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## PUBLIC ANNOUNCEMENT

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Perkins Local School District intends to contract for *professional engineering* services in connection with various HVAC projects throughout the district. Firms interested in being considered for a contract to provide the required services should reply with a statement of qualifications no later than 4:00 P.M. on *October 25<sup>th</sup>, 2024*. Statements received after this deadline will not be considered.

Statements of qualifications should include information regarding the firm's history; education and experience of owners and key technical personnel; the technical expertise of the firm's current staff; the firm's experience in performing engineering studies, design, construction administration and inspection; familiarity with the design-build process in Ohio; availability of staff; references; and any relevant previous work performed.

Statements of qualifications must be transmitted hard copy to:

*Perkins Local School District  
Attn: Mike Spafford  
3714 Campbell St., Suite B  
Sandusky, OH 44870*

Statements can be sent *in duplicate* via email to [mspafford@perkinsschools.org](mailto:mspafford@perkinsschools.org).

As required by Ohio Revised Code §153.65-73, responding firms will be evaluated and ranked in order of their qualifications. Following this evaluation, Perkins Local School District will enter into contract negotiations with the most highly qualified firm.

*Name of Project:* Perkins Local School District HVAC

*Location:* 3714 Campbell St., Sandusky, OH 44870

*Description:* Criteria Engineering services relative to the requirements as established by the Ohio Revised Code to assist the District with the Design-Build process. The District will be replacing the existing heating system, controls, air conditioning conversion/alternatives, and energy management in multiple buildings.

### Project Schedule

1. RFQ for Criteria Engineer: October 9<sup>th</sup> – October 25<sup>th</sup>
2. Criteria Engineer Selection: November 13<sup>th</sup>, 2024
3. RFQ for Design Build Services: November 14<sup>th</sup> – December 4<sup>th</sup>, 2024
4. Design Build Firm Selection: December 11<sup>th</sup>, 2024
5. Design to start: December 12<sup>th</sup>, 2024
6. Construction to start: anticipated April 2025
7. Construction completed: anticipated Spring 2026

**SAMPLE EVALUATION FORM**  
**CRITERIA ENGINEER STATEMENT OF QUALIFICATIONS**

Name of Project: \_\_\_\_\_

Name of Design Firm: \_\_\_\_\_

Name of Evaluator: \_\_\_\_\_

| Criteria   | Rating*       | Weight**      | Score                 |
|--|---------------|---------------|-----------------------|
| <b>1. Firm &amp; Individual Qualifications:</b>  |               |               |                       |
| Firm's Number of Years in Business               | _____ X _____ | _____ = _____ |                       |
| Firm's Background on Similar Projects            | _____ X _____ | _____ = _____ |                       |
| Firm's Current Personnel Experience              | _____ X _____ | _____ = _____ |                       |
|  |               | <b>TOTAL:</b> |                       |
|  |               |               |                       |
| <b>2. Capacity to Perform</b>                    |               |               |                       |
| Proximity to the Project Site                    | _____ X _____ | _____ = _____ |                       |
| Firm ability to meet the project schedule        | _____ X _____ | _____ = _____ |                       |
| Firm's expertise and experience                  | _____ X _____ | _____ = _____ |                       |
|  |               | <b>TOTAL:</b> |                       |
|  |               |               |                       |
| <b>3. References:</b>                            |               |               |                       |
| Quality of Design and Consultation Work          | _____ X _____ | _____ = _____ |                       |
| Technical innovation                             | _____ X _____ | _____ = _____ |                       |
| Meeting schedules and deadlines:                 | _____ X _____ | _____ = _____ |                       |
| Controlling costs and meeting budgets:           | _____ X _____ | _____ = _____ |                       |
| Communication and cooperation:                   | _____ X _____ | _____ = _____ |                       |
|  |               | <b>TOTAL:</b> |                       |
|  |               |               |                       |
| <b>4. Past Performance with Public Entities:</b> |               |               |                       |
| Work experience with similar projects            | _____ X _____ | _____ = _____ |                       |
| Work experience with Perkins LSD:                | _____ X _____ | _____ = _____ |                       |
|  |               | <b>TOTAL:</b> |                       |
|  |               |               | <b>OVERALL SCORE:</b> |

\* 1 = POOR, 2 = FAIR, 3 = GOOD, 4 = EXCELLENT, 5 = SUPERIOR

\*\* WEIGHTING FACTORS ARE AT THE DISCRETION OF THE ENTITY