

Request for Qualifications (Registered Design Professional*)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>2027 A&E Prequalification</u>	Response Deadline	<u>September 24, 2026</u> <u>2:00 PM</u> local time
Project Location	<u>444 W. Third Street</u>	Project Number	<u>SCC-270001</u>
City / County	<u>Dayton / Ohio</u>	Project Manager	<u>Rob Hensley</u>
Owner	<u>Sinclair Community College</u>	Contracting Authority	<u>Local Higher Education</u>
Delivery Method	<u>General Contracting</u>	Prevailing Wages	<u>State</u>
Publish Date	<u>8/27/2026</u>		

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) directly to Purchasing at RFP@sinclair.edu. See Section J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Purchasing at RFP@sinclair.edu with the project number included in the subject line (no phone calls please). Questions are due on **Thursday, September 10, 2026 at 2:00pm EST**. Questions will be answered via a Q&A addendum and posted online on the [OFCC's Project Opportunities page](#) under the Qualifications-based RFQs tab. The name of the party submitting a question will not be included on the Q&A document.

Project Overview

A. Project Description

NOTICE TO A&E – ARCHITECT/ENGINEERING VENDORS “RFQ – REQUEST FOR QUALIFICATIONS”

Overview and Objectives

Sinclair Community College is soliciting RFQs in order to develop an annual pool of prequalified A&E vendors to provide Professional Design Services.

Additionally, there may be small to moderate renovation projects, deferred maintenance, utility systems, feasibility studies, code reviews, planning services, cost estimates, hazardous material evaluations and small construction projects.

* Selection of a vendor to the prequalified list is **not** a guarantee or award of business, only the selection of prequalified A&E firms.

RFQs – REQUEST FOR QUALIFICATION will be received by the Purchasing Department until **Thursday, September 24, 2026 at 2:00pm**.

- All submittals with regard to this effort must be sent via email to Sinclair College at RFP@sinclair.edu.
- Subject Line of emails should read: **“RFQ – REQUEST FOR QUALIFICATIONS - 2027 A&E PREQUALIFICATION SUBMITTAL”**
- **The deadline to submit written questions is Thursday, September 10, 2026 at 2:00pm.** Answers to vendor's questions will be posted to the [OFCC's Opportunities](#) website in the form of an Addendum
- Notification of RFQ Award will be sent via email
- Submitted RFQs shall only be reviewed by the college if the submitting firms address is within a **70** mile driving distance from Sinclair College.

<http://www.sinclair.edu/about/offices/purchasing/how-to-do-business-with-the-college/>

All RFQs must be received by the Purchasing Department by the specific deadline. Any RFQs received after the required date and time specified for receipt shall be considered late and non-responsive. Late RFQs will not be accepted.

Request for Qualifications (Registered Design Professional) continued

This RFQ is for interested professionals who desire to prepare and submit their firm's qualifications for the services desired by Sinclair. The professional services include all design, bid documents preparation, bid participation, pre-bid, pre-construction and progress meetings, construction administration, and project closeout, pertaining to construction projects. Services include, but not limited to the appropriate architectural, engineering and consulting disciplines necessary to prepare a project for bidding and construction oversight once the project is awarded.

Sinclair Community College (SCC) plans to utilize firms for small to moderate renovation projects, deferred maintenance, utility systems, feasibility studies, code review, planning services, cost estimates, hazardous evaluation and construction projects.

A&E firms selected for project support under the prequalification's will likely work on projects which emphasize specialized services, detailed design documents, rapid completion times, and complex scheduling with ongoing College activities. The professionals chosen will be expected to work with an appointed Sinclair project manager and appropriate Sinclair staff, in order to address and complete tasks in a prompt and efficient manner. All professionals must be familiar with OFCC documents and requirements; local codes and law, prime contracting, facility life cycle costings, construction law and all state law and regulations which pertain to Sinclair Community College.

The professionals chosen will be expected to carry out their work in a College setting which must continue to operate day to day. Work must be interfaced with daily activities of other projects with minimum disruption, while still maintaining a high degree of safety.

Professional Design Services will be in the following categories:

1. Full architectural services for small to medium size project
2. Full architectural/engineering services for small to medium size projects emphasizing civil/structural disciplines.
3. Full architectural/engineering services for small to medium size projects emphasizing mechanical/electrical disciplines.
4. Full consulting services for master plan, landscape architectural and graphic design.

Firms may apply in any and all categories, but must clearly state in the letter of interest which categories they wish to be considered.

It is the intention of Sinclair to develop a pool of professional firms to provide a full range of architectural and engineering services for Sinclair. Actual design tasks will be described in specific projects which will generate a SCC purchase order for the desired services requested. An architect or engineering firm assigned a purchase order by Sinclair will be allowed to use its own work force or consultant(s). As much as is possible and in the best interest of the College equitable distribution of work among qualified architects and engineers will be considered, but Sinclair reserves the right to assign project(s) to the firm(s) that Sinclair determines has the best expertise.

B. Scope of Services

Each Purchase Order will describe the project Scope of Services, time requirements, and an Additional Services required, which description will be identified in either the Purchase Order or Change Order(s). It is further understood that the Basic Services as described will be provided by the Professional for any or all projects unless otherwise set forth in the project Purchase Order.

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 Architect/Engineer Agreement detailed cost components to address the Owner's project requirements.

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>.

During the construction period, provide not less than 2 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.

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Please list all major scope services needed to complete the selection process for successful project delivery. The specific scope of services must state particular building types, functional design or specialized professional services required to evaluate the level of experience of each applicant firm (e.g. parking garage, kitchen design, correctional facility, medical facility). The scope of services should also define the types of basic and additional professional design and administration services necessary for the project (e.g. LEED credentials and experience, previous experience with local jurisdiction or similar sites, previous experience working with the State of Ohio, Building Information Modeling ("BIM") experience and training, specific BIM and Owner-defined requirements, level of development to be achieved within BIM models, BIM deliverables, and Owner's intended use of BIM models after construction). This information will be used by each applicant to populate the Relevant Project Experience Matrix in Section F of Form F110-330.

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. Previous design services in higher education.
2. Experience with high level technology.
3. Experience with interior and exterior renovation.
4. Experience with multi-phase projects.
5. Experience with prime contractors.
6. Experience with one or all of the four Professional design services categories.

C. Estimated Budget / Funding

State Funding: \$0 - \$1,000,000.00
Other Funding: \$0 - \$1,000,000.00
Construction Cost: \$0 - \$1,000,000.00
Total Project Cost: \$0 - \$1,000,000.00

D. Anticipated Schedule

Professional Services Start: mm / yy
Construction Notice to Proceed: mm / yy
Substantial Completion of all Work: mm / yy
Professional Services Completed: mm / yy

E. Estimated Basic Fee Range (see note below)

10% to 12%

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: Architecture
Secondary Landscape Architecture
Disciplines: Electrical Engineering
Mechanical Engineering
Structural Engineering
Civil Engineering
Select Secondary Discipline
Select Secondary Discipline
Select Secondary Discipline
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

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- 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

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Project Name 2027 A&E Prequalification Proposer Firm _____
 Project Number SCC-270001 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 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 \$500,000	0	
c. Number of licensed professionals	Less than 5 professionals	1	Max = 3
	5 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	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 - 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 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	
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 4 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 Document F199-01 - PS Selection Rating Rubric . ** Leadership in Energy & Environmental Design administered by Green Business Certification Inc.™		Subtotal	

Notes:

Evaluator:

Name _____

Signature _____ Date _____