

# 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	Student Apartments Housing and Innovation Hub	Response Deadline	6-29-26	12:00pm	local time
Project Location	Northeast Ohio Medical University	Project Number	20260615		
City / County	Rootstown / Portage	Project Manager	Paul Hammond		
Owner	Northeast Ohio Medical University (NEOMED)	Contracting Authority	Local Higher Education		
Delivery Method	CM at Risk	Prevailing Wages	State		
Publish Date	6/15/2026				

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 the Public Purchase website at <https://www.publicpurchase.com/gems/browse/home>. See Section J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ to the Public Purchase website at <https://www.publicpurchase.com/gems/browse/home>. Questions will be answered and posted on the Public Purchase site on a regular basis until one week before response deadline. No phone calls please. Interested firms should refrain from contacting any other individuals or groups at the University.

### Project Overview

#### A. Project Description

Northeast Ohio Medical University (NEOMED), 4209 St Rt 44, PO Box 95, Rootstown, Ohio, 44272, requests interested firms to submit qualifications for Architecture and Engineering (A/E) services for Graduate Student Apartment Housing and First Floor Innovation Hub facility located on the Rootstown campus. The project site is located north of the Medical Office Building and east of The Village apartments.

Professional services are requested for programming, design and construction administration and related consulting services for this new facility. The building layout has been conceptualized from a recently completed master plan study. The 'L' shaped structure will be approximately 150,000 square feet including a basement level for mechanical and future programming. Key features of this facility include a first-floor innovation hub that will be an open area for collaborative programming by NEOMED. The additional four floors will be dedicated to 130 single unit apartments for graduate student housing. Each 500 sf unit will include furnished bedroom, bathroom, kitchen, living area, and washer-dryer.

NEOMED will separately procure and complete a geotechnical and soil borings testing of the proposed site during the A/E procurement process.

Pursuant to NEOMED's guidance, LEED Certification will be used as a design guidance for energy and environmental aspects. As such, those LEED strategies will be incorporated into the design of the project. Note – LEED Certification will not be pursued/submitted to USGBC.

All aspects of the project and related issues will be implemented and operated consistent with the Contracting Authority's and the Owner's policies and procedures.

Any additional scope for related work may be included at NEOMED's discretion.

# Request for Qualifications (Registered Design Professional) continued

## 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.

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 40 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 above 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. Experience with student apartment housing design in higher education settings.
2. Experience with architectural design and planning in higher education settings.
3. Experience with Construction Manager at Risk delivery method through the state of Ohio project administration and procurement process.
4. Experience with developing efficient space utilization and flow.
5. Experience as the lead A/E on similar public projects.
6. Ability to design project scope within budget in current market conditions.
7. Ability to design and manage construction in consideration of an active academic and multi-programmed campus.
8. Experience relating to planning, scheduling, and budget challenges and successes as result from Northeast Ohio winter weather conditions, long lead items, and unforeseen conditions.

## C. Estimated Budget / Funding

State Funding:	<u>\$0.00</u>
Other Funding:	<u>\$80,000,000.00</u>
Construction Cst:	<u>\$66,700,000.00</u>
Total Project Cst :	<u>\$80,000,000.00</u>

## D. Anticipated Schedule

Professional Services Start:	<u>08 / 26</u>
Construction Notice to Proceed:	<u>06 / 27</u>
Substantial Completion of all Work:	<u>03 / 29</u>
Professional Services Completed:	<u>07 / 29</u>

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

6.75% to 7.00%

## 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 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

## H. Additional Service Providers Required

Surveying

## Request for Qualifications (Registered Design Professional) continued

Secondary	<u>Engineering</u>	<u>Special Inspections (OBC)</u>
Disciplines:	<u>Structural Engineering</u>	<u>Quality Assurance Testing</u>
	<u>Mechanical-Electrical-Plumbing Eng.</u>	
	<u>Civil Engineering</u>	
	<u>Landscape Architecture</u>	
	<u>Fire Protection Engineering</u>	
	<u>Technology / Communications / Security</u>	
	<u>Interior / Loose Furnishings Design</u>	
	<u>Signage / Graphic Design</u>	
	<u>Enter Secondary Discipline</u>	

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 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

## Request for Qualifications (Registered Design Professional) continued

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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 NEOMED Student Apartment Housing and Innovation Hub Proposer Firm \_\_\_\_\_  
 Project Num 20260615 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 50 miles	5	
	50 miles to 150 miles	2	
	More than 150 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$1,000,000	2	
	\$1,000,000 to \$2,000,000	1	
	More than \$2,000,000	0	
c. Number of licensed professionals	Less than 5 professionals	0	Max
	5 to 20 professionals	2	
	More than 20 professionals	1	
<b>2. Primary Firm Qualifications (Minimum 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 - 10	
c. Technical staff	Experience / ability of technical staff to create fully coordinated construction documents	0 - 5	
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 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 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 & Environment Design administered by Green Business Certification Inc.™

<b>Subtotal</b>	
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Notes:

Evaluator:

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_