

ANNOUNCEMENT OF CONTRACT FOR PROFESSIONAL DESIGN SERVICES  
AND REQUEST FOR STATEMENTS OF QUALIFICATION AND PROPOSALS  
FOR ARCHITECTURAL DESIGN AND ASSISTANCE SERVICES

The Eastwood Local School District Board of Education (the “Board”) hereby gives notice of the availability of a contract for architectural services for the construction of school facilities, and specifically a Grade 5 or 6 through 12 school building through the Ohio Facilities Construction Commission (the “Project”).

The Board invites parties interested in providing architectural services for the Project to submit statements of qualifications and proposals for consideration by the Board. Statements of qualifications and proposals will be reviewed, and a design professional selected in accordance with Sections 153.65 to 153.71 of the Ohio Revised Code.

Background

The Eastwood Local School District is a public school district of more than 1400 students located in Wood County, Ohio. More information about the District can be found on the District’s website: <https://www.eastwoodschoools.org/>.

Scope of Services

Generally assist the Eastwood Local School District with technical expertise, design services, and educate the Board and administration regarding the Project.

1. Assist the Eastwood Local School District in determining estimates of cost for the Project.
2. Create conceptual site plan(s) or designs to assist with the Project and serve as an informational resource for educating the public, as necessary and directed by the school district administration.
3. Assist with public bidding of the Project and selection of a contractor.
4. Observe the construction of the Project and work performed by the contractor.
5. Other services as needed for the Project.
6. Coordinate and/or communicate with the Ohio Facilities Construction Commission about the Project.

## Statements of Qualifications

Statements of qualifications for the Project should include the following:

1. Information regarding the firm and the firm's history including, but not limited to, location of main and satellite offices, length of time in business, annual design service workload for the past five (5) years, and a description of the professional liability insurance policy or policies provided by a company or companies that are authorized to do business in Ohio and proof that the professional liability is of sufficient coverage amount(s) for the design services proposed to be rendered;
2. Education, technical training, and experience of owners and key personnel;
3. The firm's experience in designing substantially similar projects, stating the names, dates of completion, locations, and owners of such similar projects, a brief description of such projects, the cost of such projects, and whether there were any cost or completion date overruns for such projects;
4. Ability of the firm to complete the Project on the timeline proposed, including availability of the firm's staff and other equipment and resources to achieve completion of the Project on the time-line proposed;
5. The firm's equipment and facilities;
6. Past performance as reflected in evaluations by previous and current clients with respect to factors such as control of costs, quality of work, and meeting deadlines. The firm should include references from the past five public owners for which the firm has performed work that is substantially similar to the proposed Project or that is relevant to the Board's consideration, including the name of the owner's representative and the telephone number at which the representative can be contacted, a description of the project and any other relevant information. In addition, the firm should list references from up to five current public owners for which the firm has provided design services, including a brief description of the project, indicating how it is comparable to the proposed Project, and the firm's experience on the project, discussing how that experience is relevant to the services required for this Project;
7. The firm's past experience with the Board (if applicable);
8. The ability of the individuals identified by the firm who will be responsible for document production and communication with the Board during the Project to communicate with the Board;
9. A list of school district references; and
10. Other similar factors (any specific requirements can be included).

## Proposal for the Project

In addition to the qualifications identified above, the firm's proposal should include the following:

1. Identification of the partner who would be in charge of the Project and the Project architect, as well as any other personnel assigned to the Project, together with the education, technical training, and experience of these individuals, to the extent it has not been provided in the firm's statement of qualifications;
2. Description of the firm's pre-construction phase services, and how such services are provided;
3. Description of the firm's construction phase services, and how such services are provided, including the procedures used to coordinate the construction documents;
4. Description of the firm's quality control program and an explanation of how that program is implemented at each stage of the Project;
5. Description of the steps the firm takes in coordinating work on projects with a general contractor with respect to scheduling the phases of the Project, maintaining the construction schedule, and close-out of the Project;
6. The firm's practices with respect to site visits and oversight of the Project; and
7. Availability of the firm in terms of whether, given the firm's current workload, it could complete the Project within the timelines established by the Board for the Project.

As required by Ohio Revised Code Sections 153.65 through 153.71, no fewer than three firms who submit statements of qualifications and proposals will be evaluated and ranked in order of their qualifications. The Board may hold discussions with any or all firms to further determine and evaluate their qualifications and the scope and nature of the services they would provide. The Board reserves the right to reject any or all qualification statements, and to waive any informality, irregularity, or failure to conform to instructions.

Upon the Board's selection of the firm determined to be most qualified to provide the requested design services for the Project, the Board will enter into contract negotiations with this firm.

The Board wishes to select and enter into a contract with an architect by **December 15, 2025** to begin working immediately with the Board on the Project. Design professionals wishing to submit a statement of qualifications and proposal for the Project must do so electronically in a .pdf format marked "Qualifications Statement For Design Services For Eastwood Local School District Building Project" before 4:00 p.m. on **December 10, 2025** to Ms. Monica Leppelmeier, Treasurer for the Eastwood Local School District, 120 East College Avenue, P.O. Box 837, Pemberville, OH 43450, E-mail: [mleppelmeier@eastwoodschoools.org](mailto:mleppelmeier@eastwoodschoools.org).

Proposals received after the deadline of **December 10, 2025 at 4:00 pm**, will not be accepted. It is the proposer's responsibility to ensure that the proposal is received prior to the deadline, as no exception to this policy will be made. The Board reserves the right to reject any and all proposals.