

Request for Qualifications (Registered Design Professional*)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>Brown Hall Lower-Level Faculty Offices</u>	Response Deadline	<u>09/04/2026</u>	<u>1:00 PM</u> local time
Project Location	<u>499 Grove St. Delaware Hall</u>	Project Number	<u>CTI-260065</u>	
City / County	<u>Columbus / Franklin</u>	Project Manager	<u>Kieran Sherry</u>	
Owner	<u>Columbus State Community College</u>	Contracting Authority	<u>Local Higher Education</u>	
Delivery Method	<u>CM at Risk</u>	Prevailing Wages	<u>State</u>	
Publish Date	<u>7/28/2026</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 ksherry2@csc.edu. See Section J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Kieran Sherry at ksherry2@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

Brown Hall Lower-Level Faculty Office Project

Note: This project is located in the currently named "Delaware Hall" building. By the time this project is underway the name of the building will have officially been changed to "Brown Hall." For this reason, the project and location will be referred to as "Brown Hall" in this RFQ and project documents.

Columbus State Community College (the "College") seeks to renovate approximately 10,500 square feet of the lower level of Brown Hall, converting existing faculty office space and former locker rooms into a modernized suite of faculty offices and support space. The area of work is currently not being utilized. The space will be used primarily for swing space so programming with academic departments will be minimal or none.

The College envisions a program that includes private and shared faculty offices, workstations, conference rooms, and pantry space, along with new restrooms as required to support the new program. The project must maintain independent access to the adjacent Old Fitness Center throughout construction and account for ADA accessible entry, egress, and vertical circulation as part of the overall Brown Hall accessibility strategy. Existing conditions including load bearing walls, plumbing locations, network infrastructure, and electrical switchgear will need to be evaluated early in design to confirm feasibility for reuse within the College's program goals. The overall goal is a clean, efficient faculty office environment with clear and uncomplicated access, coordinated with other ongoing and future work within Brown Hall.

The College seeks an Architect/Engineer with demonstrated experience in institutional office renovation within occupied academic buildings, particularly experience navigating existing structural, MEP, and accessibility constraints. The selected firm will play a critical role in evaluating existing conditions, identifying the best locations for infrastructure such as elevator access and network closets, coordinating with the College's Facilities and IT departments, and helping the College resolve open questions regarding building systems and code required upgrades.

With the backing of Franklin County voters, the College plans to invest bond proceeds from Issue 21 into capital needs that support improved facility conditions, including this renovation, as part of the College's broader investment in campus infrastructure.

Areas of Brown Hall anticipated to be part of the renovation project: +/-10,500 SF Lower Level

The renovation is anticipated to be complete before the Summer 2028 semester.

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In addition to the faculty office program, the College will require the Architect/Engineer to evaluate the feasibility and sequencing of vertical accessibility improvements in and out of this space as well as future uses of adjacent spaces. This includes, but is not limited to a potential future elevator infrastructure, entry sequence changes, ramp modifications, etc. This evaluation should account for existing structural, ADA and egress limitations.

Deferred maintenance conditions specific to the lower level will be addressed, including potential relocation of electrical switchgear and distribution, replacement of original pneumatic controls, and evaluation of the domestic water pump and lower-level air handling unit. IT closet capacity will be confirmed to support renovated program needs, and security cameras and access control will be updated within the area of work. Exterior work will be included as needed to provide construction access and review ADA compliant entry and egress.

Shortlisted teams will be provided with the following additional information in preparation for interviews:

- Brown Hall Facilities Conditions Assessment
- Brown Hall ADA Assessment
- Diagram of spaces within Brown Hall under consideration for renovation.

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, 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 16 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. Renovation of existing academic office and locker room space.
2. Design and construction administration of Construction Manager at Risk contracts following State of Ohio/OFCC requirements.
3. Cost estimating and scheduling of similar project types.
4. Renovation of existing buildings.
5. MEP replacement design, including HVAC systems, electrical switchgear and distribution, domestic water systems, fire alarm systems, and building controls.
6. ADA review of existing conditions and design.
7. Coordination with IT and security teams on infrastructure needs during construction of an occupied or actively renovated building.

C. Estimated Budget / Funding

State Funding:	<u>\$0</u>
Other Funding:	<u>\$4,400,000 (Bond)</u>
Construction Cost:	<u>\$3,600,000</u>
Total Project Cost:	<u>\$4,400,000</u>

D. Anticipated Schedule

Professional Services Start:	<u>11 / 26</u>
Construction Notice to Proceed:	<u>08 / 27</u>
Substantial Completion of all Work:	<u>05 / 28</u>
Professional Services Completed:	<u>06 / 28</u>

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,

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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</u>
Secondary	<u>Select Primary Discipline</u>
Disciplines:	<u>Civil Engineering</u>
	<u>Mechanical-Electrical-Plumbing Eng.</u>
	<u>Fire Protection Engineering</u>
	<u>Structural Engineering</u>
	<u>Select Secondary Discipline</u>
	<u>Select Secondary Discipline</u>
	<u>Select Secondary Discipline</u>
	<u>Technology/Communic./Security</u>
	<u>Interiors/Loose Furnishings Design</u>

H. Additional Service Providers Required

<u>Vertical Transportation</u>

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

- Previous experience compatible with the proposed project (e.g., type, size).
- Qualifications and experience of individuals directly involved with the project.
- Demonstrated ability to meet Owner's programmed project vision, scope, budget, and schedule on previous projects
- Past performance of prospective firm and its proposed consultants.
- Relevant past work of prospective firm's proposed consultants.
- Proposer's previous experience (numbers of projects, sizes of projects) when working with its proposed consultants.
- Proposer's apparent resources and capacity to meet the needs of this project.
- Experience with CMR as delivery method.

Interested A/E firms to describe their unique capabilities that your firm/team bring to the project.

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 Brown Hall Lower-Level Faculty Offices Proposer Firm _____
 Project Number CTI-260065 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 100 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 _____