

Request for Qualifications (Registered Design Professional*)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	SI/ SR MEP & Facade	Response Deadline	August 10, 2026 2:00 PM local time
Project Location	2399 Euclid Ave. & 2351 Euclid Ave.	Project Number	CLS-27MEP
City / County	Cleveland / Cuyahoga	Project Manager	Maeve Murphy
Owner	Cleveland State University	Contracting Authority	Local Higher Education
Delivery Method	CM at Risk	Prevailing Wages	State
Publish Date	7/21/2026		

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 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 engineering services to address improvements to the Science Building (SI) & Science Research Building (SR) MEP systems and façades. These buildings have a range of occupancy usages between each of their four (4) occupied floors including research labs, teaching labs, lecture halls, and faculty offices.

This project will be the initial phase of a likely 7 phase MEP replacement strategy to upgrade the buildings system by system and floor-by-floor where possible, in order to maintain building operation during the renovations. The list below summarizes the MEP replacement strategies for systematically bringing all of the SI & SR building systems up to date. Research labs are a high priority, though the phases noted below could be strategically rearranged to meet needs. The initial phase of this project will also involve repairs and improvements to the building façade.

The phasing strategy defined below introduces an upgraded central heating water generation and distribution system to provide heating hot water to "new" single duct VAV terminal units with reheat coils in lieu of the current dual duct boxes. This system is more energy efficient and avoids simultaneous heating and cooling of the primary airflow. Similarly, existing single duct VAV boxes will look at having reheat coils installed for better temperature control. This analysis will also account for the refurbishment of the hot-deck and cold-deck AHU's as two (2) independent systems. This will allow their services to be split apart for increased building flexibility.

Phase 0: Central Reheat System & Façade Repairs

- Install new central hydronic reheat system, including steam-to-hot-water heat exchanger, pumps, distribution piping, controls, and associated equipment to support future HVAC upgrades.
- Building façade repairs and improvements.

Phase 1: SI First & Second Floor Upgrades / SR Upper & Lower Plaza Lab Upgrades

- Replace selected air handling units, VAV terminal units, exhaust systems, unit heaters, fin tube radiator control valves, and building automation controls.

Phase 2: SI Third & Fourth Floor Upgrades / SR Upper & Lower Plaza Offices, Lecture Halls, and Corridor Upgrades

- Replace air handling units, VAV terminal units, exhaust systems, fin tube radiator control valves, and DDC controls.

Phase 3: SI Chilled Water System Upgrades / SR Second & Third Floor Lab Upgrades

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- Replace SI chilled water plant equipment.
- Renovate SR second and third floor laboratory HVAC systems, including air handling units, VAV boxes, exhaust systems, and controls.

Phase 4: SI Tower Water System Upgrades / SR Second & Third Floor Office Upgrades

- Replace SI cooling tower and condenser water systems.
- Renovate SR second and third floor office HVAC systems, including air handling units, VAV boxes, radiator controls, and controls.

Phase 5: SI Exhaust Fan Upgrades / SR Misc. AHUs / Penthouse Boiler Upgrades

- Upgrade SI laboratory and building exhaust systems.
- Replace SR penthouse air handling units, boiler plant equipment, and associated mechanical systems.

Phase 6: SI Misc. Equipment Upgrades / SR Exhaust Fan Upgrades

- Replace SI miscellaneous HVAC equipment, domestic hot water, and compressed air systems.
- Upgrade SR laboratory exhaust systems and heat recovery equipment.

Phase 7: SR Misc. Equipment/ Systems Upgrades

- Replace SR chilled water plant, domestic hot water system, compressed air systems, and remaining associated controls and piping modifications.

B. Scope of Services

The selected firm shall provide complete professional engineering services for the evaluation, estimating, design, and construction administration associated with the Phase 0 improvements to the Science Building (SI) and Science Research Building (SR). The selected firm shall also validate and refine CSU's long-term implementation strategy to ensure the Phase 0 work supports the planned future renovations while maintaining building operations.

Responsibilities of the selected firm include, but are not limited to, the following:

1. Existing Conditions Survey & Phasing Validation
2. Cost Estimating
3. Design & Engineering
4. Construction Administration Services
5. Project Reporting & Communication

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

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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.
2. Proven experience managing phased MEP projects in occupied buildings.
3. Proven experience designing within existing structures, including infrastructure modifications, façade improvements, and MEP upgrades.
4. Previous experience upgrading and modernizing building systems in aging facilities.

C. Estimated Budget / Funding

State Funding:	<u>\$6,000,000.00</u>
Other Funding:	<u>\$0</u>
Construction Cost:	<u>\$4,566,200.00</u>
Total Project Cost:	<u>\$6,000,000.00</u>

D. Anticipated Schedule

Professional Services Start:	<u>12 / 26</u>
Construction Notice to Proceed:	<u>07 / 27</u>
Substantial Completion of all Work:	<u>01 / 28</u>
Professional Services Completed:	<u>02 / 28</u>

E. Estimated Basic Fee Range (see note below)

7% to 8%

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:	<u>Architecture or Engineering</u>
Secondary	<u>Engineering</u>
Disciplines:	<u>Mechanical-Electrical-Plumbing Eng.</u>
	<u>Structural Engineering</u>
	<u></u>
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	<u></u>
	<u></u>
	<u>Enter Secondary Discipline</u>
	<u>Enter Secondary Discipline</u>

H. Additional Service Providers Required

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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 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

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Project Name SI/ SR MEP & Façade Proposer Firm _____
 Project Number CLS-27MEP 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 - 5	
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 - 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
	2 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	0	Max = 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 2 projects	0 - 3	
	2 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	
	2 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 _____