

REQUEST FOR QUALIFICATIONS FOR DESIGN/ENGINEERING SERVICES
TALAWANDA CITY SCHOOL DISTRICT BOARD OF EDUCATION

The Talawanda City School District Board of Education (“Owner”) is seeking professional design services consisting of engineering design, bid process, and project observation for an HVAC project consisting of the following:

Repair the existing 75,000 CFM air handling Unit by removing and replacing the following components:

- o Mixed, return and outside air dampers
- o Filter rack and filters
- o Heating coil (coil does not exist and will be added to the unit)
- o Cooling coil and stainless-steel drain pan
- o Cooling and heating coil hookups with valves and control valves
- o Supply fans (8 fan plenum array) with variable frequency drives
- o Internal unit lighting
- o Air handling unit controls (complete replacement with Tridium Controls)
- o Duct smoke detector

The estimated cost of the Project is \$435,519.00 and will be funded by ESSER funds. This project will be subject to Ohio Prevailing Wage Rates per Ohio Revised Code, Section 4115.

The Owner invites firms interested in providing the required services to submit their qualifications for consideration. Qualifications will be reviewed, evaluated, and ranked to determine the project team best qualified to provide the needed services for the Owner.

If you are interested in being considered as a Design/Engineering Professional for this Project, please submit three (3) statements of qualifications to Shaunna Tafelski, Treasurer, Talawanda City School District Board of Education, via mail at **131 West Chestnut Street, Oxford, OH 45056 by 1:00 p.m. on December 9, 2021.** Any questions can be sent to Shaunna Tafelski at tsdtreasurer@talawanda.org. Please include in the subject line “(firm name) Statement of Qualifications for Talawanda CSD” in any electronic communications concerning this RFQ, including your mailed submission. Submissions should be in strict response to the information requested herein and should not include additional promotional materials.

This RFQ sets forth the intent of the Owner as to the procedure and criteria through which a candidate will be selected, but is not to be construed as setting forth specific terms of a contract between the candidate and Owner. Except as required by statute, the Owner reserves the right in its sole discretion, to modify this procedure and criteria. This RFQ is an invitation to submit statements of qualification to be considered by the Owner and is not an offer to contract.

Qualifications statements received from qualified firms will be retained in the file maintained by the Board, unless the firm specifically requests not to be included in this file. Each firm is encouraged 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 and for which there is a statement of qualifications on file that is less than one-year old.

Interested firms should be advised that the Board is subject to Ohio's public records laws. The Board cannot guarantee the confidentiality of statements, financial records, or business records that are submitted by a firm to the Board. The Board may be required to make such records publicly available. The law does provide for certain exemptions from disclosure requirements, including an exemption for confidential proprietary information. While this exemption may not always include a firm's financial and business records, we ask that you clearly stamp "Confidential and Proprietary Information" upon each page of each financial and/or business record that you believe to be confidential information. Such a stamp does not guarantee that your documents will be exempt from disclosure requirements, but will assist the Board in responding to any public records requests.

The Owner, through its duly authorized officials, reserves the right to reject any, part of, or all proposals and to waive any informality or minor defect pertaining to any proposal, without the imposition of any form of liability. Firms submitting statements of qualifications will be evaluated and ranked in order of their qualifications. Upon selection of the firm determined to be most qualified to provide the requested services, a services agreement will be negotiated. Should the Board be unable to reach an agreement with the top ranked firm, it shall move on to the next top ranked firm. The top ranked firms who are not awarded a contract will be notified after a binding agreement between the successful candidate and the Owner is executed, or upon the Owner's rejection of all statements.

Statements will be evaluated based on your responses to the questions listed below. The Board shall award a contract to the firm that presents the best value to the Board based on the firm's experience, qualifications, proposal contents and price. Leading criteria are as follows:

- i. Firm experience on projects of a similar nature and experience with the Board
- ii. Background and experience of the Project Team, including consultants
- iii. Intent and general approach described in the statement
- iv. Approach in working with the Board, its staff and community members
- v. Past performance in meeting budget limits and time schedules
- vi. Current workload and ability to effectively staff the project
- vii. Overall suitability to provide the services as outlined in the RFQ with the time, budget

Please provide answers to the following questions on a separate typed sheet. Responses should be concise and to the point, but should include the information necessary to communicate the information you desire.

1. Name of Firm:
Address:
Telephone Number:
Fax Number:
Business Structure:

Contact Person:

Do you have more than one office? If so, which office will be assigned to work with our project?

2. How many years has the firm been doing business?
3. How many full-time staff members are employed by your firm? List by discipline and show their years of experience both in the field and with your firm.
4. How will your professional staff be assigned to our project?
5. How many distinct projects will the lead architect be working on at any one time?
6. Please list the professionals you would anticipate assigning to this project. Identify the proposed key staff members and their roles on the project.
7. Who are the consultants you will involve in our project? What is their experience working with your firm on projects of a similar nature?
8. Provide a brief history of the firm related to primary and secondary (preK-12) school planning and design work. Include dollar volume of new construction, renovation and addition projects for all public school projects in past five years. Provide references for any past public projects you have been involved in in the last five years. Include any experience related to HVAC projects of this nature.
9. How will your firm interface with our staff, and involve the school district and community during the project process? Does your firm have experience with community engagement?
10. What is your previous experience working with the Talawanda City School District?
11. What services does your firm provide during construction in its role as architect?
12. What is your cost estimating methodology and approach?
13. What is your firm's track record with cost estimating? List your three most recently bid public school projects or public projects that would demonstrate your estimating capability.
14. Specify your experience and services relative to pre-bond issue activities.
15. How do you integrate safety and surveillance considerations in the design and planning process?

16. What sets your firm apart from other architects with public school experience?
17. Provide information regarding the firm's financial solvency, including its apparent resources and capacity to meet the needs of this project and to maintain appropriate insurance. Provide information about the insurance coverages carried by the firm, including professional liability insurance.
18. Does your firm have any open litigation pending against it at this time? How many suits have been filed against your firm in the past five years?

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