

ST. CLAIRSVILLE-RICHLAND CITY SCHOOLS

PUBLIC ANNOUNCEMENT OF CONTRACT FOR PROFESSIONAL DESIGN SERVICES AND REQUEST FOR QUALIFICATIONS AND STATEMENT OF INTEREST

St. Clairsville-Richland Schools (SCRCS), located in St. Clairsville, Belmont County, Ohio, announces its intent to contract for professional design services to develop a master facility plan for SCRCS and to design and construct improvements identified in the master plan, as funds are available, which may be implemented in phases (all of which is referred to as the Project in this RFQ). SCRCS has not determined the project delivery method to use for the Project.

SCRCS invites design firms and other consultants interested in providing the required services for the Project to submit their qualifications, including the firm's experience and a statement of interest in the Project.

SCRCS has established a file with qualifications of providers of professional design services for use by SCRCS when design services are needed that will cost less than \$50,000. Qualifications included in this file include engineers, surveyors, and landscape architects. The qualifications of each firm submitted in response to this RFQ will be placed in the qualifications file. Each firm is responsible for updating its qualifications on an annual basis to remain current.

Qualifications

Include the following:

1. Information about the firm's history;
2. Education, technical training, and experience of owners and key personnel;
3. The firm's experience in providing substantially similar services in Ohio (*i.e.*, design services for public school districts and on-going permanent improvement projects, including classroom facilities for PK-12, athletic improvements, fine arts centers, administrative office space, and other facilities needed by school districts);
4. Ability of the firm to provide services as needed by SCRCS;
5. List of consultants used to provide any services not performed by the design firm or consultant;
6. Past performance as reflected in evaluations of previous and current clients for which the firm has provided or is providing similar services; please include a list of 5 relevant projects involving similar services performed by the firm during the past five years. Include the following information for each project:
 - a. Project owner, name of project and location;
 - b. Brief description of the project;
 - c. Year services were completed or anticipated completion date;
 - d. Other relevant information about the project and the firm's services;
 - e. Reference contact person and phone number;
7. The firm's past experience with SCRCS, if any;
8. The firm's location and proximity to the site for purposes of attending meetings at SCRCS.
9. The ability of the individuals identified by the firm who will be responsible for providing services to communicate with SCRCS and its designated representatives.

ST. CLAIRSVILLE-RICHLAND CITY SCHOOLS

Additional Information Requested for the Project

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

1. Identify the partner in charge of the Project and the other individuals assigned to the Project, together with the education, technical training, and experience of these individuals, to the extent it has not been provided in the firm's qualifications.
2. Provide specific information on project budget development and the firm's experience over the past 5 years with preparing project estimates and construction costs, monitoring project costs, and completing the project within the initial budget.
3. Explain the firm's approach to incorporating energy efficiency into proposed SCRCS improvements that will enhance the design and contribute to energy savings and long-term maintenance and operations of systems for the Project.
4. List a maximum of 4 unique qualities that set the firm apart from others as it relates to the required services for planning and design/construction of the facility planned by SCRCS.
5. Provide specific information about any claims asserted against the firm or its professional liability carrier within the last 5 years, including the resolution of the claim.
6. Provide information about the insurance coverages carried by the firm, including professional liability insurance.

Firms submitting statements of qualifications for the available contract will be evaluated and ranked in order of their qualifications. Following this evaluation, the firms determined to be most qualified may be asked to meet with SCRCS representatives to present the firm's qualifications and proposed approach for the Project before final selection is made. Upon selection of the firm determined to be most qualified to provide the requested services for the Project, compensation and an agreement for services will be negotiated and prepared for the Project. The initial agreement will be for interim services to address master planning and programming services. When funds are available to move forward with design and construction, if SCRCS determines to continue to work with the selected firm, the anticipated form of design services agreement will be a modified AIA agreement between owner and architect.

SCRCS wishes to select a design firm for presentation to the Board of Education as soon as possible and begin working immediately with the firm selected. Design professionals wishing to submit qualifications for the Project must do so in writing before 1 **p.m. on Monday, April 29, 2019**. **Submit 3 copies** of the firm's qualifications by mail, overnight delivery, or electronically to:

Amy Porter, Treasurer/CFO
St. Clairsville-Richland City School District
108 Woodrow Ave.
St. Clairsville, Ohio 43950
T: 740.699.2233; email: amy.porter@stcschools.com

Direct any questions concerning the Project and requested services to Dr. Skaggs, Superintendent, T: 740.695.1624; email: walter.skaggs@stcschools.com.