REQUEST FOR QUALIFICATIONS
FOR PROFESSIONAL DESIGN SERVICES

The Board of Education of the Lakewood City School District, Ohio (the "Owner") in accordance with Ohio Revised Code Sections 153.65 through 153.71 is soliciting qualifications statements from professional design firms to provide professional design services ("Professional Design Services") in connection with the Project as described below.

I. Project Description

The Project consists of renovations and additions at Lakewood High School for the West Shore Career Technical District plus such additional and reasonably related improvements as may be deemed necessary by the Owner. The Project is supported with Career Technical Construction Program grant funding from the Ohio Facilities Construction Commission.

The Owner reserves the right to select one or more different construction delivery methods for the Project in any manner the Owner deems appropriate, which may include general contracting, multiple prime contracting, construction manager-at-risk and design-build.

II. Scope of Professional Design Services

The Professional Design Services may include but are not limited to: assessing the needs of Owner; programming; development of conceptual plans, specifications and design criteria; assisting the Owner in evaluating statements of qualifications and technical and pricing proposals of a construction manager at risk and/or design-builder (where those delivery methods are used); standard design and construction document phase services; cost estimating; bidding/negotiation/GMP proposal phase, construction phase (including site visits), closeout phase and post-closeout phase services; civil, structural, mechanical, electrical, plumbing, HVAC, fire protection, attendance at meetings, reporting, and such additional services as may be necessary or appropriate.

III. Evaluation Criteria for Selection

Statements of qualifications should separately describe the firm's capabilities to provide the Professional Design Services, and the statements of qualifications should include:

(a) a cover letter that provides the name, address and phone number of the office where the personnel assigned to the Project will be based and principal contact person;

(b) company overview including the number of years of existence, legal form of firm, location of home office, number of licensed professionals and general firm history;

(c) the technical training, education and experience of the firm's owners and key personnel who will be assigned to perform services on the Project;

(d) the technical training, education and experience of the firm's current staff;

(e) relevant past work and performance of the firm's prospective consultants and the firm's previous experience when working with its proposed consultants;

(f) the firm's experience in performing engineering studies and construction administration;

(g) availability of staff;

(h) the firm's equipment and facilities and the location, availability and accessibility of facilities and equipment to support staff activities on the Project;

(i) experience in new construction, renovations and additions;

(j) specification writing credentials and experience;

(k) experience with the design-build, construction manager-at-risk, general contracting and/or multiple prime contractor delivery methods and with working with a separately retained owner's representative;

(l) services that the firm typically performs in-house versus services that the firm typically performs through a consultant;

(m) the firm's record keeping, reporting, monitoring and other information management systems, including scheduling and cost control systems;

(n) any previous work performed in connection with the Owner or any other political subdivisions;

(o) the firm's experience with the governmental and quasi-governmental entities with jurisdiction over the Project and their requirements;

(p) proximity of the firm to the Project site;

(q) the firm's track record and ability to deliver a project on scope, on time and within budget; and

(r) other similar information.

IV. Questions and Inquiries

Questions regarding interpretation of the content of this Request for Qualifications must be directed by e-mail to:

Kent R. Zeman, CFO/Treasurer
Lakewood City School District
Email: kent.zeman@lakewoodcityschools.org

The subject line of the e-mail should clearly read "Request for Qualifications for Professional Design Services". No phone calls.

Answers to any questions shall be in writing and shall be posted on the Owner's webpage at:

https://www.lakewoodcityschools.org

The Owner will also endeavor to notify firms who are on record with the Owner as having received a copy of this Request for Qualifications when an update has been posted to the Owner's webpage. It is therefore imperative that firms provide full and accurate contact information to the Owner, including e-mail addresses, and updates will be deemed to have been validly given if emailed or otherwise furnished to each firm's contact person of record.

Notwithstanding the foregoing, all firms will be presumed to have actual knowledge of all information posted on the Owner's webpage relating to this Request for Qualifications, and firms shall not avail themselves of incomplete knowledge and/or lack of familiarity of this Request for Qualifications and any addenda thereto resulting from the firm's failure to register with and provide accurate contact information to the Owner and/or a firm's failure to check the Owner's webpage.

Interpretations, corrections and changes of the Request for Qualifications which are made in any manner other than a written addendum will not be binding.

Firms considering responding to this Request for Qualifications are strictly prohibited from communicating with any member of Owner's staff or representatives of the Owner except as set forth in this Part IV.

V. Submittal Instructions

Firms interested in being considered should submit one electronic copy of the firm's statement of qualifications by e-mail to:

Kent R. Zeman, CFO/Treasurer
Lakewood City School District
Email: kent.zeman@lakewoodcityschools.org

The subject line of the e-mail should clearly read "Statement of Qualifications for Professional Design Services".

Statements of qualifications must be submitted not later than 4:00 P.M., Eastern Time, on December 20, 2023. Statements of qualifications submitted after this date and time will not be accepted.

VI. Selection Process.

Responding firms will be evaluated separately and ranked in order of their qualifications. As part of this evaluation, the Owner may hold interviews with individual firms. The Owner expects to enter into contract negotiations with the firm ranked most qualified to perform the services needed. The Owner also reserves the right to enter into more than one contract for components of the Project rather than a single contract for the entire Project and to rank and select more than one firm to provide services for components of the Project rather than a single firm for the entire Project in any manner the Owner deems appropriate. Statements of qualifications received in response to this Request for Qualifications will be placed on file by the Owner, and firms submitting a statement of qualifications shall be deemed a pre-qualified firm for consideration for future projects of the Owner in accordance with Ohio Revised Code 153.71(A) provided that a pre-qualified firm is not guaranteed any work during the eligibility period.