

**INDIAN HILL EXEMPTED VILLAGE SCHOOL DISTRICT  
REQUEST FOR QUALIFICATIONS  
FOR CONSULTANT SERVICES**

**Project Owner:** Indian Hill Exempted Village School District Board of Education

**Project Name:** Capital Improvements Project

**Project Location:** Various

**Delivery Method:** Construction Manager at Risk, pursuant to the Ohio Revised Code

**Deadline to Submit Qualifications:** 2:00 p.m. local time, **November 12, 2021**

The Indian Hill Exempted Village School District (the "District") seeks qualifications from design professionals to provide the following consulting services related to the design and construction of the Capital Improvements Project (the "Project"):

- Construction Materials Testing

**Submittals:**

Interested individuals or firms are invited to submit qualifications for one or both of the above consulting services. Interested firms must submit **an electronic copy in PDF format** via email directly to Mick Davis, Treasurer at [mick.davis@ihsd.us](mailto:mick.davis@ihsd.us). Place the project name listed in the RFQ and your firm's name in the subject line.

The Owner reserves the right to waive any defect or technicality in any SOQ received or to eliminate any firm that submits an incomplete or inadequate SOQ or that is not responsive to the requirements of this RFQ.

Statements of Qualification will be reviewed and the most qualified firm selected in accordance with Ohio Revised Code Sections 153.65 to 153.71. The Owner will select a firm to provide the required services based upon the Statements of Qualification received and the availability of the firm determined most qualified to provide the required services within the Owner's timelines for completion.

Qualifications received will be retained in the file maintained by the District for design professional qualifications, unless the firm specifically requests not to be included in this file; each firm is responsible to provide annual updates to the qualifications to remain current. This file will be used for future design needs when design fees are estimated to be less than \$50,000.

**Qualifications:**

Include the following in the qualifications submittal:

1. Information about the firm's history;
2. Education, technical training, and experience of owners and key personnel;
3. The firm's experience with providing the applicable consulting services for school district facilities;
4. Ability of the firm to provide services on the time-line proposed for the services required for the Project; to assist the evaluation of the firm's staff and resource availability, include a list of all current 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 design and/or construction, the estimated dates for completion of design and construction, and the staff assigned to each of the listed projects);

5. The firm's equipment and facilities;
6. List of consultants used to provide services not performed by the firm;
7. 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. Include a list of 5 similar projects, which the firm has designed during the past 5 years. Include the following information 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;
8. The firm's past experience with the District, if any;
9. The ability of the individuals identified by the firm who will be responsible for document production and communication with the District during the Project to communicate with the District.

**Additional Information Requested for the Project:**

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

1. Identification of the partner in charge of the Project, as well as any other personnel assigned to the Project, together with the education, technical training, and experience of these individuals, to the extent it has not been provided with the firm's qualifications.
2. Description of the steps the firm will take to coordinate its consulting services with the Architect.
3. The firm's practices with respect to site visits and oversight during construction, if applicable.
4. Provide any information about claims against the firm related to design and construction of projects, including claims against professional liability insurance and claims filed in a court of law or other dispute resolution forum.
5. Provide professional liability insurance coverage limits maintained by the firm.
6. List a maximum of 4 specific and unique qualifies that set the firm apart from others as it relates to the project.
7. Proposed modifications to the Agreement terms, attached to this Request for Qualifications. If your firm would like to propose any deviation from the terms of the Agreement, you must identify those terms and submit your proposed modified language in detail in your SOQ in a section clearly titled "Proposed Modification to Agreement Terms". Failure to do so shall be deemed to be a waiver of the right to negotiate the terms. Modifications may be accepted in the Owner's sole discretion and may be taken in to account by Owner when ranking the most-qualified firms.

Qualifications received will be evaluated and ranked. Following this ranking, the firms determined to be most qualified may be asked to meet with the District representatives to present the firm's qualifications and approach specifically with respect to the Project. The firm determined to be most qualified will be asked to submit a pricing proposal and a consulting services agreement will be negotiated.

The Board reserves the right to reject all submittals received, to waive informalities in any submittal, and to discuss and clarify items with any firm or individual submitting qualifications for consideration.