

Request for Qualifications (Registered Design Professional*)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>Fisher College of Business Facility Improvements</u>	Response Deadline	<u>07/02/2026</u>	<u>10:00 AM</u> local time
Project Location	<u>Multiple Buildings</u>	Project Number	<u>OSU-270002</u>	
City / County	<u>Columbus/ Franklin</u>	Project Manager	<u>Randi Wheaton</u>	
Owner	<u>The Ohio State University</u>	Contracting Authority	<u>Local Higher Education</u>	
Delivery Method	<u>Construction Manager at Risk</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>	

* "Registered Design Professional 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 [Fisher College of Business Facility Improvements.01_Selection@docs.e-builder.net](mailto:Fisher_College_of_Business_Facility_Improvements.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 Senior Project Manager Randi Wheaton at wheaton.69@osu.edu with the project number included in the subject line (no phone calls please). Interested firms should refrain from contacting any other individuals or groups at the University. 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 on the Q&A document.

There will be an in-person informational meeting on **Tuesday June 23rd, 2026 at 1:00 PM** held at the following location: **105 Schoenbaum Hall (SB105)**, 210 Woodruff Avenue, Columbus, Ohio 43210-1133.

Interested firms are encouraged to send no more than two individuals to this meeting.

Project Overview

A. Project Description

The Fisher College of Business (FCOB) Facility Improvements is a strategic capital investment designed to advance academic excellence and align with university-wide growth priorities. The expansion will modernize classrooms to provide an enhanced learning experience for students and accommodate growth while reducing class section sizes. The Fisher complex was originally designed to accommodate approximately 6,500 students. The college has outgrown this enrollment significantly and as of Autumn of 2025 had 8,443 undergraduate students. The college plans to increase undergraduate enrollment to 9,000 in the next several years, with an additional 1,500 enrolled graduate students.

The project scope and objectives include:

- 65 total classrooms through both new construction, and selective renovations of Pfahl, Gerlach, Schoenbaum, and Mason Halls.
- Integration of active learning classrooms and distributed study spaces.
- Creation of dedicated industry partner space connected to student activity.
- Creation of a "Front Door" to the college of Business.
- Creation of a "high-energy" hub and events space.

This investment is designed to achieve these milestones by 2031 while minimizing disruption to the college during the construction phases.

OSU will conduct an enhanced interview process in a structured way to evaluate team thinking and approach, understand design philosophy and problem-solving, and allow OSU to observe team collaboration and communication – all of which gain a deeper insight into qualifications.

Request for Qualifications (Registered Design Professional) continued

B. Scope of Services

The project has been approved for design services only at this time. This request is for Registered Design Professional to provide design and project management for preliminary design services including:

- Validation and further development of the Program of Requirements (POR).
- Creation of multiple concept plans and design options including the development of fundraising materials which may include renderings and models – both physical and virtual. Multiple concept plans will need to reflect budgets in alignment with varied fundraising targets.
- Completion of Schematic Design (SD)
- Definition of performance criteria, including a basis of design (BOD) for further development in subsequent design stages.
- A construction budget which is in alignment with the CMR and provides flexible cost options to inform design decisions within a target value design (TVD) framework.
- Exploration of project phasing scenarios in collaboration with the CMR and the University.

Ohio State may elect to amend the contract to include Design Development, Construction Documentation, Bid Negotiation and Construction Administration services should the project proceed to construction.

The project and construction budget in this RFQ is listed as “to be determined” and will be further quantified with assistance and input from the Architect, the Construction Manager and the University.

BUILDING INFORMATION MODELING (BIM)

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	
2.3.2. Existing Conditions Documentation/Modeling	X	
2.3.3. Program of Requirements (PoR) Validation	X	At each design phase submission.
2.3.4. Site Design	X	
2.3.5. Model Based User Group Meetings/Reviews	X	Including 3D views of spaces
2.3.6. Sustainability (Energy Modeling/Simulation and Performance)/ Design Simulation/Analysis		Optional but encouraged
2.3.7. Clash Prevention	X	
2.3.8 Quantity Schedule		Optional but encouraged
Construct BIM Use Case	Required	Additional Notes
2.4.1. Model Authoring – Trade Coordination BIMs	X	
2.4.2. Model Authoring – Shop/Fabrication BIMs		
2.4.3. Clash Detection	X	
2.4.4. Model-based Scheduling (Sequencing/Simulation)	X	
2.4.5. Model-based Estimating (Quantification/Cost Estimating)	X	
2.4.6. Site Analysis Planning	X	

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

Request for Qualifications (Registered Design Professional) continued

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 consultants 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).

SUSTAINABILITY:

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

The selected A/E, 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 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. Required Professional Liability Insurance will be per Exhibit A – A/E Terms and Conditions Article 7.2.6.

As required by the Agreement, and as properly authorized, provide the following categories of services: Program Verification, Schematic Design, Design Development, Construction Document Preparation, Bid and Award Support, Conformed Documents, Construction Administration, Post-Construction, and Additional Services of all types.

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 selected A/E will be required to sign the standard agreement. No modifications to the requirements in the agreement will be accepted.

During the construction period, the individual listed in the request for qualifications as the "construction administration lead" shall provide not less than **32** hours (excluding travel time) on-site construction administration services each week, including (1) attendance at progress meetings, (2) a written field report of each site visit.

On-site construction administration shall also include representation comprised of the A/E and its consultant staff involved in the primary design of the project, having relevant and appropriate types of construction administration experience as needed to support the faithful execution of the construction contract.

The project team (Owner / A/E / Contractor) 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."

Closeout Services: The closeout for this project is required to be delivered in an electronic cloud-based format using the University's 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 vendor 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. New Construction or Major Renovations to Business Colleges constructed within the last 10 years
2. Phased construction on a constrained project site with limited access.
3. Projects which create a compelling and unique visual identity, while remaining contextual to the adjacent campus environment.
4. Projects which foster continuous interaction between students and industry partners.
5. Development of compelling visualizations—including but not limited to renderings, models, and presentation graphics—to support fundraising, donor engagement, and project advocacy

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.**

Request for Qualifications (Registered Design Professional) continued

C. Estimated Budget / Funding

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

D. Anticipated Schedule

Professional Services Start: 10 / 2026
Construction Notice to Proceed: 01 / 2028
Substantial Completion of all Work: 07 / 2030
Professional Services Completed: 02 / 2031

E. Estimated Basic Fee Range (see note below)

3.95% to 4.05%

F. EDGE Participation Goal

Percent of initial Total A/E Fee: 5%

NOTE: **Basic Services** include: (1) Program Verification, (2) Schematic Design, (3) Design Development, (4) Construction Documents, (5) GMP Proposal and Amendment, (6) Construction Administration, and (7) Closeout services. The **Basic Fee** includes all 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. The **Basic Fee** excludes any **Additional Services** required for the project.

G. Basic Service Providers Required (see note below)

Lead A/E Discipline: Architectural
Secondary Disciplines: Mechanical/Electrical/Plumbing
Technology
Structural
Civil/Site
Landscape
Interior Design
Fire Suppression

H. Additional Service Providers Required

Testing and Balancing
Hazardous materials assessment and design
Lighting Design
Geotechnical

NOTE: The lead 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 Shortlist Selection

- Previous experience compatible with the proposed project (e.g., type, size).
- Relevant past work of prospective firm's proposed consultants.
- Proposer's previous experience (numbers of projects, sizes of projects) when working with its proposed consultants.
- Demonstrated ability to meet Owner's programmed project vision, scope, budget, and schedule on previous projects.
- Proposer's ability to demonstrate the successful use of Target Value Design Budgeting (TVD)
- Demonstrated ability to meet Owner's Sustainability Standards: https://fod.osu.edu/sites/default/files/div_18.pdf.
- Past performance of prospective firm and its proposed consultants.
- Qualifications and experience of individuals directly involved with the project.
 - Indicate by TITLE on each submitted resume what role this individual will perform on the project and limit titles to the following
 - **Project Management Lead**
 - **Project Design Lead**
 - **Technical Staff** (Specify what capacity or expertise)
 - **Construction Administration Staff**
 - **Key Discipline Lead** (Consultants – identify what discipline)
- 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 and Landscape* [buildings-landscape.pdf](#)
- 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.
- Proximity of prospective firms to the project site.

Request for Qualifications (Registered Design Professional) continued

- 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 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 A/E will support a consultant that does not have sufficient BIM experience to meet the above expectations.

Interested 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 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 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 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 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.

ENHANCED INTERVIEW PROCESS

Shortlisted firms will participate in a structured project visioning session with the College of Business, and other University Stakeholders moderated by Facilities Design and Construction as part of the evaluation process. The visioning session is intended solely to evaluate each firm's design approach, collaboration with the University, and problem-solving methodology. Firms will not be required to perform design services beyond conceptual-level exploration. Each shortlisted firm that fully participates will receive an honorarium of up to \$15,000. By submitting materials, firms grant the University a non-exclusive, royalty-free license to use submitted concepts for evaluation, planning, and future project development.

The enhanced interview process is an extension of the traditional interview and is intended to provide deeper insight into each firm's:

- Problem-solving methodology
- Design approach and philosophy
- Team collaboration and communication both internally and with the University
- Ability of each team to interpret and respond to complex programmatic and institutional goals

The Enhanced Interview Process is not intended to solicit design services or final design solutions, but rather to evaluate qualifications through demonstration of approach.

Shortlisted firms will participate in a structured, time-limited project visioning exercise as part of the evaluation process. This will be conceptual and exploratory in nature and focus on:

- Program relationships
- Spatial organization
- Experience and user interaction
- High level design strategies

Deliverables may include conceptual diagrams, massing or adjacency studies, narrative descriptions of design approaches, and limited illustrated graphics and renderings. All material must remain conceptual in level or detail and non-final and non-constructible.

Following the visioning work session shortlisted firms will participate in a formal interview and present their conceptual approach, their methodology for delivering a successful project, and their team structure and collaboration approach. The University may incorporate discussion of the work session process into the interview.

Request for Qualifications (Registered Design Professional) continued

Each shortlisted firm that fully participates in the approach, submits the required material, and participates in the interview is eligible to receive an honorarium of up to \$15,000. The honorarium is intended to compensate firms for the additional effort associated with the enhanced interview process and support meaningful participation in the structured evaluation exercise.

By submitting materials as part of the enhanced interview process, firms grant the University a non-exclusive, royalty-free license to use submitted materials for internal evaluation, programming and planning purposes and community and corporate engagement.

The University may use conceptual materials submitted by shortlisted firms on a limited basis for internal planning, stakeholder engagement, and preliminary visioning activities, including discussions with institutional partners and potential donors, provided that such use is:

- Clearly identified as conceptual and illustrative only
- Used to convey general project goals, vision, and opportunities
- Not presented as the design of the Project or as a preferred or selected solution

J. 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.

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.

Architect / Engineer Selection Rating Form

State of Ohio Standard Forms and Documents

Project Name Fisher College of Business Facility Improvements Proposer Firm _____
 Project Number OSU-270002 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 500 miles	0	
	500 miles to 1,000 miles	0	
	More than 1,000 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$1,000,000	7	
	\$1,000,000 to \$5,000,000	4	
	More than \$5,000,000	2	
c. Number of licensed professionals	Less than 25 professionals	0	Max = 3
	25 to 30 professionals	1	
	More than 30 professionals	3	
2. Primary Firm Qualifications (Maximum 30 points)			
a. Project management lead(s)	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	Max = 20
b. Project design lead(s)	Experience / creativity of project designer to achieve owner's vision and requirements	0 - 10	
c. Technical staff	Experience / ability of technical staff to create fully coordinated construction documents	0 - 5	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 5	
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 point for every 2 percent increase in professional services over the EDGE participation goal	0 - 5	
4. Overall Team Qualifications (Maximum 10 points)			
a. Previous team collaboration	Less than 4 sample projects	1	Max = 3
	4 to 6 sample projects	2	
	More than 6 sample projects	3	
b. OSU Sustainability Standards or LEED** project experience	LEED v4.0 or v4.1 projects	0	Max = 1
	OSU Sustainability Standards projects	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 4 projects	0 - 3	
	4 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 4 projects	0 - 1	
	4 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 – For more information on scoring this and other criteria refer to Document F199-01 – PS Selection Rating Rubric . ** Leadership in Energy & Environmental Design administered by Green Building Certification Inc.		Subtotal	

Notes:

Evaluator:

Name _____

Signature _____ Date _____