

**REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL DESIGN SERVICES  
SYLVANIA CITY SCHOOL DISTRICT BOARD OF EDUCATION**

The Sylvania City School District Board of Education (“Owner”) is seeking master planning and design services. The Board is interested in developing a master plan for determining how to use and/or modify its current facilities and space to accommodate potential increases in enrollment and particularized services to students and general growth and maintenance of the same (the “Plan”). This may include renovations and modifications to existing space and facilities and the erection of new facilities. The Plan should include the following components at a minimum:

- Conduct a study of the current demographics of the population and growth trends;
- Conduct an assessment of the facilities of the District in terms of age and condition;
- 2-D color, annotated site plan identifying the overall vision of the complex and potential scope;
- Conceptual building floor plans for any structures that are part of the facility improvements and connection to existing facility assets;
- Site Phasing Master Plan overlay;
- Additional/Alternative concepts for the design/layout of the complex;
- The Plan to be developed in consultation with School District stakeholders through meetings and/or surveys

The Board will also consider engaging the successful candidate for additional services which may include:

- Cost Estimating
- 3-D rendering
- Drone Photography

The Owner invites firms interested in providing the required services to submit their qualifications for consideration. Qualifications will be reviewed, evaluated, and ranked to determine the project team best qualified to provide the needed services for the Owner.

If you are interested in being considered for this Project, please submit a statement of qualifications to Adam Koch, Treasurer by 3:00 p.m. on June 2, 2023. Please also submit an electronic copy to [akoch@sylvaniaschools.org](mailto:akoch@sylvaniaschools.org). Please include in the subject line “(firm name) Statement of Qualifications for Sylvania City Schools” in any electronic communications concerning this RFQ, including your submission. Submissions should be in strict response to the information requested herein and should not include additional promotional materials. **In accordance with R.C. 153.70, interested firms may not include in their submissions any form of fee estimate, fee proposal, or other estimate or measure of compensation.** Doing so will result in disqualification from consideration.

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.

Qualifications statements received from qualified firms will be retained in the file maintained by the Board, 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 Board is subject to Ohio’s public records laws. The Board cannot guarantee the confidentiality of statements, financial records, or business records that are submitted by a firm to the Board. The Board 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 Board in responding to any public records requests.

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.

The Owner shall make an initial determination of the top five candidates and will invite said candidates to conduct post-proposal interviews. The interviews will be 30 minutes in duration each and will allow the candidates to present their proposals and answer any questions from the representatives of the owner. The date and location of the interviews will be set forth in the invitations.

Upon selection of the firm determined to be most qualified to provide the requested services, a services agreement will be negotiated. Should the Board 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.

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

- i. Firm experience on projects of a similar nature and experience with the Board
- 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 Board, 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. Overall suitability to provide the services as outlined in the RFP with the time, budget,

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.

1. Name of Firm:  
Address:  
Telephone Number:  
Fax Number  
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.
4. How will your professional staff be assigned to your project?
5. How many distinct projects will the lead architect be working on at any one time?
6. Please list the professionals you would anticipate assigning to this project? Identify the proposed key staff members and their roles on the project.
7. Who are the consultants you will involve in our project? What is their experience working with your firm on projects of a similar nature?
8. Provide a brief history of the firm related to primary and secondary (preK-12) school planning and design work. Include any particular experience with designing athletic facilities. Provide references for any past public projects you have been involved in in the last five years.
9. How will your firm interface with our staff, and involve the school district and community during the project process? Does your firm have experience with community engagement?
10. What is your previous experience working with the Sylvania City School District?
11. What services does your firm provide during construction in its role as an architect?

12. What is your cost-estimating methodology and approach?
13. What is your firm's track record with cost estimating? List your three most recently bid public school projects or public projects that would demonstrate your estimating capability.
14. Specify your experience and services relative to pre-bond issue activities.
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. Provide information regarding the firm's financial solvency, including its apparent resources and capacity to meet the needs of this project and to maintain appropriate insurance. Provide information about the insurance coverages carried by the firm, including professional liability insurance.
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?

**END OF DOCUMENT**