

# Request for Qualifications (Architect / Engineer)

## State of Ohio Standard Forms and Documents

**Administration of Project:** Local Higher Education

Project Name	<u>General Qualifications for Prequalification List of Professional Services</u>	Response Deadline	<u>Dec. 5, 2018</u>	<u>2:00 p.m.</u> local time
Project Location	<u>Columbus and Branch Campuses</u>	Project Number	<u>Varies</u>	
City / County	<u>Varies / Varies</u>	Project Manager	<u>Varies</u>	
Owner	<u>The Ohio State University</u>	Contracting Authority	<u>Local Higher Education</u>	
Delivery Method	<u>N/A</u>	Prevailing Wages	<u>State</u>	
No. of paper copies requested (stapled, not bound)	<u>0</u>	No. of electronic copies requested (PDF)	<u>1</u>	

Submit the Statements of Qualifications (Form F110-330) via email to [PreQual@osu.edu](mailto:PreQual@osu.edu). See Section D of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to [PreQual@osu.edu](mailto:PreQual@osu.edu) (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 purpose of this request is to solicit firms that are interested in professional service contracts for new construction and renovation projects that commence in calendar year 2019. **Professional service firms who were pre-qualified for calendar year 2018 must re-apply to this RFQ to maintain their pre-qualification status.** The Ohio State University is required to place qualified firms on the Architectural, Engineering and Special Consultant list of pre-qualified professional service firms to provide services for projects that are not advertised through the OFCC website.

Firms will be evaluated for qualification for specific disciplines and will be placed on one or more of the "List of Professionals" by discipline. Interested firms must submit **Form #F110-330**. There is no guarantee that any firm on The Ohio State University "List of Professionals" will be awarded a professional service contract as the result of the firm being on the list. **New this year, we are requesting submittals from Ohio firms only. Submit one form.**

Firms responding to this request must identify discipline(s) of professional services that they seek to be included in "List of Professionals" for contracts awarded through the QBS process. The disciplines (function codes) requiring professional services to be considered by The Ohio State University are limited to:

06 – Architect	39 – Landscape Architect
12 – Civil Engineer	42 – Mechanical Engineer
21 – Electrical Engineer	OSU-70 – Commissioning Agent
25 – Fire Protection Engineer	

#### B. Scope of Services

The Ohio State University will determine qualification of firms responding to this announcement pursuant to Ohio Revised Code Section 153.69. Those firms considered for a specific project will be requested to identify additional qualifications and availability of personnel, specific consultants, if any, and project approach for final ranking, and selection.

**Project Specific Submittal(s):** As Ohio State University determines the need for professional services, information will be provided to the shortlisted firms from the **pre-qualified** list, regarding the anticipated scope of services, project schedule, budget, location and evaluation criteria for selection and other appropriate information for firms to prepare for their interview.

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 <http://ofcc.ohio.gov>.

# Architect / Engineer Selection Rating Form

## State of Ohio Standard Forms and Documents

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### C. Evaluation Criteria for Selection

The Ohio State University will approve the firms that will be included on the **pre-qualified "List of Professionals" by Discipline** based on experience, expertise, capacity and resources to meet the anticipated needs for the area(s) of special expertise as indicated in its Statement of Qualifications.

For Project Specific Submittals firms illustrating experience and qualifications in specific disciplines will be further ranked as the University determines the need for services. These criteria may include the following items as well as other pertinent considerations.

- Proposer's previous experience (numbers of projects, sizes of projects) when working with its proposed consultants specifically related to previous work done at The Ohio State University and/or other Universities in the State of Ohio.
- Relevant past work of prospective firm's proposed consultants compatible with the proposed project.
- Past performance of prospective firm and its proposed consultants compatible with the proposed project.
- Design quality and demonstrated ability of prospective firm and its proposed consultants to provide design services which represent the University's *Design Guidelines for Buildings and Landscape* [buildings-landscape.pdf](#)
- Demonstrated success delivering projects in a timely and budget conscious environment under a pre-qualified "List of Professionals" setting
- Previous experience compatible with the proposed project (e.g., type, size, program).
- Qualifications and experience of individuals directly involved with the project.
- Proposer's apparent resources and capacity to meet the needs of the proposed project.

### D. Submittal Instructions

Response to this Request For Qualifications (RFQ): Firms must submit a fully completed Statement of Qualifications (SOQ) on the current Form #F110-330 available via the OFCC website at <http://ofcc.ohio.gov>. Do not modify this form with company logo or embellishments. Cover sheets or introductory letters are neither necessary nor desired. Clearly indicate on Part II the applicant's 9a function code(s) and 9b area(s) of discipline as described in Section A of this RFQ that is intended for the University's evaluation of the SOQ. Include your State of Ohio professional registration/certification number on Section 2a. Also, clearly state in Section 5b whether your firm is EDGE and/or MBE certified. Sections 10 and 11 are not required.

Electronic submittal should be one PDF file. Use the "print" feature of Adobe Acrobat or similar software for creating a PDF rather than using a scanner.