Request for Qualifications (CM at Risk Contract)
State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	Wooster - Fisher Aud Renovation	Response Deadline	11/16/2026 2:00 PM local time
Project Location	1680 Madison Avenue	Project Number	OSU-200473
City / County	Wooster / Wayne	Project Manager	Amy Kaspar
Owner	The Ohio State University	Contracting Authority	The Ohio State University
Delivery Method	CM at Risk	Prevailing Wages	State
No. of paper copies requested (stapled, not bound)	0	No. of electronic copies requested (PDF)	1

Submit the Statements of Qualifications (Form F110-330) via email to:

Wooster_-_Fisher_Auditorium.01_Selection@docs.e-builder.net

AND please cc: 330submittals@osu.edu

In the subject line, include the project number and name for the RFQ you are responding to. See Section G of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Amy Kaspar at kaspar.2@osu.edu with the project number and name included in the subject line (no phone calls please). Questions will be answered and posted to Opportunities page on the OFCC website at Project Opportunities 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

The Fisher Auditorium building is centrally located on the CFAES Wooster Campus. The building will be converted to "Campus Commons", with the original Fisher Auditorium remaining within the building. The building's renovation will play a critical role in the vision to create a "Heart of Campus, with goals to improve the sense of community, access to campus resources, and opportunities for collaboration. The building was constructed in 1968 and renovated in 2000. The existing Fisher Auditorium is used for numerous University, industry partner and community events. The Auditorium is not included in the proposed renovation.

This project focuses on creating Fisher Commons in approximately 18,000 SF of space surrounding the Auditorium. Currently, this space includes exhibit space, library, offices, conference/classrooms, catering food service, general administration, and auxiliary services. It will be renovated to include a library, learning lab, bookstore, offices, food service, dining, and lounge spaces.

The building has multiple entry points, and it is connected to the Shisler (Conference) Center via a corridor on the north elevation. To reorient the building's main entrance toward the center of campus, improve accessibility, and enhance circulation, an approximately 3000SF addition is being considered to add to the north side of the building, connected to the corridor that leads to the Shisler Center. Site and accessibility improvements will occur at the new north entrance and the west portico.

Professional design services will be completed by The Collaborative, Inc. and have been acquired by the Contracting Authority under a separate contract.

The Program of Requirements ("POR") will be validated as a part of this project by the Architect/Engineer ("A/E").

All aspects of the project and related issues will be implemented and operated consistent with the Contracting Authority/Owner's policies and procedures.

This project is required to be designed and delivered within a collaborative BIM-enabled environment following The Ohio State University BIM Project Delivery Standards. The Primary firm submitting for the project will be required to have the BIM expertise capable of meeting the aforementioned standards. The Ohio State University BIM Project Delivery Standards can be accessed via the OSU FOD website: BIM Project Delivery Standards.

The minimum required BIM Use Cases for this project are noted below. Details on the BIM Uses Cases are outlined in Section 2 of the Ohio State University BIM Project Delivery Standards.

Design BIM Use Case	Required	Additional Notes
2.3.1.1. Model Authoring – Design Intent BIMs (Required for the Architectural team and the Engineering team)	X	
2.3.1.2. Model Authoring – Design Intent BIMs (Required for the architectural team, preferred for the engineering team)		
2.3.2. Existing Conditions Documentation/Modeling		
2.3.3. Program of Requirements (PoR) Validation		
2.3.4. Site Design		
2.3.5. Model Based User Group Meetings/Reviews		
2.3.6. Sustainability (Energy Modeling/Simulation and Performance)/ Design Simulation/Analysis		
2.3.7. Clash Prevention	X	
2.3.8 Quantity Schedule		
Construct BIM Use Case	**Required**	**Additional Notes**
2.4.1. Model Authoring – Trade Coordination BIMs	X	
2.4.2. Model Authoring – Shop/Fabrication BIMs		Preferred, not required
2.4.3. Clash Detection	X	
2.4.4. Model-based Scheduling (Sequencing/Simulation)		
2.4.5. Model-based Estimating (Quantification/Cost Estimating)		
2.4.6. Site Analysis Planning		

The minimum required deliverables for this project are noted below. Details on the BIM deliverables are outlined in Section 4 of the Ohio State University BIM Project Delivery Standards

Deliverable	Required
BIM Execution Plan	X
Design Intent BIMs	X
Revit Model Rule Set Results	X
Interim Architectural and Structural Conformed Design Intent BIMs	X
Project Base Point	X
Conformed Design Intent BIMs	X
Interim Asset Worksheet	X
Final Asset Worksheet	X

This project includes asset tagging. The Primary firm submitting for the project is required to have the expertise capable of meeting this prerequisite and is responsible to support their subcontractors to meet this requirement. The Asset Tagging Process Diagram, Asset Worksheet Template, and LOD Matrix can be accessed via the OSU FOD website (https://fod.osu.edu/resources) under Design Guidelines, Specifications, Standards; Specifications and Standards; Building Information Modeling (BIM).

B. Scope of Services

The project and construction budget as listed in this RFQ is estimated.

The project has been approved for design and preconstruction services only. This request is for Construction Manager at Risk ("CM") to assist with preconstruction to establish the schematic design concept and begin design development. The university may amend the CM contract upon approval for construction documents, bidding, construction contract administration and post-construction services.

The selected Construction Manager at Risk, as a portion of its required Scope of Services and prior to submitting its proposal, will discuss and clarify with the Contracting Authority/Owner, the breakdown of the Agreement detailed cost components, to address the Owner's project requirements and refine the project schedule. 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: provide constructability review comments on documents produced by the A/E during the Schematic Design, Design Development, and Construction Document stages; develop and maintain estimates of probable construction cost, Target Value Budget/Target Value Design, project schedules, and construction schedules; lead and manage the Subcontractor Prequalification and Bidding process, Construction and Closeout Stage.

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 Construction Manager at Risk Agreements.

The selected CM will be required to sign the standard agreement. No modifications to the requirements in the agreement will be accepted. Required Professional Liability Insurance will be per General Conditions Articles 10.3.7 and 10.3.8.

The project shall follow the applicable University Sustainability Standards: https://fod.osu.edu/sites/default/files/div_18.pdf.

The project team (Owner / A/E / CM) will be required to utilize e-Builder, the University's Project Management System, for all compatible services required by the University.

The preconstruction and construction services are generally described below. Subcontracts including but not limited to Plumbing, Fire Protection, HVAC, Electrical and AV/Technology will be awarded by the CM to prequalified vendors using a competitive process. The parties will engage in an "open book" pricing method in which all subcontracted work shall be based upon competitive pricing that will be reviewed by the Contracting Authority/Owner, the A/E and the CM. The Contracting Authority/Owner shall have access to all books, records, documents and other data in the CM's possession related to itself, its subcontractors and material suppliers pertaining to bidding, pricing or performance of the Agreement.

Preconstruction Services: The CM will work cooperatively with the Contracting Authority/Owner, A/E, and Project Team, and will provide, among other services, schedule development, estimate development, Guaranteed Maximum Price (GMP) proposal, subcontractor prequalification and bidding, constructability review, permits, budgeting, Target Value Budget/Target Value Design, and preconstruction planning throughout the preconstruction stages. When the drawings and specifications are at the stage of completion specified in the Agreement, such partially completed documents (the "Basis Documents") shall be provided to the CM, together with the A/E's detailed listing of any incomplete design elements and the A/E's statement of intended scope with respect to such incomplete elements (the "Design Intent Statement"). Contingent upon the Contracting Authority's approval of the GMP, the parties will enter into an amendment to the Agreement establishing the Contract Sum ("GMP Amendment"). If the proposed Contract Sum exceeds the Project Budget established for construction, then the Contracting Authority may terminate the agreement with the CM and seek proposals from other firms for completion of the Project.

Construction Services: The CM shall construct the Project pursuant to the construction documents and in accordance with the schedule requirements. The CM shall hold all subcontracts and shall be fully responsible for the means and methods of construction, project safety, project completion within the schedule agreed upon in the preconstruction phase, compliance with all applicable laws and regulations including monitoring compliance with all EDGE, equal employment, and prevailing wage requirements, and submitting monthly reports of these activities to the Contracting Authority. All subcontracts shall be on the subcontract form prescribed by OAC Section 153:1-03-02. The Contracting Authority reserves the right to approve the CM's selection of subcontractors and any supplemental terms to the form subcontract.

The Ohio State University is dedicated to providing a safe and healthy environment for students, patients, staff, visitors and contractors. While not exclusive, guidelines governing safety expectations for construction/ renovation projects within Ohio State buildings are set forth in the Building Design Standards Appendix V and are summarized here: https://fod.osu.edu/resources, under the section titled "Construction Site Safety Requirements."

Closeout Services: The closeout for this project is required to be delivered in an electronic cloud-based format using e-Builder Project Management System and adhere to The Ohio State University Project Closeout Standards. The Ohio State University Project Closeout Standards can be accessed via the OSU FOD vender resource website (https://fod.osu.edu/resources) under Post Construction / Close Out.

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. Target Value Budgeting During Preconstruction; Demonstrated experience providing real-time pricing feedback, value analysis, and budget reconciliation to support owner decision-making.
2. Schedule Milestones; Experience supporting owner funding approvals, budget authorizations, GMP development, and procurement schedules.
3. Experience with renovation projects on University Campuses in the past 15 yrs.
4. Experience as Construction Manager at Risk (or DB) at The Ohio State University or State of Ohio Administered Projects – and indicate role on all projects.

For the purpose of the selection of 10 Relevant Projects in Section F of the Statement of Qualification (Form F110-330), projects must have been completed by the Construction Management Firm.

C. Funding / Estimated Budget

Total Project Cost	$16,500,000	State Funding	$14,730,118
Construction Cost	$8,900,000	Other Funding	$1,769,000

D. Anticipated Schedule

CM Preconstruction Services Start	03 / 2027
Construction Stage Notice to Proceed	11 / 2027
Substantial Completion of all Work	04 / 2029
CM Services Completed	06 / 2029

E. EDGE Participation Goal

Percent of the CM's total compensation excluding CM's Contingency* 5.0%

*Preconstruction Stage Compensation plus Contract Sum minus CM's Contingency

F. Evaluation Criteria for Selection

Selection Criteria: The CM will be selected using (i) qualifications-based process during the Request for Qualifications (RFQ) stage to develop a short list and (ii) best value process during the Request for Proposal stage. The qualifications-based criteria for the RFQ is included in this announcement. The best value criteria used in evaluating proposals from short listed firms will include such factors that are determined to derive or offer the greatest value to the State and Owner, combining both qualifications and fee.

Short List: Each firm responding to this RFQ will be evaluated and selected based on its qualifications and the qualifications and experience of the particular individuals identified as the candidate's proposed team for the Project. After evaluating the responses to this RFQ, the Contracting Authority will select a short list of no fewer than three candidates that it considers to be the most qualified, except if the Contracting Authority determines that fewer than three firms are qualified, it will only select the qualified firms.

Request for Proposal: The short-listed firms shall be sent a Request for Proposal ("RFP") that will invite the firms to submit pricing proposals containing their proposed preconstruction stage compensation, construction stage personnel costs, itemized construction stage general conditions costs, construction stage contingency percentage, and construction stage fee percentage. The short-listed candidates will also receive (i) form of Agreement with the Contracting Authority containing the contract terms and conditions, (ii) set of the most recent design documents and (iii) proposed Project schedule.

Pre-Proposal Meeting: Prior to submitting a response to the RFP, the short-listed firms will be invited to meet individually with the Contracting Authority/Owner. The purpose of the pre-proposal meeting is to permit the short-listed firms an opportunity to ask the Contracting Authority/Owner questions in an individual setting to help the firms prepare their responses to the RFP. The Contracting Authority will notify each short-listed firm to schedule individual times for the pre-proposal meetings.

At the pre-proposal meeting, short-listed firms will be required to submit the completed Contractor Pre-Work Evaluation form, available here https://fod.osu.edu/resources, under the section titled "Construction Site Safety Requirements."

Interview: After submitting responses to the RFP, the short-listed firms will be interviewed by the Contracting Authority/Owner. The purpose of the interview will be to meet the proposed Project team, become familiar with key personnel, and understand the project approach and ability to meet the stated objectives for the Project. Please be prepared to discuss with specificity the firm's capacity to conduct this work in compliance with the timetable, budget and EDGE expectations. The Contracting Authority will notify each short-listed firm to schedule individual times for the interviews.

Selection Schedule: Tentative schedule is subject to change.

Qualifications Due	11/16/2026
RFP issued to the Short-Listed Firms	11/23/2026
Proposals Due	12/10/2026
Interviews	12/15/2026
Selection of CM	12/17/2026

Cancellation and Rejection: The Contracting Authority reserves the right to reject all proposals and cancel at any time for any reason this solicitation, any portion of this solicitation or any phase of the Project. The Contracting Authority shall have no liability to any proposer arising out of such cancellation or rejection. The Contracting Authority reserves the right to waive minor variations in the selection process.
Interested firms are required to address their BIM project delivery experience and how they will implement Building Information Modeling ("BIM") on the project by documenting:

- The ability for the entire team to effectively collaborate and share models and data.
- Each discipline's model manager and their relevant experience.
- How the CM will support a subcontractor that does not have sufficient BIM experience to meet the above expectations.

Interested CM 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 Enterprise(s), as a part of the CM'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 CM's Proposal. Both forms can be accessed via the OFCC website at Procurement Forms. The Intent to Contract and to Perform form is again required at the Fee Proposal stage.

If the CM 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* forms signed by both parties with its *Statement of Qualifications*.

For all *Statements of Qualifications*, please identify the EDGE-certified Business Enterprises, by name, which will participate in the delivery of the proposed professional services solicited in the RFQ.

Interested CM 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.

G. Submittal Instructions

Firms are required to submit the current version of Statement of Qualifications (Form F110-330) available via the OFCC website at Procurement Forms.

Electronic submittals should be combined into one PDF file saved with the form name, project number listed on the RFQ and your firm's name (ex. F110-330_OSU-nnnnnn_Firm Name). 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. Also, please insert the project number and name in the email subject line.

Statements of Qualifications must be submitted electronically by email. Submittals are limited to one email with a maximum file size of 25 MB.

Unless otherwise noted or exempt, all documents submitted to the Contracting Authority in response to this RFQ and subsequent RFP are public and will be available for inspection at the conclusion of the selection process. The following information shall remain confidential and will not be released: (1) Proposal Form(s), except for cost category subtotals which will be transferred to the Best Value Rating Form; (2) Financial Capacity; and (3) Bonding/Insurance.

Proposers are requested to submit the following information in response to this RFQ within Section H of Form F110-330.

1. Summary: Provide a summary, on one page or less, describing why your firm/team is the most qualified for the Project.
2. Bonding/Insurance: Provide evidence of capacity to provide bonding in the amount of the construction budget (e.g. a letter from your Surety agent stating that one or more Sureties will issue Bonds in the amount of the construction budget if your team is selected) and a copy of the firm's certificate of insurance showing the firm's current limits of liability for commercial general liability, employer's liability, business automobile liability, and professional liability insurance.
3. Management Systems: Describe the scheduling and cost control systems the firm would propose to use for the Project.
    a. The project team (Owner / AE / CM) will be required to utilize eBuilder, the University's Project Management System, for all compatible services required by the University. Please comment on incorporating this system into your construction services and in conjunction with your prescribed corporate project management systems, if any.
4. Self-Performed Work: Indicate whether the firm intends to self-perform any work on the Project through a competitive process and, if so, the nature of the work and capability to self-perform.
5. Estimating: Demonstrated track record of performance of in-house estimating on projects comparable to the Project.
6. Scheduling: Demonstrated track record of performance of managing projects to the original schedule.

Firms are requested to identify professional registrations, memberships and credentials including but not limited to: 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.

CM at Risk Selection Rating Form
State of Ohio Standard Forms and Documents

Project Name Wooster - Fisher Aud Renovation
Project Number OSU-200473
Proposer Firm
City, State, Zip

Selection Criteria		Value		Score
1. Primary Firm Location and Workload (Maximum 10 points)				
a. Proximity of firm to project site	Less than 100 miles	5		
	100 miles to 150 miles	2		
	More than 150 miles	0		
b. Amount of contracts awarded by Contracting Authority in previous 24 months	Less than $8,000,000	5		
	$8,000,000 to $16,000,000	3		
	More than $16,000,000	3		
2. Primary Qualifications (Maximum 40 points)				
a. Project management lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10		
b. Project administration lead	Experience / ability to effectively administer project controls and processes	0 - 8	Max = 30	
c. Technical staff	Experience / ability of technical staff to develop accurate estimates and schedules	0 - 10		
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 12		
3. Key Consultant Qualifications (Maximum 10 points)				
a. Key consultants	Experience / ability of key consultants to perform effectively and collaboratively	0 - 5		
b. Proposed EDGE-certified Consultant participation*	One point for every 2 percent increase in Services compensation** 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 5 sample projects	2		
	More than 5 sample projects	3		
b. OSU Sustainability Standards or LEED*** project experience	LEED projects	0	Max = 1	
	OSU Sustainability Standards project experience	1		
c. BIM project experience	Training and knowledge	0	Max = 1	
	Direct project experience	1		
d. Team organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5		
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 3 projects	0 - 1		
	3 to 6 projects	2 - 3		
	More than 6 projects	4 - 5		
* Must be comprised of consulting firm(s) and NOT the lead firm – For more information on scoring this and other criteria refer to the OFCC website under Procurement Forms. ** Preconstruction Stage Compensation plus Contract Sum minus Subcontracted Work, Self-performed Work, and CM's Contingency *** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute		**Subtotal**		

Notes:

Evaluator:

Name

Signature

Date