



**FRANKLIN COUNTY
CONVENTION FACILITIES
AUTHORITY**

COLUMBUS

REQUEST FOR QUALIFICATIONS:

**Architectural and Engineering Design Services for the Replacement of
The Greater Columbus Convention Center's North Facility Roof**

Issued: September 22, 2025

Due: October 13, 2025

Issued By:

Franklin County Convention Facilities Authority
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The Franklin County Convention Facilities Authority (the “FCCFA”) is seeking submittals of qualifications from architectural/engineering firms interested in providing design and engineering services for the replacement of the Greater Columbus Convention Center’s (“GCCC”) North Facility Roof. The FCCFA is seeking firms that have extensive experience overseeing the engineering, design, and construction of roof replacement projects similar in size and scope to the one described within this request for qualifications.

BACKGROUND

The FCCFA is the owner/developer of the Greater Columbus Convention Center, 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 of these facilities, the FCCFA is responsible for their improvement, management, and successful operation. 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 facilities.

North Facility Roof Replacement Project

Originally constructed in 1993 and with subsequent expansions in 2000 and 2017, significant portions of the GCCC’s North Facility Roof have reached the end of their useful life. In order to provide a safe, efficient, and clean facility for use by convention center clients, the FCCFA has determined that it is in the GCCC’s best interest to proceed with the roof replacement project. The North Facility roof consists of 38 low-sloped roof systems and spans the length of the GCCC’s exhibit halls, Union State Ballroom, Short North Ballroom, A-, B-, C-, and D-pod meeting rooms, prefunction spaces, and back of house spaces including mechanical rooms and loading docks.

Most of the roof systems are covered by PVC membranes. Rigid insulation and cover board are assumed to be located beneath the roof membranes. Twenty-seven of the roof systems were part of the original construction in 1993. Nine roof systems were added as part of the 2000 expansion and four roof systems were constructed as part of the 2017 expansion.



Following a successful roof replacement project at Nationwide Arena, the FCCFA is particularly interested in the use of a liquid applied roofing membrane for this project. The liquid applied membrane will reduce the need for significant tear-off and thus minimize impact on GCCC operations. The selected firm shall consider solutions capable of imitating the current roof colors and design aesthetic.

The FCCFA is also interested in opportunities for energy efficiency improvements, including the potential for roof-top solar.

The FCCFA anticipates that the roof replacement project will be phased over a period of 2 years commencing in May 2026. The project budget is estimated at \$20 million.

SCOPE OF SERVICES

The scope of services requested through this RFQ will be for the comprehensive completion of all design/engineering documents and services needed to complete the roof replacement project as described herein. Services will include but not be limited to:

- Programming & Schematic Design Services – in the schematic designs/engineering phase the firm shall 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. The firm shall complete any engineering/design studies needed to support the proposed schematic design.
- Engineering/Design Development Services – in the design/engineering development phase the firm shall provide those services necessary to prepare from the approved schematic design documents, drawings, and other documents detailing the size and character of the entire project, including architectural, structural, and 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 and engineering documents as presented.
- Construction Document Services – in the construction documents phase, the design team shall 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 the project. The firm shall also be required to prepare all documents needed to bid and contract for the construction of the project.
- Construction Contract Administration Services – the firm shall provide those services necessary for the administration of the construction contract. The firm will help oversee the implementation of the 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 contractors.

SELECTION PROCESS and EVALUATION CRITERIA

The FCCFA will review, evaluate and select an architectural/engineering firm (“Respondent”) that is deemed to be the most qualified, as determined by the criteria stated in this document. The FCCFA reserves the right to select one or more firm(s) depending upon the qualifications submitted and the requirements for the project. Evaluation will be made by members of the FCCFA staff with the FCCFA Board providing final approval. The FCCFA will review and evaluate all statements of qualifications and may short-list Respondents for interviews based upon the criteria listed below and requirements of law. The FCCFA does not require any form of fee estimate, fee proposal, or other estimate or measure of compensation prior to selection of the most qualified firm.

Upon completion of its review the FCCFA will rank no fewer than three Respondents considered to be most qualified (unless fewer than three qualified Respondents are available) and will enter into contract negotiations with the Respondent(s) considered to be most qualified.

In no particular order of priority, the criteria used for selection will include:

- 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 the services required for this project as well as the firm's demonstrated knowledge and understanding of essential requirements involved in providing such services with specific focus on previous projects utilizing a liquid applied membrane;
- Proposed technical approach to completing the project and potential schedule for completion of services; and
- Quality of references.

The anticipated timeline for selection/project completion is as follows:

RFQ Submittal Due: October 13, 2025

Short-list Interviews (if necessary): week of October 27, 2025

Selection of Most Qualified Firm: November 3, 2025

CFA Board Approval: November 18, 2025

Construction Start: May 1, 2026

REQUIRED SUBMITTALS

One original, seven paper copies, and one electronic copy of submittals shall be delivered to the following addressee on or before **Monday October 13, 2025**, by 4:00 p.m. EST.

Jordan Edmonds, In-House Counsel
Franklin County Convention Facilities Authority
400 North High Street, Fourth Floor
Columbus, Ohio 43215
Phone: (614) 827-2807

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 letters, appendices, brochures, etc., at your discretion.

Questions regarding this RFQ must be submitted in writing to Jordan Edmonds at jedmonds@fccfa.org on or before close of business on **October 3, 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 **October 7, 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 contact for any questions or correspondence regarding the submittal and RFQ process.
2. A certification of accuracy provided by the highest ranking individual responsible for the Respondent's submittal.
3. Certification that Respondent has not, is not, and will not engage in discriminatory practices and is compliant with the nondiscrimination policy set forth in the last section of this RFQ.
4. A summary highlighting why Respondent is uniquely qualified to successfully fulfill the requirements of this RFQ.

Section II – Approach and Schedule

1. Include a preliminary project schedule and proposed timeframe for completing the requested deliverables. FCCFA anticipates that the roof replacement project will be phased over a two-year period commencing in May 2026.
2. A description of the Respondent's approach to the project and how this approach will impact not only the implementation of the services requested in the RFQ, but the potential success of the project included in the RFQ. Identify possible challenges associated with the project described in the RFQ and discuss how these challenges will be addressed through the management of the project.
3. A discussion of how the Respondent will control the quality, budget, and schedule for the project.

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. Provide a description of the Respondent's proposed organization for the project. Identify key team members and describe the services, roles, and responsibilities of each. Discuss the relationship of key team members throughout the project. Information should be provided that describes the Respondent's current workload as well as outlines the availability of necessary personnel, equipment and resources needed to satisfy the requirements of this RFQ.

Section IV – Resumes of Key Individuals

Provide professional resumes and job descriptions of the key individuals that will be assigned to this project; describing each member's education, qualifications and experience completing similar roof replacement projects.

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 the project referenced in this RFQ. Specific attention should be paid to previous large-scale roof replacement projects and/or projects utilizing a liquid-applied roofing membrane. The firm's role in each project should be clearly identified as well as the role of the team members proposed for this project. Information should include a description of services provided; examples of successful strategies implemented that improved the outcome of the project; and unique characteristics of the project. 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 this project.

Respondents shall provide information pertaining to any outstanding legal actions or potential claims against the Respondent, including a brief description of the pending action. Respondent shall also provide a description of any settlements, or judgments, against the Respondent during the previous 5 years.

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.

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 or GCCC 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 selection process. Any attempt by the Respondent to influence the selection process by any means, other than disclosure of qualifications and credentials through the proper channels, shall be grounds for exclusion from the 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 selection 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 or Legends Global or have a familial or business relationship with any FCCFA director. Further, all statements of qualifications must disclose the name of any FCCFA or GCCC 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 select the most qualified Respondent.

Confidentiality – To the extent permitted by law, the FCCFA will make reasonable efforts to safeguard the confidentiality of confidential information submitted in response to the 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 after the award of the contract, in compliance with Ohio Revised Code 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 attorney’s 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 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.