



**Request for Qualifications  
for  
Architectural and Engineering Services**

**PDC Project No. - CM 24.06**

**Beachwood Health Center  
Pain Management & Medical Specialties**

**at**

**3609 Park East Drive North Building – Floor 3  
Beachwood, Ohio 44122**

**Issued: May 5, 2025**

MetroHealth is seeking statements of qualifications for Architectural and Engineering (A&E) services as identified herein. Request for Qualification (RFQ) responses are due no later than **4:00 p.m. EST on May 16, 2025**, to the Planning Design Construction, Center for Campus Transformation, South Building, 2500 MetroHealth Drive, Cleveland, Ohio 44109

**I. Project Description**

MetroHealth is proposing a renovation of an existing clinic at our Beachwood Health Center. The newly renovated space will consist of a Pain Management procedure area and Various Medical Specialties. This renovation will include room modifications to existing physical spaces and MEP throughout.

This request is for A&E services from Construction Documents through construction administration and project closeout. Note: Schematic Design and Design Documents have been completed. DD's are attached for reference.

Program notes:

1. Project location address as listed.
2. Program is the re-design the existing Medical Specialties Clinic to include a new Pain Management clinic.
  - A. Total project Area approximately 11,609 ft<sup>2</sup>
3. Detailed program requirements will be validated by the successful candidate firm.
4. Program includes demolition and renovation (or new construction) within the defined project area.
5. If any work is within an existing building, rebalance HVAC system after completion of project.

6. A&E to include meetings with MH Planning, Design & Construction (PDC) and Administration Staff to confirm program details and requirements.
7. A&E to include meetings with MH Planning, Design & Construction (PDC), Stakeholders and Facilities Management to review design documents
8. A&E to complete construction documents up to (10) weeks of contract award.
9. Project construction duration to be determined.

The following guidelines apply to all affected areas:

- A. Materials and finishes will be selected from current MetroHealth standards. If applicable, specific colors and finishes to match existing adjacent areas.
- B. Existing mechanical, plumbing, electrical and structural systems shall be assessed and reworked as necessary to accommodate the new layout(s).

## **II. Scope of Services**

Provide due diligence necessary for biddable Construction Documents (CD), and Construction Administration Services in accordance with AIA B133- 2019, including, but not limited to, the following:

Due diligence and existing facility investigations:

- Review existing drawings and reports.
- Field verify actual conditions, including civil, mechanical, plumbing and electrical systems capacities and any special systems.
- Review current conditions and note any discrepancies between field surveys and provided record documents.
- Confirm existing Life Safety Plan conditions
- If applicable, existing conditions assessment and recommendations: The A&E shall make recommendations to MetroHealth for any necessary system testing to support a thorough space and building evaluation (e.g. air balance testing).

Construction Documents:

- Submit detailed estimate of probable construction costs for all work.
- Where phased construction is required, develop a phased construction schedule which accommodates the operational needs of the department(s).
- 50% CD review with Planning, Design & Construction and Facilities.
- 90% CD review with Planning, Design & Construction and Facilities.
- Confirm compliance with Life Safety Plans of the existing building(s).
- Design to applicable codes including:
  1. To the most applicable codes for FGI Guidelines for Hospitals and Outpatient Facilities
  2. Local and State Building Codes
  3. MetroHealth Design Standards
- Specifications: A&E will provide technical specifications. MetroHealth will provide front end and General Requirements.

Bidding and contract award:

- Timely submittal of plans to local authority(ies) having jurisdiction to support plan review and building permit process.
- Issuance of bid documents.
- Bid Analysis and recommendation

Construction administration, field Quality Control and closeout:

- Attendance at regular (weekly) job meetings, including field review of work for Quality Assurance, and compliance with contract documents.
- Prepare and distribute meeting minutes.
- Perform a first work inspection and regular, intermittent observations during the project, to confirm for MetroHealth that work is being installed in accordance with the plans and specifications
- Provide daily written reports for all observation days, specifically noting work progress observed, overall progress to date, safety observations, and quality control concerns. Daily reports shall include pictures for clarity of conditions noted.
- Manage the following:
  1. Schedules
  2. Submittals
  3. Scope review and pricing recommendations for all proposed changes.
  4. RFI's and responses
  5. Bulletins/Change Orders/Construction Change Directives
  6. Application for Payments
  7. Preparation and follow-thru for Punch Lists and Final Inspections.
  8. Certificate of Substantial Completion
  9. Closeout Document Review
  10. Project Record Documents – include Architectural and Engineering modifications of construction documents into as-built information for purposes of creating a record set of documents in PDF and AutoCAD formats.
- Eleven (11) month warranty walk-through with Owner and Prime Contractor(s).

### **III. Proposed Design Schedule**

The RFQ responses will be reviewed and a recommendation for award is anticipated to be completed within two weeks of submission. Construction Document completion shall commence immediately upon contract award.

### **IV. Reference Documents**

Visitor's Campus Map

## **V. Proposal Content**

To facilitate the review of the anticipated responses, each firm shall submit its information in one bound volume divided into two tabbed sections. **All content pages of the bound document shall be consecutively numbered.**

**Tab One** shall include the firm’s information submitted on State of Ohio “Statement of Qualifications” form F110-330, in accordance with the stated requirements. All references within form F110-330 to State projects or experiences shall herein be redefined to include “all public projects and clients”. Form F110-330 is available in a Microsoft Word version at <http://ofcc.ohio.gov/Documents.aspx>, selecting the “Documents” tab, then the “Forms” tab, and then the “Procurement” tab and choosing “Statement of Qualifications” under “Procurement Forms”. All contents included in Tab One shall be standard letter size, 8½”x11”. **All content pages shall be consecutively numbered.** The submittal response shall address the following specific criteria and present the information in the order identified within F110-330:

***Please note:** Candidate firms are requested to provide Part I pages 13-19 of 25 & Part II page 25 of 25 of form F110-330. Part I pages 20-24 of 25 are not required.*

**Section A – Contract Information** (Page 13 of 25)

**Section B – Firm Point of Contact**

**Section C – Proposed Team**

**Section D – Organizational Chart of Proposed Team** (Page 14 of 25)

**Section E – Resumes of Key Personnel Proposed for This Contract** (Page 15 of 25)

Be sure to indicate in the check box if the identified relevant project work was completed while employed by the candidate firm.

**Section F – Example Projects Which Best Illustrate Proposed Team’s Qualifications for This Contract** (Page 16 of 25)

1. Relevant Experience – provide a minimum of three project examples noting completed or in-process projects.
2. Provide project narrative overviews and statements regarding the relevance of each project to the proposed MetroHealth program.
3. Specifically identify the scope of services provided directly by the firm compared to services provided by subconsultants.

**Section F – Relevant Project Experience Matrix** (form page 17 of 23)

“Major Scope of Work Requirements” will be as noted below. Responses to be “Y” or “N”:

1. Healthcare project?
2. Behavioral Health Crisis Care Center project?
3. Other types of Lab experience?
4. MetroHealth project?

5. Renovation construction?
6. Project required ICRA /ISLM?
7. Project for a public entity?
8. Project within Cuyahoga County?
9. Project within the State of Ohio?

**Section G – Key Personnel Participation in Example Projects (Page 18 of 25)**

**Section H – Additional Information - Respond to each of the following: (Page 19 of 25)**

1. The proposer shall note whether or not its principal place of business is located in Cuyahoga County, Ohio.
2. Professional Liability Insurance: Provide evidence of current coverage
3. Judgments: Provide a list of all convictions or fines assessed against the Candidate firm or any of its officers or directors for violations of State or Federal Law.
4. Design schedule: Based on a timely notice of award, provide an estimated design completion schedule (in weeks) for biddable Construction Documents.
5. Authorized Representative:

Provide dated signature with printed name and title of authorized representative

**Tab Two** (optional) shall include supplemental information not already provided in Tab One which is conducive to highlighting the firm’s expertise relevant to the proposed work at MetroHealth. The contents included in Tab Two may be of any page size not to exceed ledger size, 11”x17”. **Content pages of Tab Two shall be consecutively numbered after Tab One.**

**VI. Proposal Delivery and Instructions**

A delivered **printed hardcopy submission** and an **electronic online submission** are required.

**Printed Hardcopy Submission:**

One (1) printed copy of the RFQ response shall be delivered to:

**The MetroHealth System  
Planning Design & Construction Department  
Suite SG – 100  
(Entrance off Southpoint Dr.)  
Cleveland, Ohio 44109-1998**

Plainly marked on the outside of the package shall be “**Beachwood Pain Management and Medical Specialties RFQ**”

*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 FedEx, UPS, or any other package or mail delivery service that will only provide a drop service at the loading dock or mail room.

**Electronic Online Submission:**

**An electronic PDF copy shall be uploaded to e-Builder per the following directions:**

All candidates are to submit their electronic (PDF) transmitted proposals through the online “e-Builder” Bidder Portal. “e-Builder” is the internet-based project management solution used by the MetroHealth Planning, Design & Construction Department. All candidates are required to submit their proposal as a recognized Bidder, by registering for an e-Builder username and password.

The e-Builder Bidder Portal can be accessed by the following link:

<https://gateway.app.e-builder.net/app/bidders/landing?accountid=441ecee5-1661-403e-9fcd-ba78a8aac5a1&projectid=c784df0e-15b4-4b03-b8eb-694fbff4d4aa&bidpackageid=7f01b4e4-7140-47e9-ab6b-475d9175967b>

**Questions:**

*All questions pertaining to this RFQ shall be submitted via the e-Builder Bidder Portal no later than 12:00 p.m. on April 28, 2025.* All responses to substantive questions will be provided to all known proposers by email notification from e-Builder.

MetroHealth will review all questions and determine whether any addenda should be issued as a result of any pertinent or substantive inquiries. Addenda will be issued and posted to eBuilder. The link to eBuilder can be found on MetroHealth’s Construction Management website. Responses will be posted three (3) business days before the date and time of submittal deadline. The identities of the candidates submitting questions will not be identified.

Candidate firms are not to rely on any oral instructions or answers. Oral responses affecting the information provided by the Candidate firm in its submittal will not be binding on MetroHealth, its employees, agents, or representatives.

- Candidates may visit the site, but there will not be any special meetings, tours or introductions. Visits will only be allowed from the general public’s perspective.
- MetroHealth reserves the right to reject any or all RFQ responses, to select any response as the basis for negotiation of a contract, and to exercise its discretion and apply its judgment with respect to any aspect of this request, the evaluation of responses, and the negotiation and award of any contract.

- MetroHealth assumes no responsibility, and no liability, for costs incurred in the preparation or submission of any RFQ response.
- By submission of a RFQ response, Consultant agrees to preserve the confidentiality of information of The MetroHealth System used by the consultant or to which it shall be granted access for purposes of preparing the response or in performance of work pursuant to any contract resulting from the response. Such information regarding MetroHealth shall be protected from disclosure by the consultant and access thereto shall be, limited to the consultant or those having a need therefore in performance of services to MetroHealth. Such information may not be disclosed to any other persons, or entities whatsoever without prior written consent of the MetroHealth or unless such information shall have become otherwise generally available, without fault of the consultant.
- If provided, any provided drawings are complimentary. They are provided for use in preparing a response for the requested service only. MetroHealth cannot guarantee their accuracy. If your firm is successful, full access will be given to drawings and the site for verification.

## **VII. Consultant Selection Criteria**

The following criteria will be used by the MetroHealth evaluation and selection committee:

- Responsiveness to this RFQ. Completeness of qualifications in responding to the information requested and in the designated format.
- Current and past experiences of the proposed firm and its identified personnel on projects of similar size, scope and complexity.
- Qualifications (including technical training and education) and relevant experience of the designated Project Manager and key personnel.
- Ability of the firm in terms of its workload and the availability of qualified personnel, company resources, and facilities to perform the required services competently and expeditiously. This includes the availability of the designated Project Manager to commence active engagement on the project.
- Demonstrated knowledge of the firm's ability to manage the project schedule and team activities in a timely manner.
- The firm's understanding of The MetroHealth System and strategies to complete the project's objectives as completely and effectively as possible.
- Relevant project and client references and evidence of successfully executing similar projects for the firm and designated project personnel, including subconsultants, for projects of a similar nature.

This RFQ sets forth the intent of MetroHealth as to the procedure and criteria by which the design firm will be selected. 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 design firm is executed.

MetroHealth reserves the right, in its sole discretion, to have any Candidate firm clarify or supplement its submittal, including making such request through direct contact with the Candidate firm. MetroHealth may hold discussions with individual firms to explore further the firm's statement of qualifications.

Any attempt to directly contact and/or influence any member of the Selection Committee, any MetroHealth Board Member, or any other senior MetroHealth management personnel with regard to this RFQ prior to the selection/decision will be grounds for disqualification.

Based on the identified criteria, MetroHealth will commence contract negotiations with the firm ranked most qualified to perform the required services at compensation determined in writing to be fair and reasonable to MetroHealth.

**End of Document**