Request for Qualifications (Registered Design Professional*)
State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	OSUWMC Engineering Staff Augmentation 2027	Response Deadline	11/9/2026	2:00 PM local time
Project Location	Various	Project Number	OSU-275091	
City / County	Columbus / Franklin	Project Manager	Jamie Wade	
Owner	The Ohio State University	Contracting Authority	Local Higher Education	
Delivery Method	Study	Prevailing Wages	State	
No. of paper copies requested (stapled, not bound)	0	No. of electronic copies requested (PDF)	1	

* "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 OSUWMC_Engineering_Staff_Augmentation_1.01_Selection5@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 Jamie Wade at wade.780@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 university intends to award multiple purchase orders to support various engineering tasks assigned to multiple firms covering up to a five-year period for various engineering staff augmentation needs. The university intends, but is not obligated, to issue at its discretion, one or more task orders to the selected firms.

Statements of Qualifications are requested from firms demonstrating engineering staff augmentation strengths in one or many of the following:

- General Engineering
- Commissioning
- Mechanical Engineering
- HVAC Controls
- Electrical Engineering
- Plumbing Design
- Structural Engineering
- Construction/Renovation Estimating
- Equipment Planning
- Testing and Air Balance
- Utility Upgrades
- Studies

Projects will be located at one or more of the following locations: medical center, ambulatory, outpatient care, regional campuses or any property of The Ohio State University.

All aspects of the project and related issues will be implemented and operated consistent with the University's policies, standards, requirements, and procedures.

B. Scope of Services

The University will determine qualification of firms pursuant to Ohio Revised Code Section 153.69. Those firms considered for a specific project will be requested to identify additional qualifications and availability of personnel, specific consultants, if any, and project approach.

The selected A/E shall follow the applicable University Building Design Standards
Building Design Standards | Facilities Design and Construction

The selected Architects/Engineers (A/E), as a portion of their required Scope of Services and prior to submitting their proposals, will discuss and clarify with the University, the cost breakdown of the Architects/Engineers detailed cost components to address the University's project requirements.

The Professional Services may vary depending upon specific needs of each task order. The firm may be required to provide the following categories of services:

- Document Review
- Calculations
- Commissioning
- Scope Definition
- Operational Support
- General Professional Services
- Contractor Oversite
- Energy Conservation Measure Assessments
- Code Analysis
- Budget Estimation

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: 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.

The selected firms will be required to submit current copies of Bureau of Workers Compensation (BWC) Certificate and Insurance Certificates. Failure to submit in a timely manner will disqualify the firm from selection. All documents must remain in good standing during the lifetime of the 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."

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

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. General Renovations/ADA Improvements
2. Plumbing, HVAC, and Electrical Systems Improvements
3. HVAC Controls
4. Fire Alarm
5. Emergency Generator Installations and system upgrades
6. Elevator
7. Utility Infrastructure – Steam, Chilled Water, High Voltage Electrical
8. Hazardous Material Abatement
9. Building Envelope Improvements
10. Technology Infrastructure, Data Cabling, and Systems
11. Access Control, CCTV, Security
12. Med Gas Design and/or Certification
13. Audio/Visual
14. Graphics and Signage
15. Energy Audits
16. Investment Grade Audit Implementations

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:	$150,000.00
Construction Cost:	$0.00
Total Project Cost:	$150,000.00

D. Anticipated Schedule

Professional Services Start:	05 / 27
Construction Notice to Proceed:	TBD
Substantial Completion of all Work:	TBD
Professional Services Completed:	05 / 32

E. Estimated Basic Fee Range (see note below)

0% to 0%

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) Bidding and Award OR GMP Proposal and Amendment (as applicable), (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:	Engineering
Secondary Disciplines:	

H. Additional Service Providers Required

Section A

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 Selection

- Demonstrated ability to meet Owner's programmed project vision, scope, 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.

- 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.
- 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.

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. In Acrobat, go to Advanced, then PDF Optimizer.

Paper copies of the *Statement of Qualifications*, if requested, should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary.

Facsimile copies of the *Statement of Qualifications* will not be accepted.

***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, CEM, 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 OSUWMC Engineering Staff Augmentation 2027 Proposer Firm _____

Project Number OSU-275091 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 100 miles	2		
	More than 100 miles	0		
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than $200,000	0		
	$200,000 to $1,000,000	2		
	More than $1,000,000	3		
c. Number of licensed professionals	Less than 2 professionals	1	Max = 3	
	2 to 10 professionals	2		
	More than 10 professionals	3		
2. Primary Firm Qualifications (Maximum 30 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 - 5	Max = 20	
c. Technical staff	Experience / ability of technical staff to create fully coordinated construction documents	0 - 10		
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 2 sample projects	1	Max = 3	
	2 to 4 sample projects	2		
	More than 4 sample projects	3		
b. OSU Sustainability Standards or LEED** project experience	LEED v4.0 or v4.1 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 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 – 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 _____