Request for Qualifications (Commissioning Agent)
State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	East Hospital - Endoscopy Expansion and Cath Lab Upgrade	Response Deadline	11/02/2026	2:00 PM local time
Project Location	East Hospital - Main (0398), East Hospital - Tower (0397)	Project Number	OSU-255807	
City / County	Columbus/ Franklin	Project Manager	Christina Vetrano	
Owner	The Ohio State University	Contracting Authority	Local Higher Education	
Delivery Method	Construction Manager at Risk	Prevailing Wages	State	
No. of paper copies requested (stapled, not bound)	0	No. of electronic copies requested on CD (PDF)	1	

Submit the Statements of Qualifications (Form F110-330) via email to East_Hospital_-_Main_-_West_1_concept_estimate.01_Selection3@docs.e-builder.net. 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 Christina Vetrano at vetrano.13@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 Ohio State University is soliciting qualifications from experienced Commissioning firms for a comprehensive renovation project at The Ohio State University Wexner Medical Center's East Hospital, located at 181 Taylor Avenue, Columbus, Ohio.

This transformative project involving approx. 48,000 SF will involve the strategic relocation and renovation of multiple departments on the first floor, as well as renovations within the fifth-floor Cardiac Catheterization Laboratory (Cath Lab). The project is intended to modernize facilities, enhance infrastructure, improve patient and staff circulation, and support the long-term strategic objectives of the health system. The completed design will incorporate The Ohio State University Wexner Medical Center branding and finish standards, aligning East Hospital with the system-wide patient experience and design framework.

This multi-phased project requires a highly collaborative, detail-oriented, and adaptable Commissioning partner with demonstrated expertise in active healthcare projects and phased renovations within complex medical environments. Significant experience performing work in occupied hospital settings is essential, as hospital operations must remain fully functional throughout all phases of work.

Funding has been approved for design services across all project components. Funding for the construction may be allocated either as a single construction package or through annual phased implementation, subject to leadership approval and funding availability at the time of construction.

Project Scope:

Cardiac Catheterization Laboratory (Cath Lab)
- -Upgrade medical equipment in two fifth-floor Cath Labs.
- -Renovate and modernize finishes throughout the department.
- -Expand and reconfigure two pre-operative/post-operative patient bays.
- -Implement ADA accessibility improvements

Endoscopy Department
- -Full demolition of the first-floor west wing to relocate and renovate the entire Endoscopy Department from the first-floor East Tower to this location.
- -Construct two additional appropriately sized procedure rooms, increasing the total number of procedure rooms to six.
- -Expand pre-operative and post-operative patient care capacity through the addition of new patient bays.
- -Renovate and provide support spaces including clean and soiled utility rooms, a combined high-level disinfection (HLD) area, medication room, offices, and other operational support functions.

Rehabilitation Services
- -Full demolition of the first-floor East Tower space that Rehab will occupy to relocate them from the first-floor West Wing to this location.
- -Enhance Physical Therapy and Occupational Therapy treatment areas.

-Expand and improve staff work areas and support functions.

Public Spaces and Administrative Areas

-Reconfigure and renovate the first-floor entrance, security checkpoint, information desk, patient registration areas, corridors, and waiting spaces to improve safety, circulation, and the overall patient experience.

-Relocate and renovate public restrooms, the hospital sanctuary, and retail gift shop space.

-Centrally locate Patient Experience, Medical Records, conference facilities, and Hospital Administration offices to promote operational efficiency, collaboration, and service delivery.

Facilities Storage and Enabling Relocations

-Relocate existing bed storage, facilities storage, and staff training functions to a new location yet to be determined.

-Provide enabling work necessary to support future phased construction activities.

Infrastructure

-Replace an original hospital air handling unit located on the second floor of Tower 2 to support newly renovated and relocated program areas.

-Investigation may be required for electrical, plumbing and/or utilities to determine capacity and locations.

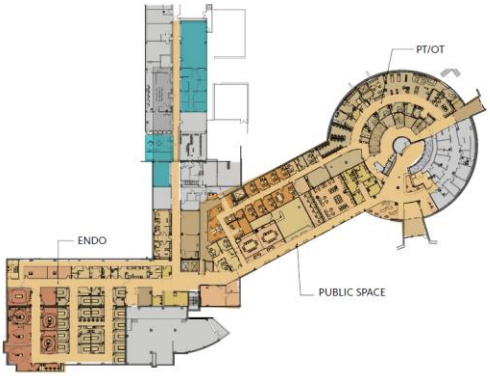
-General infrastructure throughout all areas may be upgraded including electrical panels, FCU's, VAVs, Lighting, etc.

This project represents a significant investment in East Hospital's future and requires a commissioning partner capable of delivering innovative, efficient solutions, phasing strategies, and exceptional execution within an active healthcare environment. Firms with a proven track record in complex hospital renovations are encouraged to submit qualifications.

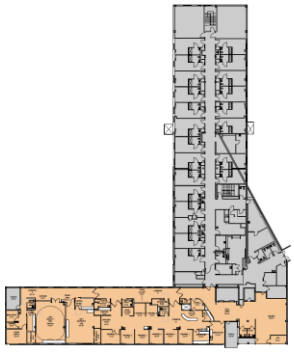
Participation in weekly design meetings will be expected during Precon and Construction as well as an onsite presence throughout the project. Construction duration is estimated to run from mid 2027 – end of 2030.

Professional design services are held under a separate contract by Gensler.

Areas highlighted in orange reflect the proposed renovation areas.
Areas highlighted in blue indicate enabling projects that will be delivered as separate projects but may influence the overall construction phasing strategy.



First Floor


Fifth Floor

This project is required to be constructed and delivered within a collaborative BIM-enabled environment following The Ohio State University BIM Project Delivery Standards.

This project is required to deliver asset tagging within a collaborative BIM-enabled environment. The Primary firm submitting for the project will be required to have the expertise capable of meeting this requirement and is responsible to support their subcontractors to meet this requirement. The Asset Tagging Workflow and the OSU PDS Tools 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 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. The Commissioning Agent (CxA) will develop the Owner's Project Requirements (OPR).

The University is committed to commissioning this facility to ensure that all systems are well designed, 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 design review comments, commissioning related documents to incorporate into the construction documents and 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, renewable energy systems (if any), electrical, fire alarm, and plumbing.

The CxA will be involved from the design phase through warranty phase. The CxA will be responsible for reviewing and thoroughly documenting the Owner's Project Requirements and providing input on the Basis of Design through reviews and interaction with the Project Engineer, University Architect, University Engineering, Facilities Operations and Development, and the A/E. The primary role of the CxA during the overall design phase is to develop detailed commissioning specifications, and to review design to ensure it meets the Owner's objectives as well as The Ohio State University's Sustainable Design and Construction Policy. 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 CxA will be required to provide input on the overall master schedule where they are to perform tasks. The goal is to partner with an advocate for high-quality patient care and staff safety while holding the project to the standards of our BDS, including the WMC specifics. CxA may be present for installations and/or start-ups as needed.

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.

The CxA will comply with applicable OSU Wexner Medical Center policies, including the Identification Badge Policy, which incorporates the Non-discretionary Vaccination Policy/Employee Health Infection Control and Background Check Policies, as identified at https://wexnermedical.osu.edu/utility/footer/vendor-interaction. The CxA is responsible for all costs incurred related to compliance with these policies.

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. Multi-phased renovation experience in an occupied Healthcare facility as a Commissioning Agent
2. Experience in writing commissioning specifications
3. Experience with Sustainable Design & Construction
4. Experience in the operations and troubleshooting of building control systems, and MEP systems
5. State and/or Ohio State University Administered 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 Commissioning Firm.

C. Funding / Estimated Budget

Total Project Cost	$38,000,000	State Funding	$0
Construction Cost	$22,500,000	Other Funding	$6,000,000 (Cath Lab Construction Only)
Estimated CxA Fee	1%*		

*Final fee percentage to be determined at time of construction depending on project funding approval.
NOTE: The CxA fee percentage for this project includes all professional design services, and consultant services necessary for proper completion of the commissioning services for the successful completion of the project.

D. Services Required (see note below)

Primary	HVAC Building Commissioning Systems
Secondary	Electrical Power Systems Commissioning
Others	Testing, Adjusting, Balancing

E. Anticipated Schedule

Professional Services Start	11 / 2026
Construction Notice to Proceed	08 / 2027
Substantial Completion of all Work	12 / 2030
Professional Services Completed	04 / 2031

F. EDGE Participation Goal

Percent of *initial* TOTAL CxA Fee	5.0%

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: East Hospital - Endoscopy Expansion and Cath Lab Upgrade
Project Number: OSU-255807
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 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	0		
	$200,000 to $1,000,000	1		
	More than $1,000,000	2		
c. Number of relevant professionals	Less than 2 professionals	1	Max = 3	
	2 to 8 professionals	2		
	More than 8 professionals	3		
2. Primary Qualifications (Maximum 30 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 - 5	Max = 20	
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 _____