

# Request for Qualifications (Registered Design Professional\*)

## State of Ohio Standard Forms and Documents

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### Administration of Project: Local Higher Education

|                  |                                               |                       |                               |                           |
|------------------|-----------------------------------------------|-----------------------|-------------------------------|---------------------------|
| Project Name     | <u>ET Renovation</u>                          | Response Deadline     | <u>8/3/26</u>                 | <u>12:00pm</u> local time |
| Project Location | <u>Owens Community College- Toledo Campus</u> | Project Number        | <u>OTC027-003</u>             |                           |
| City / County    | <u>Perrysburg / Wood</u>                      | Project Manager       | <u>Danielle Tracy</u>         |                           |
| Owner            | <u>Owens Community College</u>                | Contracting Authority | <u>Local Higher Education</u> |                           |
| Delivery Method  | <u>General Contracting</u>                    | Prevailing Wages      | <u>State</u>                  |                           |
| Publish Date     | <u>7/9/2026</u>                               |                       |                               |                           |

No. of paper copies requested (stapled, not bound) 0 No. of electronic copies requested (PDF) 01

\* "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 requested number of *Statements of Qualifications* (Form F110-330) directly to Danielle Tracy at [danielle\\_tracy@owens.edu](mailto:danielle_tracy@owens.edu). See Section J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Danielle Tracy at [danielle\\_tracy@owens.edu](mailto:danielle_tracy@owens.edu) with the project number included in the subject line (no phone calls please).

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### Project Overview

#### A. Project Description

This renovation would be in support of the College's Engineering Technology programs in our Engineering Technologies building. The two main ones would be a new Mechanical Engineering Technology (MET) program and a revised Electrical Engineering Technology (EET) program. This would include creating the lecture and lab space for the MET program. The lecture space is shared among all programs but the lab space would be specifically for MET, including lab space for material science, strength of materials, metrology, and quality control. There would be updates to the existing EET labs which are very outdated, to ensure curriculum and labs are representing a current modern manufacturing environment. Additionally, there would be an integration lab where various disciplines collaborate in a capstone type course working in a simulated manufacturing setting. There is also a FAB lab or "Maker Space" that will be used to build prototypes and prove out concepts as well as providing a space to help entice or motivate youth into STEM careers. The renovation will also include new windows and updating the building restrooms and various finishes.

This project will likely have to be done in phases as the entire ET building needs renovated and we only have received a small portion of funds that will do a portion of the project with this time around. As part of the requested design services, we need to define what the entire project will entail and then phase it according to the funds we have remaining in this project and for phases beyond that. Firms will have to develop a POR by pulling together the appropriate faculty and staff.

#### B. Scope of Services

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 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 A/E Agreement detailed cost components to address the Owner's project requirements. 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: 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>.

## Request for Qualifications (Registered Design Professional) continued

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. Projects of relevant size and budget
2. State of Ohio higher education projects
3. STEM lab and classroom renovation projects in Higher Education

### C. Estimated Budget / Funding

|                     |                    |
|---------------------|--------------------|
| State Funding:      | <u>\$2,439,495</u> |
| Other Funding:      | <u>\$0</u>         |
| Construction Cost:  | <u>\$1,648,000</u> |
| Total Project Cost: | <u>\$2,439,495</u> |

### D. Anticipated Schedule

|                                     |                |
|-------------------------------------|----------------|
| Professional Services Start:        | <u>08 / 26</u> |
| Construction Notice to Proceed:     | <u>05 / 27</u> |
| Substantial Completion of all Work: | <u>12 / 27</u> |
| Professional Services Completed:    | <u>02 / 28</u> |

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

varies% to varies%

### F. EDGE Participation Goal

Percent of initial Total A/E Fee: 0.0%

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 registered design professional 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 A/E Discipline: | <u>Architecture</u>                |
| Secondary            | <u>Engineering</u>                 |
| Disciplines:         | <u>Mechanical Engineering</u>      |
|                      | <u>Electrical Engineering</u>      |
|                      | <u>Fire Protection Engineering</u> |
|                      | <u>Plumbing Engineering</u>        |
|                      | <u>Select Secondary Discipline</u> |
|                      | <u>Select Secondary Discipline</u> |
|                      | <u>Select Secondary Discipline</u> |
|                      | <u>Enter Secondary Discipline</u>  |
|                      | <u>Enter Secondary Discipline</u>  |

### H. Additional Service Providers Required

|                                      |
|--------------------------------------|
| <u>Additional Service Discipline</u> |
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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.
- 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 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, if requested, should be combined into one PDF file named with the project number listed on the RFQ and your firm's name, followed by "SOQ". 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. **Electronic submittals are limited to a maximum file size of 25 MB.**

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.

CD/DVD copies of the *Statement of Qualifications*, if requested, should have the sleeve labeled with the project number and firm name, followed by "SOQ".

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

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.

# Registered Design Professional Selection Rating Form

## State of Ohio Standard Forms and Documents

Project Name ET Renocation Proposer Firm \_\_\_\_\_  
 Project Number OTC027-003 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 25 miles                                                                               | 5               |          |
|                                                                                                                                                                                                                                                                                                                                      | 25 miles to 50 miles                                                                             | 2               |          |
|                                                                                                                                                                                                                                                                                                                                      | More than 50 miles                                                                               | 0               |          |
| b. Amount of fees awarded by Contracting Authority in previous 24 months                                                                                                                                                                                                                                                             | Less than \$100,000                                                                              | 2               |          |
|                                                                                                                                                                                                                                                                                                                                      | \$100,000 to \$200,000                                                                           | 1               |          |
|                                                                                                                                                                                                                                                                                                                                      | More than \$200,000                                                                              | 0               |          |
| c. Number of licensed professionals                                                                                                                                                                                                                                                                                                  | Less than 2 professionals                                                                        | gg              | Max = 3  |
|                                                                                                                                                                                                                                                                                                                                      | 2 to 6 professionals                                                                             | hh              |          |
|                                                                                                                                                                                                                                                                                                                                      | More than 6 professionals                                                                        | ii              |          |
| <b>2. Primary Firm Qualifications (Maximum 30 points)</b>                                                                                                                                                                                                                                                                            |                                                                                                  |                 |          |
| a. Project management lead                                                                                                                                                                                                                                                                                                           | Experience / ability of project manager to manage scope / budget / schedule / quality            | 0 - 10          | Max = 20 |
| b. Project design lead                                                                                                                                                                                                                                                                                                               | 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           |          |
| <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 4 sample projects                                                                      | 1               | Max = 3  |
|                                                                                                                                                                                                                                                                                                                                      | 4 to 8 sample projects                                                                           | 2               |          |
|                                                                                                                                                                                                                                                                                                                                      | More than 8 sample projects                                                                      | 3               |          |
| b. LEED** Registered / Certified project experience                                                                                                                                                                                                                                                                                  | Registered LEED v4.0 or v4.1 projects                                                            | 1               | Max = 2  |
|                                                                                                                                                                                                                                                                                                                                      | Certified LEED v4.0 or v4.1 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           |          |
| <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 5 projects                                                                             | 0 - 3           |          |
|                                                                                                                                                                                                                                                                                                                                      | 5 to 9 projects                                                                                  | 4 - 6           |          |
|                                                                                                                                                                                                                                                                                                                                      | More than 9 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 6 projects                                                                             | 0 - 1           |          |
|                                                                                                                                                                                                                                                                                                                                      | 6 to 9 projects                                                                                  | 2 - 3           |          |
|                                                                                                                                                                                                                                                                                                                                      | More than 9 projects                                                                             | 4 - 5           |          |
| * Must be comprised of registered professional design consulting firms and NOT the lead firm - For more information on scoring this and other criteria refer to <a href="#">Document F199-01 - PS Selection Rating Rubric</a> .<br>** Leadership in Energy & Environmental Design administered by Green Business Certification Inc.™ |                                                                                                  | <b>Subtotal</b> |          |

### Notes:

### Evaluator:

Name \_\_\_\_\_

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