

REQUEST FOR STATEMENTS OF QUALIFICATION FOR DESIGN SERVICES

Date: June 28, 2024

The Warren City School District Board of Education (Hereinafter the “Owner”) is requesting statements of qualification for professional design services related to the demolition and reconstruction of the existing East Visitor Seating including construction of associated restrooms, concession, and storage facilities. Services shall also include, work on the West Stands to include ADA access elevator, new press box, modified existing seating, and weather protection coatings to the existing concrete seating bases (the “Project”). There is not a current estimate available for the Project, however, it is anticipated that it will include the following proposed components:

East Stands: Demolition of approximately 20,000 sq. ft. of existing concrete stadium seating and locker rooms and 20,000 sq, ft, of additional aluminum / steel upper seating.

Construction of approximately 17,000 sq. ft. of new aluminum / steel stadium seating and 6,000 sq. ft. “underseating” concessions, restrooms, and storage facilities.

Site modifications resulting from reduced overall seating parameters.

West Stands: Construction of elevator, shaft, and structural modifications for a new 50’ +/- vertical two stop ADA elevator access to a new two story pre-made press box. Existing seating shall be removed for installation of protective coatings of existing concrete seating bases and reinstallation of aluminum seating elements.

The Owner anticipates utilizing a construction manager at-risk delivery method for the project. The Owner is interested in working with a firm that has extensive experience in the design and construction of public-school athletic facilities. As part of this process, the Owner is seeking assistance in the design of the facility and developing its conceptual plan for the Project.

If you are interested in being considered as an architect for the Project, please submit a statement of qualifications to John Lacy, Executive Director of Business Operations by 3:00 p.m. on July 19, 2024. Please provide six copies of your proposal in a sealed envelope marked “Statement of Qualifications”. Submissions should be in strict response to the following questions and should not include additional promotional materials.

The statement of qualifications should be addressed to:

John Lacy
Executive Director of Business Operations
Warren City Schools
105 High Street, NE
Warren. Ohio 44481

This RFQ sets forth the intent of the Owner as to the procedure and criteria through which a candidate will be selected, but is not to be construed as setting forth specific terms of a contract between the candidate and Owner. Except as required by statute, the Owner reserves the right in its sole discretion, to modify this procedure and criteria.

The Owner, through its duly authorized officials, reserves the right to reject any, part of, or all proposals and to waive any informality or minor defect pertaining to any proposal, without the imposition of any form of liability. Firms submitting statements of qualifications will be evaluated and ranked in order of their qualifications. Upon selection of the firm determined to be most qualified to provide the requested services, a services agreement will be negotiated. Should the Owner be unable to reach an agreement with the top ranked firm, it shall move on to the next top ranked firm. The top ranked firms who are not awarded a contract will be notified after a binding agreement between the successful candidate and the Owner is executed, or upon the Owner's rejection of all statements.

Qualifications statements received from qualified firms will be retained in the file maintained by the Owner, unless the firm specifically requests not to be included in this file. Each firm is encouraged to provide annual updates to the qualifications to keep them current. The file may be used for projects or design needs for which design fees are estimated to be less than \$50,000 and for which there is a statement of qualifications on file that is less than one-year old.

Interested firms should be advised that the Owner is subject to Ohio's public records laws. The Owner cannot guarantee the confidentiality of statements, financial records, or business records that are submitted by a firm to the Owner. The Owner may be required to make such records publicly available. The law does provide for certain exemptions from disclosure requirements, including an exemption for confidential proprietary information. While this exemption may not always include a firm's financial and business records, we ask that you clearly stamp "Confidential and Proprietary Information" upon each page of each financial and/or business record that you believe to be confidential information. Such a stamp does not guarantee that your documents will be exempt from disclosure requirements, but will assist the Owner in responding to any public records requests.

Statements will be evaluated based on your responses to the questions listed below. The Owner shall award a contract to the firm that presents the best value to the Owner based on the firm's experience, qualifications, proposal contents and price. Leading criteria are as follows:

- i. Firm experience on projects of a similar nature
- ii. Background and experience of the Project Team, including consultants
- iii. Intent and general approach described in the statement
- iv. Approach in working with the Owner, its staff and community members
- v. Past performance in meeting budget limits and time schedules
- vi. Current workload and ability to effectively staff the project
- vii. Experience/Capability in CMR solicitation and construction administration
- vii. Overall suitability to provide the services as outlined in the RFP with the time, budget.

1. Name of Firm:
Address:
Telephone No.
Fax No.
Business Structure:
Contact Person:

2. Do you have more than one office? If so, which office will be assigned to work with our project?
3. How many years has the firm been doing business?
4. How many full-time staff members are employed by your firm? List by discipline and show their years of experience both in the field and with your firm.
5. Please provide examples of the Ohio public elementary and secondary building projects you have designed in the past 5 years. Include project name and location, scope, size, construction cost, key features if applicable, contact name and phone number.
6. What is your previous experience working with the Warren City School District?
7. What will your firm show us along the way to explain the project? Models? Drawings? Sketches?
8. Indicate whether your firm has the capability to provide construction administration services and if so, provide an explanation of how construction administration is handled by your firm, specifically personnel, frequency of on-site visits, etc.
9. What is your cost estimating methodology and approach?
10. Describe your experience with soliciting CMR services and list any projects you have been involved in in the last five years that used a CMR delivery method.
11. What is your firm's track record with cost estimating? List your three most recently bid public school or other projects that would demonstrate your estimating capability.
12. Relative to your ability to maintain relationships with your clients, please provide a list of the public school systems you are currently working for that you have worked with for at least 5 years. Include the length of the relationship, the number of projects you have completed for each client, a contact person and phone number.
13. What is your experience with integration of educational technology into existing buildings including but not limited to blended and online learning?
14. What is your experience with designing school athletic facilities?
15. How do you integrate safety and surveillance considerations in the design and planning process?
16. What sets your firm apart from other architects with public school experience?
17. Does your firm have any open litigation pending against it at this time? How many suits have been filed against your firm in the past five years?

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