

Request for Qualifications (Planning Services)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>CVM Facilities Improvement Programmatic Study</u>	Response Deadline	<u>09.15.2026</u>	<u>2:00 PM</u>	<u>local time</u>
Project Location	<u>**Site-see project information</u>	Project Number	<u>OSU-260237</u>		
City / County	<u>Columbus/ Franklin</u>	Project Manager	<u>Karin Murillo-Kirlangitis</u>		
Owner	<u>The Ohio State University</u>	Contracting Authority	<u>Local Higher Education</u>		
No. of paper copies requested (stapled, not bound)	<u>0</u>	No. of electronic copies requested (PDF)	<u>1</u>		

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

CVM_Facilities_Improvement_Programmatic_Study.01_Selection@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 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 the Opportunities page of the OFCC website at [Bids & RFQs](#) 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 requesting qualifications from A/E firms to provide a comprehensive renovation study, detailed program of requirements (POR) and conceptual space organization to align with the projected Student population growth, modernization of existing research and clinical labs to expand teaching capacity and meet the needs of the contemporary veterinary medicine teaching approach.

Shortlisted design firms will be provided a copy of previously completed Master Plan prior to interviews.

B. Scope of Services

The College of Veterinary Medicine is projecting a cohort increase from 165 to 200 students and an increase in faculty and staff to support and strengthen the College's education research and service goals. The study is to address deferred maintenance, upgrade of systems and infrastructure that no longer supports the college goals, as well as interior renovation of the Vet Medicine Academic building, Vet Medicine Center, Goss Laboratory, Staton Vet Clinic, and Sisson Hall.

The selected firm is to evaluate proposing new facilities as needed. For each building, the selected team is to deliver a detailed Program of Requirements (POR), a validated project budget based on logical sequencing, schedule and logistics, along with conceptual space organizations that can be advanced in further design if authorized. At least 5 high quality renderings of the proposed conceptual design are to be provided as part of the design firm's services. The selected firm should provide examples of previously prepared fundraising and donor engagement materials, including facility visioning, project narratives, conceptual renderings, and other campaign-support resources used to communicate project goals, opportunities, and impacts to prospective donors and stakeholders.

The selected firm shall develop a Program of Requirements (POR) and conceptual space organization for the College of Veterinary Medicine to use when allocating future capital funding. An estimate of probable costs will be a requirement of the study. It is expected that the study includes the evaluation of the Vet Med District and provides a response to the future pedestrian paths from the Southeast portion of the Columbus campus improving the physical presence of the College of Veterinary Medicine and establishing a tangible gateway to the Vet Med District.

Through collaboration with the selected team, renovation of the individual buildings may be broken apart into individual projects depending on recommendations and contractor market feedback. It is anticipated that this project will be phased from both the design and construction perspectives.

Request for Qualifications (Planning Services) continued

After the design teams produce the initial deliverables, at the discretion of the University, the contract may be amended to advance documents into all phases of design – SD, DD and CD level design.

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

The selected Consultant, as a portion of its required Scope of Services and prior to submitting its proposals, will discuss and clarify with the Owner and/or Contracting Authority, the cost breakdown of the 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 selected Consultant will be required to sign the standard agreement. No modifications to the requirements in the agreement will be accepted.

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

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. Interior renovations of Academic buildings, specifically Veterinary Education spaces
2. Veterinary Med labs and hands-on clinical teaching
3. Development of fundraising packages and donor-facing project materials
4. Site planning

C. Funding / Estimated Budget

Total Project Cost	<u>\$200,000</u>	State Funding	<u>\$0</u>
		Other Funding	<u>\$200,000</u>

D. Services Required

Primary	<u>Architecture</u>
Secondary	<u>HVAC, Plumbing and Electrical</u>
	<u></u>
	<u></u>
Others	<u>Cost Estimation and Scheduling</u>

E. Anticipated Schedule

Planning Services Start	<u>10 / 2026</u>
Planning Services Completed	<u>6 / 2027</u>

F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL Planning Fee	<u>5%</u>
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G. Evaluation Criteria for Selection

- Demonstrated ability to meet Owner's budget, and schedule on previous projects.
- 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.
- Proposer's previous experience (numbers of projects, sizes of projects) when working with its proposed consultants.
- Proximity of prospective firms to the project site.
- Proposer's apparent resources and capacity to meet the needs of this project.

Interested 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 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 Technical Proposal. Both forms can be accessed via the OFCC website at [Procurement Forms](#).

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 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.

Planning Services Selection Rating Form

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Project Name CVM Facilities Improvement Programmatic Study Proposer Firm _____
 Project Number OSU-260237 City, State, Zip _____

Selection Criteria		Value	Score
1. Firm Location, Workload and Size (Maximum 15 points)			
a. Proximity of firm to project site	Less than 100 miles	5	
	100 to 200 miles	2	
	More than 200 miles	0	
b. Amount of fees awarded by Contracting Authority	Less than \$200,000	5	
	\$200,000 to \$1,000,000	2	
	More than \$1,000,000	0	
c. Number of relevant professionals	Less than 2 planning professionals	1	Max = 5
	2 to 10 planning professionals	2	
	More than 10 planning professionals	5	
2. Primary Qualifications (Maximum 30 points)			
a. Master planning lead	Experience / ability of lead master planner to manage visioning / capital improvement plans	0 - 10	
b. Assessment lead	Experience / ability of lead to manage assessors of various disciplines	0 - 8	Max = 20
c. Planning staff	Experience / ability of planning staff to develop long range master plans	0 - 4	
d. Technical staff	Experience / ability of assessors to accurately collect data and evaluate systems and components	0 - 8	
3. Sub-Consultant Qualifications (Maximum 10 points)			
Key discipline leads	Experience / ability of all key discipline leads to effectively perform the services	0 - 10	
4. Project Team Qualifications (Maximum 15 points)			
a. Previous team collaboration	Less than 4 projects (Low)	0	Max = 5
	5 to 8 projects (Average)	1	
	More than 8 projects (High)	5	
b. OSU Sustainability Standards or LEED* project experience	No projects	0	Max = 5
	LEED v4.0 or v4.1 projects	0	
	OSU Sustainability Standards projects	5	
c. Team Organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
5. Overall Project Team Experience (Maximum 30 points)			
a. Criteria development and prioritization	Performance in establishing owner criteria for capital improvement plans	0 - 10	
b. Experience with similar planning projects	Less than 4 projects (Low)	0 - 3	
	4 to 7 projects (Average)	4 - 6	
	More than 7 projects (High)	7 - 10	
c. Past performance	Level of performance as indicated by past evaluations / letters of reference	0 - 10	
* LEED = Leadership in Energy & Environmental Design developed by the U.S. Green Building Council		Subtotal	

Notes:

Evaluator:

Name _____

Signature _____ Date _____