Request for Qualifications (Design-Build Contract)
State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	Stillman Hall - Classroom Pool Rms 135 and 145	Response Deadline	11/16/2026	2:00 PM local time
Project Location	Stillman Hall (0084)	Project Number	OSU-270077	
City / County	Columbus/ Franklin	Project Manager	David Warye	
Owner	The Ohio State University	Contracting Authority	Local Higher Education	
Delivery Method	Design-Build	Prevailing Wages	State	
No. of paper copies requested (stapled, not bound)	0	No. of electronic copies requested (PDF)	1	

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 the RFQ you are responding to. See Section G of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to David Warye at warye.6@osu.edu with the project number and name included in the subject line (no phone calls please). Questions will be answered and posted to the 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

For this project, the Owner will be requesting a Competitive GMP at the time of Request for Proposal as part of the Best Value selection process.

Stillman Hall is an academic building used by the Department of Arts and Sciences Advancement, College of Social Work, and Office of Outreach and Engagement. The original portion of the building was constructed in 1939. The north wing of the building was added in 1997. This project will renovate rooms 135, 145, 130 and corridor X107C located on the first floor to align to the university strategic goals of modernizing existing classrooms, as well as the need to provide larger, collaborative classrooms to better support evolving teaching and learning needs.

The Program of Requirements (“POR”) is being developed by OTDI-Physical Learning Environments Interior Designer and will be shared with the shortlisted teams for preparation of their GMP.

All aspects of the project and related issues will be implemented and operated consistently with the Contracting Authority and/or Owner’s policies and procedures.

B. Scope of Services

The Owner will be requesting a GMP as part of the Best Value selection process; therefore, self-performed work will be approved, subject to the firm submitting an acceptable subcontractor plan. The short-listed firms are treated as approved subcontractors for this purpose. There will be no obligation for the selected firm to solicit bids from subcontractors for the purpose of comparing the price of proposed self-performed work. In addition, the contingency utilization provisions related to the award of a low subcontractor bid are waived.

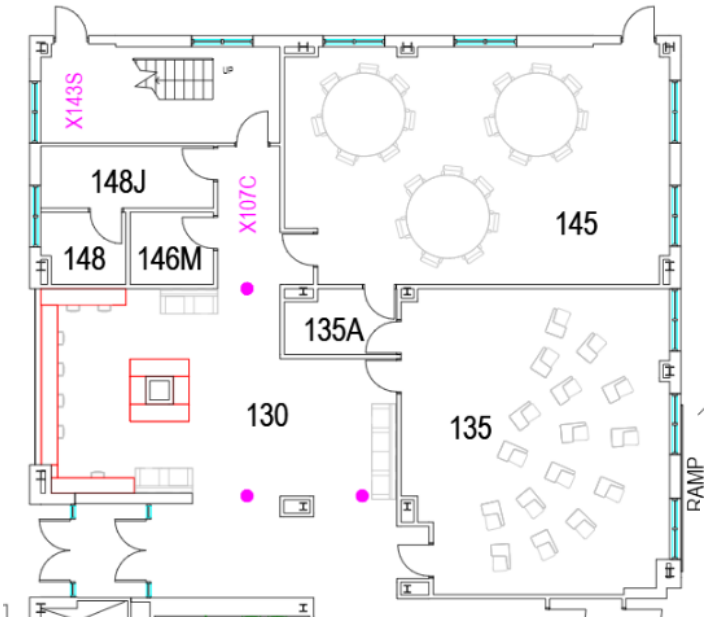
Per layout received from OTDI-PLE Interior Designer, room 135 is to be extended towards room 145 to accommodate the need for a larger classroom capacity. Room 130 and corridor X107C will be impacted by the demolition of the wall separating Rooms 135 and 145. The Design-Builder should plan on removing all existing power within the walls to be demolished, conduits are to be capped in place.

Existing ceiling grid and light fixtures are to be demolished. New lighting layout and technology systems are to be designed in full compliance with the University’s Building Design Standards (BDS), with particular attention to classroom-specific requirements. The Design Builder shall perform all necessary modifications to the existing HVAC and electrical systems to support the new layout for all rooms impacted by the renovations (rooms 130, 135/145, and Corridor X107C).

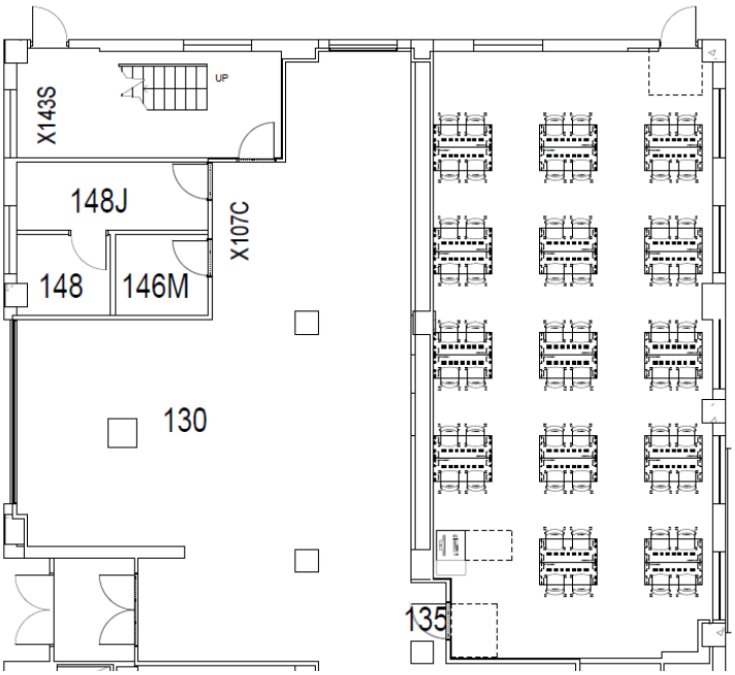
Rooms 135/145, Room 130, and corridor X107C finishes are to be upgraded in accordance with the University's approved branding palette. Existing markerboards in room 135 and chair rail are to be replaced. Four (4) new 12' whiteboards are to be provided as part of the renovations, final count location is to be coordinated with OTDI-PLE during design. Built-in counters in room 130 are to be removed.

The Design Builder is responsible for all wall patching, repair, and surface preparation required prior to the installation of new finishes. The Design-Builder/Architect-Engineer (DB-A/E) shall propose finish materials and color selections for rooms 135/145, 130 and corridor X107C that are consistent with the University's branding palette. Final finishes selections shall be reviewed and approved by OTDI-PLE Interior Designer prior to procurement or installation.

FF&E selection and procurement are excluded from the Design-Build scope of work. However, the Design-Builder shall coordinate with the University's selected FF&E vendor to ensure timing delivery and installation prior to the start of AUT '27 semester.



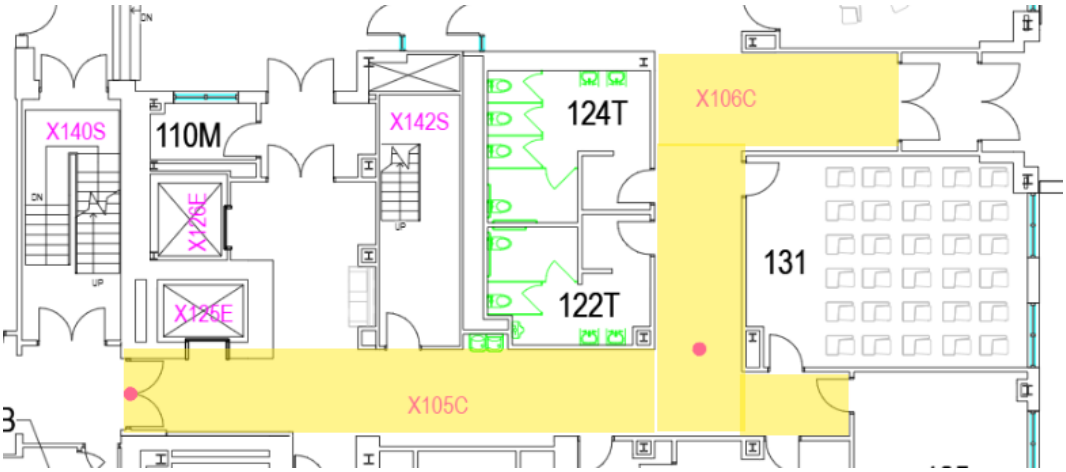
Stillman Hall- Room 135, 145, 130 and corridor X107C existing layout.



Stillman Hall- Room 135, 130 and corridor X107C proposed layout

There are two alternates proposed for this project, see scope of renovations below.

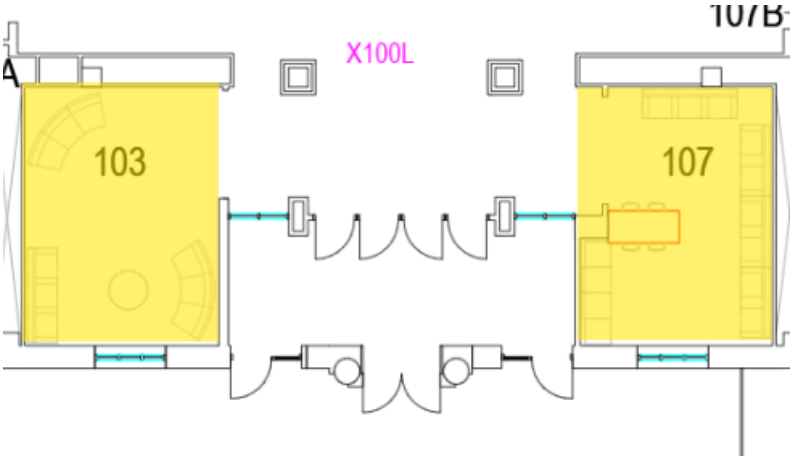
Alternate #1- First floor corridors X105C and X106C flooring replacement: Existing flooring and cove base are to be removed and replaced. The Design-Builder/Architect-Engineer (DB-A/E) shall propose finishes materials and color selections in accordance with the University's approved branding palette. Final finishes selections shall be coordinated with finishes proposed for base scope and should be reviewed and approved by OTDI-PLE Interior Designer prior to procurement or installation.



Alternate #2 - **Lounge areas 103 & 107 finishes and A/V upgrades (pathways only):** Existing flooring and cove base are to be removed and replaced within lounge areas 103 and 107. The Design-Builder/Architect-Engineer (DB-A/E) shall propose finishes materials and color selections in accordance with the University's approved branding palette. Final finishes selections shall be coordinated with finishes proposed for base scope and should be reviewed and approved by OTDI-PLE Interior Designer prior to procurement or installation.

New A/V pathways and electrical changes within lounge areas 103 and 107 are to be coordinated during design.

FF&E selection and procurement are excluded from the Design-Build scope of work. However, the Design-Builder shall coordinate with the University's selected FF&E vendor to ensure timing delivery and installation prior to the start of AUT '27 semester.



The selected Design-Builder ("DB"), as a portion of its required Scope of Services and prior to submitting its proposal, will discuss and clarify with the Contracting Authority and/or Owner, the breakdown of the Agreement detailed cost components, to address the Owner's project requirements and refine the project schedule. Participate in the Encouraging Diversity, Growth & 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: develop and maintain estimates of probable construction cost, Target Value Budget/Target Value Design, project schedules, and construction schedules; lead and manage the Schematic Design, Design Development, Subcontractor Prequalification and Bidding process, Construction Documents, Construction and Closeout stages.

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

The selected DB will be required to sign the standard agreement provided at time of Request for Proposal. No modifications to the requirements in the agreement will be accepted. Required Professional Liability Insurance will be per General Conditions Articles 10.3.7, 10.3.8 and 10.3.9.

The preconstruction and construction services are generally described below. With the exception of self-performed work, subcontracts including but not limited to Plumbing, Fire Protection, HVAC, and Electrical trades will be awarded by the DB to prequalified vendors using a competitive process. The parties will engage in an "open book" pricing method in which all subcontracted work shall be based upon competitive pricing that will be reviewed by the Contracting Authority/Owner, the Criteria A/E and the DB. The Contracting Authority/Owner shall have access to all books, records, documents and other data in the DB's possession related to itself, its subcontractors and material suppliers pertaining to bidding, pricing or performance of the Agreement.

Preconstruction Services: The DB will work cooperatively with the Contracting Authority/Owner, Criteria A/E and Project Team, and will provide, among other services, schedule development, estimate development, program verification, schematic design, design development, subcontractor prequalification and bidding, construction documents preparation, constructability review, permits, budgeting, Target Value Budget/Target Value Design, and preconstruction planning throughout the preconstruction stages.

Construction Services: The DB shall construct the Project pursuant to the construction documents and in accordance with the schedule requirements. The DB shall hold all subcontracts and shall be fully responsible for the means and methods of construction, weekly progress meetings, testing and inspections, project safety, project completion within the schedule agreed upon in the preconstruction phase, compliance with all applicable laws and regulations including monitoring compliance with all EDGE, equal employment, and prevailing wage requirements, and submitting monthly reports of these activities to the Contracting Authority. All subcontracts shall be on the subcontract form prescribed by OAC Section 153:1-03-02. The Contracting Authority reserves the right to approve the DB's selection of subcontractors and any supplemental terms to the subcontract form.

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 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.

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. Design Build Project Delivery Method
2. Role on Projects completed as the Design Build
3. Mechanical, Electrical and Technology Design Experience
4. Sustainable Design Experience
5. Interiors/Finishes

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 Design Build Firm.

C. Funding / Estimated Budget

Total Project Cost	$666,000	State Funding	$0
Construction Cost	$497,000	Other Funding	$666,000

D. Anticipated Schedule

DB Preconstruction Services Start	01 / 2027
Construction Stage Notice to Proceed	04 / 2027
Substantial Completion of all Work	08 / 2027
DB Services Completed	10 / 2027

E. EDGE Participation Goal

Percent of the DB's total compensation excluding DB's Contingency* 5%

*Preconstruction Stage Compensation plus Contract Sum minus DB's Contingency

F. Evaluation Criteria for Selection

Selection Criteria: The DB will be selected using (i) qualifications-based process during the Request for Qualifications (RFQ) stage to develop a short list and (ii) best value process during the Request for Proposal (RFP) stage. The qualifications-based criteria for the RFQ is included in this announcement. The best value criteria used in evaluating proposals from short listed firms will include such factors that are determined to derive or offer the greatest value to the State and Owner, combining both qualifications and fee.

Short List: Each firm responding to this RFQ will be evaluated and selected based on its qualifications and the qualifications and experience of the particular individuals identified as the candidate's proposed team for the Project. After evaluating the responses to this RFQ, the Contracting Authority will select a short list of no fewer than three candidates that it considers to be the most qualified, except if the Contracting Authority determines that fewer than three firms are qualified, it will only select the qualified firms.

Request for Proposal: The short-listed firms shall be sent a Request for Proposal ("RFP") that will invite the firms to submit pricing proposals containing their proposed preconstruction stage compensation, construction stage personnel costs, itemized construction stage general conditions costs, construction stage contingency percentage, construction stage design fee percentage, and design-build fee percentage. The short-listed candidates will also receive (i) form of the Agreement with the Contracting Authority containing the contract terms and conditions, (ii) set of the most recent criteria documents and (iii) proposed Project schedule.

Pre-Proposal Meeting: Prior to submitting a response to the RFP, the short-listed firms will be invited to meet individually with the Contracting Authority/Owner. The purpose of the pre-proposal meeting is to permit the short-listed firms an opportunity to ask the Contracting Authority/Owner questions in an individual setting to help the firms prepare their responses to the RFP. The Contracting Authority will notify each short-listed firm to schedule individual times for the pre-proposal meetings.

At the pre-proposal meeting, short-listed firms will be required to submit the completed Contractor Pre-Work Evaluation form, available here https://fod.osu.edu/resources, under the section titled "Construction Site Safety Requirements."

Interview: After submitting responses to the RFP, the short-listed firms will be interviewed by the Contracting Authority/Owner. The purpose of the interview will be to meet the proposed Project team, become familiar with key personnel, and understand the project approach and ability to meet the stated objectives for the Project. Please be prepared to discuss with specificity the firm's capacity to conduct this work in compliance with the timetable, budget and EDGE expectations. The Contracting Authority will notify each short-listed firm to schedule individual times for the interviews.

Selection Schedule: Tentative schedule is subject to change.

Qualifications Due	11/16/2026
RFP issued to the Short-Listed Firms	11/17/2026
Proposals Due	11/25/2026
Interviews	11/30/2026
Selection of DB	12/02/2026

Cancellation and Rejection: The Contracting Authority reserves the right to reject all proposals and cancel at any time for any reason this solicitation, any portion of this solicitation or any phase of the Project. The Contracting Authority shall have no liability to any proposer arising out of such cancellation or rejection. The Contracting Authority reserves the right to waive minor variations in the selection process.

Interested DB 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 DB's team. The EDGE Affidavit and / or waiver request letter and Demonstration of Good Faith Effort form(s) with complete documentation must be attached to the DB's Proposal. Both forms can be accessed via the OFCC website at Procurement Forms.

If the DB 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 DB 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.

G. 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.

Unless otherwise noted or exempt, all documents submitted to the Contracting Authority in response to this RFQ and subsequent RFP are public and will be available for inspection at the conclusion of the selection process. The following information shall remain confidential and will not be released: (1) Proposal Form(s), except for cost category subtotals which will be transferred to the Best Value Rating Form; (2) Financial Capacity; and (3) Bonding/Insurance.

Proposers are requested to submit the following information in response to this RFQ within Section H of Form F110-330.

1. Summary: Provide a summary, on one page or less, describing why your firm/team is the most qualified for the Project.
2. Bonding/Insurance: Provide evidence of capacity to provide bonding in the amount of the construction budget (e.g. a letter from your Surety agent stating that one or more Sureties will issue Bonds in the amount of the construction budget if your team is selected) and a copy of the firm's certificate of insurance showing the firm's current limits of liability for commercial general liability, employer's liability, business automobile liability, and professional liability insurance.
3. Management Systems: Describe the scheduling and cost control systems the firm would propose to use for the Project.
    a. The project team (Owner / C-AE / DB) will be required to utilize eBuilder, the University's Project Management System, for all compatible services required by the University. Please comment on incorporating this system into your construction services and in conjunction with your prescribed corporate project management systems, if any.
4. Self-Performed Work: Indicate whether the firm intends to self-perform any work on the Project through a competitive process and, if so, the nature of the work and capability to self-perform.
5. Estimating: Demonstrated track record of performance of in-house estimating on projects comparable to the Project.
6. Scheduling: Demonstrated track record of performance of managing projects to the original schedule.

Firms are requested to identify professional registrations, memberships and credentials including but not limited to: 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.

Design-Build Selection Rating Form
State of Standard Forms and Documents

Project Name Stillman Hall - Classroom Pool Rms 135 and 145 Proposer Firm _____

Project Number OSU-270077 City, State, Zip _____

Selection Criteria		Value		Score
1. Primary Firm Location and Workload (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 contracts awarded by Contracting Authority in previous 24 months	Less than $200,000	5		
	$200,000 to $1,000,000	2		
	More than $1,000,000	0		
2. Primary Qualifications (Maximum 35 points)				
a. Project management lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10		
b. Project design lead	Experience / creativity of project designer to achieve owner's vision and requirements	0 - 10	Max = 25	
c. Technical staff	Experience / ability of technical staff to coordinate construction documents and develop accurate estimates and schedules	0 - 5		
d. Construction administration staff	Experience / ability of field representatives to identify and solve issues during construction	0 - 10		
3. Key Consultant Qualifications (Maximum 15 points)				
a. Key consultants	Experience / ability of key consultants to perform effectively and collaboratively	0 - 10		
b. Proposed EDGE-certified Consultant participation*	One point for every 2 percent increase in Services compensation** over the EDGE participation goal	0 - 5		
4. Overall Team Qualifications (Maximum 10 points)				
a. Previous team collaboration	Less than 4 sample projects	0	Max = 3	
	4 to 6 sample projects	2		
	More than 6 sample projects	3		
b. OSU Sustainability Standards or LEED*** project experience	LEED projects	1	Max = 2	
	OSU Sustainability Standards projects	2		
c. BIM project experience	Training and knowledge	1	Max = 3	
	Direct project experience	3		
d. Team organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 2		
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 5 projects	0 - 3		
	5 to 7 projects	4 - 6		
	More than 7 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 5 projects	0 - 1		
	5 to 7 projects	2 - 3		
	More than 7 projects	4 - 5		
* Must be comprised of consulting firm(s) and NOT the lead firm ** Preconstruction Stage Compensation plus Contract Sum minus Subcontracted Work, Self-performed Work, and DB's Contingency *** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute		**Subtotal**		

Notes:

Evaluator:

Name _____

Signature _____ Date _____