



BOWLING GREEN CITY SCHOOLS

Master Planning Architectural Services

The Board of Education of the Bowling Green City School District (“Owner”) is seeking Architectural Master Planning Assistance Services. This RFQ is being initiated to secure the services of a qualified firm to provide technical assistance as the Board prepares for possible renovations and/or new construction. The Owner invites firms interested in providing the required services to submit their qualifications for consideration.

If you are interested in being considered as an architect for the Project, please submit a statement of qualifications to Matt A. Feasel, Treasurer/CFO, mfeasel@bgcs.k12.oh.us, by noon on Monday, February 16th, 2026. Please provide an electronic copy of your proposal in a single PDF. The email conveying the RFQ should include the subject line, “Statement of Qualifications for BGCS”. Submissions should be in strict response to the questions and instructions herein, and should not include additional promotional materials.

BACKGROUND

The Owner’s ideas for budget and scope are still emerging.

SCOPE OF SERVICES

Generally, assist the Board with technical expertise for preparing to potentially attempt a bond issue to build new and/or renovate facilities.

1. The Board is considering multiple options. The final plan may include renovation, on-site new construction, demolition, and new site options.
2. Assess facilities as directed.
3. Assist the Board in determining the scope of any potential projects.
4. Prepare estimates of cost. This may include Program of Requirements (POR) exercises and/or conceptual plan studies.
5. Provide feasibility studies of potential sites for new buildings.
6. Provide necessary graphics to serve as informational tools for the potential bond issue.
7. Attend Community Meetings to present information and provide technical assistance.
8. Other scope that would assist the Board in preparing for possible renovations and/or new construction.

This scope is limited to pre-design and does not imply continuance into full design services for the project should the project become funded. The Board reserves the right to conduct a separate selection process for A/E services.

This RFQ sets forth the intent of the Owner as to the procedure and criteria through which a candidate will be selected, but is not to be construed as setting forth specific terms of a contract between the candidate and Owner. Except as required by statute, the Owner reserves the right, in its sole discretion, to modify this procedure and criteria. This is not an offer for a contract but rather the announcement of an opportunity to submit a statement for consideration.

The Owner, through its duly authorized officials, reserves the right to reject any part of, or all proposals, and to waive any informality or minor defect pertaining to any proposal, without the imposition of any form of liability. Firms submitting statements of qualifications will be evaluated and ranked in order of their qualifications. Upon selection of the firm determined to be most qualified to provide the requested services, a services agreement will be negotiated. Should the Owner be unable to reach an agreement with the top-ranked firm, it shall move on to the next top-ranked firm. The top-ranked firms that are not awarded a contract will be notified after a binding agreement between the successful candidate and the Owner is executed, or upon the Owner's rejection of all statements.

Qualifications statements received from qualified firms will be retained in the file maintained by the Owner, unless the firm specifically requests not to be included in this file. Each firm is encouraged to provide annual updates to its qualifications to keep them current. The file may be used for projects or design needs for which design fees are estimated to be less than \$50,000 and for which there is a statement of qualifications on file that is less than one year old.

Interested firms should be advised that the Owner is subject to Ohio's public records laws. The Owner cannot guarantee the confidentiality of statements, financial records, or business records that are submitted by a firm to the Owner. The Owner may be required to make such records publicly available. The law does provide for certain exemptions from disclosure requirements, including an exemption for confidential proprietary information. While this exemption may not always include a firm's financial and business records, we ask that you clearly stamp "Confidential and Proprietary Information" upon each page of each financial and/or business record that you believe to be confidential information. Such a stamp does not guarantee that your documents will be exempt from disclosure requirements, but it will assist the Owner in responding to any public records requests.

Statements will be evaluated based on your responses to the questions listed below. The Owner shall award a contract to the firm that presents the best value to the Owner based on the firm's experience, qualifications, proposal contents, and price. Leading criteria are as follows:

1. Firm experience on projects of a similar nature
2. Background and experience of the Project Team, including consultants
3. Intent and general approach described in the statement
4. Approach in working with the Owner, its staff, and community members
5. Past performance in cost estimating, meeting budget limits and time schedules
6. Current workload and ability to effectively staff the project
7. Overall suitability to provide the services as outlined in the RFQ within the time and budget.

1. Name of Firm:
Address:
Telephone No.
Fax No.
Business Structure:
Contact Person:
2. Do you have more than one office? If so, which office will be assigned to work on our project?
3. How many years has the firm been doing business?
4. How many full-time staff members are employed by your firm? List by discipline and show their years of experience both in the field and with your firm.
5. Please provide examples of the Ohio public elementary and secondary building projects you have designed. Include project name and location, scope, size, construction cost, key features if applicable, contact name, and phone number.
6. What is your previous experience working with the District?
7. What will your firm show us along the way to explain the project? Presentations? Models? Drawings? Sketches?
8. Indicate whether your firm has experience with master planning services and activities, and provide examples of the master planning services you have provided.
9. What is your cost estimating methodology and approach?
10. What is your firm's track record with cost estimating? List your three most recent public school or other projects that would demonstrate your estimating capability.
11. Relative to your ability to maintain relationships with your clients, please provide a list of the public school systems you are currently working for that you have worked with for at least five years. Include the length of the relationship, the number of projects you have completed for each client, a contact person, and phone number.
12. How do you integrate safety and surveillance considerations in the design and planning process?
13. What sets your firm apart from other architects with public school experience?
14. Does your firm have any open litigation pending against it at this time? How many suits have been filed against your firm in the past five years?

Thank you for your interest in the Bowling Green City Schools.