

## Request for Qualifications (Criteria Architect/Engineer)

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Project Name: West Liberty-Salem Athletic Complex

Response Deadline: 11 / 29 /2023

Project Address: 7208 US HWY 68 N

Owner: West Liberty-Salem LSD

City/County: West Liberty/Champaign County, Ohio

Owner Address: 7208 US HWY 68 N

Zip Code: 43357

City/County: West Liberty/Champaign

Delivery Method: Design-Build Project Delivery

Zip Code: 43357

Submit all questions regarding this RFQ by e-mail to Kraig Hissong at [khissong@wlstigers.org](mailto:khissong@wlstigers.org) with the Project Name included in the subject line (no phone calls please).

The Owner invites interested parties to submit statements of qualifications for criteria architect/engineer ("C-A/E") services related to its Project. The exact scope of the Project has not yet been determined but is currently contemplated as an athletic complex combination with an approximate budget of \$3.5 to 4.5 million (various other items may be included or excluded). Interested firms are requested respond by delivery of a .pdf by email to the District no later than November, 29 2023 to Kraig Hissong ([khissong@WLSTIGERS.ORG](mailto:khissong@WLSTIGERS.ORG)). The District will evaluate responses and may hold discussions with one or more individual or associated candidate firms to explore a firm's statements of qualifications, the scope and nature of the services the firms would provide, and the various technical approaches the firm(s) may take toward the Project. However, the District shall not be required to hold such discussions. In addition, this is RFQ is not an offer and the District reserves the right to abandon the Project and will not compensate responders for replying to this RFQ. The District reserves the right to reject part of any, or all responses and statements of qualifications and to waive any informality, irregularity, or failure to conform to the instructions contained in the Public Announcement or in this RFQ.

### *Project Overview*

#### **A. Project Description – Athletic Complex**

#### **B. Scope of Services**

Prepare conceptual plans and specifications to assist the Owner in connection with the establishment of the design criteria for a design-build project, and, if requested by the Owner, to serve as the representative of the Owner and provide, during the design-build project, other design and construction administration services on behalf of the Owner, including but not limited to, confirming that the design prepared by the design-build firm reflects the original design intent established in the design criteria package.

#### **C. Funding/Estimated Budget**

Total Project Cost

\$3,500,000 to \$4,500,000

NOTE: The C-A/E fee for this project will include all professional criteria design services, and consultant services necessary for proper completion of the C-A/E services for the successful completion of the

Project. Fees may be negotiated and allocated for additional services (e.g., extensive evaluation or extensive meetings for conceptual design/design builder selection, or extensive pre-design investigations.) No fee quotes are requested in this RFQ.

**D. Services Required** – Primary Discipline: Architectural/Civil

**E. Anticipated Schedule**

Design Build Qualifications (mm/yy)	<u>January/February 2024</u>
Construction Stage Start (mm/yy)	<u>Spring 2024</u>
Construction Stage Completed (mm/yy)	<u>TBD</u>

**F. Evaluation Criteria for Selection**

1. Demonstrated ability to meet Owner's programmed project vision, scope, budget, and schedule on previous projects.
2. Previous experience compatible with the proposed project (e.g., type. and size).
3. Past performance of prospective firm and its proposed consultants, if any.
4. Qualifications and experience of individuals directly involved with the project.
5. Proximity of prospective firms to the project site.
6. Proposer's apparent resources and capacity to meet the needs of this project.

**G. Submittal Instructions**

PDF and email as stated above; cover letters and transmittals are not necessary. Font size suggested 11 or higher. Page limits are suggestions only and limiting the length of the response to less than suggested is acceptable.

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 firms 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:
3. Experience: (5 page limit suggested)

- a. Provide a complete listing of all relevant or similar completed projects, preferably involving primary, secondary, high schools, which your firm and any associated design firm have served as design service provider 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 primary, secondary, high schools, 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. Year completed
    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 service provider. 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 services 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 of your firm and any associated design firm (e.g. program evaluating, site selection, etc.)
  - b. Briefly describe the scope of the pre-construction phase services of your firm and any associated firm and detail how they are to be provided.
  - c. Briefly describe the scope of construction phase services of your firm and any associated firm detail how they are to be provided.

- d. Describe the method of working with the Project engineers, consultants, owners, 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.

**H. Miscellaneous**

The form of the C-A/E Agreement will be the AIA C141 with supplementary conditions provided by Owner to accommodate the services requested by the Owner. The selected C-A/E shall use that form. No other forms of contract shall be accepted. The terms and conditions set forth in the newspaper public announcement are incorporated herein by reference.