

REQUEST FOR STATEMENTS OF PROPOSAL (RFP) FOR AN OWNER'S AGENT
Indian Hill Exempted Village School District
November 4, 2020

The Indian Hill Exempted Village School District Board of Education ("the Owner") is requesting proposals for Owner's Agent services related to the design for various projects throughout the District. The purpose of this RFP is to solicit a Qualified Owner Agent ("Candidate") to contract with the Owner and provide customary owner's agent services for the pre-construction, construction, and post-occupancy phases of the project.

This RFP 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.

Overview

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 delivery method for the Projects.

Information on the facility master plans can be obtained by emailing Mick Davis (mick.davis@ihsd.us).

Scope of Services

The Owner’s Agent is expected to act on the owner’s behalf in overseeing the project through completion and into occupancy. The candidate’s proposed scope of services should include, but is not limited to, each item listed below. Please provide a narrative of your approach to providing the services below, and explicitly identify any additions or exclusions. When appropriate include the number of meetings, site visits, etc., and any other pertinent descriptions that clearly identify services included in the proposal.

- Review Preconstruction schedule developed by A/E, updated monthly.
- Provide Constructability Reviews at all Phases.
- Review and comment on CMR’s estimates. Participate in review / reconciliation meetings and provide value management recommendations to keep the project on budget.
- Review and provide a written assessment of the Owner’s project information, including the preliminary engineering report created by others.
- Review and provide a written assessment of the Owner’s project budget and needs analysis.
- Design and monitor a project delivery methodology, which best suits the needs of the Owner.
- Attend progress meetings for project, as needed.
- Develop, monitor, and update the overall project schedule.
- Function as communication liaison between all parties. Provide written record of all substantive project communications and actions.
- Represent the Owner’s interests in all matters pertaining to the design, permitting, bidding and construction of the proposed facilities.
- Produce, update, and provide to the Owner a complete project file.
- Provide regular updates to the School Board of Trustees including attending board meetings.
- Provide project closeout coordination.
- Both parties may agree upon other duties.
- Generally protect the Owner’s interests during the course of the project.

Schedule

RFP Available	11/4/2020
Interviews/Site Visits	11/10/2020 & 11/12/2020
RFP Clarification Deadline (1PM)	11/16/2020
RFP Responses due	11/18/2020
Interviews (Optional)	11/23/2020
Notice to Proceed Given to Successful Firm	11/25/2020

Submittal Requirements

The Board of Education is interested in working with a firm that has extensive experience in educational projects of similar size and scope.

If you are interested in being considered as the Owner Agent for this Project, please submit your written statement by email to Mick Davis (mick.davis@ihsd.us) with the subject line: "Statement of Qualifications/Proposal for Owner's Agent Services."

Deadline for Submissions – Wednesday, November 18, 2020 @ 1:00 PM.

Project Contact: Mick Davis, Treasurer
mick.davis@ihsd.us
513-272-4500

Organize your RFP response using the following outline.

Letter of Interest: A maximum two-page letter of interest that includes a synopsis of the firm, business principals, distinguishing characteristics, approach to completing this project, primary contact information, and signed by the principal-in-charge.

Experience and Qualifications: Please address each criterion listed below as it relates to your firm's relevant experience and qualifications.

1. Identify the individual who will be the main point of contact and the team responsible for providing services for the duration of the project. Consultant shall not change or substitute these individuals without prior approval. The Owner reserves the right to determine the acceptability of these individuals.
2. Provide all team members experience and responsibilities, including resumes. Provide background information including education, professional titles, related qualifications, specific roles in past projects.
3. Describe your firms past experience with providing Owner's Agent services, highlighting any projects with similar size and scope to the proposed project.
4. Provide your firms project organization structure and responsibilities.
5. How does your firm provide an in-depth cost evaluation of proposals, fees and budgets?
6. The project intends to use a multidisciplinary collaborative project approach. Describe your firm's knowledge with an integrated design process.
7. Understanding of the Owner, its organization and leadership.
8. Based on your current workforce and staffing in addition to the number of projects your firm currently has under contract or in negotiation does your firm have the capacity to complete this project? What percentage of your firm is currently involved in other projects?
9. Demonstrate experience with Bond Initiatives or Capital Campaigns in Ohio Public Schools.
10. Demonstrate ability to manage and develop a master budget and maintain it accurately throughout the project to ensure a quality project is delivered within budget.
11. Demonstrate a working knowledge in some or all disciplines including architectural design, structural engineering, mechanical engineering, electrical engineering, civil engineering, roof design and maintenance, construction cost estimating, facility management and maintenance, information technology (word, excel, accounting). Indicate which disciplines you are knowledgeable and have expertise and/or experience.
12. Provide description of any lawsuits or claims including status and resolutions.

13. Identify any other unique challenges/ approaches that you have experienced that will assist the Owner with a successful project.
14. Describe your firm's process for minimizing Owner's risk throughout a project.
15. Demonstrate experience and understanding of different delivery methods. Note what delivery method you would recommend for this project.

References

Provide a comprehensive list of **ALL RELEVANT** educational projects completed or begun within the last 5 years, with contact information, along with a project description. Identify in the reference list which projects this team has performed collectively. The Owner reserves the right to check additional references beyond those provided in the submittal.