

# Request for Qualifications (Architect / Engineer)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Local Higher Education

|                                                    |                                           |                                                |                                |
|----------------------------------------------------|-------------------------------------------|------------------------------------------------|--------------------------------|
| Project Name                                       | <u>WSCC A&amp;S WINDOW &amp; HVAC</u>     | Response Deadline                              | <u>Sep 22 2025 1:00 pm EST</u> |
| Project Location                                   | <u>710 Colegate Dr.</u>                   | Project Number                                 | <u>WTC25-ASWH</u>              |
| City / County                                      | <u>Marietta / Washington</u>              | Project Manager                                | <u>Brandon Herb</u>            |
| Owner                                              | <u>Washington State Community College</u> | Contracting Authority                          | <u>Local Higher Education</u>  |
| Delivery Method                                    | <u>General Contracting</u>                | Prevailing Wages                               | <u>State</u>                   |
| No. of paper copies requested (stapled, not bound) | <u>0</u>                                  | No. of electronic copies requested on CD (PDF) | <u>1</u>                       |

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Brandon Herb at [bherb@wscc.edu](mailto:bherb@wscc.edu). See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Brandon Herb at [bherb@wscc.edu](mailto:bherb@wscc.edu) 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.

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### Project Overview

#### A. Project Description

Washington State Community College (WSCC) is issuing this Request for Qualifications ("RFQ") to evaluate design firms for the renovation of the Arts and Sciences Building on the WSCC campus. The project will focus on upgrading the building's HVAC systems with modernized controls to ensure efficiency and code compliance, while also addressing the replacement or repair of all existing windows to improve performance, comfort, and overall building sustainability.

#### B. Scope of Services

The selected Architect/Engineer (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 Architect/Engineer 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 OFC 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>.

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 consultants 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 evaluating and designing renovations to higher education teaching facilities.
2. Experience in designing HVAC systems in higher education facilities.
3. Experience with Washington State Community College.
4. Experience establishing and managing a project budget and schedule.
5. Experience with State of Ohio projects.
6. Experience with in-house cost estimating

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### C. Funding / Estimated Budget

|                    |                       |                                     |
|--------------------|-----------------------|-------------------------------------|
| Total Project Cost | <u>\$1,250,000.00</u> | State Funding <u>\$1,250,000.00</u> |
| Construction Cost  | <u>\$1,100,000.00</u> | Other Funding <u>\$0</u>            |
| Estimated A/E Fee  | <u>7.0% to 10.0%</u>  |                                     |

NOTE: The A/E fee percentage for this project includes all professional design services, and consultant services necessary for proper completion of the Basic Services for the successful completion of the project, including but not limited to: review and verification of the Program of Requirements provided by the Owner, validation of the existing building and systems, preparation of cost estimates and design schedules for the project. Fees may be negotiated and allocated for Additional Services (e.g., code-required special inspection and testing, Quality Assurance testing during the construction period, and testing due to unforeseen conditions).

### D. Services Required (see note below)

|           |                                    |
|-----------|------------------------------------|
| Primary   | <u>Architecture</u>                |
| Secondary | <u>HVAC Engineering</u>            |
|           | <u>Electrical Engineering</u>      |
|           | <u>Fire Protection Engineering</u> |
|           | <u>Cost Estimating</u>             |
|           | <u>Phasing Scheduling</u>          |

### E. Anticipated Schedule

|                                         |                |
|-----------------------------------------|----------------|
| Professional Services Start (mm/yy)     | <u>10 / 25</u> |
| Construction Stage Start (mm/yy)        | <u>12 / 25</u> |
| Construction Stage Completed (mm/yy)    | <u>05 / 26</u> |
| Professional Services Completed (mm/yy) | <u>06 / 26</u> |

### F. EDGE Participation Goal

|                                         |           |
|-----------------------------------------|-----------|
| Percent of <i>initial</i> TOTAL A/E Fee | <u>0%</u> |
|-----------------------------------------|-----------|

NOTE: The primary A/E shall be (1) a registered architect holding a license and certificate of authorization issued by the Ohio Architects Board pursuant to ORC Chapter 4703, (2) a landscape architect holding a license and certificate of authorization issued by the Ohio Landscape Architects Board pursuant to ORC Chapter 4703, or (3) a professional engineer or professional surveyor holding a license and certificate of authorization issued by the Ohio Engineers and Surveyors Board pursuant to ORC Chapter 4733.

### G. Evaluation Criteria for Selection

- Understanding of this project
- 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.
- 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.
- Experience with cost estimating.
- Previous history of legal issues on projects
- 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 and conduct meetings via video conference.

## **Request for Qualifications (Architect / Engineer) continued**

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### **H. Submittal Instructions**

Firms are required to submit the current version of Statement of Qualifications (Form F110-330) available via the OFCC website at <http://ofcc.ohio.gov>.

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.

Electronic submittals should be combined into one PDF file named with the project number listed on the RFQ and your firm's name. Use the "print" feature of Adobe Acrobat Professional or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Adobe Acrobat Professional, go to Advanced, then PDF Optimizer. Also, please label the CD and the CD cover with the project number and firm name.

Facsimile or e-mailed copies of the Statement of Qualifications will not be accepted.

Firms are requested to identify professional registrations, memberships and credentials including but not limited to: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, DBIA, CPE, CSI 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.

# Architect/Engineer Selection Rating Form

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Project Name WSCC A&S HVAC, Window Renovations Proposer Firm \_\_\_\_\_

Project Number WTC25-ASWH City, State, Zip \_\_\_\_\_

| Selection Criteria                                                     |                                                                                                    | Value           | Max Score  | Score |
|------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|-----------------|------------|-------|
| <b>1. Primary Firm Location, Workload and Size (Maximum 25 points)</b> |                                                                                                    |                 |            |       |
| a. Proximity of Firm to the project site                               | Less than 125 miles                                                                                | 5               | 5          |       |
|                                                                        | 125 miles to 250 miles                                                                             | 2               |            |       |
|                                                                        | More than 250 miles                                                                                | 0               |            |       |
| b. Ability to perform the work in the scheduled time frame             | Demonstrated availability of the project team and other commitments                                | 0-10            | 10         |       |
| c. Number of licensed professionals                                    | 1-3                                                                                                | 2               | 5          |       |
|                                                                        | 4-6                                                                                                | 3               |            |       |
|                                                                        | 7 or more                                                                                          | 5               |            |       |
| <b>2. Primary Firm Qualifications (Maximum 30 points)</b>              |                                                                                                    |                 |            |       |
| a. Project management lead                                             | Experience / ability of project manager to manage socpe / budget / schedule / quality              | 0-10            | 10         |       |
| b. Project design lead                                                 | Experience / creativity of the designer to achieve owner's vision and requirements                 | 0-5             | 5          |       |
| c. Cost Estimating and Scheduling Staff                                | Experience / Ability of Construction Staff to produce accurate cost estimates and phased schedules | 0-5             | 5          |       |
| d. Understanding of the project                                        | Understanding of the project and the ability to quickly progress into design development           | 0-10            | 10         |       |
| <b>3. Key Consultant Qualifications (Maximum 20 points)</b>            |                                                                                                    |                 |            |       |
| a. Key Discipline Leads                                                | Experience / Ability of key consultants to perform effectively                                     | 0-10            | 10         |       |
| b. Knowledge of key consultants of WSCC                                | Experience with WSCC                                                                               | 0-5             | 5          |       |
| <b>5. Overall Team Experience (Maximum 35 points)</b>                  |                                                                                                    |                 |            |       |
| a. Previous performance                                                | Past perfomance as indicated by letters of reference                                               | 0-10            | 10         |       |
| b. Experience with similar project types                               | less than 2 projects                                                                               | 0-3             | 10         |       |
|                                                                        | 2-4 projects                                                                                       | 4-6             |            |       |
|                                                                        | 5 or more projects                                                                                 | 7-10            |            |       |
| c. Budget and Schedule Management                                      | Performance in completing projects within original construction budget and schedule                | 0-5             | 5          |       |
| d. Experience with phased projects                                     | Performance in designing phased projects                                                           | 0-5             | 5          |       |
| e. Knowledge of Ohio Capital Improvements process                      | less than 2 projects                                                                               | 1               | 5          |       |
|                                                                        | 2-4 projects                                                                                       | 3               |            |       |
|                                                                        | 5 or more projects                                                                                 | 5               |            |       |
|                                                                        |                                                                                                    | <b>Subtotal</b> | <b>100</b> |       |

Evaluator

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date