

Request for Qualifications (Registered Design Professional*)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	Campus Class Renovation	Response Deadline	Sept. 18, 2026	1:00 PM	local time
Project Location	550 E. Spring St. Columbus, OH 43215	Project Number	CTI-260063		
City / County	Columbus / Franklin	Project Manager	Michele Arnold		
Owner	Columbus State Community College	Contracting Authority	Local Higher Education		
Delivery Method	CM at Risk	Prevailing Wages	State		
Publish Date	8/21/2026				

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 Michele Arnold at marnold26@csc.edu. See Section J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Michele Arnold at marnold26@csc.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

Columbus State Community College seeks to modernize instructional spaces across its Columbus Campus to create consistent, flexible, and technology-enabled learning environments that support student success, foster active and collaborative learning, and respond to the evolving needs of higher education. This comprehensive classroom renovation initiative represents a significant investment in the College's academic facilities and long-term educational mission.

The project will renovate 45-60 general-purpose classrooms located in several main campus buildings. Renovations will be implemented in three phases across three consecutive semesters. Each phase is anticipated to consist of the renovation of 15 to 20 classrooms. Semesters anticipated to be: Autumn 2027, Spring 2028 and Summer 2028. The project encompasses approximately 115,000 NASF of classroom space and will be executed through a multi-phase implementation strategy. Renovations are anticipated to occur continuously from semester to semester, with approximately 15 to 20 classrooms completed during each phase. The College has identified swing space to support temporary classroom relocations and seeks to minimize disruption to academic operations throughout the construction process.

Many existing classrooms no longer fully support contemporary teaching methodologies or provide a consistent experience for students and faculty. The renovation program will create active and collaborative learning environments that encourage student engagement, support multiple instructional modalities, integrate current instructional technology, and establish a consistent classroom experience across the campus.

The College anticipates that the scope of work will primarily include work within existing room footprints without the increase or reduction of room size or other changes to the perimeter walls unless required for code compliance. Within the footprint of each classroom the scope of work will include: New ceilings, lighting, finishes (flooring, paint, window shades) furniture, writing surfaces, access control, audio visual, wifi, and modified tele/date and power to meet new guideline locations. HVAC, fire protection/alarm work to be limited to in-room modifications required to meet comfort and code required modifications.

Columbus State has established classroom design guidelines and has recently completed multiple classroom modernization projects. The College expects the selected design team to build upon these proven guidelines while identifying opportunities to enhance flexibility, improve instructional functionality, and incorporate best practices from peer institutions. While the College's established classroom guidelines provide the foundation for the project, the College welcomes innovative ideas that improve functionality, adaptability, sustainability, and the overall teaching and learning experience. The completed classrooms should provide a consistent student and faculty experience while remaining adaptable to evolving pedagogical needs.

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The selected Architect/Engineer will demonstrate experience delivering higher education classroom modernization projects, developing phased implementation strategies, and designing projects that can be efficiently procured and constructed within occupied academic environments. Successful teams will demonstrate the ability to balance design quality, constructability, schedule, and operational continuity while maintaining consistency with the College's established classroom guidelines.

Through this initiative, the College seeks to create a portfolio of instructional spaces that reflects its commitment to excellence in teaching and learning. The renovated classrooms will provide welcoming, flexible, and technology enabled environments that support faculty innovation, enhance the student learning experience, and serve the evolving needs of the College for years to come.

B. Scope of Services

Upon award of the Agreement, commence with the development of a Program of Requirements ("POR").

While the College has identified the classrooms for renovation the selected A/E will assist in the development of a phasing plan by semester for three consecutive semesters of renovations. The phasing plan will be driven by renovation need, room utilization, construction efficiency, disruption minimalization, and impacts from other projects that may be happening within the same building.

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 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: Schematic Design, Design Development, Construction Document Preparation, Bid and Award Support, Conformed Documents, Construction Administration, Post-Construction, and Additional Services of all types. Program of Requirements to be provided by the College prior to commencing services.

Anticipated Design and Construction Strategy:

- The College intends to perform the classroom renovations in three phases across three consecutive semesters. Each phase is anticipated to consist of the renovation of 15 to 20 classrooms. Semesters anticipated to be: Autumn 2027, Spring 2028 and Summer 2028.
- The selected A/E to assist the College with the identification of the specific classrooms for each phase of renovation and then to prepare construction documents, per phase, for permitting and construction.
- The College intends to engage a Construction Manager at Risk firm to perform pre-construction schedule and estimating support. The CMr will perform the renovations per the established three phases.

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 12 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.

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. Classroom Design
2. Deferred maintenance analysis of systems within the area of renovation, MEP systems, HVAC systems, Fire Alarm systems, Fire Protection systems, etc.
3. Experience with community college and non-residential diverse student populations.
4. Design and construction administration of Construction Manager at Risk contracts following State of Ohio/OFCC requirements.
5. Cost estimating and scheduling of similar project types.
6. Renovation of existing buildings.
7. ADA review of existing conditions and design.
8. Previous experience with local jurisdiction or similar sites

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C. Estimated Budget / Funding

State Funding: \$0
 Other Funding: \$10,000,000 (Bond)
 Construction Cost: \$7,000,000
 Total Project Cost: \$10,000,000

D. Anticipated Schedule

Professional Services Start: 12 / 26
 Construction Notice to Proceed: 08 / 27
 Substantial Completion of all Work: 08 / 28
 Professional Services Completed: 09 / 28

E. Estimated Basic Fee Range (see note below)

6% to 10%

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
 Secondary Engineering
 Disciplines: Mechanical-Electrical-Plumbing Eng.
 Fire Protection Engineering
 Select Secondary Discipline
 Select Secondary Discipline
 Select Secondary Discipline
 Select Secondary Discipline
 Select Secondary Discipline
 Technology/Communic./Security
 Interiors/Loose Furnishings Design

H. Additional Service Providers Required

Additional Service Discipline
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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.
- Proximity of prospective firms to the project site.
- Specification writing credentials and experience.
- Proposer's apparent resources and capacity to meet the needs of this project.
- Experience with CMr as delivery method.

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 Campus Class Renovation Proposer Firm _____
 Project Number CTI-260063 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 50 miles	5	
	50 miles to 150 miles	2	
	More than 150 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$5,000,000	2	
	\$5,000,000 to \$10,000,000	1	
	More than \$10,000,000	0	
c. Number of licensed professionals	Less than 3 professionals	0	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 3 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 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 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 _____