COLUMBUS CITY SCHOOLS

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.

REQUEST FOR QUALIFICATIONS
September 8, 2026

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.

Responding firms must submit a separate statement of qualifications for each contract it wishes to be considered for. ***Responses are due Friday, October 2, 2026 at 10:00 AM***. General questions can be directed to Alex Trevino, Director of Capital Improvements, at 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.

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 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

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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.

1. HVAC Improvements Package #27006: This project will consist of upgrades or replacements to various HVAC equipment at multiple facilities across the district. The work will largely be focused on at least 1-6 facilities (potentially). It may also include selected air handler, boiler, chiller, automation, or other major component replacements where systems are at or beyond anticipated useful life. The work should also focus on simplification of systems where the planned upgrades will allow (i.e. eliminating hydronic systems where possible, eliminating pneumatic controls, etc.).

    i. Project Manager: Dan Cline, dcline@columbus.k12.oh.us
    ii. Construction Delivery Model: Design-Build
    iii. Budget: $6-8.5M

    Submit separate statements of qualification for the following contracts:

    a. **Design-Builder:** Proposing Design-Builders will be responsible for turnkey solutions including but not limited to professional design services, and mechanical, electrical, plumbing, structural, general/architectural, and other trades required to complete the work. Proposing firms should anticipate a GMP at the time of selection; GMP amendments are not anticipated.

    Project Description: Additional facility details will be available during the RFP phase of the selection process. The Design-Build process has three phases:

    i. RFQ: Interested firms submit qualifications through this process. CCS and CA/CE will score the responses and shortlist three (3) Design-Build companies for the next phase.
    ii. Guaranteed Maximum Price (GMP) and RFP Phase: The shortlisted proposers will perform evaluation of the facilities, put forth the necessary effort to produce a document with enough details describing their approach to manage the project, and identify equipment not limited to HVAC, electrical, architectural, and other disciplines necessary for completion of the project. A project proposal will present Pre-Construction Services Fee, GMP, other requested information. Owner will review the proposals and seek clarifications if necessary. Proposals will be evaluated and Best Value Selection will be made. CCS will enter into a contract with a successful company.
    iii. Pre-Design and Construction Phase: After contract, the Design-Build Contractor will have access to facilities, and support of Owner and CA/CE for any questions. The Design-Build Contractor will complete design within the GMP. The design and GMP will be reviewed for quality and scope by Owner and Criteria A/E. If necessary the GMP may be amended at the option of Owner, if justified.

    Scope of Services:
    The project development and construction services are generally described below. The parties will engage in an "open book" pricing method in which subcontracted work shall be based upon competitive pricing that will be reviewed by the Owner (CCS), and Criteria A/E. Owner shall

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have access to all books, records, documents and other data in the contractor's possession related to itself, its Subcontractors and material suppliers pertaining to bidding, pricing or performance of the Contract. As required by the Agreement, and as properly authorized, provide the following categories of services:

Project Development Services: The contractor will work cooperatively with CCS, the facility staff, and CA/CE, and will provide, among other services, schedule development, estimate development, design, final proposal, permits, value engineering, and implementation planning as Pre-Design services. If the proposed Project costs exceed the budget CCS may terminate the agreement with the contractor and seek proposals from other firms for completion of the Project.

Construction Services: The contractor shall construct the Project pursuant to the Contract Documents and in accordance with the schedule requirements. The Design-Build contractor shall hold all subcontracts and shall be fully responsible for the means and methods of construction, progress meetings, testing and inspections, project safety, project completion within the schedule agreed upon during Project Development, compliance with all applicable laws and regulations including monitoring compliance with all LEDE, and equal employment requirements, and submitting monthly reports of these activities to CCS. CCS reserves the right to approve the contractor's selection of subcontractors and any supplemental terms to the subcontract form.

For purposes of completing the Relevant Project Experience Matrix in Section F of the Statement of Qualifications (Form F110-330), below is a list of relevant scope of work requirements for this RFQ:

1. Experience working in K-12 schools. Repair/replace existing HVAC equipment, utilizing the current HVAC infrastructure, complete with new DDC controls.
2. Mechanical systems: Heating, ventilating and air conditioning ("HVAC") systems, control systems, domestic hot water systems, and distribution systems, etc.
3. Electrical systems: New Electrical Service, Distribution systems, Pre-construction Utility Coordination with AEP and Contribution in Aid in Construction contracts including any easement exhibits.
4. Fire Alarm: Code review, design compliance, testing and approval with Manufacturer's Representative and Authority Having Jurisdiction.
5. Specialty systems: environmental issues if encountered.
6. Modification of Existing systems: As example only, relocation and/or modification of existing lighting systems, repair and/or replacement of existing cabinetry and interior finishes to accommodate new work, and other similar items.
7. Building Automation: Experience planning, designing and implementing solutions that deliver occupant comfort while optimizing system efficiency.

The Contractor must have the demonstrated capability and capacity in engineering, project and construction management and related disciplines to provide a broad range of services. Services may include the following:

1. K-12 School Building Renovations as it relates to building system upgrades and modifications.

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2. Project Management
    a. On-site daily management, day to day roles, responsibilities and daily management practices.
    b. Communication with CCS Capital Improvements Project Manager
    c. Communication with building occupants
    d. Weekly progress meetings
    e. Building security during construction
    f. Communication with subcontractors and site control.
3. Building HVAC and Electrical Systems improvements including new service and distribution that includes:
    a. Testing and Balancing
    b. Acoustics
    c. Building Automation Controls
    d. Commissioning
    e. Electrical Services that include: Service Upgrades and Utility Contracts, Control wiring, Arc Flash Analysis, fault Current and Short Circuit Coordination Studies and work place safety
    f. Fire Alarm Upgrades
4. Post-Construction Guarantee/Monitoring Phase
    a. Continuing operations and maintenance for all improvements
    b. Staff training on routine maintenance and operation of systems
    c. Training of occupants
    d. Guarantee of performance and acoustics
    e. Controls monitoring and verification for operation and maintenance

Anticipated Schedule: Contract Executed: 1/7/27 & Notice to Proceed Issued: 1/15/27

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

Evaluation Criteria for Selection:
Selection Criteria: The contractor will be selected using (i) qualifications-based process during the Request for Qualifications ("RFQ") stage to develop a short list and (ii) best value process during the Request for Proposal ("RFP") stage. The qualifications-based criteria for the RFQ is included in this announcement and the attached rating form. The best value criteria used in evaluating proposals from short listed firms will include such factors that are determined to derive or offer the greatest value to the Owner, combining qualifications, scope, schedule and project construction costs.

Short List: Each firm responding to this RFQ will be evaluated and selected based on its qualifications and the qualifications and experience of the particular individuals identified as the candidate's proposed team for the Project. After evaluating the responses to this RFQ, CCS will select a short list of no fewer than three candidates that it considers to be the most qualified, except if CCS determines that fewer than three firms are qualified, it will only select the qualified firms.

Request for Proposal: The short-listed firms shall be sent an RFP that will invite the firms to submit proposals containing their total Proposed Preconstruction Stage Compensation that

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includes: Pre-Construction Fee, Preconstruction Stage Design-Services Fee, Pre-Construction stage Personnel Costs Cap (not to exceed amount with rate for each person), and Preconstruction Stage Reimbursable expenses Cap, Guaranteed Maximum Price that includes costs breakdown for construction stage personnel costs, itemized construction stage general conditions costs, construction stage contingency percentage, construction stage design fee percentage, Facility HVAC renovation costs including electrical service and coordination costs and process equipment subtotal with LEDE participation percentage. The short-listed candidates will also receive (i) modified AIA 141 form of the Agreement containing the contract terms and conditions, (ii) set of the most recent criteria documents and (iii) proposed Project schedule.

Pre-Proposal Meeting: Prior to submitting a response to the RFP, the short-listed firms will be given tour of the schools. The firms will then be invited to meet individually with CCS and the CA/CE. The purpose of the confidential pre- proposal meeting is to permit the short-listed firms an opportunity to ask the Owner questions to help the firms prepare their responses to the RFP. CCS will notify each short-listed firm of the time for their pre-proposal meeting.

Interview: After submitting responses to the RFP, the short-listed firms will be interviewed by CCS and the CA/CE. The purpose of the interview will be to meet the proposed Project team, become familiar with key personnel, and understand the project approach and ability to meet the stated objectives for the Project. Please be prepared to discuss with specificity the firm's capacity to conduct this work in compliance with the timetable, budget and LEDE Goal. CCS will notify each short-listed firm to schedule individual times for the interviews.

Selection Schedule: Tentative schedule is subject to change.

Activity:	Date:	Time:
Issue RFQ	09/08/2026	
RFQ Informational Meeting	09/15/2026	10:00 AM
Receive Statements of Qualifications	10/02/2026	10:00 AM
Shortlist D-B firms	10/09/2026	
Issue Criteria	10/13/2026	
Initial Group Site Tour	10/15/2026	8:00AM-5:00PM
Additional Site Visits Available (by Appt.)		
Virtual One on One Meetings w/ Shortlisted Companies	10/23/2026	9:00AM-Noon
GMP Received	11/06/2026	
Interviews	11/13/2026	9:00AM-Noon
Board of Education Award	01/07/2027	
Notice to Proceed	01/15/2027	
Construction to Commence	06/06/2027	
Substantial Completion	08/06/2027	
Final Completion	12/31/2027	

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Community Inclusion Special Instructions: In response to the District's Local and Economically Disadvantaged Enterprise (LEDE) Program, interested Proposers are required to submit the following:

- Pre-Construction Plan: As part of their submission, proposing design-build firms will propose a team that will provide all required pre-construction services. Proposing firms shall demonstrate how their pre-construction team meets or exceeds the district's LEDE participation goal, either through the lead firm qualifying as an LEDE or by sub-contracting at least 20% of the value of the work to firm(s) that are registered as an LEDE.
- Sub-Contracting Plan: As part of their submission, proposing firms shall include a sub-contracting plan that outlines the methodology intended for establishing those firms that will be pre-qualified to bid on the various bid packages. The sub-contracting plan should speak directly to how the proposing firm intends to meet or exceed the LEDE participation goal for sub-contracting of the trades work. Proposing firms should provide detailed data on how they have performed on recent projects to meet diversity and/or inclusion programs established by project owners.

Contract Specific F110-330 RFQ Instructions: ***Part 1 is limited to 30 pages. Total submittal should be no more than 45 pages***. Unless otherwise noted or exempt, all documents submitted to CCS in response to this RFQ and subsequent RFP are public and will be available for inspection at the conclusion of the selection process. The following information shall remain confidential and will not be released: (1) Proposal Form(s), except for cost category subtotals which will be transferred to the Best Value Rating Form; (2) Financial Capacity; and (3) Bonding/Insurance.

Proposers are requested to submit the following information in response to this RFQ within Section H of Form F110-330.

1. Summary: Provide a summary, on one page or less, describing why your firm/team is the most qualified for the Project.
2. Bonding/Insurance: Provide evidence of capacity to provide bonding in the amount of the construction budget e.g. a letter from your Surety agent stating that one or more Sureties will issue Bonds in the amount of the construction budget if your team is selected) and a copy of the firm's certificate of insurance showing the firm's current limits of liability for commercial general liability, employer's liability, business automobile liability, and professional liability insurance.
3. Project Management: Demonstrated ability to efficiently manage project and effective methods of communication.
4. Management Systems: Describe the scheduling and cost control systems the firm would propose to use for the Project
5. Estimating: Demonstrated track record of performance of estimating costs and savings on projects comparable to the Project.
6. Scheduling: Demonstrated track record of performance of managing projects to the original schedule.
7. Performance: Demonstrated track record of meeting or exceeding energy and water savings guarantees on projects comparable to the Project.

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Firms are requested to identify professional registrations, memberships and credentials including but not limited to: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, CEM, CPE, DBIA, and any other appropriate design and construction industry credentials. Identify that information on the resume page for individual in Block 22, Section E of the F110-330 form.

Columbus City Schools has established an Outreach Program to increase participation of businesses designated as Local Economically Disadvantaged Enterprises (LEDE). The Board of Education (BOE) has established an aspirational goal of 20% participation by business designated as LEDE. Vendors are strongly encouraged to use a good faith effort to support the BOE in achieving the Districts LEDE participation goals. Additional information can be obtained by reviewing the BOE Community Inclusion Policy 6400 or by contacting the Outreach Coordinator Duane Parks at dparks@columbus.k12.oh.us

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