

DATE: DATE

TO: ARCHITECTURAL FIRM REPRESENTATIVE

FROM: CHRIS COAD, DIRECTOR OF BUSINESS SERVICES

RE: REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL /ENGINEERING SERVICES

The Brecksville-Broadview Heights Board of Education invites qualified architectural/engineering firms to submit a statement of qualifications for architectural design/engineering services in support of potential new construction, renovations and/or modifications to existing facilities. Although the full scope of the project has not been determined, the project may consist of renovation/expansion of the existing facilities in the district and/or the construction of new facilities. Contingent on the quality of services provided during the planning period and the passage of a bond issue, the Brecksville-Broadview Heights Board of Education may contract with the selected architectural firm for professional services for the project(s).

Architectural firms interested in being considered for a contract to provide the required services should reply with a proposal no later than 12:00 Noon on Friday, December 16, 2016. Proposals received after this deadline may not be considered.

Requirements for the proposal accompany this document and questions and/or clarifications may be directed by phone, email, in writing or by fax to:

Brecksville-Broadview Heights City School District
Chris Coad, Director of Business Services
6638 Mill Road
Brecksville, OH 44141
Phone: 440-740-4015
Fax: 440-740-4004
Email: coadc@bbhcsd.org

Proposals should be transmitted to: Chris Coad, Director of Business Services, Brecksville-Broadview Heights City School District, 6638 Mill Road, Brecksville, OH 44141.

The district will evaluate the statements of qualifications submitted, select and rank the firms in compliance with Ohio Revised Code section 153.65-71. Selected and ranked candidates may be invited to make a presentation.

Request for Qualifications for Architectural/Engineering Services Public Announcement

The Brecksville-Broadview Heights Board of Education invites qualified firms to submit a statement of qualifications for architectural design/engineering services in support of potential new construction, renovations and/or modifications to existing facilities. Although the full scope of the project has not been determined, the project may consist of renovation, expansion of the existing school district facilities and/or the construction of new facilities. Architectural firms interested in being considered for a contract to provide the required services should reply with a proposal **no later than 12:00 Noon on Friday, December 16, 2016. Proposals received after this deadline may not be considered.**

Requirements of the proposals are stated below. Questions and/or clarifications may be requested by phone, email, in writing or by fax to:

Chris Coad
Director of Business Services
Brecksville-Broadview Heights City School District
6638 Mill Road
Brecksville, OH 44141
Phone: 440-740-4015
Fax: 440-740-4004
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Request for Qualifications for Architectural Services

The Brecksville-Broadview Heights City School District intends to contract for district-wide planning and architectural services. Services to include:

1. Review of the Brecksville-Broadview Heights City School 2013 and 2016 Facility Master Plans to include all existing structure and sites conditions.
2. Collaboration with Ohio Facilities Construction Commission throughout the Expedited Local Partnership Program evaluation and implementation process.
3. Evaluation of critical building components within each facility including but not limited to building envelop, physical plant, educational spaces and site development improvements to include: short and long-term needs, associated costs for capital projects and potential new building needs.
4. Development of facilities plan in alignment with curriculum guideline and standards.
5. Development of facility plans in alignment with enrollment projections.
6. Move plans forward inclusive of short and long-term building and physical plant needs to meet education and community expectations which will limit the current tax burden of the community and position the school district to operate more effectively in the future.

7. Support the community engagement process, assist with media and community relations and develop and provide presentation materials.
8. Contingent on the quality of services provided during the project planning period and the passage of a bond issue, the Board of Education may contract with the selected architectural firm for professional services for the project(s).

Firms wishing to submit their qualifications shall include the following minimum information:

- Executive Summary to include firm description and history.
- Staff qualifications including staff assignments with resumes of key personnel who most likely will be directly involved in providing services to the school district. Total firm staffing is to be broken down by discipline including the number of licensed staff by discipline and reflect technical training, education and experience.
- Specific qualifications of the project manager including a listing of his/her recent master plan, community engagement, construction and renovation experience.
- Listing of in-house design and engineering disciplines with specific reference to educational facilities experience.
- Listing of not less than five (5) master plan documents completed within the last five (10) years that were carried through to the opening of new school buildings.
- References including at least five (5) school administrators that the submitting firm has worked for within the last five (5) years.
- Listing of the firm's experience in Ohio K-12 projects, including district names, contact person, project costs and completion dates. Please include at least three (3) projects that range from \$20 to \$50 million in size.
- Listing of current and projected projects, current phases of work, construction value and required staff for each project. Discuss the firm's ability to provide staff and services for this project in light of the firm's other current and projected projects.
- Statement outlining the firm's ability to support a process to gain consensus and engage the community. Specific examples of community engagement work and programs are required.
- Include a summary of your firm's typical services and support materials provided as part of prior bond issues.
- Overall educational facilities design experience.
- Identify your professional liability insurance limits and name of carrier.
- In the event the firm proposes a joint venture with other design firms, or to retain a consultant or subcontractor to perform a portion of the required services, the firm's proposal should provide the same information with respect to the proposed joint venture, consultant or subcontractor and its qualifications as the firm provides with respect to itself and its qualifications.

Due to the size and scope of the Project, the Board reserves the right to select one firm or more than one firm to provide services for the Project or portions thereof in any manner the Board deems appropriate.

Submitting firms shall include four (5) complete copies of their Statement of Qualifications by noon Friday, December 16, 2016 to:

Chris Coad, Director of Business Services
Brecksville-Broadview Heights City School District
6638 Mill Road
Brecksville, OH 44141