



## BEXLEY CITY SCHOOL DISTRICT

### REQUEST FOR QUALIFICATIONS

#### MASTER FACILITIES PLANNING

6/28/2023

The Board of Education of the Bexley City School District is seeking proposals for Master Facilities Planning services.

This work will focus on maximizing available space within Bexley school buildings, as well as develop and expand facility space where and when needed in order to provide an equitable and innovative learning experience consistent with the district's high standards.

The Bexley City School District has a standing Facilities Advisory Committee whose members volunteer their time to collaborate and advise district officials on facilities matters. Additionally, Bexley Schools recently completed a new three-year Strategic Plan, which was developed using data and feedback from numerous faculty, student, and community focus groups. A Facilities Subcommittee was one of four subcommittees that studied an assigned focus area. Each subcommittee considered the data-supported feedback gathered earlier in the strategic planning process.

The final recommendations of the Strategic Planning Facilities Subcommittee included [three goals](#):

- Develop a master facilities plan that will efficiently utilize spaces and resources to address the growing population and evolving needs of the district.
- Prioritize flexible and adaptive spaces to support dynamic teaching and meet the needs of every learner.
- Create welcoming spaces that promote safety and belonging for all.

We are seeking a business organization whose master facilities planning expertise and experience include a community engagement component. It is our desire that this master facilities planning process fully engage the Facilities Advisory Committee, faculty, students, parents/guardians, and residents, in order to foster support for the final facilities plan and Bexley Schools.

#### REQUEST FOR PROPOSALS

According to Ohio Revised Code Sections 153.65 through 153.71 all businesses submitting proposals will be evaluated and ranked in order of their qualifications. Following the evaluation,



the businesses deemed most qualified may be asked to meet with a representative selection committee to present the business's qualifications for the project.

This Request for Qualifications is available at the Bexley City School District Board of Education office located at 348 S. Cassingham Road, Bexley, OH 43209 or can be downloaded from the school district's website at [bexleyschools.org](http://bexleyschools.org).

## THE BEXLEY COMMUNITY & SCHOOLS

Bexley is a community of about 14,000 residents living in an area of about 2.0 square miles, which consists primarily of residential neighborhoods. The community has a small, but vibrant downtown consisting mostly of restaurants and specialty food shops, small retail businesses, and other mostly service-oriented businesses.

Residents, whether they have children in Bexley Schools or not, are highly aware of school events and issues, are engaged in school activities, and are supporters of school organizations, including the Bexley Education Foundation.

The Bexley City School District has about 2,550 students in five schools: Bexley High School (9-12), Bexley Middle School (6-8), Cassingham Elementary School (K-5), Maryland Elementary School (K-5), and Montrose Elementary School (K-5). Three schools, Bexley High School, Bexley Middle School, and Cassingham Elementary are combined into one large building, known as the Cassingham Complex, which is located in Central Bexley. The offices of Bexley Board of Education, superintendent, treasurer, and other central office personnel also reside within the Cassingham Complex.

Maryland Elementary School is located on Maryland Avenue in the northern part of the city and Montrose Elementary School is located on Main Street, within the business corridor of the community.

Bexley is a land-locked community, located about four miles east of downtown Columbus.

## SCOPE OF WORK

The scope of work is subject to change, but preliminary scope includes, but is not limited to:

- Review work and feedback to date.
- Develop additional community engagement tools/opportunities to gather any additional feedback needed to generate priority factors and facilities options.
- Prepare documents, concept boards, models, etc. to demonstrate:



- Specific details of each facility option.
- Each option's ability to address priority factors (pros/cons).
- Complete cost estimates, including, but not limited to construction, temporary instructional space, ongoing maintenance, and staffing
- Identify further work/studies that need to be completed (traffic, geotechnical, etc.).
- Facilitate community engagement on potential facilities options, gather feedback in a statistically representative manner, and identify the option with the greatest community support.

## **SUBMISSION INSTRUCTIONS**

Please provide 5 hard copies and 1 electronic copy of your proposal by 5:00 p.m. on July 21, 2023. Proposals shall be submitted to:

John Eikenberry  
Business Manager  
Bexley Board of Education  
348 S. Cassingham Road, Bexley, OH 43209

Electronic copy EMAILED by 5:00 p.m. on Friday, July 21, 2023 to: [john.eikenberry@bexley.us](mailto:john.eikenberry@bexley.us).

Please direct any questions about the project or this RFQ to John Eikenberry  
[john.eikenberry@bexleyschools.org](mailto:john.eikenberry@bexleyschools.org).

The Board reserves the right to accept or not to accept late submissions, depending upon the circumstances, in its sole discretion.

Submissions should be in specific response to the questions provided below. Answers should be clear and concise and reflect the true nature of your firm's experience and philosophy.

## **BUSINESS ORGANIZATION BACKGROUND & TEAM INFORMATION**

1. Provide a brief history and background of your business organization.
2. List all team members (including consultants) who will work on the Bexley Schools project. Include qualifications and at least three project examples of each individual who has worked on similar projects.



3. What is the single most important quality that your business organization offers to Bexley Schools?
4. Describe any specialized service(s) your business organization provides that would be of benefit to our project.
5. Describe how you have worked with small communities that have constraints due to existing footprint, non-existing available land for expansion, and limited capacity for temporary instructional space during final construction?

## COMMUNITY ENGAGEMENT

6. What are the main steps in your community engagement process? What differentiates your community engagement process from other business organizations?
7. What specific community engagement tools (surveys, focus groups, events, etc.) do you use to engage a community as you form ideas/options prior to design?
8. Provide three examples of how you used specific community engagement tools successfully and describe how those examples would be relevant to our project?
9. Given the significant feedback we have received during our strategic planning, describe what you believe our immediate next steps should be to engage our community. Provide a timeline for those next steps. Please be as specific as possible in your timeline.
10. How do you envision keeping the community informed/updated during the process?
11. How do you test design options with the community? Describe how you quantify the input you receive and respond with appropriate refinement to the design. Give three specific examples where you have incorporated community input into previously developed design options.
12. Provide at least three examples that show how your designs have integrated important community values into school design options.

## FOCUS ON EDUCATION

13. How do you identify and prioritize the educational needs of a school community? Provide three examples that demonstrate your ability to design solutions that meet specific educational-program needs.



14. Identify three trends you believe are important in education-facility design.
15. Explain how you have implemented future trends in school designs by citing three specific project examples. In what ways will our students benefit?

## **RELATED EXPERIENCE & REFERENCES**

16. Provide five examples of project experience with previous and current clients; limit the project information to two pages, including the following:
  - Project name, owner, location
  - Describe the master facility planning services provided
  - Brief description of the project, specifically how it required master facility planning and community engagement services
  - Year completed (or anticipated to be completed)
  - Construction costs
  - Accuracy of pre-construction cost estimates vs. actual construction cost over last 3-5 years
  - Name of contact person, with email and phone number



## EVALUATION & SELECTION SCHEDULE

Deadline for Submission of Qualifications	July 21, 2023 - 5:00 p.m. (Eastern Time)
Notification of Shortlisted Firms	July 27, 2023
Touring of District Buildings	July 31, 2023 - August 4, 2023
Requests for Proposals Due	August 18, 2023
Notifications of Shortlisted Firms to Interview Scheduled	August 25, 2023
Notify Selected Firm	September 8, 2023
Target Date for Board Approval	September 13, 2023
Contract Start Date	September 18, 2023
Master Plan Presented to Board	June 12, 2024

Interviews may be scheduled and conducted with top ranked firms. The Board reserves the right to determine, in its sole discretion, whether interviews will be conducted. Negotiations will be conducted with the firm(s) ranked most qualified to provide the necessary services for the project. The Board anticipates entering into an agreement for master facilities planning services with the most qualified firm(s).

This RFQ has been prepared with due care and diligence. Firms are encouraged to ask questions if information requested is unclear. The Board makes no representation that participation in the RFQ process will lead to selection of a firm for a design services agreement. Selection of the most qualified firm(s) to provide the required services for the projects and approving an agreement with the firm(s) is in the sole discretion of the Board.