

Request for Qualifications (Registered Design Professional*)

State of Ohio Standard Forms and Documents

Administration of Project: Ohio Facilities Construction Commission

Project Name	<u>Lausche Facility Improvements FY27</u>	Response Deadline	<u>July 1, 2026</u>	<u>2:00 PM</u> local time
Project Location	<u>615 West Superior Avenue</u>	Project Number	<u>DAS-260017</u>	
City / County	<u>Cleveland / Cuyahoga</u>	Project Manager	<u>Mark Green</u>	
Owner	<u>Dept of Administrative Services</u>	Contracting Authority	<u>OFCC</u>	
Delivery Method	<u>CM at Risk</u>	Prevailing Wages	<u>State</u>	
Publish Date	<u>6/15/2026</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 OFCC Procurement at procurement@ofcc.ohio.gov. See Section J 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 Department of Administrative Services (ODAS), Office of Properties and Facilities (OPF), is seeking to engage A/E firms to provide Survey/Assessment, Design, Construction Manager at Risk (CMR) Bidding and Procurement Assistance, and Construction Administration (CA) services for a range of major facility upgrades/renovations/repair needs across its managed building portfolio. These services will support the FY 27/28 biennium funding cycle, beginning with a comprehensive Facility Condition Assessment in FY 26. Based on the findings of this assessment and prioritization by the ODAS, the selected firm will proceed with design and construction administration for the approved scope of work.

PHASE 1 – FACILITY CONDITION ASSESSMENT:

Upon execution of the A/E contract, the selected A/E firm will commence a comprehensive Facility Condition Assessment of the assigned property or properties. This assessment will include an evaluation of the overall site, building envelope, physical plant, and the current operations and maintenance programs associated with the main residence, ancillary buildings, and site grounds. Based on the findings of this assessment, the A/E will develop a prioritized scope of work with associated cost estimates. DAS will use this information to help establish the proposed scope of work for the FY 27/28 biennium funding cycle. During this phase, the Construction Manager at Risk (CMR) will also be procured. The A/E will provide best-value selection assistance for the CMR procurement as part of its responsibilities in this phase.

PHASE 2A – DESIGN/CA PRIORITY WORK/KNOWN SCOPE:

DAS is currently completing a multi-year infrastructure improvement and preventive maintenance program generally based on findings from previous facility condition assessments. Subject to the prioritization of ODAS, selected remaining outstanding scope items and/or other new priority items will be incorporated into the FY 27 Improvement projects. Funding for these efforts is expected to be allocated through the FY 27/28 biennium budget beginning in October 2026. At that time, a professional services amendment will be executed to include design services, GMP proposal and amendment review, subcontractor buyout review, and construction management services for the existing known scope of work. The extent of this amendment will be subject to the final funding amount approved in the FY 27/28 capital bill.

This work is anticipated to progress generally in parallel with the new Facility Condition Assessment activities, though schedules may shift slightly depending on funding release, planning needs, and project prioritization.

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PHASE 3 – PRIORITY SCOPE FACILITY CONDITION ASSESSMENT:

Based on the results of the Phase 1 Facility Condition Assessment, the A/E will prioritize the recommended scope of work and identify the highest-priority items that can be executed using the remaining available funding for the building. At that time, an additional professional services amendment will be executed to incorporate design services, GMP proposal and amendment review, subcontractor buyout review, and construction management services for the approved high-priority scope of work that is able to be performed with any residual funding available after the phase 2 work has been contracted.

B. Scope of Services

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.

PHASE 1 – FACILITY CONDITION ASSESSMENT

The Facility Condition Assessment scope of work will include, at a minimum, the following:

1. Conduct a comprehensive engineering and architectural analysis of the property, physical plant, and current operations and maintenance programs. The analysis shall include all elements within the property boundary, including but not limited to: building envelope(s), interior building systems, structural systems, signage, sidewalks, HVAC systems, electrical systems, security systems, lighting and lighting controls, life safety systems, plumbing systems, utility service connections, operations and maintenance programs (including maintenance and service contracts), elevators, restrooms, landscaping, and all other major building components.

The selected A/E shall access as many areas as feasible to gather sufficient data to accurately determine the condition of each system. Existing conditions must be documented through photographs of all relevant building systems, components, and identified deficiencies.

The A/E shall interview key staff, as needed – including facility managers and maintenance personnel to collect operational insights and maintenance history for critical systems and components.

Additionally, the A/E shall review all available building documentation, including prior surveys, construction and repair drawings, past evaluations, ongoing maintenance and repair projects, ongoing renovations, preventive maintenance assessments, and recent condition reports.

2. Review and update the existing Owner-maintained building system and component inventories. ODAS/OPF maintains an electronic inventory of building systems and components, including location details, manufacturer information, model numbers, serial numbers, and other identifying data. The A/E shall verify the accuracy of this inventory, update it as necessary, and provide an assessment of each system, component, and piece of equipment indicating its estimated position within its expected lifecycle.
3. Review and evaluate the existing maintenance, repair, and preventive maintenance programs for the property. ODAS/OPF maintains written operations and maintenance programs for all building systems and components at each facility.
4. Develop a comprehensive list of recommended projects for improvements, repairs, renovations, and capital improvements based on the data collected in Phase 1. Each recommendation shall include an estimated cost and shall be categorized by priority.
5. Prepare a written report that provides a clear and accurate assessment of current conditions, identified deficiencies, recommended projects, prioritization of those projects, a multi-year scheduling timeline, and the estimated cost associated with each recommended action.
6. Develop a companion spreadsheet to supplement the written report. The spreadsheet shall list all recommended improvements, repairs, renovations, and capital projects necessary to address deficiencies and other identified needs from this assessment. It shall include estimated construction costs and other relevant details, which will be further defined upon award.

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PHASE 2/3 – FY 27/28 RENOVATION: BASIC AND ADDITIONAL SERVICES FOR DESIGN, BIDDING AND CONSTRUCTION ADMIN

The delivery method will be Construction Manager at Risk (CMR). Upon commencement of the design phase, 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 as expected for a multi-scope, renovation, Construction manager at Risk delivered project. The complete scope of A/E responsibilities for CMR-delivered projects is defined in the document titled "A/E Scope of Services (CM at Risk Project)," which is available on the OFCC website. This will be contracted by A/E amendment once exact scopes are identified and funding is procured. Estimated construction costs per site are included on pages 1 & 2, and A/E basic fee percentages and work hour commitments are shown in the table on page 4. These will be used as parameters for development and fee negotiations for the A/E amendments.

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 12 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. Note: hours stated below in table are considered part of the A/E's Basic Services.

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. Identify Relevant Project's Delivery Method (MP, GC, CMR, DB)
2. Identify Firm's Role on the Relevant Project (AOR, CMA, OA, CMR, DB, GC, Trade)
3. State of Ohio OFCC (Standard Documents / OAKS CI) experience
4. Facility / Property Condition Assessments
5. Maintenance of mid- & high-rise office buildings
6. Secure Government Facilities
7. Experience with MEP systems with BAC systems
8. Experience with Building Façade Restoration
9. Experience with Fire Alarm systems
10. Experience with Tenant Buildouts / Office renovations

Professional services are expected to commence following Controlling Board approval and execution of the A/E contract. The design of the various scope components is expected to be sequenced, with higher-priority items being designed first and implemented by the selected CMR while design efforts continue on remaining components. Phase 1 and Phase 2 activities are expected to overlap substantially, with the Facility Condition Assessment, design services, and construction administration services occurring generally in parallel. CMR procurement is expected to occur concurrently with A/E procurement, with the CMR's preconstruction services commencing alongside the A/E's professional services, with onboarding complete approximately in October 2026. The budgets per project are identified in Section A – Project Description. The substantial completion and professional services completion dates are based on two 12-month construction durations for Phase 2 and Phase 3, respectively. Actual durations will be determined once the work is designed, priced, and bid by the CMR and may vary from initial projections.

Please note that this procurement covers the Frank J. Lausche Building in Cleveland only. A separate procurement will be issued for the Central Ohio facilities. Interested firms must submit a separate Statement of Qualifications (SOQ) for that project.

C. Estimated Budget / Funding

State Funding:	<u>\$3,600,000.00</u>
Other Funding:	<u>\$0</u>
Construction Cost:	<u>\$2,550,130.00</u>
Total Project Cost:	<u>\$N/A</u>

D. Anticipated Schedule

Professional Services Start:	<u>10 / 26</u>
Construction Notice to Proceed:	<u>05 / 27</u>
Substantial Completion of all Work:	<u>06 / 29</u>
Professional Services Completed:	<u>09 / 29</u>

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E. Estimated Basic Fee Range (see note below)

7.50% - 7.75%

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: Architecture

Secondary Engineering

Disciplines: Structural Engineering

Mechanical-Electrical-Plumbing Eng.

Fire Protection Engineering

Enter Secondary Discipline

Enter Secondary Discipline

H. Additional Service Providers Required

Surveys / Facility Condition Assessment

Environmental Testing and Analysis

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 address how they will implement Building Information Modeling ("BIM") on the project, experience and level of training of staff related to BIM, incorporation of team partners that have previous BIM experience, and an understanding of collaborative BIM processes, including but not limited to the *State of Ohio BIM Protocol* available at the OFCC website at <https://ofcc.ohio.gov>.

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 Lausche Facility Upgrades FY 27 Proposer Firm _____
 Project Number DAS-260017 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 \$2,000,000	2	
	\$2,000,000 to \$5,000,000	1	
	More than \$5,000,000	0	
c. Number of licensed professionals	Less than 3 professionals	0	Max = 3
	3 to 6 professionals	1	
	More than 6 professionals	2	
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 - 3	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 12	
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 4 sample projects	1	Max = 3
	4 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	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	
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 4 projects	0 - 3	
	4 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 Document F199-01 - PS Selection Rating Rubric . ** Leadership in Energy & Environmental Design administered by Green Business Certification Inc.™		Subtotal	

Notes:

Evaluator:

Name _____

Signature _____ Date _____