

WADSWORTH CITY SCHOOL DISTRICT
REQUEST FOR QUALIFICATIONS
FOR DESIGN PROFESSIONAL SERVICES – SMALL PROJECTS

Dated March 3, 2025

Project Owner: Wadsworth City School District
Project Name: Design Professional Pre-Qualification List – Small Projects
Project Location: All District Facilities
Delivery Method: Various
Response Deadline: March 31, 2025; 4:00 P.M.

Please submit all responses electronically by email to: ahill@wadsworthschools.org

Please submit all questions regarding this RFQ in writing, via electronic mail to: ahill@wadsworthschools.org (no phone calls please).

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Project Description

The Wadsworth City School District (the “District”) is soliciting Statements of Qualifications from qualified individuals and firms to provide Design Professional Services to the District for small projects that are not advertised with project specific proposals or when there is an urgent necessity. This pre-qualification process will determine the list of eligible firms from whom the District will choose to award contracts for design professional services for the period covering April 1, 2025 – April 1, 2026.

Services will be those needed to support the District’s needs for design services on small projects, studies or criteria architects for design build projects or specialized tasks where the design fees are estimated to be between \$25,000 - \$50,000, or in cases of urgent necessity. The number of pre-qualified firms selected through this process is within the District’s sole discretion. If a firm is pre-qualified, that will mean that firm is eligible for the award of contracts, but there is no guarantee that any firm will be awarded any work, or receive any contract within the relevant time period. Firms who submit by the deadline will be notified if they have met the criteria to pre-qualify. Any individual or firm who is notified that they have not met the criteria will have the opportunity to re-submit their qualifications.

The District also reserves the right to go outside the pool of pre-qualified firms in its discretion and utilize any legally permitted method to select a design professional firm for any particular

project or assignment. Each firm is asked to provide annual updates to its qualifications to keep them current. Although there is a response deadline listed above, the District will accept RFQ responses on a rolling basis and if the firms are determined to meet the criteria to pre-qualify they will be so notified and have their credentials added to the file of pre-qualified firms.

Scope of Services

Professional Design Services being procured under this RFQ could include, but are not necessarily limited to, those related to repair and maintenance projects, new construction, criteria architect services for design-build projects, program of requirements, architectural studies, prototype building design, preparing of bidding and construction documents for small projects, cost estimating, pre-construction/pre-design investigation, code reviews of existing facilities, site testing and evaluation, and building inspections.

Services will be provided pursuant to a written agreement which will follow all requirements of the Ohio Revised Code and prevailing industry standards and best practices. The scope of work and schedule along with other project specific details will be described in the contract.

As a project is identified for professional design services, the District may notify one or more of the eligible firms of the project, provide additional details, and request a fee proposal. The District may also select a single firm from the pre-qualified pool for a specific project with or without requesting a fee proposal. The District will initiate contract negotiations with the selected individual or firm considering the following objectives:

- Ensuring that the firm and the District have a mutual understanding of the essential requirements involved in providing the required services
- Determining that the firm will make available the necessary personnel, equipment, and facilities to perform the services within the required time
- Agreeing upon compensation that is fair and reasonable, taking into account the estimated value, scope, complexity and nature of the services.

Once a firm is selected, and to the extent set forth in the agreement, the firm will be expected to provide the following categories of services: program verification, schematic design, design development, construction document preparation, bid and award support, conformed documents, construction administration, post-construction close out and any other additional or supplemental services.

Evaluation Criteria for Selection

Statements of qualifications must include information regarding the following evaluation criteria, which the School District will use to determine competence to perform the required professional design services as indicated by the technical training, education, and experience of the firm's personnel, especially the technical training, education, and experience of the employees within the firm who would be assigned to perform the services:

1. Firm background and history, including proximity to the District's facilities
2. Qualifications and experience of individual team members, including sub-consultants if known
3. Specific experience with school facility construction using the various legally permitted delivery methods highlighting past performance success
4. Previous experience with projects for Wadsworth City Schools
5. Firm resources and ability to meet the needs of the District
6. Professional Liability Insurance Coverage & Claims History – include a statement of your coverage types and amounts, and a brief statement of any professional liability claims asserted against your firm within the past 5 years including a statement of whether/how the claim was resolved.
7. Professional References – please provide up to 5 relevant public projects that you performed within the past few years including a brief description and a reference contact person.
8. Unique qualifications, experience or expertise that distinguish your firm to the extent not captured in response to any of the previous categories.

Once a firm has submitted its response, the District will evaluate the criteria and determine if the firm pre-qualifies. When the District desires to hire a firm from the list of pre-qualified firms it will select the firm it deems most qualified for the particular project at hand.

Submittal Instructions

Firms are required to submit their responses into one combined PDF file identifying this RFQ in the file name. Use the "print" feature of Adobe or similar software to create the PDF instead of using a scanner. Once you email your response, the District will acknowledge receipt and the ability to read it within 24 hours. If you do not receive an acknowledgement please follow up.

Firms should submit responses independent of other firms. No teams. Please submit only one response per firm regardless of the number of disciplines within the firm. If your firm is submitting on more than one discipline, please clearly identify in and provide your response on all disciplines for which you want to be considered.

Do not include any fee proposals with your submission. Fees will not form any part of the selection process. Once a firm or firms have been selected or short-listed for further consideration, a fee proposal may be requested at that time.