



**REQUEST FOR QUALIFICATIONS**  
**FOR**  
**PROFESSIONAL SERVICES**

*Issued January 12, 2024*

*Responses due January 26, 2024 at 3 pm local time*

***1/12/2024: Responses are now due by February 2, 2024 at 3 pm local time***

The MetroHealth System departments of **Facility Management (FM)** and **Planning | Design | Construction (PDC)** are requesting Statement of Qualifications from professional service firms to provide services for architectural, engineering, and other specialty services as may be required to support MetroHealth Projects. The service period shall extend until April 30, 2025 (the “Service Period”).

Candidates whose submittals are accepted by MetroHealth will be placed on a list of Pre-Qualified Professionals for the Service Period (the “Pre-Qualified Professionals List”). Being on the Pre-Qualified Professionals List does **not** guarantee work. MetroHealth will be able to engage a Candidate on the Pre-Qualified Professionals List in its sole discretion if it identifies a need for a professional that matches the qualifications of a Candidate on the Pre-Qualified Professionals List.

This Request for Qualifications (RFQ) provides the instructions for submitting information to provide professional services, outlines the procedures and criteria by which the professional services firm will be selected, and identifies the principal contractual terms which MetroHealth proposes to govern any relationship between it and the selected firm. MetroHealth reserves the right, at its sole discretion, to modify these procedures, criteria, and/or terms.

### **History and Background of MetroHealth**

The MetroHealth System (MetroHealth) is one of the largest, most comprehensive health care providers in Northeast Ohio, serving the medical needs of the Greater Cleveland community since 1837. The System includes four hospitals, four emergency departments and more than 20 health centers which are conveniently located throughout Cuyahoga and surrounding counties, providing a wide range of primary care and specialty services.

The MetroHealth System is a County Hospital system accredited by The Joint Commission, organized and operated under Chapter 339 of the Ohio Revised Code.

#### **A. GENERAL INFORMATION**

1. All submittals for this RFQ are prepared solely at the Candidate’s expense.
2. MetroHealth does not obligate itself to accept any submittal. MetroHealth reserves the right to reject any and all submittals and will have no liability whatsoever to any Candidate whose submittal is not accepted.
3. Acceptance of a submittal shall not constitute any interim or final agreement between the Candidate and MetroHealth, and such acceptance will not be binding on MetroHealth

unless, and until, an agreement covering all conditions and provisions of the Work has been developed in writing, executed by both the successful Candidate and MetroHealth.

4. Candidates shall submit their qualifications for professional consulting services for facilities within The MetroHealth System. The variety of services to be engaged may include any listed within the following e-Builder link:

<https://app.e-builder.net/public/publicLanding.aspx?QS=cbd23064abc84a9fb2ce377fad9d11f6>

5. Upon identification of project needs, either the FM or PDC department will issue a scope of work from which the consultant with the appropriate experience shall be selected to submit a proposal. Such proposal shall identify proposed staff hours, related billable rates, and total proposed compensation. MetroHealth may elect to negotiate the proposed staff hours for the identified scope of work until there is mutual agreement. If mutual agreement cannot be reached, MetroHealth may elect to negotiate with another firm.

## **B. DEFINITIONS**

1. The “RFQ” is this Request for Qualifications.
2. The “Project” shall be defined within the individual project solicitations and engagements to be issued as needed.
3. The “Work” includes the services of the firm necessary to complete the Project according to the scope of work for the Project prepared by MetroHealth, and in concert with all designated MetroHealth stakeholders. The form of contract will be the AIA Document B104-2017, as modified by MetroHealth, AIA Document B133-2017, as modified by MetroHealth, or MetroHealth’s form of Agreement for Professional Services, in MetroHealth’s discretion, and all related documents, each of which may be edited and supplemented by MetroHealth as necessary.
4. The “Owner” is The MetroHealth System.
5. The “Candidate” is any firm, or combination of teaming firms, submitting a statement of qualifications in response to this RFQ.
6. The “Submittal” is the information submitted by the Candidate that contains its qualifications for consideration by MetroHealth.

## **C. SUBMITTAL CONTENT (paper hardcopy & PDF file) (please divide per tabs below:)**

### **File Name:**

Please label the pdf file with your company name as “**Company Name – 2024 PreQual**” .pdf Any other files uploaded into eBuilder will follow the same format using the ‘**Company Name**’ first in naming the file. See additional eBuilder instructions following the online link.

### **Tab 1 - Firm Information**

Provide a general description of the firm, and a brief history of the organization. Provide firm’s **primary** area of expertise. Separately, identify all other areas of expertise using the disciplines listed on the fill-in e-Builder link as a guide.

Identify the person within the firm who will be the primary contact.

Identify the firm's total number of in-house, full-time employees

Note if the firm is a national firm. If so, provide information on its headquarters location.

*Note: Please only provide projects and experience information limited to the firm's Ohio office.*

**Tab 2 - CAD/BIM practices**

As the consultant may be requested to use CAD and/or BIM technology to support and enhance the project objectives, explain your firm's current CAD/BIM practices and capabilities. MetroHealth is actively using Revit BIM software and has BIM protocols that will be used on all projects.

**Tab 3 - Statement of Qualifications**

Provide a statement of qualifications, similar in form to AIA Document B305 (latest edition), and other documentation as necessary to demonstrate the Candidate's financial responsibility.

**Tab 4 - Resumes**

Provide resumes of the individual professionals who may provide the proposed services. List their respective disciplines based on the fill-in e-Builder link.

**Tab 5 - References**

Provide a minimum of three relevant references, including company name, address, current telephone number and name and title of contact person. References shall represent the range and depth of the firms' experience in the proposed service areas.

**Tab 6 - Insurance**

Provide evidence of the firm's General and Professional Liability insurances, including a current sample insurance certificate which identifies the Insurance Carrier, Policy Number and Policy Limits. Include a claims history on claims made under the insurance policy for the past ten years. Litigation history, including any mediations or arbitrations, in which the firm has participated as a party related to providing the firms proposed services during the past ten years.

Provide a disclosure of all convictions or fines assessed against the Candidate firm or any of its officers or directors for violations of State or Federal Law.

**Tab 7 - Diversity Composition**

Provide evidence of the candidate's work force diversity and LBE, MBE, WBE, etc. status, if applicable. Fill in applicable fields within the e-Builder link.

**D. SUBMITTAL PROCESS AND DEADLINE**

1. The Candidate must submit **one (1) hard copy** and **one (1) electronic (PDF) copy** of its submittal per requirements of section C.

The one (1) printed **hard copy** of the submittal shall be delivered to:  
**MetroHealth Medical Center, Department of Planning | Design | Construction**  
**Suite SG-100, 2500 MetroHealth Drive, Cleveland, OH 44109.**

Plainly marked on the outside of the package shall include company name:  
**" COMPANY NAME - 2024 PROFESSIONAL SERVICES QUALIFICATIONS "**

*Each candidate is individually responsible to ensure that its submittal meets the delivery requirements of the designated delivery destination at the designated time.* Candidates shall **NOT** rely upon the use of any mail delivery service that will only provide a drop service at the loading dock or mail room.

2. All candidates are to also submit their electronic (PDF) RFQ Response via the online **e-Builder** link. “**e-Builder**” is the internet-based project management solution used by MetroHealth’s PDC Department. The link:

<https://app.e-builder.net/public/publicLanding.aspx?QS=cbd23064abc84a9fb2ce377fad9d11f6>

(If the link does not operate properly, copy and paste the link into an internet browser window.)

Please label the pdf uploaded into eBuilder as “**Company Name – 2024 PreQual**” .pdf

3. *All questions pertaining to this RFQ shall be submitted by email to the e-Builder address below no later than 3:00 p.m. on ~~January 23, 2024~~ **January 30, 2024** :*

[CM\\_OPs.QA1@docs.e-builder.net](mailto:CM_OPs.QA1@docs.e-builder.net)

All responses to substantive questions will be provided to all known proposers by email notification.

#### **E. CONSIDERATION OF SUBMITTALS**

1. The completeness and clarity of the Firm’s response to the requirements of this RFQ.
2. Documented and relevant experience in healthcare related projects.
3. Documented experience and qualifications of the firm’s proposed professional staff.
4. Special consideration may be given to firms with previous and positive experiences with MetroHealth.

#### **F. COMPENSATION**

1. Specific engagements may be negotiated on an hourly basis, to a maximum amount.
2. Consultant fees shall include compensation for the following cost items, each of which will be addressed during the negotiation of the fee and final agreement. Other cost items may also be considered.
  - a. Salaries or other compensation and benefits of the person or persons hired or employed by the consultant to perform the services either at the Project site or at the home office.

- b. All costs incident to the operation of the consultant principal office and other offices or facilities.
  - c. Profit and principal office overhead on the Project.
  - d. Costs paid or incurred by the consultant for taxes, insurance, contributions, assessments and benefits required by law, customary benefits, holidays, vacations, and pensions, where these costs are based on wages or salaries included in the billable rates.
  - e. Professional fees paid to attorneys, consultants, and design professionals, in connection with the Work, the preparation of the successful Candidate's proposal, the negotiation of the agreement between MetroHealth and the successful Candidate, and disputes.
  - f. Expenses authorized in writing and in advance by MetroHealth in connection with out-of-town travel.
  - g. The expense of overtime work requiring higher than regular rates.
  - h. The cost of policies for providing required insurance coverage for worker's compensation, general, and liability insurance(s).
3. The following cost items will be excluded from the consultant Fees and shall be paid as either reimbursable expenses or directly by MetroHealth. Reimbursable expenses shall be paid at 1.0 times actual cost. These items will be reviewed and finalized during the negotiation of the Fee to be paid to the consultant.
- a. Printing of Project documents and costs associated with distribution of same to bidders and copying and transmittal costs associated with Project documents and reports required pursuant to the Agreement;
  - b. Project permits and licenses.

#### **G. EEO POLICY**

MetroHealth will do business only with firms which provide for Equal Employment Opportunity.

#### **H. LOCAL BUSINESS / MINORITY BUSINESS / WOMEN BUSINESS ENTERPRISES**

1. The MetroHealth System wants to ensure that minority, women-owned, historically underutilized and other disadvantaged business enterprises, as well as local small businesses and their employees have a fair and reasonable opportunity to participate in MetroHealth's procurement activities.
2. Contractors, suppliers, and service providers are expected to make a Good Faith Effort to efficiently maximize the voluntary LBE, MBE, WBE, etc. participation. It is understood that participation by LBE, MBE, WBE, etc. is not possible for all elements of the project.
3. MetroHealth is committed to facilitate and promote the participation of LBE, MBE, WBE, etc. in all MetroHealth construction contracts, advance local economic revitalization, and achieve nondiscrimination in the award and administration of MetroHealth contracts.

4. MetroHealth recognizes diverse certifications by governmental certifying agencies such as but not limited to City of Cleveland; Cuyahoga County; Cuyahoga Metropolitan Housing Administration; State of Ohio MBE/EDGE; Department of Veterans Affairs; Federal Small Business Administration (SBA); Federal Small Disadvantaged Business (SDB); Federal Women-Owned Small Business (WOSB) concerns; as well as the National Gay and Lesbian Chamber of Commerce (NGLCC); National Minority Supplier Development Council; Northern Ohio Minority Supplier Development Council; and Women's Business Enterprises National Council (WBENC).

**I. REJECTION OF SUBMITTALS**

MetroHealth reserves the right to reject any, part of any, or all submittals received and to waive informality in any submittal.

**J. MODIFICATION OF CRITERIA, PROCEDURE, AND TERMS**

This RFQ sets forth the intent of MetroHealth as to the procedure and criteria by which the consultant firm will be selected and the proposed terms of the agreement between MetroHealth and the successful Candidate. Except as required by statute, MetroHealth reserves the right, in its sole discretion, to modify this procedure and criteria until an agreement between MetroHealth and a successful consultant is executed.

**K. CLARIFICATION AND SUPPLEMENTATION OF SUBMITTALS**

MetroHealth reserves the right, in its sole discretion, to have any Candidate clarify or supplement its submittal, including making such request through direct contact with the Candidate.

**END OF REQUEST FOR QUALIFICATIONS**