

**HOPEWELL-LOUDON LOCAL SCHOOL DISTRICT BOARD OF EDUCATION
REQUEST FOR QUALIFICATIONS
FOR CONSULTANT SERVICES**

Project Owner: Hopewell-Loudon Local School District Board of Education

Project Name: Stadium Building and Improvements Project

Project Location: 181 N County Road 7, Bascom, Ohio 44809

Delivery Method: Construction Manager at-Risk

Deadline to Submit Qualifications: 12:00 p.m. local time **February 18, 2026**

Hopewell-Loudon Local School District Board of Education (the “Owner”) seeks qualifications from design professionals to provide the following consultant services related to the construction of the Stadium Building and Improvements Project (the “Project”):

- Geotechnical Engineering/ Soil Borings
- Construction Material Testing/ Special Inspection

The Owner intends to select one design professional to perform both scopes of work.

Statements of Qualification will be reviewed and the most qualified firm selected in accordance with Ohio Revised Code Sections 153.65 to 153.71. The Owner will select a firm to provide the required services based upon the Statements of Qualifications received and the availability of the firm determined most qualified to provide the required services within the Owner’s timelines for completion.

Submittals:

Interested individuals or firms are invited to submit a statement of qualifications for one, multiple, or all of the above consulting services. Interested individuals or firms must submit **1 electronic copy in PDF format** of their statement of qualifications (“SOQ”) via email to **Matthew White, Superintendent**, at mwhite@hlschool.net, with the following file name and subject line: “[FIRM NAME] – Hopewell-Loudon LSD – Stadium Building and Improvements Project - Consultant Qualifications”

In addition to the above, interested individuals and firms must upload an electronic copy of their SOQ to the following ShareFile link:

<https://bricker.sharefile.com/r-r93b436b6f91a41c49396d86f698bf0a8>

To access simply enter the ShareFile link above into your web browser, enter your email address and name and then “drag and drop” your electronic file into the folder or use the browse function to locate the file.

In the cover email to the Owner, please indicate the consulting services and projects for which you or the firm is submitting a SOQ to perform.

The Owner reserves the right to waive any defect or technicality in any SOQ received or to eliminate any firm that submits an incomplete or inadequate SOQ or that is not responsive to the requirements of this RFQ.

Qualifications received may be retained in the file maintained by the Owner for design professional qualifications, unless the firm specifically requests not to be included in this file; each firm is responsible to provide annual updates to the qualifications to remain current. This file will be used for future design needs when design fees are estimated to be less than \$50,000.

Project Overview and Schedule:

- A. This Project is anticipated to include construction of a stadium building which includes, but is not limited to, home and visitor locker rooms, coaches' offices, concessions, restrooms, storage rooms, a weight room, an athletic training room and other building support spaces. The preliminary total building square footage is approximately 9,900 SF. It is anticipated that most, if not all, of the building will be constructed of wood studs, wood trusses, brick exterior, and metal roof. The building will be situated to the south of the Owner's existing High School track stadium. The Project may also include construction of a new ticket booth and fencing around the stadium.
- B. The Owner's estimated total budget for the Project (including all construction costs, design fees, and construction manager at risk fees) is \$4,200,000.
- C. Design Professional for the Project is Garmann/Miller Associates, Inc.
- D. The Owner anticipates that consultant services for the Project will begin immediately after selection of the applicable consultants.

Communication Protocol:

All questions concerning this RFQ shall be **Matthew White, Superintendent, at mwhite@hlschool.net, by 12:00 p.m. 5 calendar days prior to the submittal deadline.** Questions will be reviewed and the Owner will determine whether any addenda should be issued as a result of any pertinent or substantive inquiries. Addenda will be issued to all firms that have requested the RFQ for the Project, as necessary. Firms shall not rely on any oral instructions or answers. Respondents should not seek to discuss any information directly relating to this procurement with any Owner personnel or anyone affiliated with the Project, except during scheduled site visits, or as otherwise provided for in the RFQ. Violation of this provision may result in disqualification from eligibility for selection.

Qualifications:

Include the following in the qualifications submittal:

- 1. Information about the firm's history;
- 2. Education, technical training, and experience of owners and key personnel;
- 3. The firm's experience with providing the applicable consulting services for school district facilities;
- 4. Ability of the firm to provide services on the time-line proposed for the services required for the Project; to assist the evaluation of the firm's staff and resource availability, include a list of all current design and construction projects, including projects for which the firm has submitted statements of qualification and is being considered to provide design services, and the status of each (*i.e.*, what stage of design and/or construction, the estimated dates for completion of design and construction, and the staff assigned to each of the listed projects);

5. The firm's equipment and facilities;
6. List of consultants used to provide services not performed by the firm;
7. Past performance as reflected in evaluations of previous and current clients with respect to factors such as control of costs, quality of work, and meeting deadlines. Include a list of 5 similar projects, which the firm has provided design services during the past 5 years. Include the following information for each project:
 - a. Project owner, name of project and location;
 - b. Brief description of the project;
 - c. Year completed or anticipated completion date;
 - d. Construction cost;
 - e. Other relevant information about the project and the firm's services;
 - f. Reference contact person and phone number;
8. The firm's past experience with the Owner, if any;
9. The ability of the individuals identified by the firm who will be responsible for document production and communication with the Owner during the Project to communicate with the Owner.

Additional Information Requested for the Project:

In addition to the information listed above, the firm's submittal should include the following:

1. Identification of the partner in charge of the Project, 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 with the firm's qualifications.
2. Description of the steps the firm will take to coordinate its consulting services with the Architect.
3. The firm's practices with respect to site visits and oversight during construction, if applicable.
4. Provide any information about claims against the firm related to design and construction of projects, including claims against professional liability insurance and claims filed in a court of law or other dispute resolution forum.
5. Provide professional liability insurance coverage limits maintained by the firm.
6. List a maximum of 4 specific and unique qualifies that set the firm apart from others as it relates to the project.

Information Disclosure to Third Parties

All SOQs received from firms in response to the procurement documents will become the property of the Owner and will not be returned.

The firm acknowledges that the Owner is a public entity subject to Ohio's public records act. If the firm claims that any financial information submitted to the Owner is exempt from disclosure under Ohio's public records act, then the firm shall conspicuously mark on the record "CONFIDENTIAL" and include in a cover letter or transmittal an explanation, citing legal authority, of the basis of the claim. The Owner reserves the right to reject the firm's position and produce said documents if it determines disclosure is required by law. In the event of a dispute with any third party requesting such records, the firm shall undertake the defense of the Owner at the firm's own expense

and hold harmless and indemnify the Owner for any damages, penalties, fees, or costs that the Owner may incur as a result of such a dispute.

Firms, by submitting their SOQs, expressly acknowledge and agree that the Owner will not be responsible or liable in any way for any losses that the firm may suffer from disclosure of information or materials to third parties, including the disclosure of information or materials in response to a public records request.

Selection Process:

Qualifications received will be evaluated and ranked. Following this ranking, the firm determined to be most qualified for one or multiple of the consulting services may be asked to meet with the Owner representatives to present the firm's qualifications and approach specifically with respect to the Project. Additionally, the firm determined to be most qualified for one or multiple of the consulting services will be asked to submit a pricing proposal and a consulting services agreement will be negotiated.

The Owner intends to select one design professional to perform both scopes of work. The District reserves the right to select one or more firms, as being most qualified to provide consultant services, for different scopes of the Project. The District further reserves the right to award different scopes of the Project separately and at different times, as funding becomes available.

The Board reserves the right to reject all submittals received, to waive informalities in any submittal, and to discuss and clarify items with any firm or individual submitting qualifications for consideration.

[End of Request for Qualifications for Consultant Services]