

# Request for Qualifications (Criteria Architect/Engineer\*)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Local Higher Education

Project Name	<u>James Outpatient Care - Exterior Envelope Forensics Investigation</u>	Response Deadline	<u>06/05/26</u>	<u>2:00 PM</u>	local time
Project Location	<u>James Outpatient Care (1043)</u>	Project Number	<u>OSU-265617</u>		
City / County	<u>Columbus/ Franklin</u>	Project Manager	<u>Mitchell Dollery</u>		
Owner	<u>The Ohio State University</u>	Contracting Authority	<u>Local Higher Education</u>		
Delivery Method	<u>Design-Build</u>	Prevailing Wages	<u>State</u>		
No. of paper copies requested (stapled, not bound)	<u>0</u>	No. of electronic copies requested (PDF)	<u>1</u>		

\* Criteria Architect/Engineer 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) via email to [James\\_Outpatient\\_Care\\_-\\_Roof\\_Study\\_Repair.01\\_Selection@docs.e-builder.net](mailto:James_Outpatient_Care_-_Roof_Study_Repair.01_Selection@docs.e-builder.net). In the subject line, include the project number and name for RFQ you are responding to. See Section J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Mitchell Dollery at [dollery.2@osu.edu](mailto:dollery.2@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 on the OFCC website at <https://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 in the Q&A document.

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### Project Overview

#### A. Project Description

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The Ohio State University (Ohio State) requests qualifications for Design Criteria team with qualified forensics experience to perform a comprehensive investigation and analysis of existing roof deficiencies and exterior building envelope performance, with specific focus on water infiltration and condensation related moisture intrusion at The James Outpatient Care facility at 2121 Kenny Road.

The University is requesting a detailed diagnostic evaluation of 2 different areas within the James Outpatient Care Building. The first area of concern is the roofing system. The building has an upper roof and lower roof, we have experienced numerous leaks across the entirety of the roof since the building has opened. The second area is inclusive of exterior glazing & wall assemblies, fenestration interfaces, mechanical system air intake and all related components contributing to the building envelope deficiencies on the East face of the 4<sup>th</sup> floor of the facility. The forensic architect will identify and document evidence of water intrusion, condensation buildup, material deterioration, and any construction or design deficiencies that may be contributing to the observed conditions.

The investigation will involve reviewing available construction documents, prior repair records, and maintenance history, as well as conducting on-site inspections and, if necessary, non-invasive or minimally invasive testing methods. Special attention will be given to thermal bridging, vapor barrier performance, insulation continuity, air leakage pathways, drainage detailing, and quality of materials / work, all of which may contribute to condensation and moisture accumulation within the envelope system.

The team will determine the root causes of the roof and envelope failures, distinguishing between issues related to design, installation, material performance, and environmental factors. The evaluation will also assess compliance with applicable building codes, industry standards, and best practices at the time of construction.

Deliverables will include a comprehensive written report outlining findings, photographic documentation, analysis of contributing factors, and clear conclusions regarding the sources and mechanisms of water infiltration and condensation. The report will also include prioritized recommendations for corrective actions, repair strategies, and potential remediation measures to restore the integrity and performance of the roof and exterior envelope systems.

This evaluation is intended to support informed decision-making regarding repairs / remediation, potential liability considerations, and long-term building performance improvements.

Project has only been funded for the forensic study. Upon completion of the study the University may decide to proceed with criteria documents by amending contract to include Criteria Design and Construction Administration services or may decide separate into (2) separate DB projects.

**Pursuant to ORC 153.694, professional design firms selected to provide C-A/E services shall not provide any A/E of Record services for the project for which the professional design firm was selected as the C-A/E.**

The project shall follow the applicable University Sustainability Standards. [https://fod.osu.edu/sites/default/files/div\\_18.pdf](https://fod.osu.edu/sites/default/files/div_18.pdf).

For projects advertised with an appropriately developed Program of Requirements ("POR"), upon award of the Agreement, commence with Design. For projects without such a POR, upon award of the Agreement, commence by developing the Program of Requirements.

The selected Criteria Architect/Engineer ("C-A/E"), as a portion of its required Scope of Services and prior to submitting its proposals, will discuss and clarify with the Owner/Contracting Authority, the cost breakdown of the Architect/Engineer 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.

As required by the Agreement, and as properly authorized, provide the following categories of services: Concept and Design Criteria, Best Value Selection, Preconstruction, Construction and Closeout, and Additional Services of all types including Schematic Design and Design Development if a Design-Builder is not engaged to perform these services.

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>.

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

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."

# Request for Qualifications (Criteria Architect/Engineer) continued

The C-A/E 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 C-A/E is responsible for all costs incurred related to compliance with these policies.

Please list all major scope services needed to complete the selection process for successful project delivery. The specific scope of services must state particular building types, functional design or specialized professional services required to evaluate the level of experience of each applicant firm (e.g., parking garage, kitchen design, correctional facility, medical facility, educational facility). The scope of services should also define the types of basic and additional professional design and administration services necessary for the project (e.g., previous experience with local jurisdiction or similar sites, previous experience working with the State of Ohio, and specific Owner-defined requirements). This information will be used by each applicant to populate the Relevant Project Experience Matrix in Section F of Form F110-330.

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. **Forensic Investigation Experience** focusing on water infiltration and condensation accumulation with experience performing root cause analysis and expert reports used for potential litigation, insurance claims or dispute resolution.
2. **Roof System Evaluation** with experience with low slope systems, membrane failures, drainage issues, flashing and penetration failures, and roof to wall transitions.
3. **Exterior Wall System Expertise** with masonry cavity walls and curtainwall and storefront window systems and experience identifying installation defects vs design flaws.
4. **Condensation & Building Science Analysis** - Hygrothermal analysis, thermal bridging and humidity driven failures.
5. **Testing & Diagnostic Experience** including ASTM testing & Infrared thermography
6. **Repair Design & Remediation Documentation Experience**

For the purpose of the selection of 10 Relevant Projects in Section F of the Statement of Qualification (Form F110-330), projects must be designed by the Lead Firm

### C. Estimated Budget / Funding

State Funding: \$0.00  
Other Funding: \$318,848.00  
Construction Cost: \$TBD  
Total Project Cost: \$318,848.00

### D. Anticipated Schedule

Professional Services Start: 07/ 26  
Construction Notice to Proceed: TBD  
Substantial Completion of all Work: TBD  
Professional Services Completed: TBD

### E. Estimated Basic Fee Range (see note below)

Flat Fee, NOT calculated on construction cost. \$150,000-\$250,000

### F. EDGE Participation Goal

Percent of initial Total A/E Fee: 5.0%

NOTE: **Basic Services** include: Initial fee is to complete the forensics study. If project moves forward Basic Fees will be renegotiated to include (1) Concept and Design Criteria, (2) Best Value Selection, (3) Preconstruction, and (4) Construction and Closeout services. The **Basic Fee** includes all registered professional design 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. 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)

Lead Criteria A/E  
Discipline: Architect  
Secondary  
Disciplines: Building Envelope Forensic Consultant  
Roof Consultant  
Mechanical Engineer

### H. Additional Service Providers Required

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOTE: The lead Criteria 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.

### 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.
- Design quality and demonstrated ability of prospective firm and its proposed consultants to provide design services which represent the University's *Design Guidelines for Buildings*
- 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 Criteria 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 Enterprise(s), as a part of the C-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 Criteria 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 Criteria 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 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 C-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.

### H. 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 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 individuals in Block 22, Section E of the F110-330 form.

**Firms or consultants that participated in the original design or construction of The James Outpatient Facility will not be considered for selection, nor may they join any project team, due to a conflict of interest.**

# Criteria Architect/Engineer Selection Rating Form

## State of Ohio Standard Forms and Documents

Project Name James Outpatient Care – Exterior Envelope Proposer Firm \_\_\_\_\_  
Forensics Investigation  
 Project Number OSU-265617 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary Firm Location, Workload and Size (Maximum 10 points)</b>			
a. Proximity of firm to project site	Less than 50 miles	5	
	50 miles to 100 miles	5	
	More than 100 miles	5	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$200,000	2	
	\$200,000 to \$1,000,000	2	
	More than \$1,000,000	2	
c. Number of licensed professionals	Less than 2 professionals	1	Max = 3
	2 to 10 professionals	2	
	More than 10 professionals	3	
<b>2. Primary Qualifications (Maximum 30 points)</b>			
a. Project management lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	
b. Project criteria design lead	Experience / creativity of criteria designer to document owner's vision and requirements	0 - 10	
c. Technical staff	Experience / ability of technical staff to create accurate and complete design criteria	0 - 10	
<b>3. Key Consultant Qualifications (Maximum 20 points)</b>			
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	
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
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	
<b>5. Overall Team Experience (Maximum 30 points)</b>			
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 lead firm		<b>Subtotal</b>	

Notes:

Evaluator:

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_