

# Request For Qualifications for Professional Design Firm

The Board of Education of the **Fairport Harbor Exempted Village School District**, Ohio (the "Owner") in accordance with Ohio Revised Code Sections 153.65 through 153.71 intends to contract with a professional design firm for professional design services ("Professional Design Services") in connection with the Project as described below.

## I. Project Description

The Project entails:

- (i) Build an approximately "4,200 SF portion" (ELPP phase) of a new PK-12 School. The Owner is participating in the Ohio Facilities Construction Commission's (OFCC) Expedited Local Partnership Program (ELPP) for construction of "Phase One". The overall total PK-12 building is to be 116,126 SF for 753 students, with approximately 111,926 SF anticipated to be completed under the OFCC's Classroom Facilities Assistance Program (CFAP).

The total budget for this ELPP phase is approximately \$2,031,000 which is identified and anticipated to accommodate the music portion for the new PK-12 facility. The new facility is to be constructed on the south side of the existing site which currently features greenspace, drives, and parking. The students will remain in the existing facilities until the new school is completed.

Both permanent and temporary utility connections (electric, gas, water, storm and sewer) are anticipated to be needed to facilitate this portion of the project until CFAP can be implemented. It is expected that this ELPP phase be constructed as a stand-alone structure and be flexible to multi-purpose functions until the CFAP portion can be constructed. Due to the site constraints and uniqueness of this project, the A/E will be required to design the entire PK-12 School project through schematic design to ensure the constructability of Segment One as well as the entire Project. The timing for the district to enter the CFAP project program is unknown at this point in time, but is anticipated to be in the next few years. It is a possibility that the district may entire into CFAP prior to the beginning of construction of this ELPP phase.

The overall project includes allowances for Emergency Responder Radio Coverage System and Storm Shelter. Locally funded initiatives for the overall project include approximately 2,061 additional media center space for a shared school/public library, as well as costs to construct temporary utilities and associated non-cofunded expenses towards constructing Segment One.

The District has secured their local share of the entire PK-12 School, as well as local share of anticipated inflation for construction costs and LFI's through the successful passage of a November 2021 bond issue.

- (ii) Construction, equipping and improvement of additional school facilities as deemed necessary by the Owner.
- (iii) This project will follow LEEDv4 criteria.
- (iv) Project will be designed in accordance with the Ohio Schools Design Manual.

## **II. Scope of Professional Design Services**

The Professional Design Services may include but are not limited to: assessing current facilities; 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; standard design and construction document phase services; bidding/negotiation/GMP proposal phase, construction phase, closeout phase services; civil, structural, mechanical, electrical, plumbing, technology, sound and lighting, landscape design and engineering services; 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:

1. 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;
2. Company overview including the number of years in existence, legal form of firm, location of home office, number of licensed professionals and general firm history;
3. The technical training, education and experience of the firm's owners and key personnel who will be assigned to perform services on the Project;
4. The technical training, education and experience of the firm's current staff;
5. Experience with the Ohio Facilities Construction Commission (OFCC), and in particular with the Expedited Local Partnership Program (ELPP) and Classroom Facilities Assistance Program (CFAP);
6. Experience in designing elementary school - middle school-high school combination buildings for public school districts;
7. Experience with construction manager-at-risk delivery method for public school construction.
8. List five (5) projects relevant to this project's scope completed within the past five (5) years;
9. Any previous work performed in connection with the Owner;
10. Proximity of the firm to the Project site;
11. Other similar information.

In the event the firm proposes a joint venture with another firm, the firm's statement of qualifications should provide the same information with respect to the proposed joint venturer and its qualifications as the firm provides with respect to itself and its qualifications.

#### **IV. Questions and Inquiries**

Questions regarding interpretation of the content of this Request for Qualifications must be directed to: Sherry Williamson, Treasurer, Fairport Harbor Exempted Village School District, 329 Vine Street, Fairport Harbor, Ohio 44077, email: swilliamson@fhevs.org

Answers to any questions shall be in writing and distributed by email. 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 answers to questions are distributed. It is therefore imperative that firms provide full and accurate contact information to the Owner, including email addresses, and updates will be deemed to have been validly given if emailed or otherwise furnished to each firm's contact person of record. Interpretations, corrections and changes of the RFQ which are made in any manner other than a written addendum will not be binding. The name of the party submitting questions will not be identified in the answers.

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

#### **V. Submittal Instructions**

Firms interested in being considered should reply with one (1) PDF electronic copy via email not later than 12:00 Noon EST on **Thursday, December 16, 2021**. Statements of qualifications received after this date and time will not be accepted.

Statements of qualifications should be sent to the attention of:

Fairport Harbor Exempted Village School District

329 Vine Street

Fairport Harbor, Ohio 44077

Attention: Sherry Williamson, Treasurer

Email: swilliamson@fhevs.org

#### **VI. Selection Process**

Responding firms will be evaluated separately and ranked in order of their qualifications. As a part of this evaluation, the Owner will conduct interviews with individual firms. The Owner expects to enter into contract negotiations with the firm ranked most qualified to perform the services needed. Statements of qualifications received in response to this RFQ will be placed on file by the Owner.