Request for Qualifications (Registered Design Professional*)
State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	Firelands RTU-2 & 5 Replacements	Response Deadline	Nov. 6, 2026 2 PM local time
Project Location	Bowling Green State University Firelands Campus	Project Number	BGU-279188
City / County	Huron / Erie	Project Manager	Kristi Peiffer
Owner	Bowling Green State University	Contracting Authority	Local Higher Education
Delivery Method	General Contracting	Prevailing Wages	State
Publish Date	**10/21/2026**		

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 **Jacob Konecny** at **konecnj@bgsu.edu**. See Section J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to **Kristi Peiffer** at **kdhafer@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 in the Q&A document.

Project Overview

A. Project Description

Bowling Green State University (BGSU) is requesting qualifications from interested firms to provide Engineering design services for the replacement of two existing rooftop multizone HVAC units at the Bowling Green State University Firelands Campus in Huron, Ohio.

This project will include design and construction administration services to replace the North Building's existing rooftop packaged multizone units that include RTU-2 that serves the student café areas and RTU-5 that serves McBride Auditorium. The existing units were installed in 1995 and replacement recommended to increase energy efficiency and decrease maintenance needs as part of the 2023 Firelands Campus MEP Study completed by the former MDA Engineering.

The Rooftop units replacement shall include all changes required under current fire, electrical, and other applicable codes. Work shall include the complete demolition and removal of the existing units and ancillary equipment. The unit capacities shall remain unchanged, and the existing piping shall remain except for piping rework required for replacement. New VFD's and pumps shall also be included.

B. Scope of Services

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, Estimated Cost for the scope of work within the construction cost indicated in Section C of this document, Bid and Award Support, Conformed Documents, Construction Administration, Post-Construction, Close-out documentation per BGSU requirements, 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 2 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.

Additional Project Scope Information:
Rooftop Selection: Conduct a thorough analysis to select the most suitable air handling unit based on capacity, refrigerant, energy efficiency, suitability to fit within the existing equipment locations i.e., length, width, and height, and compatibility with existing equipment.
System Integration: Ensure proper integration of the air handling units with the existing automation control systems.
Environmental Compliance: Ensure that the project complies with all environmental regulations, including refrigerant handling and disposal.

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. Experience in the design and application of rooftop HVAC unit multizone units.
2. Familiarity and successful past project experience regarding design and project management at BGSU.
3. Experience with General Contract delivery method through the State of Ohio OFCC Project Administration requirements.

C. Estimated Budget / Funding

State Funding:	$1,200,000
Other Funding:	$0
Construction Cost:	$950,000
Total Project Cost:	$1,200,000

D. Anticipated Schedule

Professional Services Start:	01 / 27
Construction Notice to Proceed:	07 / 27
Substantial Completion of all Work:	07 / 28
Professional Services Completed:	08 / 28

E. Estimated Basic Fee Range (see note below)

8% to 9%

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**
Lead A/E Discipline: Engineering	
Secondary Disciplines: Engineering	
Mechanical-Electrical-Plumbing Eng.	
Structural Engineering	
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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.
- 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 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 Firelands RTU-2 & 5 Replacements
Project Number
Proposer Firm
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 100 miles	5		
	100 miles to 150 miles	2		
	More than 150 miles	0		
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than $500,000	2		
	$500,000 to $1,000,000	1		
	More than $1,000,000	0		
c. Number of licensed professionals	Less than 3 professionals	0	Max = 3	
	3 to 8 professionals	2		
	More than 8 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		
b. Project design lead	Experience / creativity of project designer to achieve owner's vision and requirements	0 - 10	Max = 20	
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 3 sample projects	1	Max = 3	
	3 to 6 sample projects	2		
	More than 6 sample projects	3		
b. LEED** Registered / Certified project experience	Registered LEED v4.0 or v4.1 projects	0	Max = 0	0
	Certified LEED v4.0 or v4.1 projects	0		
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 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 - 5		
d. Knowledge of Ohio Capital Improvements process	Less than 3 projects	0 - 1		
	3 to 6 projects	2 - 3		
	More than 6 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