

Request for Qualifications (Criteria Architect/Engineer)

Project Name: Greenville CSD – Greenville Senior High School Track and Field Project

Response Deadline: December 6, 2016

Project Address 100 Green Wave Way

Owner: Greenville CSD

City/County Greenville (Darke), Ohio

Owner Address: 215 W. 4th Street

Zip Code 44331

City/County: Greenville, Ohio (Darke County)

Delivery Method Design-Build Project Delivery

Zip Code: 45331

Submit all questions regarding this RFQ by e-mail to Carla Surber at csurber@gcswave.com with the Project Name included in the subject line (no phone calls please).

The Owner invites interested parties to submit sealed 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 a track and field project in multiple phases with an approximate budget of \$2.2 million (various other related items may be included or excluded). Interested firms are requested to submit three copies of statements of qualifications enclosed in an envelope, sealed, and plainly marked on the outside "CRITERIA ARCHITECT/ENGINEER SERVICES." Sealed statements of qualifications shall be received by the Owner no later Response Deadline and noon local time that day. Sealed statements of qualifications should be addressed to the Owner, c/o Treasurer, at the Owner Address indicated above.

Project Overview

A. Project Description – track and field project.

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	<u>\$2,200,000</u>
Construction Cost	<u>\$1,790,000</u>
Estimated C-A/E Fee depending on services (percentage of construction costs)	<u>0.5% to 2.0%</u>

NOTE: The C-A/E fee for this project includes 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).

D. Services Required

Primary Discipline: Architectural/Civil

E. Anticipated Schedule

Professional Services Start (mm/yy) January /2017

Construction Stage Start (mm/yy) April /2017

Construction Stage Completed (mm/yy) August /2017

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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.
- Proximity of prospective firms to the project site.
- Proposer's apparent resources and capacity to meet the needs of this project.

G. Submittal Instructions

Paper copies of the Statement of Qualifications should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary. Font size suggested 11 or higher.

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 firm's 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.

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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) Anticipated completion date
 - (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 service 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.

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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 or 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.

[The remainder of this page is left blank; the C-A/E Selection Rating Form follows]

