

**HUBER HEIGHTS CITY SCHOOL DISTRICT BOARD OF EDUCATION
REQUEST FOR QUALIFICATIONS
FOR DESIGN PROFESSIONAL SERVICES**

Dated July 23, 2021

Project Owner: Huber Heights City School District Board of Education

Project Name: Additions and Renovations Project

Project Location: Various locations throughout the District

Delivery Method: To be determined

Deadline to Submit Qualifications: **2:00 p.m.** local time, **August 2, 2021**

The Huber Heights City School District Board of Education (the "Owner"), is soliciting Statements of Qualifications ("SOQs") from qualified individuals or firms to provide Design Professional Services for its Additions and Renovations Project (the "Project"). The Owner anticipates that it will use a construction manager at risk delivery model for the construction of the Project but is also considering utilizing the general contractor delivery model.

Qualifications received may be retained in a file maintained by the Owner for design professional qualifications, unless the firm specifically requests not to be included in this file; each firm is requested to provide annual updates to the qualifications to keep them current. The file may be used for projects or design needs for which design fees are estimated to be less than \$50,000.

Submittals:

Interested individuals or firms must submit **1 hard copy and 1 electronic copy in PDF format** on CD-DVD or flash drive, of their SOQs, enclosed in a sealed envelope. The envelope shall be plainly marked on the outside "**HUBER HEIGHTS CITY SCHOOL DISTRICT BOARD OF EDUCATION – ADDITIONS AND RENOVATIONS PROJECT DESIGN PROFESSIONAL QUALIFICATIONS.**"

SOQs must be delivered to the following address, before the submittal deadline above:

Huber Heights City School District Board of Education
ATTN: Gary Doll, Director of Business Operations
5954 Longford Rd
Huber Heights, OH 45424

The Owner reserves the right to waive any defect or technicality in any SOQ received or to eliminate any firm that submits an incomplete or inadequate SOQ or that is not responsive to the requirements of this RFQ.

Questions, Clarifications and Addenda:

All questions concerning this RFQ shall be directed in writing via email to Gary Doll, Director of Business Operations, at gary.doll@myhhcs.org by **5pm, 2 days prior to the submittal deadline**. Questions will be reviewed, and the Owner will determine whether any addenda should be issued as a result of any pertinent or substantive inquiries. Addenda will be issued to all firms that have requested the RFQ for the Project. Firms shall not rely on any oral instructions or answers.

Project Description:

- A.** This Project is anticipated to utilize ESSER II and III funding to construct additions and renovations to various schools throughout the District. Currently the scope of work includes, but is not limited to, the following:
 - a. Four, 3,000 sf career tech lab spaces directly attached to Wayne High School. The specific lab programs will be decided in consultation with the ODE, local career tech center, and curriculum department.
 - b. 900 sf additions to provide six Makerspaces in five elementary schools and Wayne High School.
 - c. Two, 900 sf additions (2 story addition) to Rushmore Elementary School for educational access for students.
- B.** The Owner's estimated total budget for the project (including all construction costs and fees) is to be determined during the planning phase for the Project.
- C.** The Owner anticipates that the Design Professional will assist with planning and developing the program for the Project and participate in or lead meetings with the Owner's Board and staff and to the extent feasible, incorporate their input into the conceptual plans and design for the Project. Upon completion of planning, the Owner may enter into an agreement with the Architect to provide design services, including assisting with assessment of the Project site identified by the Owner, assisting with scheduling, evaluating potential operating costs, reviewing reports related to and advising on site testing and development, in addition to performing design and contract administration duties.
- D.** The Owner anticipates that the Design Professional will assist with developing the anticipated schedule for the Project. The schedule must comply with all federal funding requirements.

Qualifications:

Submittals should include the following:

1. Firm's History– Information about the firm's history (number of years in business, etc.).

2. Education & Technical Training/Experience – Identify your firm’s assigned team for the Project. Provide the education, technical training, and experience of the principal in charge of the Project and the Project Manager, as well as any other individuals assigned to the Project, and proposed consultants, if any. Detail the assigned team’s experience in providing substantially similar services (i.e., design services for similar facilities, additions to existing buildings, and specifically for any experience with the construction manager at risk delivery model) and describe the team’s experience working together on similar projects. Describe:
 - a. Experience, planned approach, and specific expertise in assisting with Project planning, Project site assessment/testing, and schedule development. Include the team’s experience leading and participating in meetings with the Owner to develop the program for the Project;
 - b. Approach to incorporating practical, tested, energy efficiency and sustainability features into similar projects that will enhance the design, be easy/economic to maintain and contribute to energy conservation and savings for the long-term maintenance and operations of systems for the Project;
 - c. Experience, approach, and specific expertise in planning for the use of space, technology, and systems that support Owner’s functions; and
 - d. Experience and approach to obtaining all applicable permits and governmental approvals, from the Authorities Having Jurisdiction, including but not limited to obtaining approval of building plans from the Authorities Having Jurisdiction, obtaining building, electrical, plumbing, and HVAC permits, as applicable.
3. Workload – Describe the current workload and availability of the firm and personnel assigned to the Project team, the available equipment and facilities, and the team’s ability to perform the required professional design services competently and expeditiously (i.e., are resources currently available or committed to other projects).
4. Proposed Schedule and Coordination of Design & Construction –
 - a. Proposed design phase milestones for completion of the Architect’s services including completion dates or durations in calendar days for programming, schematic design, design development and construction documents, as well as an anticipated timeline for the construction and close-out phases of the Project. Provide a detailed narrative demonstrating the firm’s ability to manage the Project schedule.
 - b. Describe the steps the firm will take to coordinate design and construction work on the Project with the Owner and Construction Manager at Risk with respect to scheduling the Project, maintaining the construction schedule, and close-out of each stage of the Project.

5. Past Performance based on References – Past performance as reflected in evaluations of previous and current clients for which the firm has provided or is providing similar services; please include a list of at least five (5) relevant projects involving similar services performed by the firm during the past five years. Include the following information for each project:
 - a. Project owner, name of project and location;
 - b. Brief description of the project, including size of project (e.g., square footage and number of stories) and project delivery model (e.g., general contractor, construction manager at risk, design-build, etc.);
 - c. The initial scheduled completion date and the actual date services were completed or the current anticipated completion date;
 - d. Construction budget, change order amounts, and actual construction cost;
 - e. Your firm's assigned team members for the project;
 - f. Other relevant information about the project and the firm's services; and
 - g. Reference contact person and phone number.
6. Past Performance with Owner – Describe the firm's past experience with the Owner, if any.
7. Proximity to the Site – The firm's location and proximity to the site for purposes of site visits and attending meetings with the Owner.
8. Project Estimates and Budget – The firm's procedures for:
 - a. Project budget development, including but not limited to, procedures for initial budget development with the Owner and the process for reviewing and evaluating the budget in coordination with the Construction Manager at Risk's cost estimates with the CMR and Owner at various stages of the design process; and
 - b. The firm's experience over the past five years with preparing or evaluating project estimates and construction costs, monitoring project costs, and completing a project within the initial budget with emphasis on any experience with construction manager at risk projects.
9. Unique Qualities and/or Expertise of the Assigned Team – Identify the unique competence, qualities, and/or expertise that set the firm's assigned team apart from other firms and teams as it relates to the required services for the Project. List a maximum of four specific and unique qualities that set your team apart from others in relation to this Project.
10. Professional Liability Insurance Coverage & Claims History – Include:
 - a. The coverage amounts and types of insurance coverage, particularly the firm's commercial general liability and professional liability limits;

- b. Specific information about any claims asserted against the firm or its professional liability carrier within the last five years, including the resolution of the claim(s);
 - c. Any statistics kept internally on change order history, project completion, and budget considerations, recognizing that each change order is unique as to its causes. The Owner is interested in information that will show consideration of budget requirements; and
 - d. Specific information about any claims asserted by the firm within the last five (5) years, including the resolution of the claim(s).
11. Construction Phase Services – The firm’s practices with respect to site visits and oversight of the Project. What amount of time is spent on average on site during construction? What is the background of the individuals who would be visiting the Project during construction? What documentation of such site visits is prepared and maintained?

Pre-Submittal Site Visit:

During the RFQ phase, Respondents may visit the site, after submitting a written request that is approved in advance. Such written request must be made by email to Gary Doll, Director of Business Operations, at gary.doll@myhhcs.org. Visits will only be allowed from the general public’s perspective. The Owner reserves the right to have a representative present.

Evaluation & Selection:

Firms submitting SOQs for the available contract will be evaluated and ranked in order of their qualifications, subject to the Owner’s absolute right to stop the process and refrain from entering into any contract. The individual project teams from select firms may be asked to meet with Owner representatives to present the firm’s qualifications and proposed approach for the Project before final ranking and selection is made. The individual team members that will be involved with the Project must attend such meeting.

Upon selection of the firm determined to be most qualified to provide the requested services for the Project, the Owner reserves the right to negotiate the price for services to be provided, with such firm. The Owner may negotiate an agreement for planning services and design services separately, at the Owner’s sole discretion.

Qualifications received may be retained in the file maintained by the Owner for design professional qualifications; each firm is requested to provide annual updates to the qualifications to keep them current.

EVALUATION SCORE SHEET FOR SELECTION OF ARCHITECT

Name of Project: Additions and Renovations Project

Name of Design Professional Firm: _____

Date: _____

Criteria		Points Possible	Score
1	Firm's History	10	
2	Education & Technical Training/Experience	10	
3	Workload	10	
4	Proposed Schedule /Coordination of Design & Construction	10	
5	Past Performance based on References	10	
6	Past Performance with Owner	10	
7	Proximity to the Site	5	
8	Project Estimates and Budget	10	
9	Unique Qualities and/or Expertise	15	
10	Professional Liability Insurance Coverage & Claims History	5	
11	Construction Phase Services	5	
TOTAL		100	_____

Evaluation Committee:

Printed Name

Signature
