

# Request for Qualifications (Registered Design Professional\*)

## State of Ohio Standard Forms and Documents

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### Administration of Project: Select Organization

|                  |                                              |                       |                              |
|------------------|----------------------------------------------|-----------------------|------------------------------|
| Project Name     | EJ Thomas Performing Arts Hall, Stage Repair | Response Deadline     | 8/20/2026 10:00AM local time |
| Project Location | 198 Hill St                                  | Project Number        | UAK270001                    |
| City / County    | Akron / Ohio                                 | Project Manager       | Stephanie Brothers Arman     |
| Owner            | The Univeristy of Akron                      | Contracting Authority | Local Higher Education       |
| Delivery Method  | General Contracting                          | Prevailing Wages      | State                        |
| Publish Date     | 7/17/2026                                    |                       |                              |

No. of paper copies requested (stapled, not bound) 4 (four) No. of electronic copies requested (PDF) 1 (one)

\* "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 the attention of Shelly Keller at The University of Akron, 250 South Forge st, Suite 102, Akron, Ohio 44325-9001 A drop-off box is provided in the lobby of the Purchasing Department. See Section J of this RFQ for additional submittal instructions

All questions are to be submitted through Workday Strategic Sourcing (WSS), which will allow everyone to see submitted questions and the answers. Questions will be answered and posted to the WSS website on a regular basis until one week before the time of RFQ submittal. This tool is located at: Vendor Registration- <https://the-university-of-akron.public-portal.us.workdayspend.com/> .Vendors can view the project details related documents without registering. Workday Strategic Sourcing offers customer support that may be reached [scoutsupport@workday.com](mailto:scoutsupport@workday.com).

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### Project Overview

#### A. Project Description

The University of Akron has authorized the Department of Capital Planning and Facilities management to request qualifications for Professional Design Services for the repairs to the performing stage at EJ Thomas Performing Arts Hall located at 198 Hill St in Akron, Ohio.

As the centerpiece of artistic life for our region, E.J. Thomas Hall serves as the primary home for Akron's cultural anchors including the Akron Symphony Orchestra, Tuesday Musical, and Broadway in Akron. To ensure this landmark venue continues to meet the demands of modern performances, this focuses on a complete refurbishment of the E.J. stage including a performance floor which is worn past its useful life, rebuilding the entire mechanical Orchestra Pit lift system, both performance surface floor and facade, new wagon systems, replace antiquated controls, and resurface the fixed portion to remove trip hazards.

The Architect/Engineer (A/E) will prepare construction documents detailing the scope of work required, develop and estimate cost for the scope of work within the construction cost indicated in Section C of this document. The A/E will provide construction administration during construction. The A/E will provide all close out documentation upon completion of the project.

#### 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.

# Request for Qualifications (Registered Design Professional) continued

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 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. Experience in theatrical/performing arts design with performance stage machinery
2. Experience in site coordination during construction
3. Experience in projects with the University of Akron
4. Experience in the General Contracting delivery method

## C. Estimated Budget / Funding

|                     |                    |
|---------------------|--------------------|
| State Funding:      | <u>\$1,000,000</u> |
| Other Funding:      | <u>\$1,000,000</u> |
| Construction Cost:  | <u>\$1,600,000</u> |
| Total Project Cost: | <u>\$2,000,000</u> |

## D. Anticipated Schedule

|                                     |                |
|-------------------------------------|----------------|
| Professional Services Start:        | <u>10 / 26</u> |
| Construction Notice to Proceed:     | <u>06 / 27</u> |
| Substantial Completion of all Work: | <u>08 / 27</u> |
| Professional Services Completed:    | <u>09 / 27</u> |

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

10% to 12%

## F. EDGE Participation Goal

Percent of initial Total A/E Fee: 5.0%

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>Select Primary Discipline</u>           |
| Disciplines:         | <u>Mechanical-Electrical-Plumbing Eng.</u> |
|                      | <u>Structural Engineering</u>              |
|                      | <u>Fire Protection Engineering</u>         |
|                      | <u></u>                                    |
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## H. Additional Service Providers Required

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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.

Interested A/E firms are required to submit the *Commitment to Participate in the EDGE Business Assistance Program* form in its Statement of Qualifications (Form F110-330) submitted in response to the RFQ, to indicate its intent to contract with and use EDGE-certified Business(es), as a part of the A/E's team. The *Intent to Contract and to Perform* and / or waiver request letter and *Demonstration of Good Faith Effort* form(s) with complete documentation must be attached to the A/E's Technical Proposal. Both forms can be accessed via the OFCC website at <https://ofcc.ohio.gov>. The *Intent to Contract and to Perform* form is again required at the Fee Proposal stage.

**If the A/E firm intends to receive points for exceeding the EDGE Participation Goal, it must provide BOTH a completed *Commitment to Participate* form AND a completed *Statement of Intent to Contract and to Perform* form signed by both parties with its *Statement of Qualifications*.**

For all *Statements of Qualifications*, please identify the EDGE-certified Business(es), by name, which will participate in the delivery of the proposed professional services solicited in the RFQ.

Interested A/E firms must indicate on their *Statement of Qualifications*, the locations where their services will be performed in the spaces provided or by attachment in accordance with the requirements of Executive Order 2019-12D related to providing services only within the United States and the requirements of Executive Order 2022-02D prohibiting purchases from or investment in any Russian institution or company. Failure to do so may cause their *Statement of Qualifications* to be rejected.

### 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 \_\_\_\_\_ Proposer Firm \_\_\_\_\_  
 Project Number \_\_\_\_\_ 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 aa miles                                                                               | 5               |          |
|                                                                                                                                                                                                                                                                                                                                      | aa miles to bb miles                                                                             | 2               |          |
|                                                                                                                                                                                                                                                                                                                                      | More than bb miles                                                                               | 0               |          |
| b. Amount of fees awarded by Contracting Authority in previous 24 months                                                                                                                                                                                                                                                             | Less than \$cc                                                                                   | 2               |          |
|                                                                                                                                                                                                                                                                                                                                      | \$cc to \$dd                                                                                     | 1               |          |
|                                                                                                                                                                                                                                                                                                                                      | More than \$dd                                                                                   | 0               |          |
| c. Number of licensed professionals                                                                                                                                                                                                                                                                                                  | Less than ee professionals                                                                       | gg              | Max = 3  |
|                                                                                                                                                                                                                                                                                                                                      | ee to ff professionals                                                                           | hh              |          |
|                                                                                                                                                                                                                                                                                                                                      | More than ff 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 - jj          |          |
| c. Technical staff                                                                                                                                                                                                                                                                                                                   | Experience / ability of technical staff to create fully coordinated construction documents       | 0 - kk          |          |
| d. Construction administration staff                                                                                                                                                                                                                                                                                                 | Experience / ability of field representative to identify and solve issues during construction    | 0 - ll          |          |
| <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 mm sample projects                                                                     | 1               | Max = 3  |
|                                                                                                                                                                                                                                                                                                                                      | mm to nn sample projects                                                                         | 2               |          |
|                                                                                                                                                                                                                                                                                                                                      | More than nn 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 oo projects                                                                            | 0 - 3           |          |
|                                                                                                                                                                                                                                                                                                                                      | oo to pp projects                                                                                | 4 - 6           |          |
|                                                                                                                                                                                                                                                                                                                                      | More than pp 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 qq projects                                                                            | 0 - 1           |          |
|                                                                                                                                                                                                                                                                                                                                      | qq to rr projects                                                                                | 2 - 3           |          |
|                                                                                                                                                                                                                                                                                                                                      | More than rr 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 \_\_\_\_\_