



## Capital Improvements

889 East 17<sup>th</sup> Avenue  
Columbus, Oh 43211

Ph. 614.365.5610

Fax 614.365.5642

[www.ccssoh.us](http://www.ccssoh.us)

---

*Mission: Each student is highly educated, prepared for leadership and service, and empowered for success as a citizen in a global community.*

---

## REQUEST FOR QUALIFICATIONS

November 18, 2025

Columbus City Schools is pleased to announce a variety of upcoming capital improvements projects as part of its ongoing commitment to providing strong learning communities in every region. Below you will find a brief description of each project along with pertinent details.

- **Responses are due Friday, December 12, 2025 at 10:00 AM**

Additional project details and updates can be found on the district's website at [www.columbus.k12.oh.us/rfp](http://www.columbus.k12.oh.us/rfp) under this same project description.

A Virtual Informational meeting covering the projects will be held on **Tuesday, November 18, 2025 at 10:00 AM** at the following location: Zoom Meeting <https://ccsoh-us.zoom.us/j/82136293485> **Meeting ID:** 821 3629 3485 To join by phone or app use the following: +1-646-558-8656.

Submittals will be evaluated pursuant to ORC 153.65-691 based on the following criteria: professional qualifications of key members of design team, relevant past work of prospective firms, other applicable consultants, quality control procedures, response to CCS Community Inclusion Policy (Local Economically Disadvantaged Enterprise goal is 20% participation), and location of primary firm relative to project locations. Fees will be negotiated (unless noted otherwise). The district reserves the right to reject any and all statements of qualifications and to waive any informality, irregularity, or failure to conform to the instructions contained in this public announcement. Firms are not to contact any schools. All projects are funded from the District's permanent improvement funds and prevailing wage rates **WILL NOT** apply to these projects

**\*\*\*\*Responding firms must submit a separate statement of qualifications for each project for which they wish to be considered\*\*\*\***

Responding firms are to submit (1) electronic copy in PDF format of Parts I and II of the [OFCC F110-330](#) Statement of Qualifications form (most recent version). **Part I is limited to 25 pages (unless noted otherwise). Total submittal should be no more than 30 pages.** EDGE requirements do not apply to this RFQ. Responding firms should delete Section H, items 34c and 34d (EDGE participation) from the OFCC F110-330 form but include LEDE forms A & B in their place. These forms will be available on the website for this RFQ. Address submittals to Brandie Bronston Houpe - Capital Improvements, [bbronston@columbus.k12.oh.us](mailto:bbronston@columbus.k12.oh.us)

General questions may be directed to Alex Trevino, Director of Capital Improvements, at [atrevino3260@columbus.k12.oh.us](mailto:atrevino3260@columbus.k12.oh.us) Contact information is provided for the assigned project manager for any project specific questions you may have. Revisions to this document will be posted with any significant changes that result from questions.

- A. Classroom Renovations (Elementary School) Package #27002:** This project will mark the fourth consecutive year of Learning Environment upgrades for the district, with previous projects supporting significant upgrades at Hamilton STEM PK-6, Scottwood Elementary School, and Devonshire Elementary School. This project continues the district's program of lifecycle renewals and will consist of interior upgrades largely executed over the 2027 summer break with an option to incorporate a subsequent contract and package (similar timeline and budget range to what is published) intended for execution over summer 2028. Below you will find a brief description of the project along with pertinent details.

**Relevant Project Details:**

- |                                 |   |
|---------------------------------|---|
| 1. Project Manager:             | Kurt Keaton<br><a href="mailto:kkeaton@columbus.k12.oh.us">kkeaton@columbus.k12.oh.us</a> |
| 2. Construction Delivery Model: | Job Order Contracting (JOC)   |
| 3. Budget                       | \$4.5 – 5.5M  |
| 4. Lead Design Consultant:      | Registered Architect  |
| 5. Interview Schedule:          | 1/13/2026 @ 9:00 – 11:00 am   |

The successful firm will be selected through a Request for Qualifications process. The selected consultant will be responsible for providing the following services which will be evaluated based on Scoring Rubric A (attached):

- a. Working with CCS staff, confirm the site where this work will be executed
- b. Evaluation of existing conditions
- c. Staff Engagement
- d. Lead Design
- e. Construction Administration
- f. Closeout Support

The work of this contract is anticipated to last for no longer than 20 months. Construction will be targeted for summer break of 2027 but may begin sooner if conditions and school schedules are conducive.

- a. **Lead Design:** Proposing firms will be led by a licensed architect and will incorporate the following services:
1. Programming
  2. Design Charette
  3. Schematic Design
    - i. Structural Engineering - limited services
    - ii. Mechanical, Electrical, Plumbing, Technology Engineering - limited services
    - iii. Interior Design
  4. Staff Engagement

Most academic facilities have received significant infrastructure upgrades in recent years and no significant upgrades to the roof or mechanical systems are anticipated although repairs or alterations to existing systems may be recommended or required by the final design. An addition to the facility is not contemplated in this contract although an outdoor classroom or other amenities supporting outdoor instruction and recreation are encouraged.

The Ohio School Design Manual (OSDM) published by the Ohio Facilities Construction Commission (OFCC) will serve as the design standard for this project although compliance is desired, and not a requirement. The goal should be to back into compliance with the OSDM where practical and to deviate where a compelling rationale or impediment exists. Deviation from the OSDM should be intentional and only with the authorization of the Owner. A synopsis of the anticipated scope of each service are listed below:

- b. **Programming:**
1. OSDM compliance with the programming phase will be most challenging. As is the case with most facilities of this vintage, the facility is classroom heavy while also light on support (office, conference, etc.) and other flexible spaces. Where practical and cost effective opportunities exist to provide these spaces, the Owner will consider options.
  2. This facility currently has a cafetorium and does not have a separate space to facilitate simultaneous physical education and food service functions. It is not anticipated that this condition will change although we may consider non-conventional options to support this improvement (see design charette section).
  3. Undersized spaces are likely and we do not anticipate significant reprogramming to existing spaces although cost effective options may be considered.

4. Modular classrooms external to the facility may exist and will need considered for either renovations or removal.
5. As part of the POR phase, a permanent location will need to be identified for the art and music rooms and those spaces should be designed to OSDM specifications to the largest extent possible.
6. Other programmatic improvements will be requested to the extent that locations can be identified to support them. Below are a list of considerations:
  - i. Boiler room - the existing boiler room may have been largely decommissioned and could be reprogrammed to accommodate other needs, including building storage.
  - ii. Laundry - a location for laundry is desired.
  - iii. Kiln - a dedicated and secured location for an art kiln is desired.
  - iv. PreK classroom exterior doors, and any other non-egress doors, are requested to be eliminated. To the extent possible, it is preferable to convert existing openings to windows to maximize daylighting and views.

**c. Design Charette:**

1. While the focus of this project will be to reset all the interior finishes and to bring the facility into alignment as closely as feasible to new construction, where opportunities exist to substantively improve the function of the facility, the Owner's team would like to explore those options.
  - i. One serious consideration of any reprogramming effort will be code compliance. The current facility is non-sprinkled and likely does not incorporate fire separation from the classrooms to the corridors. A constructability and feasibility study will need to be conducted quickly with the relevant stakeholders.

The selected design firm should be prepared to look at any and all practical and reasonable opportunities to reprogram and repurpose existing space within the building to help in transforming this facility into a state of the art educational facility.

**d. Schematic Design**

1. Schematic design will be a collaborative effort between the design team, the Owner, and the selected JOC contractor. It is expected that the Schematic Design phase will incorporate the following basic objectives:
  - i. General color and material palette for the entire facility.
  - ii. Standard classroom layouts
  - iii. Administrative and support layouts
  - iv. Any substantive reprogramming of space
  - v. General MEPT design to the extents necessary
  - vi. Americans with Disabilities Act (ADA) planned upgrades. This work should include (but is not limited to) the following:
    - a) Site access
    - b) Egress
    - c) Toilet room upgrades
    - d) Handrails and guardrails and any other safety enhancements

- e) Signage
- vii. Standard finishes: the Owner will assist the design team with identifying standard finishes for floors, walls, ceilings, casework, and other materials that will occur in large volumes. These materials will be selected by the district and the JOC contractor will incorporate into the final proposal. Technical specifications for many of these products will not be required.
- 2. Schematic Interior design shall be included with the following services:
  - i. Concept boards describing the general palette and theme
  - ii. Standard classroom layouts
  - iii. Standard furnishing layouts
  - iv. Interior and exterior graphics conceptual design
- 3. Coordination of trades will be an integral part of the work that all parties will need to consider seriously.
  - i. The Owner desires to incorporate an upgraded addressable fire alarm system (unless the system has been installed since 2016) as part of this upgrade. Coordination of horizontal cabling, devices, and code compliance will be critical.
  - ii. The Owner plans to introduce a combination classroom voice amplification system and building paging system as part of the planned upgrade. Coordination of that manufacturer and installing vendor, location for horizontal cabling, network infrastructure, and system devices will be critical.
  - iii. New instructional technology is likely to be incorporated into the design. Location of large format monitors (or potentially mobile devices) that will impact the typical classroom layout will need to be considered early.

**e. Staff Engagement**

- 1. While the selected design firm is expected to interact most with the CCS project manager assigned to the project, the selected firm will also be responsible for staff engagement for the following purposes:
  - i. General overview of the project
  - ii. Typical classroom layouts by grade band
  - iii. Room layouts for special classrooms
    - a) Art
    - b) Music
    - c) Media Center
    - d) Other (if applicable)
  - iv. Administrative staff and office spaces

**f. Construction Administration**

- 1. While the JOC contracting methodology will minimize the number of technical specifications necessary to complete the job, the selected design firm will work with the Owner to determine where additional supports such as technical specifications, submittals and shop drawings are warranted. Those services will be negotiated and incorporated into the base contract. The

selected firm will also perform standard construction administration and closeout services.

2. While this is a limited services contract, the selected JOC contractor will require a design firm to complete the project and provide AOR/EOR services to the extent required by the final design and reprogramming effort.

**B. Classroom Renovations (Middle & High Schools) Package #27003:** This project will mark the fourth consecutive year of Learning Environment upgrades for the district, with previous projects supporting significant upgrades at Mifflin High School, Whetstone High School, Walnut Ridge High School and Northland High School. This project continues the district's program of lifecycle renewals and will consist of interior upgrades largely executed over the 2027 summer break with an option to incorporate a subsequent contract and package (similar timeline and budget range to what is published) intended for execution over summer 2028. Below you will find a brief description of the project along with pertinent details.

**Relevant Project Details:**

- |                                 |   |
|---------------------------------|---|
| 1. Project Manager:             | Dan Cline<br><a href="mailto:dcline@columbus.k12.oh.us">dcline@columbus.k12.oh.us</a> |
| 2. Construction Delivery Model: | Job Order Contracting (JOC)   |
| 3. Budget                       | \$10 - 15.0M  |
| 4. Lead Design Consultant:      | Licensed Architect  |
| 5. Interview Schedule:          | 1/14/2026 @ 9:00 – 11:00 am   |

The successful firm will be selected through a Request for Qualifications process. The selected consultant will be responsible for providing the following services which will be evaluated based on Scoring Rubric B (attached):

- a. Working with CCS staff, confirm the site(s) and general scope of work where this work will be executed
- b. Evaluation of existing conditions
- c. Staff Engagement
- d. Lead Design
- e. Construction Administration
- f. Closeout Support

The work of this contract is anticipated to last for no longer than 20 months. Construction will be targeted for summer break of 2027 but may begin sooner if conditions and school schedules are conducive.

**a. Lead Design:** Proposing firms will be led by a licensed architect and will incorporate the following services:

1. Programming
2. Design Charette
3. Schematic Design
  - i. Structural Engineering - limited services
  - ii. Mechanical, Electrical, Plumbing, Technology Engineering - limited services
  - iii. Interior Design
4. Staff Engagement

Most academic facilities have received significant infrastructure upgrades in recent years and no significant upgrades to the roof or mechanical systems are anticipated although repairs or alterations to existing systems may be recommended or required by the final design. An addition to the facility is not contemplated in this contract although an outdoor classroom or other amenities supporting outdoor instruction and recreation are encouraged.

The Ohio School Design Manual (OSDM) published by the Ohio Facilities Construction Commission (OFCC) will serve as the design standard for this project although compliance is desired, and not a requirement. The goal should be to back into compliance with the OSDM where practical and to deviate where a compelling rationale or impediment exists. Deviation from the OSDM should be intentional and only with the authorization of the Owner. A synopsis of the anticipated scope of each service are listed below:

**b. Programming:**

1. OSDM compliance with the programming phase will be most challenging. As is the case with most facilities of this vintage, the facility is classroom heavy while also light on support (office, conference, etc.) and other flexible spaces. Where practical and cost effective opportunities exist to provide these spaces, the Owner will consider options.
  - i. Undersized spaces are likely and we do not anticipate significant reprogramming to existing spaces although cost effective options may be considered.
  - ii. Modular classrooms external to the facility may exist and will need considered for either renovations or removal.
  - iii. Other programmatic improvements will be requested to the extent that locations can be identified to support them. Below are a list of considerations:
    - a) Career Tech Education
    - b) Distance Learning Labs
    - c) Laundry - a location for laundry is desired.

**c. Design Charette**

1. While the focus of this project will be to reset all the interior finishes and to bring the facility into alignment as closely as feasible to new construction, where opportunities exist to substantively improve the function of the facility, the Owner's team would like to explore those options.
  - i. One serious consideration of any reprogramming effort will be code compliance. The current facility is non-sprinkled and does not incorporate fire separation from the classrooms to the corridors. A constructability and feasibility study will need to be conducted quickly with the relevant stakeholders.
2. The selected design firm should be prepared to look at any and all practical and reasonable opportunities to reprogram and repurpose existing space within the building to help in transforming this facility into a state of the art educational facility.

**d. Schematic Design**

1. Schematic design will be a collaborative effort between the design team, the Owner, and the selected JOC contractor. It is expected that the Schematic Design phase will incorporate the following basic objectives:
  - i. General color and material palette for the entire facility.
  - ii. Standard classroom layouts
  - iii. Administrative and support layouts
  - iv. Any substantive reprogramming of space
    1. General MEPT design to the extents necessary
  - v. Americans with Disabilities Act (ADA) planned upgrades. This work should include (but is not limited to) the following:
    1. Site access
    2. Egress
    3. Toilet room upgrades
    4. Handrails and guardrails and any other safety enhancements
    5. Signage
  - vi. Standard finishes: the Owner will assist the design team with identifying standard finishes for floors, walls, ceilings, casework, and other materials that will occur in large volumes. These materials will be selected by the district and the JOC contractor will incorporate into the final proposal. Technical specifications for many of these products will not be required.
2. Schematic Interior design shall be included and incorporate the following:
  - i. Concept boards describing the general palette and theme
  - ii. Standard classroom layouts
  - iii. Standard furnishing layouts
  - iv. Interior and exterior graphics conceptual design
3. Coordination of trades will be an integral part of the work that all parties will need to consider seriously.
  - i. The Owner may introduce a combination classroom voice amplification system and building paging system as part of the planned upgrade.

Should this upgrade be incorporated, coordination of that manufacturer and installing vendor, location for horizontal cabling, network infrastructure, and system devices will be critical.

New instructional technology is likely to be incorporated into the design. Location of large format monitors (or potentially mobile devices) that will impact the typical classroom layout will need to be considered early.

**e. Staff Engagement**

1. While the selected design firm is expected to interact most with the CCS project manager assigned to the project, the selected firm will also be responsible for staff engagement for the following purposes:
  - i. General overview of the project
  - ii. Typical classroom layouts (where applicable) by content area
  - iii. Room layouts for special classrooms (where applicable)
    - a) Art
    - b) Music
    - c) Media Center
    - d) Other (if applicable)
  - iv. Administrative staff and office spaces

**f. Construction Administration**

1. While the JOC contracting methodology will minimize the number of technical specifications necessary to complete the job, the selected design firm will work with the Owner to determine where additional supports such as technical specifications, submittals and shop drawings are warranted. Those services will be negotiated and incorporated into the base contract. The selected firm will also perform standard construction administration and closeout services.
2. While this is a limited services contract, the selected JOC contractor will require a design firm to complete the project and provide AOR/EOR services to the extent required by the final design and reprogramming effort.

**C. Auditorium & Gymnasium Upgrades Package #27004:** This project will consist of the following upgrades at two or more of the district's facilities:

- Auditoria (2 sites)
  - New seating, flooring, and stage curtains (including ADA accommodations)
  - Upgrade/replace audio, visual, and theater lighting systems
  - Acoustic upgrades to control sound reflection and reverberation
  - Other improvements as recommended
- Gymnasias (2 sites)
  - New retractable bleacher seating

- o New basketball backstops, dividing curtains, scoreboards, wrestling mat hoists and protective mats
- o New or refinished gymnasium floor
- o Other improvements as recommended

This project continues the district’s program of lifecycle renewals and will consist of interior upgrades largely executed over the 2027 summer break with an option to incorporate a subsequent contract and package (similar timeline and budget range to what is published) intended for execution over summer 2028. Below you will find a brief description of the project along with pertinent details.

**Relevant Project Details:**

- |                                 |   |
|---------------------------------|---|
| 1. Project Manager:             | Lori Seeger<br><a href="mailto:lseeger@columbus.k12.oh.us">lseeger@columbus.k12.oh.us</a> |
| 2. Construction Delivery Model: | Design-Bid-Build  |
| 3. Budget                       | \$4.5 – 5.0 M   |
| 4. Lead Design Consultant:      | Licensed Architect  |
| 5. Interview Schedule:          | 1/15/2026 @ 9:00 – 11:00 am   |

The successful firm will be selected through a Request for Qualifications process. The selected consultant will be responsible for providing the following services which will be evaluated based on Scoring Rubric A (attached):

- a. Working with CCS staff, confirm the sites where this work will be executed
- b. Evaluation of existing conditions
- c. Design phase documentation including construction documents and project manual development
- d. Preconstruction services including scheduling and estimating
- e. Bid phase and contract award support
- f. Construction administration and closeout services

The work of this contract is anticipated to last for no longer than 20 months. Construction will be targeted for summer break of 2027 but may begin sooner if conditions and school schedules are conducive.

**D. Outdoor Athletics Package #27005A:** This project will consist of a variety of upgrades at one or more of the district’s sports complexes that will tackle the following core upgrades (unless recent upgrades already exist):

- Grandstands & Pressbox
- Baseball field

- Softball field
- Tennis courts
- Running track (if recommended)
- Stadium Lighting Upgrade (if recommended)
- Stadium Fencing Upgrades/replacement
- Field Irrigation Upgrades
- Related amenities such as restrooms, locker rooms, concessions, fencing, scoreboards, irrigation, drainage, walk paths, ADA accommodations, etc.

This project continues the district’s program of lifecycle renewals largely executed over the 2027 summer break with an option to incorporate a subsequent contract and package (similar timeline and budget range to what is published) intended for execution over summer 2028. Below you will find a brief description of the project along with pertinent details.

**Relevant Project Details:**

- |                                 |  |
|---------------------------------|--|
| 1. Project Manager:             | Garrett Brinkman<br><a href="mailto:gbrinkman@columbus.k12.oh.us">gbrinkman@columbus.k12.oh.us</a> |
| 2. Construction Delivery Model: | Construction Manager at Risk   |
| 3. Budget                       | \$8.0 – 11.0M  |
| 4. Lead Design Consultant:      | Licensed Architect, Landscape Architect, or Civil Engineer   |
| 5. Interview Schedule:          | 1/16/2026 @ 9:00 – 11:00 am  |

The successful firm will be selected through a Request for Qualifications process. The selected consultant will be responsible for providing the following services which will be evaluated based on Scoring Rubric B (attached):

- a. Working with CCS staff, confirm one or more sites where this work will be executed
- b. Evaluation of existing conditions
- c. Design phase documentation including construction documents and project manual development (firms should assume that all disciplines will be required, including but not limited to civil, architectural, mechanical, electrical, plumbing, structural, and technology).
- d. Preconstruction services including scheduling and estimating
- e. Bid phase and contract award support
- f. Construction administration and closeout services

The work of this contract is anticipated to last for no longer than 20 months. Construction will be targeted for summer break of 2027 but may begin sooner if conditions and school schedules are conducive.

- E. **Fire Alarm Upgrades Package #27007:** This project will consist of fire alarm upgrades at four or more academic facilities with existing systems that are at the end of their anticipated useful life. Existing systems are operational but do not comply with current requirements for voice annunciation and will be expected to have that capacity after upgrades. Upgraded systems will incorporate carbon monoxide detection where applicable. Additionally, some facilities (elementary schools in particular) will be studied for the removal of non-egress exterior doors which might appear in classrooms, and student restrooms; these doors will be removed as part of the project.

This project continues the district's program of lifecycle renewals and will include an option to incorporate a subsequent contract and package (similar timeline and budget range to what is published) intended for execution over calendar year 2027-2028. Below you will find a brief description of the project along with pertinent details.

**Relevant Project Details:**

- |                                 |   |
|---------------------------------|---|
| 1. Project Manager:             | Lori Seeger<br><a href="mailto:lseeger@columbus.k12.oh.us">lseeger@columbus.k12.oh.us</a> |
| 2. Construction Delivery Model: | Design-Bid-Build  |
| 3. Budget                       | \$1.5 – 2.0 M   |
| 4. Lead Design Consultant:      | Licensed Architect  |
| 5. Interview Schedule:          | 1/15/2026 @ 9:00 – 11:00 am   |

The successful firm will be selected through a Request for Qualifications process. The selected consultant will be responsible for providing the following services which will be evaluated based on Scoring Rubric A (attached):

- a. Working with CCS staff, confirm one or more sites where this work will be executed
- b. Evaluation of existing conditions
- c. Design phase documentation including construction documents and project manual development. Architectural consultant services should be anticipated.
- d. Preconstruction services including scheduling and estimating
- e. Bid phase and contract award support
- f. Construction administration and closeout services

The work of this contract is anticipated to last for no longer than 20 months. Construction will be targeted for summer break of 2025 but may begin sooner if conditions and school schedules are conducive.