

**CUYAHOGA COMMUNITY COLLEGE  
REQUEST FOR PROFESSIONAL DESIGN SERVICES  
Ohio State Form F110--330**

**PROJECT NAME:** Campus Wide Roof Replacement  
Project No. C20261148  
**LOCATION:** Multiple Locations: West Campus, East Campus, Metro Campus,  
District Office

The Campus Wide Roof Replacement Project consists of:

1. District Administration Building Roof Replacement (Construction 2026)
2. Metro Campus Partial Roof Replacement on the Recreation Center Building (Construction 2027)
3. Metro Campus Full Roof Replacement on the Buildings and Grounds Building (Construction 2027)
4. West Campus Partial Roof Replacement on the Recreation Center Building (Construction 2027)
5. East Campus Partial Roof Replacement on the Student Services Building (Construction 2027)

**Scope of work for the College Wide Roof Replacement includes:**

The successful firm shall review the existing conditions to identify project design requirements and constraints associated with the existing roofs and appropriate scopes of replacement to fit the project budget and allow for further roof replacement in the future. The selected firm shall develop a roof design and specifications to meet College standards and coordinate with the College's roofing consultant on the design and extent of roofs to be replaced. Roof replacement will take place at 4 campuses, primarily focused on the areas above the gymnasiums to protect the recently installed hardwood floors. These three Recreation Center roof areas will be fully replaced as discrete roof sections within their respective larger building complexes.

All remaining roof areas outside of these defined sections are excluded from this RFQ and are considered out of scope. The Metro Buildings and Grounds building will consist of a full roof replacement. The District Administration Building will consist of a full roof replacement. The District Administration Building roof design has been previously completed – the selected firm will be responsible for review of the documents, stamping, submitting to the State for permit, and construction administration. Due to the CD's for this building being previously completed, this site is expected to start construction in 2026. The remaining 4 roofs will need to be fully designed with construction taking place during 2027.

The Drawings and Specifications will be developed to comply with the College's Design Standards. Work will be in accordance with all applicable local, state and federal statutes and regulations.

**PROFESSIONAL ENGINEERING & DESIGN SERVICES REQUIRED:**

The successful firm shall create complete Construction Drawings and Specifications required to perform the project as described above. All associated work — including, but not limited to, demolition, roofing, MEP penetrations/modifications, and coordination with adjacent building components that interface with or impact the roof system — shall be included in the Construction Drawings and Specifications. The Tri-C Campuses will be operational during construction. The Design Firm's services shall include (1) Review of Existing Site and Building Conditions; (2) Design Review Meetings to include Design Team, Plant Operations and Capital & Construction at 25%, 50%, 75% and 100%; (3) Construction Documents; (4) Bidding Services; (5) Construction Administration Services and (6) Project Close-out Services. The successful Proposer for these services shall be required to create the cost estimates at 50% design completion & 100% Construction Document utilizing current local market construction costs.

## **TENTATIVE SCHEDULE:**

DESIGN START DATE:	January 2026
DESIGN COMPLETION DATE:	August 2026
CMR SELECTION:	February 2026
CONSTRUCTION NOTICE TO PROCEED:	May 2026 (GMP1)
CONSTRUCTION NOTICE TO PROCEED:	May 2027 (GMP2)
CONSTRUCTION COMPLETION:	November 2027
PROFESSIONAL SERVICES COMPLETED:	December 2027

**TOTAL ESTIMATED PROJECT BUDGET: \$ 4,500,000**

## **CRITERIA FOR SELECTION OF DESIGN FIRM:**

Qualifications submittals will be reviewed and ranked by a committee established by the College. Selection criteria will include team's location; size of associate firm and consultants; qualifications of the associate firm and consultants; qualifications of the staff performing the work; availability of associate firm and consultants based upon current volume of active projects (not just State work); technical approach tailored to the Project; Committee's experience with the firms or individual team members; Team's current amount of contracted work with Tri-C and others. Proposed Consultant shall be accessible via electronic communications. Please list any of this information in Section H if it is not made clear on the F110-330 form. Information in addition to the F110-330 form may be provided.

## **ADDITIONAL REQUIREMENTS FOR PROPOSAL SUBMITTAL:**

1. Each submittal shall include an organizational chart that describes the relationships and responsibilities of each key team member listed in the proposal.
2. All projects whether scheduled for LEED certification or not will be designed using sustainable, high performance design principles as a standard of practice.
3. All projects are to be engineered to meet the requirements of Ohio House Bill 251, the Advanced Energy Law.
4. As part of Tri-C's efforts to become more sustainable, we are requiring that all submittals be recyclable or reusable.
  - a. Submittals shall be binder clipped, GBC bound or similar. No spiral binding or 3-ring binders.
  - b. The use of 100% recycled content paper for all proposals is encouraged.
5. This project will be administered using a modified version of the State of Ohio Standard Requirements for Public Facility Construction.
6. Tri-C, being a State of Ohio institution, will require permitting through the State, which will be the responsibility of the A/E to submit.

**Please forward 2 hard copies and 1 consolidated PDF on a USB drive of the entire statement of qualifications including the F110-330 forms to: Caleb Clark, Cuyahoga Community College, 700 Carnegie Avenue, Cleveland, OH 44115, Attention: Project No. 20261148, College Wide Roof Replacement RFQ.**

**Please contact Sean Beckett, [Sean.Beckett@tri-c.edu](mailto:Sean.Beckett@tri-c.edu) for project specific questions.**

**Deadline for acceptance of forms will be 12:00 PM, Friday, November 7, 2025.**

Call & Post	Weeks of: October 20
La Prensa	Weeks of: October 20