcc.ohio.gov>. The *Intent to Contract and to Perform* form is again required at the Fee Proposal stage.

If the A/E firm intends to receive points for exceeding the EDGE Participation Goal, it must provide BOTH a completed *Commitment to Participate* form AND a completed *Statement of Intent to Contract and to Perform* form signed by both parties with its *Statement of Qualifications*.

For all *Statements of Qualifications*, please identify the EDGE-certified Business(es), by name, which will participate in the delivery of the proposed professional services solicited in the RFQ.

Interested A/E firms must indicate on their *Statement of Qualifications*, the locations where their services will be performed in the spaces provided or by attachment in accordance with the requirements of Executive Order 2019-12D related to providing services only within the United States and the requirements of Executive Order 2022-02D prohibiting purchases from or investment in any Russian institution or company. Failure to do so may cause their *Statement of Qualifications* to be rejected.

J. Submittal Instructions

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>.

Electronic submittals, if requested, should be combined into one PDF file named with the project number listed on the RFQ and your firm's name, followed by "SOQ". 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. In Acrobat, go to Advanced, then PDF Optimizer. **Electronic submittals are limited to a maximum file size of 25 MB.**

Paper copies of the *Statement of Qualifications*, if requested, should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary.

CD/DVD copies of the *Statement of Qualifications*, if requested, should have the sleeve labeled with the project number and firm name, followed by "SOQ".

Facsimile copies of the *Statement of Qualifications* will not be accepted.

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 CSU Athletics Complex Proposer Firm _____
 Project Number 202601555 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 25 miles	5	
	25 miles to 50 miles	2	
	More than 50 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$1,000,000	2	
	\$1,000,000 to \$2,000,000	1	
	More than \$2,000,000	0	
c. Number of licensed professionals	Less than 3 professionals	1	Max = 3
	3 to 6 professionals	2	
	More than 6 professionals	3	
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 - 10	
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 - 5	
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 2 sample projects	1	Max = 3
	3 to 4 sample projects	2	
	More than 4 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 2 projects	0 - 3	
	3 to 4 projects	4 - 6	
	More than 4 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 2 projects	0 - 1	
	3 to 4 projects	2 - 3	
	More than 4 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 . ** Leadership in Energy & Environmental Design administered by Green Business Certification Inc.™		Subtotal	

Notes:

Evaluator:

Name _____

Signature _____ Date _____