

**CHILLICOTHE CITY SCHOOL DISTRICT
REQUEST FOR QUALIFICATIONS
FOR DESIGN PROFESSIONAL SERVICES**

Dated March 26, 2021

Project Owner: Chillicothe City School District Board of Education

Project Name: New Early Childhood and Digital Academy Project

Project Location: 425 Yoctangee Parkway, Chillicothe, 45601

Deadline to Submit Qualifications: 2:00 p.m. local time, **April 7, 2021**

The Chillicothe City School District Board of Education (the "Owner"), is soliciting Statements of Qualifications ("SOQs") from qualified individuals or firms to provide Design Professional Services for its New Early Childhood and Digital Academy Project (the "Project"). The Owner anticipates that it will use a construction manager at risk delivery model for the construction of the Project.

Qualifications received may be retained in a file maintained by the Owner for design professional qualifications, unless the firm specifically requests not to be included in this file; each firm is requested to provide annual updates to the 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.

The Owner is currently utilizing SHP for the current OFCC CFAP Project.

Submittals:

Interested individuals or firms must submit **1 electronic copy in PDF format** of the SOQ's via email directly to Deborah Lawwell, Treasurer, at deborah.lawwell@ccsd.us. Place the project name listed in the RFQ and your firm's name in the subject line.

Electronic submittals should be combined into one PDF file named with the project name listed on the RFQ and your firm's name. Use the "print" feature of Adobe Acrobat or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Acrobat, go to Advanced, then PDF Optimizer.

Facsimile copies of the Statement of Qualifications will not be accepted.

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.

Questions, Clarifications and Addenda:

All questions concerning this RFQ shall be directed in writing via email to Deborah Lawwell, Treasurer, at deborah.lawwell@ccsd.us by **4 pm, April 1, 2021**. 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. Firms shall not rely on any oral instructions or answers.

Project Description:

- A. This Project is anticipated to include a new preschool and related improvements.
- B. The Owner's estimated construction budget for the project is **\$4,000,000**.
- C. The Owner anticipates that the Design Professional will assist with planning and developing the program for the Project and participate in or lead meetings with the Owner's Board and staff and to the extent feasible, incorporate their input into the conceptual plans and design for the Project. The Owner also anticipates that the Architect will assist with assessment of the Project site identified by the Owner, assist with scheduling, evaluate potential operating costs, review reports related to and advise on site testing and development, in addition to performing design and contract administration duties. The Design Professional's scope will include design and construction administration services.
- D. The Owner anticipates design services to begin immediately with a substantial completion date of August 2022.

Qualifications:

Submittals should include the following:

- 1. Firm's History– Information about the firm's history (number of years in business, etc.).
- 2. Education & Technical Training/Experience – Identify your firm's assigned team for the Project. Provide the education, technical training, and experience of the principal in charge of the Project and the Project Manager, as well as any other individuals assigned to the Project, and proposed consultants, if any. Detail the assigned team's experience in providing substantially similar services (i.e., design services for similar facilities, additions to existing buildings, and specifically for any experience with the construction manager at risk delivery model) and describe the team's experience working together on similar projects. Describe:
 - a. Experience, planned approach, and specific expertise in assisting with Project planning, Project site assessment/testing, and schedule development. Include the team's experience leading and participating in meetings with the Owner to develop the program for the Project;

- b. Approach to incorporating practical, tested, energy efficiency and sustainability features into similar projects that will enhance the design, be easy/economic to maintain and contribute to energy conservation and savings for the long-term maintenance and operations of systems for the Project;
 - c. Experience, approach, and specific expertise in planning for the use of space, technology, and systems that support Owner's functions; and
 - d. Experience and approach to obtaining all applicable permits and governmental approvals, from the Authorities Having Jurisdiction, including but not limited to obtaining approval of building plans from the Authorities Having Jurisdiction, obtaining building, electrical, plumbing, and HVAC permits, as applicable.
3. Workload – Describe the current workload and availability of the firm and personnel assigned to the Project team, the available equipment and facilities, and the team's ability to perform the required professional design services competently and expeditiously (i.e., are resources currently available or committed to other projects).
4. Proposed Schedule and Coordination of Design & Construction –
- a. Proposed design phase milestones for completion of the Architect's services including completion dates or durations in calendar days for programming, schematic design, design development and construction documents, as well as an anticipated timeline for the construction and close-out phases of the Project. Provide a detailed narrative demonstrating the firm's ability to manage the Project schedule.
 - b. Describe the steps the firm will take to coordinate design and construction work on the Project with the Owner and Construction Manager at Risk with respect to scheduling the Project, maintaining the construction schedule, and close-out of each stage of the Project.
5. Past Performance based on References – Past performance as reflected in evaluations of previous and current clients for which the firm has provided or is providing similar services; please include a list of at least five (5) relevant projects involving similar services performed by the firm during the past five years. Include the following information for each project:
- a. Project owner, name of project and location;
 - b. Brief description of the project, including size of project (e.g., square footage and number of stories) and project delivery model (e.g., general contractor, construction manager at risk, design-build, etc.);
 - c. The initial scheduled completion date and the actual date services were completed or the current anticipated completion date;
 - d. Construction budget, change order amounts, and actual construction cost;
 - e. Your firm's assigned team members for the project;

- f. Other relevant information about the project and the firm's services; and
 - g. Reference contact person and phone number.
6. Past Performance with Owner – Describe the firm's past experience with the Owner, if any.
7. Proximity to the Site – The firm's location and proximity to the site for purposes of site visits and attending meetings with the Owner.
8. Project Estimates and Budget – The firm's procedures for:
 - a. Project budget development, including but not limited to, procedures for initial budget development with the Owner and the process for reviewing and evaluating the budget in coordination with the Construction Manager at Risk's cost estimates with the CMR and Owner at various stages of the design process; and
 - b. The firm's experience over the past five years with preparing or evaluating project estimates and construction costs, monitoring project costs, and completing a project within the initial budget with emphasis on any experience with construction manager at risk projects.
9. Unique Qualities and/or Expertise of the Assigned Team – Identify the unique competence, qualities, and/or expertise that set the firm's assigned team apart from other firms and teams as it relates to the required services for the Project. List a maximum of four specific and unique qualities that set your team apart from others in relation to this Project.
10. Professional Liability Insurance Coverage & Claims History – Include:
 - a. The coverage amounts and types of insurance coverage, particularly the firm's commercial general liability and professional liability limits;
 - b. Specific information about any claims asserted against the firm or its professional liability carrier within the last five years, including the resolution of the claim(s);
 - c. Any statistics kept internally on change order history, project completion, and budget considerations, recognizing that each change order is unique as to its causes. The Owner is interested in information that will show consideration of budget requirements; and
 - d. Specific information about any claims asserted by the firm within the last five (5) years, including the resolution of the claim(s).

11. Construction Phase Services – The firm’s practices with respect to site visits and oversight of the Project. What amount of time is spent on average on site during construction? What is the background of the individuals who would be visiting the Project during construction? What documentation of such site visits is prepared and maintained?

Pre-Submittal Site Visit:

During the RFQ phase, Respondents may visit the site, after submitting a written request that is approved in advance. Such written request must be made by email to Deborah Lawwell, Treasurer, at deborah.lawwell@ccsd.us. Visits will only be allowed from the general public’s perspective. The Owner reserves the right to have a representative present.

Evaluation & Selection:

Firms submitting SOQs for the available contract will be evaluated and ranked in order of their qualifications, subject to the Owner’s absolute right to stop the process and refrain from entering into any contract. The individual project teams from select firms may be asked to meet with Owner representatives to present the firm’s qualifications and proposed approach for the Project before final ranking and selection is made. The individual team members that will be involved with the Project must attend such meeting.

Upon selection of the firm determined to be most qualified to provide the requested services for the Project, the Owner reserves the right to negotiate the price for services to be provided, with such firm. The Owner reserves the right to enter into multiple agreements with separate design professional firms to complete the work. If the Owner and the selected firm(s) agree to a price and scope of services, the form of agreement between the Owner and the selected firm will be provided by the Owner.

Qualifications received may be retained in the file maintained by the Owner for design professional qualifications; each firm is requested to provide annual updates to the qualifications to keep them current.

NOTICE OF REQUEST FOR QUALIFICATIONS FOR DESIGN PROFESSIONAL SERVICES

The Chillicothe City School District is accepting qualifications from design professionals to provide services for its New Early Childhood and Digital Academy Project. Interested firms may request an RFQ from Deborah Lawwell, Treasurer, at deborah.lawwell@ccsd.us. Qualifications will be accepted until **2 pm** local time, **April 7, 2021**.