

# COLUMBUS STATE

FACILITIES PLANNING,  
DESIGN & CONSTRUCTION

## RFQ Question and Answer List: On-Call Project Management Services

Below are the questions that have been received to date for the RFQ of the above referenced project:

1. *Will being part of this engagement preclude the respondents from pursuing any of the other projects at CSCC?*

**Answer:**

No. Companies will be eligible to pursue all projects, except those that will be led by their Project Managers.

2. *How will projects be assigned?*

**Answer:**

CSCC's intent is to align Project Managers skills and experience to the project scope. For instance, if the project is a lab renovation, then we will select a PM with strong technical skills and lab renovation experience.

3. *On page 4 in the first paragraph of Section E, an "or" statement is made with regard to the submission: "In response to his RFQ, we ask that you submit your Statement of Qualifications (SOQ) directly to Becky Fields at rfields26@csc.edu or by mail at Columbus State Community College." The RFQ then continues to discuss in person deliveries at the loading dock. What is the proper method to submit our SOQ?*

**Answer:**

Your submittal should include two (2) hard copies and one (1) electronic copy of your SOQ. You may email the electronic copy of your SOQ, but you will need to deliver the hard copies to the delivery dock at the Discovery Exchange Building, located at 283 Cleveland Avenue. Both the electronic and hard copies are due by 1:00 p.m. on August 13, 2021.

4. *For Section E in the requirements for proposers, we would like clarification whether the resume for each PMS representative also includes their experience (versus experience being included as a separate section). If so, then the total Section of 6a-6h are not to exceed 2 pages each?*

**Answer:**

Correct, Section E is modeled after the OFCC form F110-330, page 15.

5. *We noticed the use of OFCC regulations and templates, is OFCC involved in the procurement of this project or are OFCC documents only being used as standards to follow?*

**Answer:**

OFCC is not involved in the creation of this Pre-Qualifications List for Project Management Services, but we do use their forms, templates, and processes for all projects.

6. *Is this a 330 form submission?*

**Answer:**

CSCC is requesting the same level of detail requested on the OFCC's F110-330 Statement of Qualifications form. It may be easier to submit your credentials using this form, but it is not required.

7. *What size of projects do you envision the On-Call Project Management Services with encompass, small, medium, or large?*

**Answer:**

Projects are yet to be determined and will be varied in scale, scope, and budget. We anticipate that the projects will be medium to large.

8. *Is the initial project schedule (design & construction) determined within your department?*

**Answer:**

A conceptual schedule will be determined by CSCC. A detailed project schedule will be developed in partnership with the Project Manager leading the project.

9. *Can you clarify if the On-Call Project Management Services is similar to an Owner Agent role? The scope of services summary and itemized list of services gives the illusion that this role is more involved, almost like a CMA or CMR predesign services.*

**Answer:**

The intent of the On-Call Project Management list is to supplement our internal Project Management workload capacity. The scope of services will vary from project to project. We will be establishing a new Agreement (130-02) on each project so that the required scope of services and the extent of authority required to successfully deliver the project can be specifically outlined.

10. *Can you clarify your expectations of submission item #10 Sample Reporting – Program and project level?*

**Answer:**

If you have performed Project Management Services before, do you have any examples of the Program or Project Reports that you have provided to the Owner.

11. *Has CSCC developed a set fee schedule based on estimated project budgets for these services?*

**Answer:**

We have not and realize that smaller projects with smaller budgets will likely have a higher percentage of costs associated with the PM services as compared to a large project with larger budgets and longer durations. As each Agreement is negotiated, CSCC and the prospective PM will identify a detailed scope of services that aligns with the project. The intent is to fairly compensate for the scope of services identified in the earliest phases of a project while establishing terms upfront to address any other services that may be required to complete the project and become the justification for an Amendment.

**REMINDER: RFQ RESPONSE DEADLINE: August 13, 2021 by 1:00 p.m. local time.**