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

Administration of Project: Local Higher Education

Project Name	Zanesville/ Cambridge Campus Renovations	Response Deadline	11/16/2026 2:00PM local time
Project Location	Zane State College	Project Number	MAT-270001
City / County	Zanesville / Muskingum	Project Manager	Jason Latchic
Owner	Zane State College	Contracting Authority	Local Higher Education
Delivery Method	N/A	Prevailing Wages	State
Publish Date	**10/27/2026**		

No. of paper copies requested (stapled, not bound) 4 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)

THE TWO PARAGRAPHS BELOW ARE FOR PROJECTS NOT USING OHIOBUYS – DELETE IF USING OHIOBUYS
Submit the requested number of *Statements of Qualifications* (Form F110-330) directly to Zane State College, Attn: Facilities Management Office, Campus Center Building, 1555 Newark Road, Zanesville, Ohio 43701. See Section J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Jason Latchic at Zanfacilities@zanestate.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

Zane State College, located in Muskingum County, Zanesville, is seeking professional architectural and engineering services for capital improvements to buildings in Zanesville and Cambridge, Ohio. The projects include HVAC Chiller replacement in College Hall, HVAC Chiller Replacement in Willet Pratt Training Center. Air cooled chiller units will be pulled into existing Niagra BAS system for system monitoring and set point adjustments. A technology infrastructure improvement project with intent of modernizing Zane State College's network infrastructure by replacing four (4) core network routers, two (2) network firewalls, and the campus-wide wireless network layer. The upgrade will strengthen technology security, improve performance, and ensure compliance with current NIST cybersecurity standards. These enhancements are critical to protecting institutional data and mitigating risks posed by evolving cyber threats. The project will implement advanced threat detection and monitoring capabilities to proactively identify and respond to potential intrusions, align network infrastructure with NIST cybersecurity standards and best practices, and replace aging hardware to reduce downtime and improve network performance for students, faculty, and staff.

B. Scope of Services

Upon award of the Agreement, the selected firm shall commence by developing the Program of Requirements (POR).

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 Architect/Engineer Agreement detailed cost components to address the Owner's project requirements.

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 4 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 (FormF110-330), below is a list of relevant scope of work requirements for this RFQ:

1. Experience with large HVAC systems and controls
2. Experience with building envelopes
3. Experience with mechanical and electrical systems
4. Experience with IT infrastructure to include core network routers, and familiarity with NIST cyber security standards
5. Experience with IT infrastructure to include network firewalls, and campus wide wireless network
6. Experience with State of Ohio facilities and construction design standards
7. Experience with project scheduling and sequencing in occupied spaces
8. Experience with higher education State funded capital projects
9. Experience with project budgeting and pay applications
10. Experience with project quality assessment and intervention.

SEE A/E AGREEMENT EXHIBIT B FOR A DESCRIPTION OF ADDITIONAL SERVICES – DELETE THIS INSTRUCTION

C. Estimated Budget / Funding

State Funding:	$1,400,612.00
Other Funding:	$0.00
Construction Cost:	$1,255,650
Total Project Cost:	$1,400,612.00

D. Anticipated Schedule

Professional Services Start:	12 / 26
Construction Notice to Proceed:	04 / 27
Substantial Completion of all Work:	12 / 27
Professional Services Completed:	02 / 28

E. Estimated Basic Fee Range (see note below)

8.0% to 10.0%

F. EDGE Participation Goal

Percent of initial Total A/E Fee: 0.0%

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: Architecture or Engineering	Additional Service Discipline
Secondary Disciplines: Select Primary Discipline	Additional Service Discipline
HVAC Engineering	Additional Service Discipline
Mechanical-Electrical-Plumbing Eng.	Additional Service Discipline
Technology/Communic./Security (K-12)	Additional Service Discipline
Select Secondary Discipline	Additional Service Discipline
Select Secondary Discipline	Additional Service Discipline
Select Secondary Discipline	Additional Service Discipline
Select Secondary Discipline	Additional Service Discipline
Enter Secondary Discipline	Additional Service Discipline
Enter Secondary Discipline	Additional Service Discipline

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 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 Zanesville/ Cambridge Campus Renovations
Project Number MAT-270001
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 aa miles	5		
	aa miles to bb miles	2		
	More than bb miles	0		
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than $cc	2		
	$cc to $dd	1		
	More than $dd	0		
c. Number of licensed professionals	Less than ee professionals	gg	Max = 3	
	ee to ff professionals	hh		
	More than ff professionals	ii		
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 - jj	Max = 20	
c. Technical staff	Experience / ability of technical staff to create fully coordinated construction documents	0 - kk		
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - ll		
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 mm sample projects	1	Max = 3	
	mm to nn sample projects	2		
	More than nn 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 oo projects	0 - 3		
	oo to pp projects	4 - 6		
	More than pp 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 qq projects	0 - 1		
	qq to rr projects	2 - 3		
	More than rr 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