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

Administration of Project: Local Higher Education

Project Name	* Basic Renovations	Response Deadline	11.06.2026 5:00 PM local time
Project Location		Project Number	OHU-00000
City / County	/	Project Manager	Tony Bertino
Owner	Ohio University	Contracting Authority	Local Higher Education
Delivery Method	N/A	Prevailing Wages	State
Publish Date	**10/6/2026**		

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 *Statements of Qualifications* (Form F110-330) and a completed Design Services Offered Form directly to _Basic_Renovations.2026_Submissions@docs.e-builder.net. See Section J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Tonia Reiber at reiber@ohio.edu with the project name 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

*Fill out attached Design Services Offered Form and attach it to your RFQ Submission

Qualifications are requested from firms that are interested in professional service contracts for new construction, renovation, and deferred maintenance projects at Ohio University. Projects may be located at the main campus and/or regional campuses of Ohio University. Firms will be evaluated for qualification in specific disciplines and will be placed on the pre-qualified list by discipline. Firms responding to this request must identify the discipline(s) of professional services for which they intend to be considered. There is no guarantee that any firm on the pre-qualified list will be awarded a professional service contract as a result of the firm being on the list.

B. Scope of Services

*Fill out attached Design Services Offered Form and attach it to your RFQ Submission

As Ohio University determines the need for professional services, information will be provided to shortlisted firms from the pre-qualified list regarding the anticipated scope of services, project schedule, budget, location and selection criteria for use by firms in preparing additional qualifications and/or technical proposals.

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 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* (Form F110-330), below is a list of relevant scope of work requirements for this RFQ:

1. Architectural and interior design for building renovations and ADA upgrades
2. Mechanical, Electrical and Plumbing design
3. Fire Alarm and Sprinkler design
4. Civil Engineering design services, including site services, geotechnical, and structural design
5. Building envelope design, including roofing, window and facade repair/replacement
6. Utility infrastructure design, including steam, chilled water, and medium-voltage electric
7. Landscape architecture
8. Graphics and wayfinding improvements
9. Estimating, scheduling, constructability reviews, and facility condition assessments

C. Estimated Budget / Funding

State Funding:	$0.00
Other Funding:	$0.00
Construction Cost:	$0.00
Total Project Cost:	$0.00

D. Anticipated Schedule

AE Interview Date:	N/A
Professional Services Start:	01 / 27
Construction Notice to Proceed:	01 / 27
Substantial Completion of all Work:	12 / 27
Professional Services Completed:	12 / 27

E. Estimated Basic Fee Range (see note below)

Varies by project requirements

F. EDGE Participation Goal

Percent of initial Total A/E Fee: varies%

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: Varies by project requirements	Varies based on specific project requirements
Secondary Disciplines: Varies by project requirements	

Basic and Additional Services Notes:

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.

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.

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: 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 * Basic Renovations
Project Number OHU-00000
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 200 miles	2		
	More than 200 miles	0		
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than $100,000	2		
	$100,000 to $200,000	1		
	More than $200,000	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		
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. BIM project experience	Training and knowledge only	1 - 2	Max = 5	
	Direct project experience	3 - 5		
c. 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 5 projects	0 - 1		
	5 to 9 projects	2 - 3		
	More than 9 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.		**Subtotal**		

Notes:

Evaluator:

Name

Signature

Date

OHIO UNIVERSITY

A/E DESIGN SERVICES OFFERED

AE FIRM: _____

DESIGN SERVICE TYPE	OFFERED (Y=yes, N=no)	NOTES & CLARIFICATIONS
Architectural Design		
*Interior Specialty Design		
Landscape Design		
Civil Design		
Landscape Design		
Hazardous Mat. Design		
Structural Design		
Fire Protection Design		
Plumbing Design		
HVAC Design		
Electrical Design		
Planning Services		
Commissioning Services		
Geotechnical Services		
Geotechnical Services		
**Bldg. Envelope Services		
Graphics/Rendering Services		
Estimating Services		
Scheduling & Constructability		
Construction Mat. Testing		
Graphics & Rendering Services		

*Please clarify specialty services provided in Notes & Clarifications column (Signage, Lab Design, etc)
**Please clarify specialty services (Windows, Roofing, Thermal Imaging, etc)