

# 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     | Replace Corroded Hot Water Piping,<br>Campus Wide | Response Deadline     | 9/3/2026 2:00PM local time |
| Project Location | 444 W. Third Street                               | Project Number        | FAC 27-04   SCC-002704     |
| City / County    | Dayton / Montgomery                               | Project Manager       | Paul Blankenship           |
| Owner            | Sinclair Community College                        | Contracting Authority | Local Higher Education     |
| Delivery Method  | General Contracting                               | Prevailing Wages      | State                      |
| Publish Date     | 8/3/2026                                          |                       |                            |

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 requested number of *Statements of Qualifications* (Form F110-330) to [RFP@sinclair.edu](mailto:RFP@sinclair.edu). The current version of this form is found at <https://ofcc.ohio.gov/>. See Section J of this RFQ for additional submittal instructions.

Submit all inquiries regarding this RFQ in writing to Purchasing at [RFP@sinclair.edu](mailto:RFP@sinclair.edu) with the project number included in the subject line (no phone calls please). Questions are due on **Thursday, August 20, 2026 at 2:00 PM**. Questions will be answered and posted to the Opportunities page on the OFCC website at <http://ofcc.ohio.gov>. The name of the party submitting a question will not be included on the Q&A document.

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### Project Overview

#### A. Project Description

This project will replace deteriorated and corroded domestic hot water piping throughout multiple campus buildings. The existing piping has reached the end of its useful service life and has experienced corrosion, leaks, reduced flow, and increased maintenance requirements. Work will include investigation of existing conditions, replacement of damaged piping and associated fittings, valves, supports, insulation, and other appurtenances as required. The project will also include restoration of affected finishes and testing, balancing, and commissioning of the new piping systems. The objective is to improve system reliability, reduce maintenance costs, minimize the risk of water damage, and ensure a safe and dependable domestic hot water distribution system for campus facilities.

#### B. Scope of Services

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, Commissioning, 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>.

During the construction period, provide not less than 4 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. Design of system requirements.
2. Bidding and award services, Bid Express.
3. Project oversight during construction.
4. Construction and closeout support.

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### C. Estimated Budget / Funding

State Funding: \$1,000,000.00  
Other Funding: \$  
Construction Cost: \$1,000,000.00  
Total Project Cost: \$1,000,000.00

### D. Anticipated Schedule

Professional Services Start: 09 / 26  
Construction Notice to Proceed: 04 / 27  
Substantial Completion of all Work: 08 / 27  
Professional Services Completed: 09 / 27

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

8% to 10%

### 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: Engineering  
Secondary Select Primary Discipline  
Disciplines: Architecture  
Mechanical-Electrical-Plumbing Eng.  
Structural Engineering  
Select Secondary Discipline  
Select Secondary Discipline  
Select Secondary Discipline  
Acoustic Design (K-12)  
Enter Secondary Discipline  
Enter Secondary Discipline

### H. Additional Service Providers Required

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.

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### 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

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Project Name Replace Corroded Hot Water Piping, Campus Wide Proposer Firm \_\_\_\_\_  
 Project Number FAC 27-04 | SCC-002704 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 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 \$500,000                                                                              | 2               |          |
|                                                                                                                                                                                                                                                                                                                                      | \$500,000 to \$1,000,000                                                                         | 1               |          |
|                                                                                                                                                                                                                                                                                                                                      | More than \$1,000,000                                                                            | 0               |          |
| c. Number of licensed professionals                                                                                                                                                                                                                                                                                                  | Less than 5 professionals                                                                        | 1               | Max = 3  |
|                                                                                                                                                                                                                                                                                                                                      | 5 to 10 professionals                                                                            | 1               |          |
|                                                                                                                                                                                                                                                                                                                                      | More than ff professionals                                                                       | 1               |          |
| <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 - 5           |          |
| 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 - 10          |          |
| <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 3 sample projects                                                                      | 1               | Max = 3  |
|                                                                                                                                                                                                                                                                                                                                      | 3 to 6 sample projects                                                                           | 2               |          |
|                                                                                                                                                                                                                                                                                                                                      | More than 6 sample projects                                                                      | 3               |          |
| b. LEED** Registered / Certified project experience                                                                                                                                                                                                                                                                                  | Registered LEED v4.0 or v4.1 projects                                                            | 0               | Max = 0  |
|                                                                                                                                                                                                                                                                                                                                      | Certified LEED v4.0 or v4.1 projects                                                             | 0               |          |
| 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 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 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 \_\_\_\_\_