

RFQ Question and Answer List

State of Ohio Standard Forms and Documents

Project Name Gateway Welcome Center Project Number 26067A
Project Location 2540 Clifton Ave, Cincinnati Ohio 45221

Date posted: 04.24.26
Date revised: 05.01.2026

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

1. Will the building be Mass Timber?
 - A. [The building construction type is to be determined.](#)
2. The RFQ for a Criteria Architect/Engineer for the Gateway Welcome Center states that the C-A/E will be contracted for Schematic Design. How does Schematic Design translate to the Basic Services listed in four parts on page 3 of the RFQ and outlined in M110-53?
 - A. [The Schematic Design team should include all the basic services listed. Other disciplines that aren't listed may be added at the submission team's discretion to complete the required scope of the program. The C-A/E is responsible for all scopes and services listed in OFCC Criteria Scope and Services. Refer to Exhibit B - Criteria A/E Scope of Services \(Design-Build Project\), State of Ohio Professional Services Agreements for Public Facility Construction, ARTICLE 2 - CONCEPT AND DESIGN CRITERIA](#)
3. Will the selected C-A/E take their work through the Concept and Design Criteria Stage, or further? If further, to which phase outlined in M110-53 will the C-A/E be contracted?
 - A. [The selected C-A/E team for the RFQ will be contracted for the Concept through Schematic Design Phase. There will be a separate agreement for the selected C-A/E to remain involved through the remainder of the project. This is yet to be determined.](#)
4. Are the Secondary Disciplines (such as structural, civil, and MEP engineers) also precluded from providing Engineer of Record Services?
 - A. [Any team member that is part of the Criteria Design team cannot be part of the Design/Build team. See first sentence in Section B of RFQ.](#)
5. Is the "Estimated Basic Fee Range" provided in the RFQ for services through Schematic Design or through all 4 of the phases of service indicated in the note underneath the given fee range?
 - A. [Estimated Basic Fee Range is for Schematic Design phase only.](#)

6. Please confirm if the submission response is for the Criteria Architect firm only, or if the response should include consultants that can service the list of disciplines listed in Sections G (Secondary Disciplines) and H (Additional Service Providers).
 - A. [The RFQ is for Criteria Architect/Engineer. The submitting team should provide all team members that will be needed to complete the required scope of services listed. Also refer to Exhibit B - Criteria A/E Scope of Services \(Design-Build Project\), State of Ohio Professional Services Agreements for Public Facility Construction, ARTICLE 2 - CONCEPT AND DESIGN CRITERIA](#)
7. In Section E, the Estimated Basic Fee Range is stated as 1.5% to 1.75%. Please confirm that this percentage range applies to the entire project, encompassing all project phases following Schematic Design. (i.e., \$2.4M-\$2.8M for Basic Services Fee from Concept and Design through Closeout)
 - A. [The Estimated Basic Fee Range is for Concept through Schematic Design Phase based off Construction Cost.](#)
8. Can you provide more details on subsequent procurement stages, such as shortlist notification, interview date(s), and selection?
 - A. [Interviews will be the week of June 1, 2026](#)
 - B. [Team Selection will be the week of June 1, 2026](#)
9. Is it correct that the prime architect as well as the MEP/FP engineers, structural engineers, civil engineers and landscape architects who participate in the scope of this RFQ – for Criteria Architect/Engineer are all precluded from being part of the DB team with the contractor for the new Gateway Welcome Center?
 - A. [This is correct. Any team member that is part of the Criteria Design team cannot be part of the Design/Build team. See first sentence in Section B of RFQ.](#)
10. Is it correct that specialty consultants including acoustics, AV, cost, traffic and theater are NOT precluded from being part of DB teams for the implementation of the project?
 - A. [Any team member that is part of the Criteria Design team cannot be part of the Design/Build team. See first sentence in Section B of RFQ.](#)
11. Is it anticipated that the full Criteria Architect/Engineer team (architect, engineers, landscape architect and specialty consultants) will stay involved all through construction ending in Dec 2029, and be involved in the Concept and Design Criteria stage, the Best Value Selection Stage, PreConstruction Stages and Construction Closeout scope? Or is it just the Architect that stays involved past the Concept and Design Criteria Stage?

- A. [It is desired that the Criteria Architect/Engineer will stay involved throughout the remainder of the project, however this role is yet to be determined.](#)
12. In the Selection Rating Form on page 5 of the RFQ, will there be any adjustments to the scoring based on this project being only SD/consulting scope, rather than a full design scope? In particular 'Proximity to the site'? And 'Knowledge of Ohio Capital Improvement process'? which together can total up to 10 points as stated.
- A. [For scoring, Refer to OFCC Professional Services Selection Rating Rubric Form F199-01](#)
13. A theater expert was not listed among the required consultants—was this an intentional omission because a consultant is already engaged? If not, would it be acceptable for us to include a theater consultant as part of our proposed team?
- A. [A theater consultant can be added to the Additional Services Providers.](#)
14. We understand via the RFQ that the delivery method for this project will be Design-Build. Has the University selected a contractor partner for this project at this point in time?
- A. [No. The D/B team has not been selected.](#)
15. We understand that the Architect of Record will be selected after SD. Is the idea that the contractor comes on board alongside the AOR partner?
- A. [TBD](#)
16. Will the responding firm, if selected for the criteria architect role, be excluded from responding to/participating in the design/build opportunity at a later date?
- A. [Any team member that is part of the Criteria Design team cannot be part of the Design/Build team. See first sentence in Section B of RFQ.](#)
17. Does a design consultant without an Ohio license need to partner with an architect licensed in Ohio, or can the licensed landscape architect, for example, serve as the licensed entity/lead for the team?
- A. [Reference to Exhibit A - A/E Standard Terms and Conditions, State of Ohio Professional Services Agreements for Public Facility Construction, ARTICLE 1 - A/E'S RESPONSIBILITIES, 1.9 Standard of Care.](#)

18. Would an Ohio licensed architect working in collaboration with a design consultant be considered for this project along with the other Basic and Additional Service providers listed in the RFQ?
- A. [Reference to Exhibit A - A/E Standard Terms and Conditions, State of Ohio Professional Services Agreements for Public Facility Construction, ARTICLE 1 - A/E'S RESPONSIBILITIES, 1.9 Standard of Care.](#)
19. If a collaboration is possible, would the designer or the architect be the primary entity? Or would this need to be a Joint Venture between the two entities?
- A. [Reference to Exhibit A - A/E Standard Terms and Conditions, State of Ohio Professional Services Agreements for Public Facility Construction, ARTICLE 1 - A/E'S RESPONSIBILITIES, 1.9 Standard of Care.](#)
20. Are responses required to be input into the given forms? Or can a different template be used as long as all the information is provided?
- A. [Per Submittal Instruction 'J', OFCC forms are required to be used.](#)
21. Confirming that the 1.5-1.75% basic range fee is for Schematic Design (as discussed in section B)? We had some confusion about how this relates to the note the note in Section E, where services extend through construction and closeout.
- A. [The Estimated Basic Fee Range is for Concept through Schematic Design Phase.](#)
22. The RFQ indicates 0% requirement for the EDGE participation goal; however, the scoring matrix indicates the potential for EDGE points. Can you please confirm if EDGE participation is required and/or desired?
- A. [Edge participation is not required. All submissions will be scored the same for the EDGE category.](#)
23. Regarding Section B scope of services and the following note: *"Pursuant to ORC 153.694, professional design firms selected to provide C-A/E services shall not provide any A/E of Record services for the project for which the professional design firm was selected as the C-A/E."* Does this provision trickle down to the entirety of the consulting team members? Or does it only apply to the primary respondent?
- A. [Any team member that is part of the Criteria Design team cannot be part of the Design/Build team. See first sentence in Section B of RFQ.](#)
24. Regarding Section B scope of services and the following note: *"Criteria Architect/Engineer ("C-A/E") will be retained as design consultant for the Owner after SD submission."* Can you elaborate on the role, responsibility, decision-making authority, etc. that might be expected of the Criteria A/E during this subsequent engagement? Would the entirety of the Criteria team be expected to participate or just the prime respondent?

- A. Any team member that is part of the Criteria Design team cannot be part of the Design/Build team. See first sentence in Section B of RFQ.
25. Does the indicative fee range of 1.5%-1.75% only include services through the end of Schematic Design?
- A. The fee range is for the Schematic Design phase only.
26. Could you please confirm whether the selection of the Criteria Architect/Engineer will be completed prior to the release of the Design-Build RFQ?
- A. No, the Design-Build RFQ will be released in the next few weeks.
27. Could the University of Cincinnati please clarify whether Ohio licensure for the lead Criteria A/E is required at the time of submission, or whether an out-of-state firm may submit while its Ohio licensure is in process, provided that the licensure is fully in place prior to execution of an agreement if the firm is selected.
- A. Proper licenses need to be in place by the time the agreement is executed, however the project cannot be delayed while licensure is obtained.
28. Under 5.b of the Criteria Rating Form, would points be awarded for projects of differing programs but equivalent delivery method and scope of services?
- A. Refer to OFCC Professional Services Selection Rating Rubric Form F199-01
29. Conversely, will points be awarded for projects of similar programmatic scope/site context etc. but different scope of service and delivery methods?
- A. Refer to OFCC Professional Services Selection Rating Rubric Form F199-01
30. Does the University expect out of state firms to team with local associated architects?
- A. A local architect is not required for this phase of the project. However, they must meet Exhibit A - A/E Standard Terms and Conditions, State of Ohio Professional Services Agreements for Public Facility Construction, ARTICLE 1 - A/E'S RESPONSIBILITIES, 1.9 Standard of Care.
31. Could the Owner clarify the anticipated scope and level of involvement of the Criteria A/E following completion of the Schematic Design, including scope of services during builder procurement, design development, and construction.

- A. [Exhibit B - Criteria A/E Scope of Services \(Design-Build Project\), State of Ohio Professional Services Agreements for Public Facility Construction, ARTICLE 2 - CONCEPT AND DESIGN CRITERIA](#)
32. In the case of an international firm teaming with a local, will the local firm also be retained as design consultant for the Owner following SD submission?
- A. [This is to be determined.](#)
33. How will the scoring be evaluated between the design architect leading the design and local architect acting as the Primary Firm?
- A. [For scoring, Refer to OFCC Professional Services Selection Rating Rubric Form F199-01](#)
34. Given the inclusion of a 1,000–1,200 seat auditorium and black box theater within the program, can the Owner clarify expectations regarding engagement of a theater design consultant as part of the Criteria A/E team?
- A. [A Theater Designer can be added.](#)
35. For Selection Criteria items 4 and 5, are qualifications and experience evaluated uniformly across all team disciplines, or is greater emphasis placed on certain key roles within the Criteria A/E team?
- A. [Qualification and Experience will be based on the entire team. For scoring, Refer to OFCC Professional Services Selection Rating Rubric Form F199-01](#)
36. We currently don't see any Q&A posted on the OFCC website, to confirm no other addenda have been issued?
- A. [This is the first set of Q&A's.](#)
37. Confirming that the deadline for questions is Friday, May 1st?
- A. [May 1st, 2026, is the last day that questions will be accepted.](#)
38. May the Proposer reproduce the required forms in a format altered for the highest legibility, so long as the submission strictly adheres to the RFQ's prescribed organization, including identical nomenclature, sequencing, and tabular format, and does not omit, revise, or reinterpret any requested information?
- A. [Per Submittal Instruction 'J', OFCC forms are required to be used.](#)
39. The RFQ states that the project is a contract for Schematic Design, and refers to the *Ohio Facilities Construction Manual* for the type and extent of services. There is a description the Schematic Design Scope of Services in the available PDF (pages 97-99), and online at this URL: <https://ofcc.ohio.gov/our-programs/higher-education-and-state-agencies/ofc-manual/design/schematic-design>

The RFQ also refers to the OFCC website, where there is another form: Form # M131-53, Title "Criteria A/E - Design Build," Type: "Exhibit B - Consultant Scope of Services."

Please clarify which document takes precedence, or provide the relevant superceding document that is specific to this project.

- A. [Exhibit B - Criteria A/E Scope of Services \(Design-Build Project\), State of Ohio Professional Services Agreements for Public Facility Construction, ARTICLE 2 - CONCEPT AND DESIGN CRITERIA.](#)

40. Will the Criteria A/E be retained to provide oversight of quality control/quality assurance activities during construction and/or construction contract administration?

- A. [It is desired that the Criteria Architect/Engineer will stay involved throughout the remainder of the project, however this role is yet to be determined.](#)

41. Are we required to provide full qualifications for our subconsultant team, inclusive of the Landscape Architect, Civil Engineer, Structural Engineer, MEP Engineering, Fire Protection Engineering, Acoustic Consultant, AV Consultant, Cost Estimator, and Traffic Consultant?

- A. [Provide qualifications of all subconsultants.](#)

42. Please confirm that this is request for the Criteria A/E Architecture firm's qualifications only, and that no other subconsultant firms are needed at this time.

- A. [Provide qualifications of all subconsultants.](#)

43. Please confirm that we are NOT required to provide a team comprising all of the individual personnel roles listed under "A/E Standard Titles for Specific Roles." If there are specific roles required for this stage solicitation, please clarify.

- A. [It is the submitting teams' discretion on who they will submit in the RFQ.](#)

44. May we include a Visualization Specialist, and if so what would be the preferred standard title?

- A. [It is the submitting teams' discretion on who they will submit in the RFQ. Under category H. Additional Service Providers Required, AV Consultant is listed.](#)

45. The RFQ estimates the Basic Fee Range as 1.5-1.75% range of \$200,000,000, which would be \$3M to \$3.5 M. Is this the estimated fee is for the Schematic Design Scope of Services.

- A. [The Estimated Basic Fee Range is for Concept through Schematic Design Phase](#)

based off **Construction Cost**.

46. The RFQ estimates the Basic Fee Range as 1.5-1.75% range of \$200,000,000, which would be \$3M to \$3.5 M. Please clarify if this is the estimated fee for the Lead Criteria A/E Architect, or if this would be the total fee to be shared across all service providers in the subconsultant team.

A. **The Estimated Basic Fee Range is for Concept through Schematic Design Phase based off Construction Cost for the entire selected team.**

47. Is there a site plan that has been shared (or could be shared) identifying the extent of property planned for the project?

A. **There is not a site plan. The address is 2540 Clifton Ave where the College of Law used to be. The approximate boundaries are Calhoun Street, Clifton Avenue, University Circle to the walk leading to Blegen Library, Backstage Drive and Corbett Drive.**

48. If you are not a prime for the criteria services but on the team for the criteria services could you be on a team for the detailed design or does the exclusion pertain to subs as well as the prime?

A. **Any team member that is part of the Criteria Design team cannot be part of the Design/Build team. See first sentence in Section B of RFQ.**

49. If you are a sub on the criteria team could you provide different services as a sub on the detailed design team? For example, you if you provide structural engineering on the criteria could you perform MEP on the detailed design? If the exclusion pertains to subs as well.

A. **No. Any team member that is part of the Criteria Design team cannot be part of the Design/Build team. See first sentence in Section B of RFQ.**

*** There is a formatting issue with the G. Basic Service Providers Required. These services should read:

- Architecture
- Landscape Architecture
- Civil Engineering
- Structural Engineering
- Mechanical-Electrical-Plumbing Eng.
- Fire Protection Engineering
- Surveying

Date added: 05.01.2026 – Final Q&A

50. The RFQ reads that this is a Design-Build delivery method, with Criteria A/E team through completion of Schematic Design. To be clear, will the final SD deliverable by Criteria team be bid out to a Design/Build Construction team for design completion and construction?
- A. [A RFQ for Design/Build Construction team will be sent out prior to completion of the Schematic Design Phase.](#)
51. For the team component of our qualifications, would you like us to include additional recommended disciplines (i.e theater consultant), or limit consultants to the required disciplines listed on the RFQ.
- A. [A Theater Designer can be added.](#)
52. The RFQ identifies the lead Criteria A/E shall be (1) any architect holding a certificate issued under section 4703.10 of the Revised Code. This is requiring the Criteria A/E to be registered in Ohio. Since this work is for the criteria / SD portion of work only is state registration required?
- A. [Refer to Question 27.](#)
53. If state certification is required might it be sought after, as prescribed by the Revised Code, and in hand upon the time of contact?
- A. [Refer to Question 27.](#)
54. Please confirm whether an internationally based design practice may participate as part of a team led by a suitably qualified local Criteria Architect/Engineer, and whether there are any specific requirements or limitations we should be aware of in relation to professional registration, team structure or submission eligibility?
- A. [Yes , International Firms can submit.](#)
55. We would also be grateful if you could confirm where the current F110-330 Statement of Qualifications form, any addenda, Q&A documents or supplementary project information should be accessed for this RFQ.
- A. [Refer to Qualifications-Based Selection RFQs | Ohio Facilities Construction Commission](#)
56. Please advise whether the RFQ stage will be followed by a subsequent RFP, interview or design proposal stage for shortlisted teams?
- A. [See Question No. 8](#)

57. Will the University consider extending the deadline due to the limited number of consultants available that are NOT pursuing the Criteria/Design portion of the project, but waiting for the Build portion?
- A. [No. Extensions cannot be made.](#)
58. Please confirm that the University will only consider one page for each project submitted on the F110-330 form?
- A. [Refer to General Instructions on the Statement of Qualifications. One page per project is standard.](#)
59. Has the University previously engaged an Architect for preliminary design studies for this project on this site?
- A. [No.](#)
60. The Selection Criteria allows a maximum of 5 points for firms within a 150-mile radius of Cincinnati. Could you share how you will apply this point system for responses from firms outside of OH? Are you envisioning the overall respondents to be primarily regional, or inclusive of firms nationwide? And if a firm is located outside of Ohio, how will they be scored for this Criteria?
- A. [For scoring, Refer to OFCC Professional Services Selection Rating Rubric Form F199-01](#)
B. [We're encouraging all interested applicants to submit whether local, national or international.](#)
61. The Selection Criteria suggests an emphasis on teams with four or more directly comparable projects. Could you clarify how you'll consider and apply this point system for firms whose experience spans all of the key programmatic components across multiple projects, particularly where design quality and innovation may be a distinguishing factor?
- A. [Provide all relevant work that the applicant feels strengthens their team and qualifications.](#)
62. Regarding Statement of Qualifications, Part I – Contract Specific Qualifications, B. Firm Point of Contact, 6. Name of Firm (Legal Name on File with the Ohio Secretary of State); Is it required for the lead Criteria Architect/Engineer (Primary) to be on file with the Ohio Secretary of State at the time of submission, or may this be completed at any point prior to execution of an agreement with the contracting authority?
- A. [Proper licenses need to be in place by the time the agreement is executed, however the project cannot be delayed while licensure is obtained.](#)
63. Regarding Statement of Qualifications, Part II – General Qualifications, 2a. Firm (Or Branch Office) Name (Legal Name on File with the Ohio Secretary of State); Is it required for each Firm that will

be part of the team proposed to be on file with the Ohio Secretary of State at the time of submission, or may this be completed at any point prior to execution of an agreement with the contracting authority?

- A. Proper licenses need to be in place by the time the agreement is executed, however the project cannot be delayed while licensure is obtained.

64. Since EDGE participation is not required and all submissions will be scored the same for the EDGE category, can you confirm that we may omit Section H/Additional Information/ page COMMITMENT TO PARTICIPATE IN THE EDGE BUSINESS ASSISTANCE PROGRAM and page EDGE PARTICIPATION STATEMENT OF INTENT TO CONTRACT AND PERFORM from our F110-330 form submission?

- A. Edge participation is not required. All submissions will be scored the same for the EDGE category. This section of the RFQ can be disregarded.

65. If we keep the structure of the forms exactly the same, can we lay them out in our brand colors and font?

- A. Per Submittal Instruction 'J', OFCC forms are required to be used.

66. For the Selection Criteria Section 5a, when referencing "assess letters of references or excerpts quoted from past clients" can you confirm that provided a pull quote would be compliant in meeting the requirement for Section H?

- A. Refer to General Instructions on the Statement of Qualifications. Letters on the referrer's letterhead are customary.

67. In Selection Criteria Section 4a, when referencing "*majority of key team members collaborating equal half of the identified key members*" is the intent to evaluate:

- i. The number of past projects featuring at least half of the proposed key team members working together or
- ii. The overall level of collaboration among a majority of proposed key team members across multiple projects?

- A. Per the Rubric rating instructions "*Typically, key members are Project Mgt. Lead, Construction Admin., and Key Consultants.*"

68. In the sample projects, the forms ask for "project cost." Does this mean construction cost or total project cost including soft costs?

- A. Construction Cost

69. Within Section F projects, does the University require citations from letters of reference or past evaluations attained from project owner or point of contact? Will email exchanges or pull quotes fulfill this requirement and/or are the point of contacts provided for each project sufficient?
- A. [See Question 67](#)
70. Question 20 asks “Are responses required to be input into the given forms? Or can a different template be used as long as all the information is provided? A. Per Submittal Instruction ‘J’, OFCC forms are required to be used.” Are firms permitted to use our standard branded fonts for graphic clarity, provided layout remains the same?
- A. [The font doesn't matter as long as the OFCC forms are used.](#)
71. The RFQ lists a Construction Notice to Proceed of 10/26 – is it the University's intent to have criteria documents completed for this NTP? If not, is there a target completion date for this milestone?
- A. [The Schematic Design phase will be approximately 10-12 months, There will be some overlap with the D/B team in order to start construction. The project is anticipated to be a phase construction project.](#)
72. Is there a page limit to content provided in Section H?
- A. [There is not a limit for additional information.](#)
73. Certain elements of the Selection Rating Form on Page 5 (i.e. proximity of the firm to project site, EDGE participation) don't seem directly relevant to this solicitation. Can you confirm that the submissions will be assessed based on the criteria outlined in this form?
- A. [All items on the scoring sheet are relevant to this RFQ except for 3b for EDGE. Edge participation is not required. All submissions will be scored the same for the EDGE category.](#)
74. Given the answer to Question #22 in the Q&A, should we remove pages COMMITMENT TO PARTICIPATE IN THE EDGE BUSINESS ASSISTANCE PROGRAM and EDGE PARTICIPATION STATEMENT OF INTENT TO CONTRACT AND PERFORM from our F110-330 form?
- A. [The form can either stay in and left blank or removed.](#)

Ohio Facilities Construction Commission Links

Exhibit A - A/E Standard Terms and Conditions, State of Ohio Professional Services Agreements for Public Facility Construction

ARTICLE 1 - A/E'S RESPONSIBILITIES

1.9 Standard of Care

[M110-01](#)

Exhibit B - Criteria A/E Scope of Services (Design-Build Project), State of Ohio Professional Services Agreements for Public Facility Construction

ARTICLE 2 - CONCEPT AND DESIGN CRITERIA

[M110-53.docx](#)

Statement of Qualifications

[F110-330-Statement-of-Qualifications.docx](#)

The Ohio Facilities Construction Manual

[The Ohio Facilities Construction Manual | Ohio Facilities Construction Commission](#)

Section 4703.10 | Certificate of qualification to practice architecture

[Section 4703.10 - Ohio Revised Code | Ohio Laws](#)

OFCC RFQ Rating Rubric

<https://dam.assets.ohio.gov/image/upload/ofcc.ohio.gov/Portals/0/Documents/Forms/Procurement/F199-01-RFQ-Rating-Rubric.pdf>