

# Request for Qualifications (Registered Design Professional\*)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Local Higher Education

|                  |  |                       |                               |                           |
|------------------|--|-----------------------|-------------------------------|---------------------------|
| Project Name     | <u>NEOMED Library Renovation</u>         | Response Deadline     | <u>3-16-2026</u>              | <u>2:00 PM</u> local time |
| Project Location | <u>NEOMED Rootstown Campus</u>           | Project Number        | <u>20260227</u>               |                           |
| City / County    | <u>Rootstown / Portage</u>               | Project Manager       | <u>Dale Hluch</u>             |                           |
| Owner            | <u>Northeast Ohio Medical University</u> | Contracting Authority | <u>Local Higher Education</u> |                           |
| Delivery Method  | <u>N/A</u>                               | Prevailing Wages      | <u>State</u>                  |                           |
| Publish Date     | <u>3/2/2026</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 Public Purchase at <http://www.publicpurchase.com>. See Section J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing on the Public Purchase Website at <http://www.publicpurchase.com>. Questions will be answered and posted to the Public Purchase site on a regular basis until one week before the response deadline.

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### Project Overview

#### A. Project Description

The purpose of this project is to replace the suspended ceilings, lighting, carpet, and wall finishes within NEOMED's medical library. The MEP work is based on a previous study that includes the extension of re-heat heating water from an adjacent attached building, install new VAV boxes, revise air distribution, rework the existing radiant heat system and provide new controls by integrating the new work into the existing BAS. The addition of the VAV boxes will replace the original 1976 Carrier Moduline diffusers. The lighting is to be replaced with LED troffers to match an adjacent study area.

A few additional walls are to be added to divide some rooms along with three (3) alternates for refreshing areas in contact with the main scope of work consisting of paint, carpet, suspended ceilings, LED lighting, and a few walls to create three (3) offices from one large room.

The selected design team will have experience in the design & construction administration of similar HVAC renovation/replacement projects.

#### 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.

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.

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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 with medical library function.
2. Experience with interior design as it relates to medical professionals learning.
3. Experience with HVAC upgrades as defined in the Project Overview.
4. Experience with budgeting and developing accurate project schedules for HVAC upgrades.
5. Experience with 3-D Modeling of MEP infrastructure to coordinate work.
6. Experience designing a project that was successfully constructed with Design & Engineering ERROR and Omission Change Orders less than 1% of total construction contract value.
7. Experience designing highly efficient systems.
8. Experience with renovations that require the space to continue operations.
9. Experience with managing the scope of the project from an owner's associate position.

### C. Estimated Budget / Funding

State Funding: \$0.00  
 Other Funding: \$1,000,000  
 Construction Cost: \$1,000,000  
 Total Project Cost: \$1,000,000

### D. Anticipated Schedule

Professional Services Start: 03 / 26  
 Construction Notice to Proceed: 06 / 26  
 Substantial Completion of all Work: 08 / 26  
 Professional Services Completed: 08 / 26

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

8% to 10%

### F. EDGE Participation Goal

Percent of initial Total A/E Fee: 0.0%

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: Mechanical-Electrical-Plumbing Eng.  
Structural Engineering  
Select Secondary Discipline  
Select Secondary Discipline  
Select Secondary Discipline  
Select Secondary Discipline  
Select Secondary Discipline  
Enter Secondary Discipline  
Enter Secondary Discipline

### 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.

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- 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>.

**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

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Project Name NEOMED Library Renovation Proposer Firm \_\_\_\_\_  
 Project Number TBD 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 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 \$500,000  | 2               |          |
|  | \$500,000 to \$1,000,000   | 1               |          |
|  | More than \$1,000,000  | 0               |          |
| c. Number of licensed professionals  | Less than 10 professionals   | 2               | Max = 3  |
|  | 10 to 20 professionals   | 3               |          |
|  | More than 20 professionals   | 1               |          |
| <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 - 5           |          |
| c. Technical staff   | Experience / ability of technical staff to create fully coordinated construction documents       | 0 - 10          |          |
| d. Construction administration staff   | Experience / ability of field representative to identify and solve issues during construction    | 0 - 5           |          |
| <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 3 sample projects  | 1               | Max = 3  |
|  | 3 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           |          |
| <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 3 projects   | 0 - 3           |          |
|  | 3 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 <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 \_\_\_\_\_