Request for Qualifications (Criteria Architect/Engineer*)
State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	Knowlton Roof Replacement	Response Deadline	10/19/2026 2:00 PM local time
Project Location	Knowlton Hall (0017)	Project Number	OSU-270025
City / County	Columbus/ Franklin	Project Manager	Mark Horsley
Owner	The Ohio State University	Contracting Authority	Local Higher Education
Delivery Method	Design-Build with Competitive GMP	Prevailing Wages	State
No. of paper copies requested (stapled, not bound)	0	No. of electronic copies requested (PDF)	1

* 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 330Submittals@osu.edu. 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 Mark Horsley at horsley.56@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 on the Q&A document.

Project Overview

A. Project Description

The purpose of this project is to replace approximately 50,000 square feet of low-slope roofing at Knowlton Hall and address associated building envelope deficiencies identified during evaluation and design. Work is expected to include selective repair of the existing concrete roof deck, replacement of flashing and waterproofing components, restoration of roof penetrations and transitions, and repairs to skylight systems. The design team shall evaluate existing conditions and develop recommendations to ensure long-term roof performance, maintainability, and compatibility with the building's architectural character.

Knowlton Hall was completed in 2004, and the existing built-up roofing system is original to the facility. The project excludes the green roof assemblies and oculus structure. The selected Criteria Architect/Engineer (A/E) will be responsible for an existing condition assessment, development of the Criteria Documents, support of the Design-Build procurement process, and construction administration services through project closeout. Services will include review of Design-Builder submittals and design deliverables, field observations during construction, and documentation of conformance with the established project criteria.

B. Scope of Service

The selected Criteria A/E shall provide professional services necessary to support delivery of the project through the Design-Build procurement method. Services shall include an existing conditions assessment of the roofing systems, concrete roof deck, associated waterproofing components, and related building envelope elements within the project scope. The Criteria A/E shall perform field investigations as necessary to evaluate the condition of the existing roof assembly and supporting substrates, identify deficiencies, and develop recommendations for replacement. Hazardous materials assessment and testing required to support design and construction activities shall be included as part of the services.

The Criteria A/E shall prepare and submit Criteria Documents establishing the project's technical requirements, performance criteria, design intent, and scope parameters for procurement of the Design-Builder. Services shall also include support during the Design-Build procurement process, review of technical proposals as requested by the University, and construction phase services through project closeout. Construction administration services shall include review of Design-Builder design submissions and product submittals, responses to requests for information, periodic site observations, documentation of construction progress, and verification that the Work is being performed in accordance with the approved Criteria Documents and project requirements.

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.

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."

During the construction period, provide not less than 6 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, **(3)** on-site representation comprised of the A/E and its consultant staff involved in the primary design of the project, all having relevant and appropriate types of construction administration experience.

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. Roof replacement
2. Building envelope repair
3. Existing facility condition assessments
4. Work in an occupied facility
5. Work with OSU or other State of Ohio entities

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:	$5,600,000.00
Construction Cost:	$4,380,988.00
Total Project Cost:	$5,600,000.00

D. Anticipated Schedule

Professional Services Start:	11 / 26
Construction Notice to Proceed:	03 / 27
Substantial Completion of all Work:	12 / 27
Professional Services Completed:	01 / 28

E. Estimated Basic Fee Range (see note below)

2% to 3.4%

F. EDGE Participation Goal

Percent of initial Total A/E Fee: 5.0%

NOTE: **Basic Services** 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:	Architecture or Envelope Engineering
Secondary Disciplines:	

H. Additional Service Providers Required

Hazardous Material Assessment

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.
- Proximity of prospective firms to the project site.
- Proposer's apparent resources and capacity to meet the needs of this project.
- The selected C-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 individual in Block 22, Section E of the F110-330 form.

Criteria Architect/Engineer Selection Rating Form
State of Ohio Standard Forms and Documents

Project Name Knowlton Roof Replacement

Project Number OSU-270025

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 150 miles	2		
	More than 150 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 licensed professionals	Less than 2 professionals	3	Max = 3	
	2 to 10 professionals	3		
	More than 10 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 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		
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 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 lead firm		**Subtotal**		

Notes:

Evaluator:

Name _____

Signature _____ Date _____