

WELLINGTON EXEMPTED VILLAGE SCHOOLS
Request for Qualifications for Design Services

**PUBLIC ANNOUNCEMENT OF CONTRACT FOR PROFESSIONAL DESIGN SERVICES
AND REQUEST FOR QUALIFICATIONS**

Wellington Exempted Village Schools (WEVS) seeks qualifications and statements of interest from design professionals to serve as its Architect-of-Record (AOR) for on-going and future capital projects for a 5-year period. The services requested will not be for any improvements associated with a co-funded classroom facilities assistance program project.

WEVS will identify improvements to be implemented during the next 5-year period and will work with the selected design professional to define work to be accomplished, as well as to establish a detailed schedule for completion of the anticipated tasks. All projects will not involve the AOR.

WEVS invites design professionals interested in serving as the District's architect-of-record for the next 5-year period, including preparing conceptual and final drawings and establishing a firm schedule and budget for each improvement undertaken, to submit qualifications and statements of interest for consideration. WEVS reserves the right to use other design firms during this 5-year period and to move forward with projects during this time without the services of the AOR.

Qualification and statements of interest will be reviewed and a design professional firm selected in accordance with Ohio Revised Code (ORC) Sections 153.65 to 153.71. WEVS will select a firm to provide the required services based upon the qualifications and statements of interest received and the availability of the firm determined most qualified to provide the required services.

All qualifications received will be placed in a qualifications file maintained by the District for use when the cost of design services for a project will be less than \$50,000, as long as the qualifications are current (*i.e.*, no more than one-year-old). Design firms are responsible for providing updates to the District directed to the attention of the Treasurer on a yearly basis.

Statements of Qualification

Statements of qualifications should include the following:

1. Information regarding the firm's history;
2. Education, technical training, and experience of owners and key personnel;
3. The firm's experience in designing substantially similar projects in Ohio—*i.e.*, design and construction of facilities for school districts and on-going capital improvements, including athletic improvements for school districts;
4. Identify the consultants the firm uses regularly for services not provided by the firm in-house; **NOTE: WEVS is not looking for an exclusive list of consultants and reserves the right to approve and disapprove the use of specific consultant firms on a project-by-project basis. If a firm submits a list of exclusive consultants as part of the proposed project team, or otherwise limits the use of consultants to work directly for WEVS, the submittal will be deemed not responsive to this RFQ and will not be considered further.**
5. The firm's experience with design and construction of energy efficient buildings, including whether its staff or consultants have Leadership in Energy and Environmental Design (LEED) or other similar certification and specific experience with school facilities incorporating energy and environmental concepts in design and operations;
6. Ability of the firm to provide services during the time period defined, including availability of the firm's staff and other equipment and resources to achieve completion of identified improvements on the time-line proposed; to assist the evaluation of the firm's staff and resource availability, include a list of all current school district design and construction projects, including projects for which the firm has submitted statements of qualification and is being considered to provide design services, and the status of each (*i.e.*, what stage of

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- design and/or construction, the estimated dates for completion of design and construction, and the staff assigned to each of the listed projects);
7. The firm's staff and facilities, including consultants proposed for use (as noted above);
 8. Past performance as reflected in evaluations of previous and current clients with respect to factors such as control of costs, quality of work, and meeting deadlines. The firm should include a list of 8 relevant projects involving similar work, which the firm has designed during the past five years. Three of these projects should be the firm's most recent projects. The following information should be included for each project:
 - a. Project owner, name of project and location;
 - b. Brief description of the project;
 - c. Year completed or anticipated completion date;
 - d. Construction cost;
 - e. Other relevant information about the project and the firm's services;
 - f. Reference contact person and phone number;
 9. The firm's past experience with WEVS, if any; and
 10. The ability of the individuals identified by the firm who will be responsible for document production and communication with WEVS during the term of the agreement for services and for each improvement undertaken.

Approach to Providing Services

In addition to the qualifications and information listed above, the firm's submittal should include the following:

1. Identify the individual who will serve as the primary point of contact during the time services are provided and the individuals proposed to be responsible for different design categories, as well as any other personnel participating in providing services for any improvement, together with the education, training, and experience of these individuals, to the extent it has not been provided in the firm's statement of qualifications.
2. Describe the steps the firm will take to coordinate design and work on any component of the Project with WEVS with respect to scheduling the design and construction, maintaining the construction schedule, and close-out of each stage of an individual project.
3. Provide an overview of the firm's practices with respect to site visits and oversight of construction activities.
4. Propose an internal timeline for completion of an individual Project and the various services to be provided by the firm for pre-construction (programming and design), construction, and close-out phases of that Project.
5. Explain the firm's experience, approach and specific expertise in planning for the use of educational technology, if appropriate, and energy and environmental design for maintenance and operation of a Project.
6. Provide specific information on project budget development and the firm's experience over the past five (5) years with preparing project estimates for the project and construction costs; include a comparison of estimates and actual project costs.
7. List a maximum of four (4) unique qualifies that set your firm apart from others as it relates to the services requested for on-going and future capital needs.

As required by ORC Sections 153.65 through 153.71, firms submitting qualifications and statements of interest for the available contract will be evaluated and ranked in order of their qualifications. Following this evaluation, WEVS may ask the firms determined to be most qualified

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to meet with the WEVS administrators and staff and present the firm's qualifications and proposed approach to the requested services.

Upon selection of the firm determined to be most qualified to provide the requested AOR services for WEVS, WEVS will enter into contract negotiations with this firm. The proposed form of design services agreement will be a modified AIA Document B101-2017 or B104-2017, with an amendment form attached for use as specific future improvements are identified.

WEVS wishes to select an AOR as soon as possible, to begin working immediately with WEVS representatives on the anticipated capital program for the next 5-year period. Design professionals wishing to submit qualifications and a statement of interest in providing services to WEVS must do so in writing before 4 p.m. on August 10th, 2018. Qualifications and statements of interest may also be submitted electronically prior to this time directly to Ms. Gabler. If the submittal is delivered in a paper format, include **three (3)** copies with a thumb-drive containing the submittal information, deliver the submittal to:

Tina Gabler, Treasurer
Wellington Exempted Village Schools
305 Union Street
Wellington, Ohio 44090
tgabler@wellington.k12.oh.us

Direct questions concerning the required services to Ms. Gabler by email.