



**FRANKLIN COUNTY  
CONVENTION FACILITIES  
AUTHORITY**

**COLUMBUS**

---

**REQUEST FOR QUALIFICATIONS:**

**Architectural and Engineering Design Services Pre-Qualification**

Issued: **April 24, 2025**

**Due: May 15, 2025**

Issued By:

Franklin County Convention Facilities Authority

400 North High Street, 4<sup>th</sup> Floor

Columbus, Ohio 43215

Phone: (614) 827-2800

Fax: (614) 827-2806

[www.meetusincolumbus.com](http://www.meetusincolumbus.com)

The Franklin County Convention Facilities Authority (the “FCCFA”) is seeking submittals of qualifications to pre-qualify architecture and engineering firms to provide professional design and engineering services for FCCFA capital projects with estimated professional design fees of \$50,000 or less. The FCCFA is seeking firms that have extensive experience overseeing a broad range of architectural and engineering projects.

## **BACKGROUND**

The FCCFA is the owner/developer of the Greater Columbus Convention Center (“GCCC”), the Hilton Columbus Downtown Hotel, Nationwide Arena, and six parking facilities; all located in downtown Columbus, Ohio. Established by the Franklin County Commissioners in July 1988 pursuant to Chapter 351 of the Ohio Revised Code, the FCCFA is a special governmental unit governed by an eleven-member board appointed by the Franklin County Commissioners, Mayor of Columbus, and suburban mayors.

As owner/developer, the FCCFA is responsible for the improvement, management, and successful operation of these facilities. In addition, the FCCFA is responsible for ensuring the continued success and growth of the convention business within the Greater Columbus community. Both responsibilities are directly linked to the FCCFA’s continued investment in and support of services, resources, facilities, and community projects that enhance the use and improvement of the convention center, hotel, arena, and parking garages.

## **Architectural/Engineering Services Pre-Qualification**

Through this RFQ the FCCFA seeks to pre-qualify architecture and engineering firms to provide professional design services for new construction, repair, renovation, and condition assessment projects with professional design fees of \$50,000 or less. Firms submitting a statement of qualifications in response to this RFQ will be eligible to be selected to provide professional design services for projects commencing between May 2025 and May 2026.

To maintain pre-qualification status, firms who were prequalified for 2024-2025 are required to provide submittals updating the firm’s information.

## **SCOPE OF SERVICES**

Required professional design services will vary depending upon the specific needs of the project. Generally, professional design services will include but not be limited to:

- Programming & Schematic Design Services – the pre-qualified firm may be asked to provide those services necessary to solidify the program and prepare documents consisting of drawings illustrating the general scope, scale, function, and relationship of project components for approval by the FCCFA. Engineering/design studies needed to support the proposed schematic design may also be required.

- Engineering/Design Development Services – the pre-qualified firm may be asked to provide those services necessary to prepare the approved schematic design documents, drawings and other documents detailing the size and character of each project, including architectural, structural, mechanical, and electrical systems, materials and such other elements as may be appropriate. The firm will assist with the development of cost estimates associated with the design/engineering documents as presented.
- Construction Document Services – the pre-qualified firm may be asked to provide those services necessary to prepare all construction documents consisting of drawings, specifications and other documents setting forth in detail the requirements for construction of each project. The firm may also be required to prepare all documents needed to bid and contract for the construction of each project.
- Construction Contract Administration Services – the pre-qualified firm may be asked to provide those services necessary for the administration of construction contracts. The firm will help oversee the implementation of each project and ensure that the project is constructed in a manner that meets all design/engineering specifications and requirements. The firm shall review the progress of work and assist the FCCFA in evaluating the work of all project contractors.
- Additional Services – the pre-qualified firm may be asked to provide additional services, including, but not limited to: completion of design and engineering studies required to develop a project program; facility and capital equipment condition assessments; interior design review and development; criteria architect services for design-build projects; real property civil surveys; commissioning services; construction materials testing services; and other consulting projects which may be required from time to time.

Potential projects may require the services of different engineering/design disciplines, including but not limited to civil, environmental, geotechnical, structural, electrical, fire protection, landscape, traffic, and mechanical engineering services. Firms should identify the discipline(s) for which they are best qualified to provide the requested services.

As used within this RFQ, professional design services, means services within the scope of practice of an architect or landscape architect registered under Chapter 4703 of the Ohio Revised Code, or a professional engineer or surveyor registered under Chapter 4733 of the Ohio Revised Code.

### **SELECTION PROCESS and EVALUATION CRITERIA**

The FCCFA will review, evaluate, and pre-qualify each Architect or Engineer (“Respondent”) that responds to this RFQ. The most qualified firm will then be selected for each project requiring professional design services with estimated design fees of \$50,000 or less. The FCCFA reserves the right to select one or more firm(s) depending upon the qualifications submitted and the requirements for the project. Pre-qualification does not guarantee that the Respondent will be selected by or engaged by the FCCFA for any future projects. The FCCFA does not require any

form of fee estimate, fee proposal, or other estimate or measure of compensation to pre-qualify firms.

Pre-qualified firms will be eligible to be engaged by the FCCFA to provide professional design services for projects commencing between May 2025 and May 2026.

In no particular order of priority, the criteria used for selection of pre-qualified firms to provide the required professional design services for each project will include, but not be limited to:

- Experience of the professionals that will work on the project;
- Scope and nature of the services the firm will provide;
- Availability of personnel, equipment, facilities, and other resources to perform the services within the required timeframe;
- Experience of the firm to complete design/engineering services as needed for each project as well as the firm’s demonstrated knowledge and understanding of essential requirements involved in providing the services requested;
- Proposed technical approach to providing professional design and engineering services; and
- Quality of references.

Pre-qualified firms considered for a specific project may be asked to identify additional qualifications and availability of personnel, specific consultants, if any, and project approach prior to contract award.

### **REQUIRED SUBMITTALS**

One original hard copy and one electronic copy of the submittal shall be delivered to the following addressee on or before **4:00 PM EST on May 15, 2025.**

Jordan Edmonds, In-House Counsel  
Franklin County Convention Facilities Authority  
400 North High Street, Fourth Floor  
Columbus, Ohio 43215  
Phone: (614) 827-2811

### **Submittal Content**

To enable the FCCFA to efficiently evaluate the submittals, Respondents should prepare their submittal on 8.5 x 11 paper utilizing the general format guidelines described below. Please feel free to include other materials, such as covers, table of contents, transmittal letter, appendices, brochures, etc., at your discretion.

Questions regarding this RFQ must be submitted in writing to Jordan Edmonds at [jedmonds@fccfa.org](mailto:jedmonds@fccfa.org) on or before close of business on May 2, 2025. Responses to all questions submitted before the deadline will be distributed to Respondents on record that have received a copy of this RFQ. Responses to questions will be distributed on or before May 6, 2025.

The following outlines the information to be included in the qualifications submitted by Respondents. This outline is not all-inclusive, and information may be added and organized as deemed necessary. Submittals are to be paginated and the section number, title of section, and each sub-part should also be identified.

### **Section I – Firm Description**

General information should include, but not be limited to:

1. The name, address, telephone number, fax and email address of an individual who will serve as the Respondent's point of contact for any questions or correspondence regarding the submittal and RFQ process.
2. A list of the disciplines the firm seeks to provide professional design services under.
3. A certification of accuracy provided by the highest ranking individual responsible for the Respondent's submittal.
4. Certification that Respondent has not, is not, and will not engage in discriminatory practices and is compliant with the nondiscrimination (DEI) policy set forth in the last section of this RFQ.
5. A summary highlighting why Respondent is uniquely qualified to successfully fulfill the requirements of this RFQ.

### **Section II – Approach and Schedule**

1. A description of the Respondent's approach to projects and how this approach will impact not only the implementation of the services requested in this RFQ, but the potential success of the projects described within this RFQ.
2. A discussion of how the Respondent controls the quality, design, budget, schedule, and construction of its projects. Provide information on control techniques used in prior projects and how these techniques proved to be beneficial. Discuss how the Respondent addresses deviations from design, schedule, and budget.

### **Section III – Profile & Organization**

The profile should include but not be limited to:

1. Information describing the Respondent's current organization, date of incorporation, ownership, corporate office, number of years in business, size of business, services offered, operating philosophy, number of employees and employee demographics.

2. If applicable, information describing any other participating Respondents' current organization, date of incorporation, ownership, corporate office, number of years in business, size of business, services offered, operating philosophy, number of employees and employee demographics.
3. Identify key team members and describe the services, roles, and responsibilities of each.

#### **Section IV – Resumes of Key Individuals**

Provide professional resumes and job descriptions of the key individuals that will be assigned to potential projects; describing each member's education, qualifications and experience providing professional design services.

#### **Section V – Experience**

Provide brief descriptions of projects that Respondent has participated in during the past five years that are similar in size, scope, and type to services referenced in this RFQ. The firm's role in each project should be clearly identified as well as the role of key team members. Information should include a description of services provided; examples of successful strategies implemented that improved the outcome of the project; and unique characteristics that made the project interesting or challenging. Include references for each project. References should include a contact person, address, phone number, and email. References should be prepared to be contacted by the FCCFA.

#### **Section VI – Other Requested Information**

To respond to this RFQ, Respondents should provide specific information describing the Respondent's understanding of required services for the project along with a description of any services not provided by the firm and any other pertinent information to the Respondent's work on future projects.

#### **ADDITIONAL INSTRUCTIONS, NOTIFICATIONS, AND INFORMATION**

FCCFA's Best Interest – the FCCFA reserves the sole right to (1) evaluate the qualifications submitted; (2) waive any irregularities therein; (3) select candidates for the submittal of more detailed qualifications; (4) accept any submittal or portion of a submittal; and/or (5) reject any or all responses to the RFQ, should it be deemed in the FCCFA's best interest to do so. This RFQ is not intended to be an offer, contract, obligation, or commitment of any kind. Pre-qualification does not guarantee that a Respondent will be selected to provide professional design services on any future projects.

Addenda and Modifications – Changes in the specifications or terms and conditions of this RFQ may be made in writing by the FCCFA prior to the required due date. Results of informal meetings or discussions between a Respondent and any FCCFA official may not be used as a basis for

deviations from the requirements contained within this RFQ and may subject the Respondent to immediate disqualification.

All addenda, amendments, and interpretations to this RFQ shall be in writing. Any amendment or interpretation that is not in writing shall not legally bind the FCCFA. Only information supplied by the FCCFA in this RFQ, or in connection with this RFQ, shall be used in preparing submittals. All contact that a Respondent may have had before or after receipt of this RFQ with any individuals, employees, or representatives of the FCCFA and any information that may have been read in any news media or seen or heard in any communications regarding this RFQ should be disregarded by Respondents in preparing responses to this RFQ.

Clarification – the FCCFA reserves the right to conduct discussions with Respondents who submit proposals, or statements of qualifications, for the purpose of clarifications or corrections regarding a submittal to ensure full understanding of, and responsiveness to, the requirements of this RFQ.

No Gratuities – Respondents shall not offer any gratuities, favors, or anything of monetary value to any official, director or employee of the FCCFA nor its advisors for any purpose or reason that could be construed as influencing the pre-qualification or selection process. Any attempt by a Respondent to influence the pre-qualification or selection process by any means, other than disclosure of qualifications and credentials through the proper channels, shall be grounds for exclusion from the pre-qualification and selection process.

No False Information – Respondents who provide false or misleading information, whether intentional or not, in any of the documents presented to the FCCFA for consideration in the pre-qualification process shall be excluded.

Conflicts of Interests – All Respondents must disclose, within their statement of qualifications, the name(s) of any officer, director, agents, or immediate family member (spouse, parent, sibling, child) who is also an employee of the FCCFA, ASM Global, Levy Restaurants or Hilton Worldwide or have a familial or business relationship with any FCCFA director. Further, all statements of qualifications must disclose the name of any FCCFA employees who own, either directly or indirectly, an interest of 10% or more in the Respondents or any of its affiliates or subcontractors.

Preparation Costs – Under no circumstances will the FCCFA be responsible for any costs incurred by anyone in (a) the submittal of qualifications, (b) in any subsequent follow-up to the submittal, (c) in any subsequent negotiations of a contract, or (d) in any other aspect of the effort to pre-qualify a Respondent or to select the most qualified Respondent to provide future services.

Confidentiality – To the extent permitted by law, the FCCFA will make reasonable efforts to safeguard the confidentiality of confidential information submitted in response to this RFQ, provided that the information is conspicuously marked “CONFIDENTIAL”. The FCCFA will not be required to defend any litigation seeking disclosure of confidential information. The FCCFA will

make reasonable efforts to notify a Respondent to give the Respondent opportunity to defend any request or litigation seeking disclosure.

Note that the wholesale use of headers/footers bearing designations such as “confidential”, “proprietary”, or “trade secret” on all or nearly all of a proposal is not acceptable and may be deemed by the FCCFA as a waiver of any exemption claim. The identification of exempt information must be sufficiently specific to allow for the FCCFA to identify the exempt data in responding to public records requests.

Public Records – Respondents are hereby notified that all proposals and qualifications, including without limitation, any and all information and documentation submitted therewith, will be available for public inspection, in compliance with Ohio Revised Code Section 149 and other applicable public records laws.

By submitting to the FCCFA a document that the Respondent designates as “confidential” or “trade secret”, the Respondent agrees that in the event a third party brings any action against the FCCFA or any of its officials or employees to obtain disclosure of the document, the Respondent will indemnify and hold harmless the FCCFA and any affected officials and employees from all costs, including attorneys’ fees incurred by or assessed against any defendant, of defending against such action. The Respondent also agrees that at the FCCFA’s request, the Respondent will intervene in such action and assume all responsibility for defending against it, and that the Respondent’s failure to do so will relieve the FCCFA of all further obligations to protect the confidentiality of the document. The FCCFA assumes no responsibility for disclosure or use of unmarked data for any purposes.

FCCFA Policies and Ordinances – Respondents should be aware of and therefore familiar with all pertinent ordinances and policies that will relate to contracting with the FCCFA. In the event of any inconsistency or conflict between the process of requirements set forth in this RFQ and FCCFA policies and ordinances, or other requirements of law, such policies, ordinances, or other requirements shall take precedence.

Right of Refusal – the FCCFA reserves the right to reject any proposal or statement of qualifications in which the Respondent takes exception to the terms and conditions of this RFQ, or fails to meet the terms and conditions of this RFQ, including but not limited to, the standards, specifications, and requirements specified in this RFQ.



## **DIVERSITY, EQUITY, AND INCLUSION (Non-Discrimination) POLICY**

Through the adoption of this Diversity, Equity, and Inclusion Policy (“DEI Policy”) the Franklin County Convention Facilities Authority (“FCCFA”) affirms its commitment to equal opportunity and non-discrimination in all aspects of its operations including, but not limited to, contracting and procurement, employee recruitment and selection, compensation and benefits, professional development and training, promotions, transfers, layoffs, and terminations. Pursuant to this DEI Policy the FCCFA will not participate in either active or passive unlawful discrimination of any type and will strive to maintain an open, diverse, and inclusive workplace for all employees, officers, contractors, and subcontractors.

It is the position of the FCCFA that discrimination of any kind based upon age, sex, race, color, religion, disability, national origin, genetic information, ethnicity, ancestry, sexual orientation, gender identity or expression, family or marital status, military or veteran status, or any other basis prohibited by the laws of the United States, the State of Ohio, or the City of Columbus (“Protected Status”) is prohibited. No person shall be unlawfully denied the benefit of, or otherwise be discriminated against in connection with their employment, the award or performance of any contract, or the modification of any contract or award.

The fundamental tenets of this DEI Policy are as follows:

- All Contractors shall have an equal opportunity to compete with respect to contracting and procurement activities of the FCCFA, regardless of age, sex, race, color, religion, disability, national origin, genetic information, ethnicity, ancestry, sexual orientation, gender identity or expression, family or marital status, military or veteran status, or any other Protected Status;
- No Contractor or FCCFA employee shall have engaged or shall engage in any kind of unlawful discrimination involving age, sex, race, color, religion, disability, national origin, ethnicity, ancestry, genetic information, sexual orientation, gender identity or expression, family or marital status, or any other Protected Status, whether or not such unlawful discrimination is related to the FCCFA or any contract with the FCCFA;
- The FCCFA and any Contractor seeking to do business with the FCCFA shall, whenever possible, craft bid specifications which enable MBE/WBE participation that is consistent with demographics for the City of Columbus;
- The FCCFA through its staff, facility management companies and other contractors will (i) monitor and provide periodic reports to the FCCFA Board of Directors regarding compliance by the FCCFA and its Contractors with this DEI Policy; (ii) collect and record information on the inclusion of minorities and women in their contracting, procurement, and workforce activities; and (iii) analyze data to evaluate the inclusion of minorities and women in the FCCFA’s contracting, procurement, and workforce activities. Specific reporting requirements shall include:

- Semi-annual diversity profile updates from all key service partners and facility management companies;
  - Documentation of contractor compliance with this DEI Policy in any recommendation of award presented to the FCCFA Board of Directors;
  - Monthly board reports describing MWBE participation rates for all ongoing construction projects.
- The FCCFA shall review this DEI Policy periodically to ensure that it effectively promotes and achieves diversity, equity, inclusion, non-discrimination, and equal opportunity in connection with the FCCFA’s operations, and all contracting and procurement activities; and
  - All Contractors and employees shall comply with this DEI Policy. A Contractor’s success or failure to comply with this DEI Policy will be a factor in any award of a contract to such Contractor. An employee’s success or failure to comply with this DEI Policy will be a factor considered in connection with any disciplinary measures or continued employment with FCCFA.

The FCCFA, through its staff, facility management companies and other contractors shall be responsible for implementing, monitoring, and evaluating this DEI Policy.

If the FCCFA determines that the objectives of this DEI Policy are not being achieved, the FCCFA Board of Directors may, in their discretion, direct the Executive Director to conduct further investigations into the reasons for not achieving such objectives.

This DEI Policy applies to all contracting and procurement activities of the FCCFA, including contracting for construction, professional and non-professional services and procurement of goods and supplies.

This DEI Policy shall be referenced in each bid and Request for Proposal or Qualifications document issued by the FCCFA. A Contractor’s failure to comply with this DEI Policy may result in (a) debarment from participation in future FCCFA contracting opportunities, (b) liability for breach of contract and (c) the enforcement of any other remedies available under the related contract or applicable law.