



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

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## **REQUEST FOR QUALIFICATIONS**

July 19, 2023

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

Funding for the projects will come from the district's Permanent Improvement fund. As these are locally derived funds, prevailing wage rates will not be required on these projects.

Responding firms must submit a separate statement of qualifications for each contract it wishes to be considered for. Responses are due Wednesday, August 2, 2023 at 2:00 PM. General questions can be directed to Alex Trevino, Director of Capital Improvements, at [atrevino3260@columbus.k12.oh.us](mailto:atrevino3260@columbus.k12.oh.us) Project specific questions should be directed to the assigned project manager indicated for each project. Questions will be answered and posted to the website at <http://www.columbus.k12.oh.us/rfp> on a regular basis until one week before the response deadline. The name of the party submitting a question will not be included on the Q&A document.

Cancellation and Rejection: CCS reserves the right to reject all proposals and cancel at any time for any reason this solicitation, any portion of this solicitation or any phase of the Project. CCS shall have no liability to any Proposer arising out of such cancellation or rejection. CCS reserves the right to waive minor variations in the selection process.

Submittal Instructions: Firms are required to submit the current version of the Statement of Qualifications (Form F110-330) available via the OFCC website at <https://ofcc.ohio.gov> Interested Proposers are required to submit the LEDE Forms A + B and should delete section H Items 34c and 34d in its Statement of Qualifications (Form F110-330), to indicate its intent to contract with and use LEDE firms, as a part of the Proposer's team. Both forms are included in this document.

For all projects, Part 1 is limited to 25 pages. Total submittal should be no more than 30 pages. Unless otherwise noted or exempt, all documents submitted to CCS in response to this RFQ are public and will be available for inspection at the conclusion of the selection process.

Statements of Qualifications are to be submitted in electronic format only. Submit one electronic copy (in pdf format), to Brandie Bronston Houpe, Construction Contract Manager, at: [bbronston@columbus.k12.oh.us](mailto:bbronston@columbus.k12.oh.us) It is the submitting vendor's responsibility to confirm that the district has received the electronic submission prior to the submission deadline.

The electronic submittal should be combined into one PDF file named with the project number listed on the RFQ and the responding firm's name. Use the "print" feature of Adobe Acrobat or similar software for creating a PDF rather than using a scanner. Please reduce the file size of the PDF to ensure you are able to successfully send it and the district is able to successfully receive it; file sizes in excess of 10MB may not be able to be received by the district.

## PROJECTS:

1. Entry, Storefront and Window Upgrades Package #24008: This project will consist of replacing entry doors, storefronts, and windows at multiple facilities across the district. The selected firm can anticipate that district staff will provide a list of 8-12 facilities targeted for this work. The selected firm will assess the selected facilities, and working with their assigned project manager, scope the projects to align to the available budget. Work should prioritize primary entrances, secondary and service entrances, and limited window replacement where needed. The project will need to consider security aspects as they relate to selected system type(s), glazing options, hardware, access control, and associated intrusion detection systems. The selected consultant should anticipate that the work may be split into at least 2 bid packages dependent upon the bidding environment.

i. Project Manager:	Lori Seeger <a href="mailto:lseeger@columbus.k12.oh.us">lseeger@columbus.k12.oh.us</a>
ii. Construction Delivery Model:	Design-Bid-Build
iii. Total Budget:	\$1.75 – \$2.25M
iv. Estimated Construction Budget:	\$1.6 - \$2.1M

Submit statements of qualification for the following contract:

- a. **Architect of Record:** Proposing firms will be led by a licensed architect and will incorporate architectural, electrical, structural, and any other services required to complete the work.

The successful firm will be selected through a Request for Qualifications process. The selected consultant will be responsible for providing the following services:

- i. Working with CCS staff, confirm the sites where this work will be executed
- ii. Assessment of existing conditions
- iii. Working with CCS staff, establish a project scope aligned to the available budget, including alternates
- iv. Design phase documentation including construction documents and project manual development
- v. Preconstruction services including scheduling and estimating
- vi. Bid phase and contract award support
- vii. 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 2024 but may begin sooner if conditions and school schedules are conducive.

Anticipated Schedule: Contract Executed - 09/05/2023

LEDE Participation Goal: 20% LEDE subcontracting of the total contract award

2. Fire Alarm Upgrades Package #24009: This project will consist of the installation of new fire alarm systems at multiple facilities across the district. The selected firm can anticipate that district staff will provide a list of 6-8 facilities targeted for this work. The selected firm will assess the selected facilities, and working with their assigned project manager, scope the projects to align to the available budget. This work will prioritize older, non-addressable fire alarm systems that have not been recently upgraded. The selected consultant should anticipate that the work may be split into 2 or more bid packages dependent upon the bidding environment.

- |                                    |   |
|------------------------------------|---|
| i. Project Manager:                | Lori Seeger<br><a href="mailto:lseeger@columbus.k12.oh.us">lseeger@columbus.k12.oh.us</a> |
| ii. Construction Delivery Model:   | Design-Bid-Build  |
| iii. Total Budget:                 | \$1.25 – \$1.75M  |
| iv. Estimated Construction Budget: | \$1.1 - \$1.6M  |

Submit statements of qualification for the following contract:

- b. **Engineer of Record:** Proposing firms will be led by a licensed engineer and will incorporate architectural, mechanical, electrical, plumbing, structural, and any other services required to complete the work.

The successful firm will be selected through a Request for Qualifications process. The selected consultant will be responsible for providing the following services:

- i. Working with CCS staff, confirm the sites where this work will be executed
- ii. Assessment of existing conditions
- iii. Working with CCS staff, establish a project scope aligned to the available budget, including alternates
- iv. Design phase documentation including construction documents and project manual development
- v. Preconstruction services including scheduling and estimating
- vi. Bid phase and contract award support
- vii. 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 2024 but may begin sooner if conditions and school schedules are conducive.

Anticipated Schedule: Contract Executed – 10/05/2023

LEDE Participation Goal: 20% LEDE subcontracting of the total contract award

3. **Playground Upgrades Package #24010:** This project will consist of replacing existing and/or installation of new playground equipment, site accessories, and fencing at multiple facilities across the district. The district intends to direct procure the play equipment based on a district standard. The value of the Owner procured equipment is estimated at \$2.25M. The selected firm can anticipate that district staff will provide a list of 10-14 facilities targeted for this work. This work will prioritize older, and deficient playgrounds, as well as sites that currently house early childhood programs but do not have play structures intended to serve this population. The selected consultant should anticipate that the work may be split into 2 or more bid packages dependent upon the bidding environment.

i. Project Manager:	Annslee Stevenson <a href="mailto:astevenson@columbus.k12.oh.us">astevenson@columbus.k12.oh.us</a>
ii. Construction Delivery Model:	Design-Bid-Build
iii. Total Budget:	\$4.5 - \$5.25M
iv. Estimated Construction Budget:	\$2.1 - \$2.7M

Submit statements of qualification for the following contract:

- c. **Architect or Landscape Architect of Record:** Proposing firms will be led by a licensed architect or landscape architect and will incorporate architectural, civil, and any other services required to complete the work.

The successful firm will be selected through a Request for Qualifications process. The selected consultant will be responsible for providing the following services:

- i. Working with CCS staff, confirm the sites where this work will be executed
- ii. Assessment of existing conditions
- iii. Working with CCS staff, establish a project scope aligned to the available budget, including alternates
- iv. Design phase documentation including construction documents and project manual development
- v. Preconstruction services including scheduling and estimating
- vi. Bid phase and contract award support
- vii. 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 2024 but may begin sooner if conditions and school schedules are conducive.

Anticipated Schedule: Contract Executed – 10/05/2023

LEDE Participation Goal: 20% LEDE subcontracting of the total contract award

4. HVAC Improvements Package #24011: This project will consist of various HVAC equipment upgrades/replacements, at multiple facilities across the district. The selected firm should anticipate that this project will consist largely of replacement of existing HVAC equipment, like-for-like, that is at the end of its useful life. The district will provide the selected firm a list of the equipment recommended for replacement. Working with their assigned project manager, the firm will scope the project to align to the available budget. The team should anticipate looking at opportunities to improve simplicity of maintenance requirements, reliability, comfort, efficiency, and noise levels where possible within the project requirements.

- i. Project Manager: Kurt Keaton  
[kkeaton@columbus.k12.oh.us](mailto:kkeaton@columbus.k12.oh.us)
- ii. Construction Delivery Model: Design-Bid-Build
- iii. Total Budget: \$6.5 - \$8.5M
- iv. Estimated Construction Budget: \$6.2 - \$8.1M

Submit statements of qualification for the following contract:

d. **Criteria Engineer**: Proposing firms will be led by a licensed engineer and will incorporate the mechanical, plumbing, structural, electrical, architectural, and any other services required to complete the work.

The successful firm will be selected through a Request for Qualifications process. The selected consultant will be responsible for providing the following services:

- i. Working with CCS staff, confirm the sites where this work will be executed
- ii. Assessment of existing conditions
- iii. Working with CCS staff, establish a project scope aligned to the available budget, including alternates
- iv. Establishing criteria documentation for the project
- v. Design-builder procurement support
- vi. Guaranteed Maximum Price negotiations
- vii. 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 2024 but may begin sooner if conditions and school schedules are conducive.

Anticipated Schedule: Contract Executed - 09/05/2023

LEDE Participation Goal: 20% LEDE subcontracting of the total contract award

**COMMUNITY INCLUSION FORM A**  
**CERTIFICATE OF LEDE PARTICIPATION**

*To be submitted with the Bid (for general contractors) or with the RFQ/ RFP (for design professionals, design-builders or construction managers-at-risk)*

The Submitter, \_\_\_\_\_ (*name of company*), in accordance with the LEDE-related Good Faith Effort requirements of the Community Inclusion Program for the project on which the Submitter is submitting a bid, RFQ, or RFP, certifies that (*check and complete A or B*):

- (A) \_\_\_\_\_ The Submitter has complied (or, in the case of a design-build or construction manager-at-risk project, will comply) with the LEDE requirements by selecting and engaging LEDEs consistent with the LEDE Participation Goal of 20%.
- (B) \_\_\_\_\_ The Submitter does not or will not meet the LEDE requirements, but certifies that it has accurate documentation (or, in the case of a design professional, design-builder, or construction manager-at-risk, will have accurate documentation) which verifies the Submitter's following Good Faith Efforts to meet the LEDE requirements (*check all that apply*):
- (1) \_\_\_\_\_ Contacted appropriate trade, professional, and business-assistance organizations to identify LEDEs with the capacity to meet particular contracting or subcontracting needs or to supply materials and services needed for the Work;
  - (2) \_\_\_\_\_ Selected particular portions of the Work to become subcontracting opportunities for LEDEs, or selected particular materials and services to be purchased for the performance of the Work to become supplying opportunities for LEDEs, or both, to increase the likelihood of achieving meaningful LEDE project participation (including where appropriate, breaking down contracts into economically feasible units to facilitate LEDE participation) (if this box is checked, the Submitter must provide, along with other documents required by this Form, a written summary of the selected portions of the Work identified as opportunities for LEDEs);
  - (3) \_\_\_\_\_ Attended any pre-bid or other pre-solicitation meeting scheduled to inform LEDEs of contracting or subcontracting opportunities, or material and services supplying opportunities on the Project;
  - (4) \_\_\_\_\_ Notified an appropriate number of LEDEs that their interest in contracting or subcontracting or supplying materials or services on the Project is requested and provided the notice in sufficient time to allow the LEDEs to participate effectively;
  - (5) \_\_\_\_\_ Followed-up initial solicitations of interest by contacting LEDEs to determine with certainty whether the LEDE was interested;
  - (6) \_\_\_\_\_ Provided interested LEDEs with adequate information about plans, specifications, and other contract requirements;
  - (7) \_\_\_\_\_ Advertised subcontracting opportunities in general-circulation, trade-association, and minority-focused media;

- (8) \_\_\_\_\_ Assisted interested LEDEs with preparing bids or submissions consistent with the Contract Documents;
- (9) \_\_\_\_\_ Negotiated in good faith with interested LEDEs, not rejecting LEDEs as unqualified without sound reasons based on a thorough investigation of their capabilities.
- (10) \_\_\_\_\_ Made efforts to assist interested LEDEs in obtaining bonding, lines of credit, or insurance required for the Project.
- (11) \_\_\_\_\_ Provided a written statement of the reasons for rejecting as unqualified any LEDE contacted for purposes of subcontracting Work, if applicable;
- (12) \_\_\_\_\_ Provided a written statement of the reasons why agreements with LEDEs were not reached, if applicable;
- (13) \_\_\_\_\_ Provided a written statement of the reasons for requiring a bond from a LEDE, if applicable; and,
- (14) \_\_\_\_\_ Other (*attach additional sheets if necessary*) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*For all Submitters:*

The Submitter acknowledges that voluntary compliance with the stated goals and objectives of the Community Inclusion Program and the requirement to make Good Faith Efforts to provide contracting opportunities to LEDEs will be considered in the evaluation of the Submitter for this Project and any future construction contracts with the School District Board.

The Submitter's anticipated percentage of LEDE participation for this Project is \_\_\_\_\_.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ .

By: \_\_\_\_\_

Title: \_\_\_\_\_

***If the Submitter DOES NOT meet the LEDE requirements, the Submitter must submit all documentation verifying the Submitter's Good Faith Efforts to the School District Board during the scope review meeting if the Submitter is identified as the apparent low bidder or during contract negotiations if the Submitter is identified as the best value candidate.***

**Section below to be completed by Community Inclusion Coordinator.**

Date Received \_\_\_\_\_

\_\_\_\_\_ Approved

\_\_\_\_\_ Not Approved

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_

**COMMUNITY INCLUSION FORM B**  
**AFFIDAVIT OF EQUAL EMPLOYMENT OPPORTUNITY**  
**AND NON-DISCRIMINATION**

*To be submitted with the Bid (for general contractors) or with the RFQ/ RFP (for design professionals, design-builders or construction managers-at-risk)*

The Submitter, \_\_\_\_\_ (*name of company*), declares under penalty of perjury under the laws of the State of Ohio and the laws of the United States that the information provided below is true and correct.

Pursuant to Paragraph 1.2.1 – Nondiscrimination – of the General Conditions and the Non-Discrimination Policy adopted by the School District Board, the Submitter certifies that directly or indirectly it (1) has not engaged, is not engaged, and will not engage in any kind of unlawful discrimination in employment on account of race, religion, national origin, age, sex, disability, veteran status, or color, whether or not such discrimination is related to a contract or procurement activity with or for the School District Board, and (2) will not, for any purpose related to its contractual relationship with the School District Board, employ or contract with persons or businesses, that the Submitter knows or has reason to know have engaged, are engaged, or will engage in any kind of unlawful discrimination in employment on account of race, religion, national origin, age, sex, disability, veteran status, or color, whether or not such unlawful discrimination is related to a contract or procurement activity with or for the School District Board.

The Submitter also certifies that (1) it has not engaged, is not engaged, and will not engage in any kind of unlawful discrimination against subcontractors, vendors, or suppliers on account of race, religion, national origin, age, sex, disability, veteran status, or color, and (2) it will not, for any purpose related to its contractual relationship with the School District Board, prohibit fair and open competition with respect to contract and procurement activities on account of race, religion, national origin, age, sex, disability, veteran status, or color.

The Submitter has read and pledges full support to all sections of this Affidavit of Equal Employment Opportunity and Non-Discrimination. The Submitter acknowledges that failure to comply with this Affidavit shall (1) be a factor to be considered in the evaluation of a subsequent bid or submission by the Submitter, or (2) result in liability for breach of contract or the enforcement of any other remedies available under the related contract or applicable law.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 200 .

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip Code

Before me, a Notary Public in \_\_\_\_\_ county, in the State of Ohio,

Personally appeared \_\_\_\_\_ of the  
(name and title)

\_\_\_\_\_ Company, and acknowledged execution of the

above Affidavit of Equal Employment Opportunity and Nondiscrimination, this \_\_\_\_\_ day of

\_\_\_\_\_, 200 .

\_\_\_\_\_

Notary Public residing in \_\_\_\_\_ County, Ohio.

My commission expires: \_\_\_\_\_.