

# 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	Stark Campus Central Chiller Plant Replacement	Response Deadline	October 30, 2025	12:00pm local time
Project Location	Kent State Stark Campus	Project Number	KSU-25S601	
City / County	Canton / Stark	Project Manager	Brian Ault	
Owner	Kent State University	Contracting Authority	Local Higher Education	
Delivery Method	General Contracting	Prevailing Wages	State	
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 all questions regarding this RFQ in writing to Brian Ault at [bault3@kent.edu](mailto:bault3@kent.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

The existing chilled water system located in the Campus Center Building at Kent State University Stark is over 20 years old and requires replacement to ensure reliable and efficient cooling for 6 buildings on the Stark Campus. The system contains two (2) 300-ton chillers and one (1) 400-ton chiller, each with an equivalently sized cooling tower, and operates as a Primary/Secondary system. The replacement equipment will be more energy efficient through direct equipment replacements and improved variable-speed pumping, valves and controls to ensure the most cost-effective production and delivery of the chilled water utility.

The existing central chilled water equipment is beyond its service life and is increasingly becoming difficult to maintain and source replacement parts, most specifically for the cooling towers. The existing equipment is no longer considered energy efficient and frequently has service reliability issues. The replacement of the central chilled water equipment will improve energy efficiency and savings by not only replacing antiquated equipment but also installing a controls system to more closely control and monitor system function in addition to addressing deferred maintenance associated with an aging system.

It is expected that the Central Chiller Plant Replacement project will be phased based on the available capital funding and prioritized against the most critical areas needing replacement in addition to equipment availability and lead times. This project will be funded through a combination of state capital and local funding.

#### B. Scope of Services

The selected A/E, as a portion of its required Scope of Services and prior to submitting their 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: 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.

# Request for Qualifications (Registered Design Professional) continued

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 design and operations of Central Chilled Water Plants
- 2. Experience with design and implementation of multi-phased projects
- 3. Experience with projects at Kent State University or Higher Education Campuses
- 4. Experience with hazardous materials abatement and environmental monitoring
- 5. Experience with procurement of long lead equipment
- 6. Experience using OAKS CI management system

**C. Estimated Budget / Funding**

State Funding:	<u>\$652,392.00</u>
Other Funding:	<u>\$800,000.00</u>
Construction Cost:	<u>\$1,120,000.00</u>
Total Project Cost:	<u>\$1,452,392.00</u>

**D. Anticipated Schedule**

Professional Services Start:	<u>11 / 25</u>
Construction Notice to Proceed:	<u>10 / 26</u>
Substantial Completion of all Work:	<u>04 / 27</u>
Professional Services Completed:	<u>05 / 27</u>

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

8% to 11%

**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:	<u>Engineering</u>
Secondary	<u></u>
Disciplines:	<u>Mechanical Engineering</u>
	<u>Plumbing Engineering</u>
	<u>Electrical Engineering</u>
	<u>Structural Engineering</u>
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**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.
- 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 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 Enterprise(s), 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* forms signed by both parties with its *Statement of Qualifications*.**

For all *Statements of Qualifications*, please identify the EDGE-certified Business Enterprises, 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 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 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. Provide the electronic submittal via <https://bidexpress.com>.

**Emailed pdfs of the *Statement of Qualifications* will not be accepted.**

**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 Stark Campus Central Chiller Plant Replacement Proposer Firm \_\_\_\_\_  
 Project Number KSU-25S601 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 100 miles	2	
	More than 100 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$50,000	2	
	\$50,000 to \$100,000	1	
	More than \$100,000	0	
c. Number of licensed professionals	Less than 2 professionals	1	Max = 3
	2 to 8 professionals	2	
	More than 8 professionals	3	
<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 - 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 2 sample projects	1	Max = 3
	2 to 4 sample projects	2	
	More than 4 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 6 projects	0 - 3	
	6 to 9 projects	4 - 6	
	More than 9 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 6 projects	0 - 1	
	6 to 9 projects	2 - 3	
	More than 9 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> . ** Leadership in Energy & Environmental Design administered by Green Business Certification Inc.™		<b>Subtotal</b>	

Notes:

Evaluator:

Name \_\_\_\_\_

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