

Request for Qualifications (Architect / Engineer)

Administration of Project: Southwest Local School District Board of Education

Response Deadline: 4/29/2024 12:00pm local time

Project Location: Crosby Elementary School, 8382 New Haven Rd. Harrison, OH 45030

City / County: Harrison / Hamilton

Delivery Method: General Contractor preferred

No. of electronic copies requested (PDF): 1

Submit the requested number of Statements of Qualifications directly to Thomas Lowe at Thomas.Lowe@southwestschools.org. See Section G of this RFQ for additional submittal instructions.

Project Overview

A. Project Description

The project consists of building one 8 classroom addition to the existing Crosby Elementary School as well as the design and engineering of an additional on-site Wastewater Treatment Plant in conjunction with the Ohio EPA.

- Estimated square footage of addition is 10,000 square feet.
- Current enrollment: 801 students
- Projected enrollment: 950 students
- Estimated Budget: \$4,000,000
- Location: 8382 New Haven Rd. Harrison, OH 45030
- Project design should mirror the finishes and systems of the existing building to the greatest extent possible.
- Project schedule intent is to have the addition open for students for the start of the 2025-2026 school year.

B. Scope of Services

Additional Services anticipated within the agreement may include, but not limited to: Environmental Consultant (Phase 1 & Phase 2 Environmental Reports), Demolition Design, Land Survey, Soil Borings/Geotechnical Report, and Construction Testing/Special Inspections.

The selected A/E, as a portion of its required Scope of Services and prior to submitting its proposals, will discuss and clarify with the Owner the cost breakdown of the Architect/Engineer Agreement detailed cost components to address the Owner's project requirements.

As required by the Agreement, and as properly authorized, provide the following categories of services: Schematic Design, Design Development, Construction Document Preparation, Bid and

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Award Support, Conformed Documents, Construction Administration, Post-Construction, and Additional Services of all types.

During the construction period, provide on-site construction administration services each week with the ability to respond to issues that arise within 24 hours. This also includes (1) attendance at progress meetings, (2) a written field report of each site visit, (3) on-site representation comprised of the A/E and its consultant staff involved in the primary design of the project, all having relevant and appropriate types of construction administration experience.

Please list all major scope services needed to complete the selection process for successful project delivery. The specific scope of services must state particular building types, functional design or specialized professional services required to evaluate the level of experience of each applicant firm (e.g. parking garage, kitchen design, correctional facility, medical facility). The scope of services should also define the types of basic and additional professional design and administration services necessary for the project (e.g. LEED credentials and experience, previous experience with local jurisdiction or similar sites).

For purposes of completing the Statement of Qualifications, below is a list of relevant scope of work requirements for this RFQ:

1. Project Delivery Method (MP, GC, CMR, DB)
2. Role on Project (AE-Lead, AE-Sub, CAE-Lead, CAE-Sub)
3. Academic Facility
4. K-12 Facility (Elem, Middle, High, Combination)
5. New Addition to Existing Building
6. LEED Certification (Reg., Cert., Silver, Gold, Plat.)
7. Student Centered Learning Environments (SCLE) / 21st Century School Design

C. Funding / Estimated Budget

Total Project Cost \$4,000,000

NOTE: The A/E fee percentage for this project includes all professional design services, and consultant services necessary for proper completion of the Basic Services for the successful completion of the project, including but not limited to: review and verification of the Program of Requirements provided by the Owner, validation of existing site conditions (but not subsurface or hidden conditions), 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 construction period, and testing due to unforeseen conditions).

D. Services Required

Primary: Architecture

Secondary: Mechanical/Electric/Plumbing Eng.

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Civil & Structural Engineer
Technology Design
Interior Design / Furniture
Landscape Architecture

NOTE: The primary A/E shall be (1) a registered architect holding a license and certificate of authorization issued by the Ohio Architects Board pursuant to ORC Chapter 4703, (2) a landscape architect holding a license and certificate of authorization issued by the Ohio Landscape Architects Board pursuant to ORC Chapter 4703, or (3) a professional engineer or professional surveyor holding a license and certificate of authorization issued by the Ohio Engineers and Surveyors Board pursuant to ORC Chapter 4733.

E. Anticipated Schedule

Professional Services Start: May, 2024

Substantial Completion of all Work: August 1, 2025

Professional Services Completed: December, 2025

F. 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.
- Experience and capabilities of creating or using Critical Path Method (CPM) schedules and of using CPM schedules as a project management resource.
- Approach to and success of using partnering and Alternative Dispute Resolution.
- Proximity of prospective firms to the project site.
- Proposer's apparent resources and capacity to meet the needs of this project.
- The selected A/E and all its consultants must have the capability to use the Internet within their normal business location(s) during normal business hours.

G. Submittal Instructions

Firms are required to submit their Statement of Qualifications to the Southwest Local Board of Education via the Treasurer, Thomas Lowe. Electronic submittals should be combined into one PDF file and include your firm's name. Use the "print" feature of Adobe Acrobat or similar software

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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.

Firms are requested to identify professional registrations, memberships and credentials including: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, CPE, DBIA, and any other appropriate design and construction industry credentials.