

Request for Qualifications (Commissioning Agent)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>Newark - Evans Hall Renovation</u>	Response Deadline	<u>04/10/2026</u>	<u>2:00 PM</u>	<u>local time</u>
Project Location	<u>COTC - Evans Hall (6503)</u>	Project Number	<u>OSU-230844</u>		
City / County	<u>Newark/ Franklin</u>	Project Manager	<u>Karin Murillo-Kirlangitis</u>		
Owner	<u>The Ohio State University</u>	Contracting Authority	<u>Local Higher Education</u>		
Delivery Method	<u>General Contracting</u>	Prevailing Wages	<u>State</u>		
No. of paper copies requested (stapled, not bound)	<u>0</u>	No. of electronic copies requested on CD (PDF)	<u>1</u>		

Submit the Statements of Qualifications (Form F110-330) via email to 330Submittals@osu.edu. In the subject line, include the project number and name for the RFQ you are responding to. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Karin Murillo-Kirlangitis at murillo-kirlangitis.1@osu.edu with the project number 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 Evans Hall project is located at The Ohio State University at Newark which shares a campus with Central Ohio Technical College in Newark, Ohio. The scope will include a renovation of approximately 7,000 square feet within Evans Hall located at 1000 Sharon Valley, Newark, Ohio.

The existing building envelope will receive necessary energy performance upgrades, and the interior spaces will be reprogrammed to support the operational needs of OSU–Newark and COTC Public Safety, including practical training, academic programming, and administrative functions. The project scope includes the renovation of both open and enclosed office areas formerly occupied by a private architectural firm, as well as improvements to existing restrooms and the kitchenette area.

This project will address a significant amount of deferred maintenance through comprehensive upgrades to the building's mechanical, plumbing, electrical, and life safety systems. In addition, targeted improvements to the building envelope are included. Mechanical enhancements consist of the installation of two new rooftop units, new branch ductwork, including supply and exhaust distribution, and variable air volume (VAV) units. Plumbing improvements include new systems to meet current code requirements associated with relocated restrooms and a new kitchenette area. The electrical scope encompasses new grounding and bonding, lighting and lighting controls, data and IT infrastructure pathways, and a new fire alarm system.

Façade upgrades include the installation of insulated metal panels and new windows to improve energy performance, align with university sustainability goals, and enhance the overall building aesthetics. The existing roof system will remain in place, as it is currently under warranty.

A new vestibule will be added to the southwest façade to reinforce and clearly define the primary building entrance. The vestibule will consist of an aluminum storefront system and will be fully integrated with an adhered single-ply membrane roofing system.

B. Scope of Services

The objective of commissioning is to provide documented confirmation that a facility fulfills the functional and performance requirements of the building owner, including but not limited to fundamentals contained within Climate Action Plan, The Ohio State University's Sustainable Design and Construction Policy, and Integrated Energy & Environmental Implementation Strategies. To reach this goal it is necessary for the commissioning process to develop and document the owner's criteria for system function, performance, and maintainability, as well as to verify document compliance with these criteria throughout design, construction, start-up, initial operation and seasonal operation. In addition, complete electronic operation and maintenance (O&M) manuals, as well as training on system operations, should be provided to the building operators to ensure the building continues to operate as intended.

Request for Qualifications (Commissioning Agent) continued

The University is committed to commissioning this facility to ensure that all systems, are complete and functioning properly upon occupancy and through all seasons, and that staff has adequate system documentation and training. Maximizing energy conservation is a critical component of the design goals to comply with the Sustainable Design and Construction Policy. The CxA will assist in providing a commissioning plan for the project to ensure that the Sustainable Design and Construction Policy requirements of the project are met. The anticipated building systems to be commissioned include, but are not limited to, HVAC equipment and systems, temperature controls, electrical systems, fire alarm systems, plumbing, renewable energy systems (if applicable), and building envelope.

The CxA will be involved from the construction phase through warranty phase. During construction, the CxA coordinates the execution of a testing plan, which includes observing and documenting all systems' performance to ensure that systems are functioning in accordance with the Owner's objectives and the contract documents. The CxA is not responsible for design or general construction scheduling, cost estimating, or construction management, but it may be necessary to assist with problem solving non-conformance issues and deficiencies.

The selected CxA, 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 Consultant Agreement detailed cost components to address the Owner's project requirements. Participate in the Encouraging Growth, Diversity & Equity ("EDGE") Program as required by statute and the Agreement.

The CxA may be responsible for contracting with an outside firm for independent testing and balancing of systems.

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

The project shall follow the applicable University Sustainability Standards. https://fod.osu.edu/sites/default/files/div_18.pdf. The Commissioning Agent shall review, comment, and participant in all aspects of the standards applicable to their scope of work.

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. Experience in building envelope commissioning
2. Experience in the operations and troubleshooting of building control systems, and MEP systems
3. Experience with Sustainable Design & Construction

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 Commissioning Firm.

C. Funding / Estimated Budget

Total Project Cost	<u>\$3M</u>	State Funding	<u>\$3M</u>
Construction Cost	<u>\$2.6M</u>	Other Funding	<u>\$0</u>
Estimated CxA Fee	<u>0.74% to 0.82%</u>		

NOTE: The CxA fee percentage for this project includes all consultant services necessary for proper completion of the commissioning services for the successful completion of the project.

Request for Qualifications (Commissioning Agent) continued

D. Services Required (see note below)

Primary	<u>Building Systems Commissioning</u>
Secondary	<u>Building Envelope Commissioning</u>

Others	_____

E. Anticipated Schedule

Professional Services Start	<u>04 / 26</u>
Construction Notice to Proceed	<u>10 / 25</u>
Substantial Completion of all Work	<u>09 / 26</u>
Professional Services Completed	<u>12 / 26</u>

F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL CxA Fee	<u>5.0%</u>
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G. Evaluation Criteria for Selection

- Demonstrated ability to meet Owner's project requirements.
- Demonstrated ability to meet Owner's Sustainability Standards: https://fod.osu.edu/sites/default/files/div_18.pdf.
- 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.
- Proximity of prospective firms to the project site.
- Proposer's apparent resources and capacity to meet the needs of this project.

Interested CxA 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 CxA'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 CxA's Technical 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.

The **EDGE Participation Statement of Intent to Contract and Perform** from Section H. Additional Information must also be submitted. Please identify the EDGE-certified Business Enterprises, by name, which will participate in the delivery of the proposed professional services solicited in the RFQ.

H. 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.

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

Firms are requested to identify professional registrations, memberships, 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.

Commissioning Agent Selection Rating Form

State of Ohio Standard Forms and Documents

Project Name Newark - Evans Hall Renovation Proposer Firm _____
 Project Number OSU-230844 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 100 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$200,000	2	
	\$200,000 to \$1,000,000	1	
	More than \$1,000,000	0	
c. Number of relevant professionals	Less than 2 professionals	0	Max = 3
	2 to 8 professionals	1	
	More than 8 professionals	2	
2. Primary 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 administration lead	Experience / ability to effectively administer project controls and processes	0 - 5	
c. Technical staff	Experience / ability of technical staff to verify fully coordinated construction documents	0 - 5	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 10	
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 additional point for every 2 percent increase in professional services over the advertised EDGE participation goal	0 - 5	
4. Overall Team Qualifications (Maximum 10 points)			
a. Previous team collaboration	Less than 2 sample projects	0	
	2 to 4 sample projects	2	
	More than 4 sample projects	5	
b. 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 professional design services consulting firm(s) and NOT the primary firm ** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute		Subtotal	

Notes:

Evaluator:

Name _____

Signature _____ Date _____