

**REQUEST FOR QUALIFICATIONS
FOR PROFESSIONAL DESIGN SERVICES
FOR WASHINGTON COURT HOUSE CITY SCHOOLS**

July 12th, 2023

The Board of Education of Washington Court House City School District, Ohio (the “Owner”), in accordance with Ohio Revised Code Sections 153.65 through 153.71, is soliciting Statements of Qualifications (“SOQs”) from qualified design professionals for architectural design services in connection with the District’s ‘District Wide Improvements Project’ (the “Project”) as described below.

Received qualifications may be retained in a file maintained by the Owner for “design professional qualifications.” The file may be used for the Owner’s projects or design needs for which design fees are estimated to be less than \$50,000. Participating firms shall submit annual updates to the qualifications file to keep qualifications current.

I. PROJECT DESCRIPTION

The ‘District Wide Improvements Project’ contemplated by this Request for Qualifications (“RFQ”) includes:

- (a) Window replacement throughout all school buildings (Cherry Hill Primary, Belle Aire Intermediate, Washington Middle School, and Washington High School);
- (b) Master planning and design services associated with the District’s Fieldhouse and the District’s historic Auditorium;
- (c) Additional planning and design services associated with capital improvements to various District facilities, as Work is identified and funding is made available.
- (d) The Project will be funded, in whole or in part, through federal Elementary and Secondary School Emergency Relief Funding (ESSER).
- (e) The Owner’s estimated current, total budget for the Project is \$ 1,400,000.00.
- (f) The Owner’s anticipates design services to begin immediately with the goal of beginning construction in Spring 2024.

II. SCOPE OF PROFESSIONAL DESIGN SERVICES

The Professional Design Services may include but are not limited to: assessing current facilities; programming; development of conceptual plans, specifications and design criteria; assisting the Owner in evaluating statements of qualifications and technical and pricing proposals of a Contractor/Construction Manager-at-Risk (where those delivery methods are used); standard design and construction document phase services; bidding/negotiation/GMP proposal phase, construction phase, closeout phase and post-closeout phase services; civil, structural, mechanical, electrical, plumbing, technology, sound and lighting, landscape design and engineering services; and such additional services as may be necessary or appropriate. The Owner reserves the right to incorporate additional scope and services if further improvements are identified and funds are available.

III. EVALUATION CRITERIA FOR SELECTION

SOQs should describe the firm's capabilities to provide the specific Professional Design Services listed herein and should include:

- (a) Firm background and history
- (b) Team member qualifications and experience
- (c) Mechanical, electrical and plumbing design expertise related to renovation
- (d) School renovation expertise
- (e) Sustainability and historic renovation expertise
- (f) Quality of bid and construction documents
- (g) Estimating expertise and ability to meet budgets on public projects
- (h) Construction administration expertise and follow-up commitment
- (i) Previous experience with Washington Court House Schools
- (j) References

IV. QUESTIONS AND INQUIRIES

Any questions regarding the content of this Request for Qualifications ("Request") must be directed in writing via email to: **Cheri Shipley, Secretary to the Treasurer, cheri.shipley@wchcs.org by 5:00 pm, 5 days prior to the submittal deadline.** 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.

V. SUBMITTAL INSTRUCTIONS

Firms interested in being considered should reply with one (1) individually bound Statement of Qualifications and one (1) PDF copy via email **submitted no later than 4:00 P.M., EST, on July 27, 2023.** Statements of Qualifications received after this date and time will not be accepted. Mailed SOQs should be sent to:

**Washington Court House City Schools, Board of Education Attn: Tom
Bailey, Superintendent
306 Highland Avenue, Washington Court House, OH 43160**

Hand deliveries to the above location may be made during the Owner's operating hours, which Respondents can confirm by calling the District directly at [740.335.6620](tel:740.335.6620). The Owner reserves the right to waive any defect or technicality in the submission of any qualifications, and may disqualify any firm that submits incomplete qualifications or is not responsive to the requirements of this Request.

VI. SELECTION PROCESS

In accordance with Ohio Revised Code 153.65-71, responding firms will be evaluated against the evaluation criteria listed herein. The District will select and rank the three firms it considers most-qualified to provide the requested services. As part of its evaluation, the Owner may hold interviews with individual firms. Following this evaluation, the Owner expects to enter into contract negotiations with the firm ranked most qualified to perform the services needed. The Owner reserves the right to reject any and all SOQ's.

