

# **REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL DESIGN FIRM**

The Board of Education of the Norwayne Local School District, Ohio (the “Owner”) in accordance with Ohio Revised Code Sections 153.65 through 153.71 intends to contract with a professional design firm for professional design services (“Professional Design Services”) in connection with the Project as described below.

## **I. Project Description**

The Project consists of replacement of the turf at the Athletic Field plus such additional related improvements as deemed necessary by the Owner.

## **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 construction manager at risk and/or design-builder (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.

## **III. Evaluation Criteria for Selection**

Statements of qualifications should separately describe the firm’s capabilities to provide the Professional Design Services, and the statements of qualifications should include:

- (a) a cover letter that provides the name, address and phone number of the office where the personnel assigned to the Project will be based and principal contact person;
- (b) company overview including the number of years of existence, legal form of firm, location of home office, number of licensed professionals and general firm history;

- (c) the technical training, education and experience of the firm's owners and key personnel who will be assigned to perform services on the Project;
- (d) the technical training, education and experience of the firm's current staff;
- (e) relevant past work and performance of the firm's prospective consultants and the firm's previous experience when working with its proposed consultants;
- (f) the firm's experience in performing engineering studies and construction administration;
- (g) availability of staff;
- (h) the firm's equipment and facilities and the location, availability and accessibility of facilities and equipment to support staff activities on the Project;
- (i) experience in new construction, renovation and additions;
- (j) specification writing credentials and experience;
- (k) experience with the design-build, construction manager-at-risk, general contracting and/or multiple prime contractor delivery methods and with working with a separately retained owner's representative;
- (l) services that the firm typically performs in-house versus services that the firm typically performs through a consultant;
- (m) the firm's record keeping, reporting, monitoring and other information management systems, including the scheduling and cost control systems;
- (n) any previous work performed in connection with the Owner or any other political subdivisions;
- (o) the firm's experience with the governmental and quasi-governmental entities with jurisdiction over the Project and their requirements;
- (p) proximity of the firm to the Project site;

- (q) the firm's track record and ability to deliver a project on scope, on time and within budget; and
- (r) other similar information.

In the event the firm proposes a joint venture with another firm, the firm's statement of qualifications should provide the same information with respect to the proposed joint venturer and its qualifications as the firm provides with respect to itself and its qualifications.

#### **IV. Questions and Inquiries**

Questions regarding interpretation of the content of this Request for Qualifications must be directed to: Sandy Hadsell, Treasurer, Norwayne Local School District, 161 South Main Street, PO Box 4443, Creston, Ohio 44217, email: nrcn\_shadsell@tccsa.net.

Answers to any questions shall be in writing and shall be posted on the Owner's webpage at [www.norwaynelocal.k12.oh.us](http://www.norwaynelocal.k12.oh.us).

The Owner will also endeavor to notify firms who are on record with the Owner as having received a copy of this Request for Qualifications when an update has been posted to the Owner's webpage. It is therefore imperative that firms provide full and accurate contact information to the Owner, including e-mail addresses, and updates will be deemed to have been validly given if emailed or otherwise furnished to each firm's contact person of record.

Notwithstanding the foregoing, all firms will be presumed to have actual knowledge of all information posted on the Owner's webpage relating to this RFQ, and firms shall not avail themselves of incomplete knowledge and/or lack of familiarity of this RFQ and any addenda thereto resulting from the firm's failure to register with and provide accurate contact information to the Owner and/or a firm's failure to check the Owner's webpage. Interpretations, corrections and changes of the RFQ which are made in any manner other than a written addendum will not be binding. The name of the party submitting questions will not be identified in the answers.

Firms considering responding to this Request For Qualifications are strictly prohibited from communicating with any member of Owner's staff or representatives of the Owner except as set forth in this Part IV.

#### **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 not later than 4:00 P.M., EDT, on February 23, 2018. Statements of qualifications received after this date and time will not be accepted.

Statements of qualifications should be sent to the attention of:

Norwayne Local School District  
161 South Main Street, PO Box 4443  
Creston, Ohio 44217  
Attention: Sandy Hadsell, Treasurer  
Email: nrcn\_shadsell@tccsa.net

## **VI. Selection Process.**

Responding firms will be evaluated separately and ranked in order of their qualifications. As part of this evaluation, the Owner may hold interviews with individual firms. 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 select one or more project delivery methods (which may include design-build; construction manager-at-risk; general contracting; and/or multiple prime contractors) in any manner the Owner deems appropriate. The Owner also reserves the right to enter into more than one contract for components of the Project rather than a single contract for the entire Project and to rank and select more than one firm to provide services for components of the Project rather than a single firm for the entire Project in any manner the Owner deems appropriate. Statements of qualifications received in response to this RFQ will be placed on file by the Owner, and firms submitting a statement of qualifications shall be deemed a pre-qualified firm for consideration for future projects of the Owner in accordance with Ohio Revised Code 153.71(A) provided that a pre-qualified firm is not guaranteed any work during the eligibility period.