

Request for Qualifications (Regional Program Consultant Services)

State of Ohio Standard Forms and Documents

Administration of Project: Ohio Facilities Construction Commission

Project Name	<u>OFCC Regional Program Consultant Services</u>	Response Deadline	<u>March 24th, 2026</u>	<u>1:00 PM</u>	<u>local time</u>
Project Location	<u>Various</u>	Project Number	<u>SFC-260888-3</u>		
City / County	<u>Various / Various</u>	Project Manager	<u>Various</u>		
Owner	<u>Various</u>	Contracting Authority	<u>OFCC</u>		
No. of paper copies requested (stapled, not bound) <u>0</u>		No. of electronic copies requested (PDF) <u>1</u>			

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 Regional Program Consultant services. The current OFCC Regional Program Consultant contract expires on June 30, 2026. For any firm with a current contract to be considered in the selection process for future contracts, they must reapply. 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 and state agencies. 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, without limitation, Regional Program Consultant services related to K-12 school districts, Career Technical school districts, and state agencies. Work includes coordination, management, monitoring, and planning the resources and schedule for the facilities assessments as well as reviewing work submitted for assigned school districts and state agencies participating in OFCC programs. One or more consultants may be assigned to perform special projects at the direction of OFCC.

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.

As required by the Agreement, and as properly authorized, provide the following categories of services:

1. For the Expedited Local Partnership Program (ELPP) and the Vocational Facilities Assistance - Expedited Local Partnership Program (VFA-ELPP), review plans and specifications for Ohio School Design Manual compliance, review budget estimates, and provide services during the construction stage, including but not limited to, attending quarterly meetings with the School District, gathering pay applications, reconciling documents, providing quarterly reports to the OFCC, providing closeout management of the project for credit, including certification of readiness for closeout, and coordinating the development of a maintenance plan.
2. Utilize OFCC's webtools for completion of activities and document management. Webtools include CMW and OAKS CI.
3. Manage, review, and coordinate the successful assessment of K-12 districts and Career Technical School districts within the OFCC programs to ensure compliance with the Ohio School Design Manual.
4. As assigned by OFCC, provide services to assist OFCC to coordinate, manage, and monitor outstanding issues on open OFCC projects.
5. Develop a work plan for each project assignment for approval by OFCC.
6. Provide any Additional Services as agreed upon as provided by the Consultant and their sub-consultants all having relevant experience for this project type.

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>.

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 Coordinating, Managing, and Monitoring Consultants
2. Experience analyzing Facility Condition Assessment Data
3. Experience in financial tracking of K-12 construction projects
4. Knowledge of OFCC's processes for K-12 Design and Construction
5. Knowledge of Ohio School Design Manual
6. Knowledge of OFCC's K-12 funding programs

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>Facilities Conditions Assessment & OSDM</u>
Secondary	<u>Master Planning & Financial Tracking</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 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 Regional Program 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 two-year 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 individuals in Block 22, Section E of the F110-330 form.

Request for Qualifications (Regional Program Consultant Services) continued

Project Name OFCC Regional Program Consultant 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 planning firm and EDGE-certified 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 Project Manager qualifications	Experience / ability of Lead Project Manager to manage facilities assessments, OSDM Design reviews, and reconciling K-12 construction finances.	0 - 25	
b. Financial Tracking Staff qualifications	Experience / ability of staff to coordinate critical financial tracking 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 Assessment Cost Guidelines, and/or the Ohio Facilities Construction Manual	Depth of knowledge	0 - 10	
b. Past Performance	Level of performance as indicated by past evaluations / letters of reference	0 - 10	
c. Experience with K-12 construction and facility assessment process	Level of experience	0 - 10	
		Subtotal	

Evaluator:

Name _____

Signature _____ Date _____