

REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL DESIGN SERVICES
LaBrae Local School District

The LaBrae Local School District Board of Education is requesting proposals for architectural and associated services related to the design for a proposed office and ingress/egress renovation project. The current estimated value of the project is \$100,000.00 and will include the following proposed components:

1. Remodeling and reconfiguration of building office space and adjacent facade at Bascom Elementary School to enhance security as visitors enter and exit the facility during normal school hours of operation. This building is located 1015 North Leavitt Rd., Leavittsburg, Ohio 44430.
2. Replacement of several outdated exterior access doors to Bascom Elementary School to further enhance security and safety.

The Board of Education is interested in working with a firm that has extensive experience in the design and construction and demolition of public school buildings as well as abatement procedures and compliance with environmental regulations. The Board will also place strong emphasis on the process used for the selection and assignment of a lead architect for this project. The Board is also interested in proposals for performing design services on both Projects, and for performing design services on each single project, i.e, the Board would hire more than one design services firm, and each would be assigned a separate project. Any proposal submitted should take this possibility into consideration.

If you are interested in being considered as an architect for this project, please submit a written statement to Carol J. Jones, Treasurer, LaBrae Local School District, 1001 North Leavitt Rd., Leavittsburg, OH 44430, by 4:00 p.m. on **March 8, 2019**. Please provide four (4) copies of your statement in a sealed envelope marked "Statement of Qualifications for Design Services". Submissions should be in strict response to the following questions and should not include additional promotional materials.

Note, if you are interested in being considered as a construction manager for this project, you will have an opportunity to respond to a separate RFP which will be distributed subsequent to the selection of a project architect if such services are determined necessary by the Board of Education.

This RFQ sets forth the intent of the Owner as to the procedure and criteria through which a Candidate will be selected but is not to be construed as setting forth specific terms of a contract between the Candidate and Owner. Except as required by statute, the Owner reserves the right in its sole discretion, to modify this procedure and criteria.

The Owner, through its duly authorized officials, reserves the right to reject any, part of, or all proposals and to waive any formality pertaining to any proposal, without the imposition of any form of liability. The companies whose proposals are not accepted will be notified after a binding agreement between the successful Candidate and the Owner is executed, or upon the Owner's rejection of all proposals.

Proposals will be evaluated based on your responses to the questions listed below and additional information provided. Emphasis will be placed on public school (preK-12) design experience, comprehensive service capacity, demonstrated design capability and history of service. Firms should

demonstrate: (1) competence of the professional design firm to perform the required services as indicated by technical training, education, and experience of both the firm and those individual employees who will be assigned to the project; (2) Ability of firm to handle the work load including the availability of key personnel, equipment and facilities; (3) Past performance of the firm as reflected by evaluations of previous clients with respect to such factors as control of cost, quality of work, and meeting deadlines.

Please provide answers to the following questions on a separate typed sheet. Responses should be concise and to the point, but should include the information necessary to communicate the information you desire.

1. Name of Firm:
Address:
Telephone Number:
Fax Number
Business Structure:
Contact Person:

Do you have more than one office? If so, which office will be assigned to work with our project?

2. How many years has the firm been doing business?
3. How many full-time staff members are employed by your firm? List by discipline and show their years of experience both in the field and with your firm.
4. How will your professional staff be assigned to our project? Will the Board be permitted to interview and have input in the selection of the lead project architect? Are you willing to make a contractual commitment to the specific lead architect identified by the Board? How will a new lead architect be assigned if the original lead architect should leave your firm? How many distinct projects will the lead architect be working on at any one time?

Please list the professionals you would anticipate assigning to this project? Identify the proposed project manager and other key staff members and their roles on the project.

5. Who are the consultants, if any, you will involve in our project? What is their experience working with your firm on projects of a similar nature?
6. Provide a brief history of the firm related to primary and secondary (preK-12) school planning and design work. Include dollar volume of new construction, renovation and addition projects for all public school projects in past 3 years.
7. Please provide examples of the site selection projects you have completed for any Ohio public school district. What is the process used to complete these projects?

8. Please provide examples of the Ohio public elementary and secondary building projects you have designed in the past 5 years. Include project name and location, scope, size, construction cost, key features if applicable, contact name and phone number.
9. Please list the Ohio public school renovation and addition projects you have completed in the past 5 years. Include the project name, location, scope and size. Also include a school district contact name and phone number for each project.
10. How will your firm interface with our staff, and involve the school district and community during the project process?
11. What is your previous experience working with the LaBrae Local School District?
12. What will your firm show us along the way to explain the project? Models? Drawings? Sketches?
13. What services does your firm provide during construction?
14. Provide an explanation of how construction administration is handled by your firm, specifically personnel, frequency of on-site visits, etc.
15. How do you handle change orders on your projects? What is the frequency of change orders on your public school projects?
16. What is your cost estimating methodology and approach?
17. What is your firm's track record with cost estimating? List your three most recently bid public school projects that would demonstrate your estimating capability. Explain any variations.
18. Specify your experience and services relative to pre-bond issue activities.
19. Relative to your ability to maintain relationships with your clients, please provide a list of the public school systems you are currently working for that you have worked with for at least 5 years. Include the length of the relationship, the number of projects you have completed for each client, a contact person and phone number.
20. What is your experience with integration of educational technology into new and existing buildings?
21. How do you integrate safety and surveillance considerations in the design and planning process?
22. What sets your firm apart from other architects with public school experience?
23. Does your firm have any open litigation pending against it at this time? How many suits have been filed against your firm in the past five years?