

Criteria Architect Request for Qualifications (RFQ)

Administration of Project: Talawanda City School District

Project Name: Talawanda City School District – Maintenance and Bus Garage

Response Deadline: August 9, 2021, 1:00 PM local time

Project Location: Approximately 5301 University Park Blvd

Delivery Method: Design-Build Project

City / County: Oxford / Butler County

Owner: Talawanda City School District

Contracting Authority: Talawanda City School District

Number of paper copies requested: 4

Number of electronic copies requested on flashdrive (as PDF): 1

The Talawanda School District Board of Education (“Board”) requests interested parties to submit Statements of Qualifications (“SOQ”) for criteria architect/engineer services related to the Talawanda School District Maintenance and Bus Garage Project. The scope of the Project is the construction of a new building to maintain school buses and District equipment. The design firm selected will work with the Board and its authorized representatives to plan and design the project, which is planned to begin in the Fall of 2021.

Following the guidelines applicable to public owners in Ohio Revised Code Sections 153.65 through 153.71, the SOQs received will be reviewed, evaluated, and ranked based upon the criteria set forth in the Requirements Section of this request for qualifications (“RFQ”). Following the evaluation and ranking of SOQs, firms may be asked to meet with the Board or representatives designated by the Board to present the firm’s qualifications for the project and its proposed staffing and scheduling for the required services.

Submit the requested number of Statements of Qualifications (Form F110-330) in a sealed envelope, marked on the outside, “CRITERIA ARCHITECT ENGINEER SERVICES – Maintenance and Bus Garage”. See Section F of this RFQ for additional submittal instructions. All SOQ’s must be received by the Owner no later than 1:00 p.m. on August 9, 2021.

Talawanda City School District
Attention: Shaunna Tafelski
131 West Chestnut Street
Oxford, OH 45056

Submit all questions regarding this RFQ in writing to Shaunna Tafelski at tafelskis@talawanda.org with the project name included in the subject line. No phone calls please.

Project Overview

A. Project Description

This contract is for a new maintenance and bus garage +/- 6,000 square foot to be constructed on Talawanda City School District’s property utilizing the design-build delivery method.

All aspects of the project and related issues will be implemented and operated consistent with the Owner’s policies and procedures.

B. Scope of Services

The Criteria Architect will work with the District’s administration to develop the concept and design criteria described herein and to assist the District in connection with the procurement of a design-build firm. The Criteria Architect shall provide the following services (“Basic Services”):

1. Attend an organizational meeting with the District to review all parties’ responsibilities and then-available information and documents reflecting the District’s objectives for the Project, including project schedule and budget objectives. Throughout the performance of these Basic

Services, the Criteria Architect will be expected to work collaboratively with the District and keep the District apprised of any changes or questions that may need to be answered to develop a concept and design-criteria that reflects the District's objectives for the Project.

2. Gather necessary information and prepare the conceptual drawings and specifications for the Project in conjunction with the District.
3. Establish design criteria for the Project.
4. Assist in preparing request for qualifications for design-build firms.
5. Assist in the review and ranking of design-builder firms based on the responses to the request for qualifications.
6. Assist in preparing the request for proposals for select design-build firms.
7. Assist in the review of the responses to the request for proposals and consult regarding the determination of the proposal that provides the best value.
8. Assist in the development of the design-build contract documents that will be prepared by the District.
9. The contract between the Criteria Architect and the District will contain provisions whereby the District may request that the Criteria Architect to provide certain services to the District after retention of the design builder during the construction stage, including construction and administration services, confirmation that the design prepared by the design-build firm reflects the original design intent, and similar related services.

C. Funding / Estimated Budget

Tentative total project cost is subject to change.

Total Project Cost: _____ \$1,500,000.00

NOTE: The Criteria Architect's fee for this Project must include all professional criteria design services, and Consultant services necessary for proper completion of the Criteria Architect's services for the successful completion of the Project, including but not limited to: preparation / review and verification of the program, validation of existing site conditions (but not subsurface or hidden conditions), and preparation of cost estimates and design schedules for the Project. Fees may be negotiated and allocated for additional services (e.g., extensive evaluation or validation of site conditions, extensive pre-design investigations, code-required special inspection and testing, quality assurance testing during the construction period, and testing due to unforeseen conditions).

D. Anticipated Schedule

Issuance of RFQ: _____ 07/10/2021
Receipt of Criteria Architect Firm Responses: _____ 08/09/2021
Notification of Top Qualified Firms: _____ 08/11/2021
Contract Completed: _____ 08/18/2021

E. Evaluation Criteria for Selection

- Demonstrated ability to meet Owner's programmed project vision, scope, budget, and schedule on previous projects.
- Previous experience compatible with the proposed project (e.g., type, size).
- Relevant past work of prospective firm's proposed consultants.
- Past performance of prospective firm and its proposed consultants.
- Qualifications and experience of individuals directly involved with the project.
- Proposer's previous experience (numbers of projects, sizes of projects) when working with its proposed consultants. Specification writing credentials and experience.
- Proximity of prospective firms to the project site.
- Proposer's apparent resources and capacity to meet the needs of this project.

F. Submittal Instructions

Paper copies of the Statement of Qualifications should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary. You may submit electronically but if you do electronic submittals, they should be combined into one PDF file named with the project name listed on the RFQ response and your firm's name.

Include the following in your response:

1. History of firm and any associated design firm: (1-page limit suggested)
 - a. Name of firm and contact name with phone number.
 - b. Location of principal and branch offices.
 - c. Length of time in business.
 - d. Firm ownership structure.
 - e. Annual design service volume for each of the past five years.
 - (1) Number of projects.
 - (2) Total design service volume.
 - f. List total number of firm's personnel, other than secretarial/clerical, by professional or skill group.
 - g. Describe any professional liability insurance policy or policies provided by any company or companies that are authorized to do business in Ohio and that afford professional liability coverage for the design services proposed to be rendered.
2. If sharing or partnering with another firm, nature of an association with one or more outside design firms: (1/2 page limit suggested)
 - a. Which firm will be the lead contracting party.
 - b. How will the work be apportioned or shared between firms.
 - c. What percentage of the entire work will be apportioned to each firm.
3. Experience: (3-5 page limit suggested)
 - a. Provide a **complete** listing of all relevant or similar **completed** projects, preferably involving public school districts, which your firm and any associated design firm have served as design professional during the past five years. The following information should be provided for each completed project:
 - (1) Project name, location, and owner
 - (2) Brief description of project
 - (3) Year completed
 - (4) Construction cost
 - (5) Other relevant information
 - b. Provide a **complete** listing of all **ongoing** design service projects, preferably involving public school districts, of your firm and any associated design firm, including the following information for each project:
 - (1) Project name, location, and owner
 - (2) Brief description of project
 - (3) Anticipated completion date
 - (4) Construction cost
 - (5) Other relevant information
 - c. List five owner references for relevant or comparable projects on which your firm and any associated firm served as design professional. Include owner name, location, and phone number, and a brief description of the project indicating how it is comparable, or your experience on the project relevant to the services required by the Project.
4. Project Staff: (2-page limit suggested)

Identify your firm's and any associated design firm's proposed design service and engineering

staff for the Project, including the primary contact. For each key staff member, include a resume which summarizes:

- a. Education, including name of institution(s) field(s) of study, degree(s) earned, and year(s) received.
- b. Professional registration(s) and/or professional society membership(s).
- c. Design or engineering service project experience.

5. Design and Engineering Services: (3-page limit suggested)

- a. Briefly describe the pre-design services/criteria design services provided by your firm and any associated design firm (e.g. program evaluating, site selection, etc.)
- b. Briefly describe the scope or pre-construction phase services provided by your firm and any associated firm and detail how they are to be provided.
- c. Briefly describe the scope of construction phase services provided by your firm and any associated firm detail how they are to be provided.
- d. Describe the method of working with the Project owner, design-builder, and other Project team members (e.g. in-house or outside consultant) of your firm and any associated firm.
- e. Describe any unique or innovative design service techniques you have utilized on past projects and why they have been a benefit to the owner.

6. Current capacity/workload: (1 page limit)

- a. Capacity to handle project with current workload.
- b. Capacity to handle project with anticipated workload during the project.
- c. Ability to work within reasonable length design phase schedules.

G. Miscellaneous

Public Records: All proposals and qualifications, including without limitation, all information and documentation submitted therewith, will be available for public inspection after the opening of qualifications, in compliance with Ohio Revised Code Chapter 149 and other applicable public records laws.

Addenda and Modifications: Changes in the specifications or terms and conditions of this RFQ may be made in writing by the Owner prior to the required due date. Results of informal meetings or discussions between a Respondent and any representative of the Owner may not be used as a basis for deviations from the requirements contained within this RFQ and may subject the Respondent to immediate disqualification.

All addenda, amendments, and interpretations to this RFQ shall be in writing. Any amendment or interpretation that is not in writing shall not legally bind the Owner. Only information supplied by the Owner in this RFQ, or in connection with this RFQ, shall be used in preparing submittals. All contacts that a Respondent may have had before or after receipt of this RFQ with any individuals, employees, or representatives of the Owner and any information that may have been read in any news media or seen or heard in any communications regarding this RFQ should be disregarded by Respondents in preparing responses to this RFQ.

Clarification: the Owner reserves the right to conduct discussions with Respondents who submit proposals for the purpose of clarifications or corrections regarding a proposal to ensure full understanding of, and responsiveness to, the requirements of this RFQ.

No False Information: Respondents who provide false or misleading information, whether intentional or not, in any of the documents presented to the Owner for consideration in the selection process shall be excluded.

Preparation Costs: Under no circumstance will the Owner be responsible for any costs incurred by anyone in (a) the submittal of qualifications, (b) in any subsequent follow-up to the submittal, (c) in any subsequent negotiations of a contract, or (d) in any other aspect of the effort to select the design team.

Owner Policies and Ordinances: Respondents should be aware of and therefore familiar with all pertinent ordinances and policies that will relate to contracting with the Owner. In the event of any inconsistency or

conflict between the process or requirements set forth in this RFQ and Owner policies and ordinances or other requirements of law, such policies, ordinances, or other requirements shall take precedence.

Right of Refusal: The Owner reserves the right to reject any proposal in which the Respondent takes exception to the terms and conditions of this RFQ; fails to meet the terms and conditions of this RFQ, including but not limited to, the standards, specifications, and requirements specified in this RFQ; or submits prices or fee structures that the Owner considers to Owner, compared to existing market conditions, or determines exceeds the available funds of the Owner.

Owner's Best Interest: The Owner reserves the sole right to (1) evaluate the qualifications submitted; (2) waive any irregularities therein; (3) select candidates for the submittal of more detailed qualifications; (4) accept any submittal or portion of a submittal; and/or (5) reject any or all responses to the RFQ, should it be deemed in the Owner's best interest to do so. This RFQ is not intended to be a contract, an obligation or a commitment of any kind.