

Request for Qualifications (Enrollment Projection Services)

State of Ohio Standard Forms and Documents

Administration of Project: Ohio Facilities Construction Commission

Project Name	OFCC Enrollment Projection Consultant Services	Response Deadline	March 13, 2026	1:00 PM	local time
Project Location	Various	Project Number	SFC-260888-2		
City / County	Various / Various	Project Manager	Various		
Owner	Various	Contracting Authority	OFCC		
No. of paper copies requested (stapled, not bound)	0	No. of electronic copies requested (PDF)		1	

Submit the requested number of Statements of Qualifications (Form F110-330) directly to OFCC Procurement at procurement@ofcc.ohio.gov. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to OFCC Procurement at procurement@ofcc.ohio.gov 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 <http://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 Ohio Facilities Construction Commission (OFCC) intends to pre-qualify firms to provide Enrollment Projection services. The current OFCC Enrollment Projection Consultant contract expires on June 30, 2026. This process will be used to award contracts for the period beginning July 1, 2026, and ending June 30, 2028. Services are in support of the OFCC planning, design, and management of projects for local K-12 school districts. **Selected consultants must be willing to sign a non-disclosure agreement in order to access state provided data.** OFCC reserves the right to extend the pre-qualification eligibility contract award period for up to an additional 24 months.

B. Scope of Services

The scope of work will include the research, development, presentation and updating of enrollment projections for Ohio's K-12 and joint vocational school districts. All enrollment projection information will be provided to the Commission through established web-based protocols. Services may also include Geographic Information System Mapping, demographic research, and the training and presenting of research processes and findings.

Statements of qualifications should include the names of the firm owners; number of years in business and firm history; the types of specialty services offered; the education and experience of the owners and key technical personnel; the technical expertise of the firm's current staff; experience in consulting for public sector clients; availability of staff; the firm's equipment and facilities; current or ongoing projects; and references.

The evaluation of the statement of qualifications will be based primarily on the following: (1) competence of the firm to perform the required services, as indicated by the technical training, education and experience of the firm's personnel who are likely to be assigned to perform the services; (2) ability in terms of workload and availability of qualified personnel, equipment, and facilities to perform the required services competently and expeditiously; (3) experience of the proposed personnel in enrollment projections; (4) past performance as demonstrated in the accuracy of past projections and reflected in evaluations of previous clients with respect to factors such as quality of work and meeting deadlines; (5) other similar factors.

The selected Consultant, as a portion of its required Scope of Services and prior to submitting its technical and fee proposals, will discuss and clarify with the OFCC, the cost breakdown of the Agreement detailed cost components to address the project requirements.

Refer to the Ohio School Design Manual, including the Assessment Cost Guidelines, and the Ohio Facilities Construction Manual for additional information about the type and extent of services required for each. A copy of the standard Consultant Agreement can be obtained at the OFCC website at <http://ofcc.ohio.gov>.

Request for Qualifications (Enrollment Projection Services) continued

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. Experience collecting and reporting Enrollment Data
2. Experience assisting in OFCC Enrollment Projections
3. Experience supporting School District's with Enrollment projections
4. Knowledge of OFCC's Enrollment and Master Planning processes
5. Knowledge of Ohio School Design Manual (OSDM)

C. Funding / Estimated Budget

Total Project Cost	<u>Varies</u>	State Funding	<u>Varies</u>
		Other Funding	<u>Varies</u>

D. Services Required (see note below)

Primary	<u>Enrollment Projections</u>
Secondary	<u>Demographic Studies</u>

E. Anticipated Schedule

Services Start (mm/yy)	<u>07/26</u>
Services Completed (mm/yy)	<u>06/28</u>

F. EDGE Participation Goal

Others	Percent of <i>initial</i> TOTAL Fee	<u>0%</u>
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G. Evaluation Criteria for Selection

The evaluation of the statement of qualifications will be based primarily on the following: (1) competence of the firm to perform the required services, as indicated by the technical training, education and experience of the firm's personnel who are likely to be assigned to perform the services; (2) ability in terms of workload and availability of qualified personnel, equipment, and facilities to perform the required services competently and expeditiously; (3) experience of the proposed personnel in performing the specified services; (4) past performance as demonstrated in the accuracy of past projections and reflected in evaluations of previous clients with respect to factors such as quality of work and meeting deadlines; and (5) other similar factors.

OFCC will evaluate the proposals submitted and short-list no fewer than 3 firms that it considers to be qualified to provide the required services. OFCC intends to interview the short-listed firms to explore further their proposal, the scope and nature of the services they would provide, and the various technical approaches they may take regarding the work. Following this evaluation, OFCC will rank the firms in the order it considers to be most qualified to provide the required services and initiate contract negotiations with one or more firms.

The number of enrollment projection consultant contracts awarded through this process is within the discretion of OFCC. If a firm is awarded a contract, OFCC does not guarantee that a firm will be awarded any work or make a representation of the amount of work a firm may receive within the contract period.

H. Submittal Instructions

Firms are required to submit the current version of Statement of Qualifications (Form F110-330) available via the OFCC website at <http://ofcc.ohio.gov>.

Electronic submittals should be combined into one PDF file named with the project number listed on the RFQ and your firm's 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. Also, please insert the project number and firm name followed by "SOQ" in the email subject line.

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, 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.

Request for Qualifications (Enrollment Projection Services) continued

Project Name OFCC Enrollment Projection Services Proposer Firm _____

Project Number SFC-260888 City, State, Zip _____

Selection Criteria		Value	Score
1. Primary Firm Location and Size (Maximum 15 points)			
a. Location of firm and EDGE status	Out of State	0	
	Ohio firm	5	
	EDGE Certified	10	
b. Number of relevant professionals within primary firm available to perform the services	Small = Less than 5 professionals	5	Max = 5
	Medium = 5 to 10 professionals	3	
	Large = More than 10 professionals	0	
2. Team Qualifications (Maximum 55 points)			
a. Lead Demographer qualifications	Experience / ability of Lead Demographer's ability to manage enrollment projection activities	0 - 25	
b. Data Analytics team qualifications	Experience / ability of Data analytics staff to coordinate critical projection activities	0 - 25	
c. Team Organization (formal relationships between OFCC, Owner, Consultant, and sub-consultants if any)	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
3. Team Experience (Maximum 30 points)			
a. Knowledge of <i>Ohio School Design Manual</i> design concepts and planning principles, including Master Planning, demographic research, and data analytics.	Depth of knowledge	0 - 10	
b. Past Performance	Level of performance as demonstrated in the accuracy of past projections and indicated by past evaluations / letters of reference	0 - 10	
c. Experience with an Enrollment Projection process	Level of experience	0 - 10	
		Subtotal	

Evaluator:

Name _____

Signature _____

Date _____