

REQUEST FOR STATEMENTS OF QUALIFICATION FOR PROFESSIONAL DESIGN SERVICES
Indian Hill Exempted Village School District
December 3, 2020

The Indian Hill Exempted Village School District Board of Education (“the Owner”) is requesting proposals for architectural and associated services related to the design for various projects throughout the District. Concept estimates have been developed by the District for each of the projects and are available on the Districts website. It is anticipated the projects will include the following proposed components based upon prior developed facility master plans:

- Renovation of the Indian Hill Primary School. The project will include site improvements to the parking, access drives, and outdoor play spaces as well as renovations and additions to the main entries, front offices, cafeteria and kitchen, multi-purpose room, auditorium, common areas, and other related components. There will also be improvements to the building systems and existing infrastructure, including HVAC, electrical, plumbing, and life safety.
- Renovation and expansion of the Indian Hill Elementary School. The project will include site improvements to the parking, access drives, and outdoor play spaces as well as improvements to the main entry and replacement of a portion of the building. The new addition will include music and art classrooms, commons areas, and a multi-purpose Gymnasium and Auditorium. There will also be improvements to the building systems and existing infrastructure, including HVAC, electrical, plumbing, and life safety.
- Replacement of the Indian Hill Middle School. The project will include a new Middle School building along with related site improvements and amenities. The existing Middle School Gymnasium will be maintained with minor modifications.
- Renovation of the Indian Hill High School. The project will include site improvements to the parking, access drives, and outdoor spaces as well as improvements to the performing arts and indoor athletic spaces. There will also be improvements to the building systems and existing infrastructure, including HVAC, electrical, plumbing, and life safety.

The Owner is considering a Construction Manager at risk delivery method for the Projects.

The Board of Education is interested in working with a firm that has extensive experience in the design and construction of similar educational buildings and public improvements. As part of this process, the Board of Education is seeking assistance in developing the final plans for the various projects.

If you are interested in being considered as an architect for this Project, please submit your written statement electronically with a subject line marked "Statement of Qualifications for Professional Design Services." The proposals should be emailed to:

Mick Davis, Treasurer
Mick.davis@ihsd.us

Deadline for Submissions – Thursday, December 17, 2020 @ 12:00 PM.

Project Contact: Mick Davis, Treasurer
mick.davis@indianhillschools.org
513-272-4500

Information on the facility master plans can be found on the Districts website.

This RFQ sets forth the intent of the Owner as to the procedure and criteria through which a firm will be selected, but is not to be construed as setting forth specific terms of a contract between the firm and Owner. Except as required by law, 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 statements and to waive any formality pertaining to any statement, without the imposition of any form of liability. The companies whose statements are not accepted will be notified after a binding agreement between the successful firm and the Owner is executed, or upon the Owner's rejection of all statements.

Responding firms shall be ranked in accordance with the criteria herein and the highest ranked firm shall enter into negotiations for a contract with the Owner.

Statements will be evaluated based on your responses to the questions listed below and the following criteria: related design experience, comprehensive service capacity, demonstrated design capability and history of service, past performance of the firm as reflected by the evaluations of previous clients with respect to such factors as control of costs, quality of work, and meeting of deadlines. Please provide answers to the following questions on a separate typed sheet. Responses should be concise and to the point but should include the information necessary to communicate the information you desire. Additional promotional materials will not be considered and should not be included with any statement submitted for this Project.

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

Do you have more than one office? If so, which office will be assigned to work with our project?

2. How many years has the firm been doing business?
3. 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. Please list the professionals you would anticipate assigning to this project. Identifying the proposed project manager and other key staff members and their roles on the project.
4. Who are the consultants you will involve in our projects? What is their experience working with your firm on projects of a similar nature?
5. Provide a brief history of the firm related to educational planning and design work. Include dollar volume of new construction, renovation and addition projects for educational projects in past 5 years.
6. Please list the Ohio educational renovation and addition projects you have completed in the past 5 years. Include the project name, location, scope and size. Also include a school district contact name and phone number for each project.
7. How will your firm interface with our staff and involve the Board and community during the project process.
8. What is your previous experience, and your consultant's experience, working with the Indian Hill Exempted Village School District?
9. What will your firm show us along the way to explain the project? Models? Drawings? Sketches?
10. Provide an explanation of how construction administration is handled by your firm, specifically personnel, frequency of on-site visits, etc.
11. What is your cost estimating methodology and approach?

12. What is your firm's track record with cost estimating? List your three most recently bid school projects that would demonstrate your estimating capability. Explain any variations.
13. Relative to your ability to maintain relationships with your clients, please provide a list of the educational institutions 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.
14. What is your experience with integration of educational technology into existing buildings including but not limited to blended and online learning?
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 educational facilities project experience? How does your educational experience incorporate the process of educational programs leading to higher education?
17. What is your firm's experience with high performing school districts?
18. 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? List every legal action filed against your firm related to design and construction within the past 5 years and the resolution of each.
19. What makes your firm unique and capable of completing these projects successfully?