

# Little Miami Local Schools

## Request for Qualifications

For Programming, Design, Permitting, Bidding and Construction  
Administration Services  
For  
Little Miami Local Schools



Greg Power, Superintendent  
Little Miami Local Schools  
July, 2018

## REQUEST FOR STATEMENT OF QUALIFICATIONS

### Professional Services for the Programming, Design, Permitting, Bidding and Construction Administration for Little Miami Local Schools

**PURPOSE**

The Board of Education of the Little Miami Local School District is issuing this Request for Statement of Qualifications (SOQ) to qualified design professional firms interested in providing programming, design, permitting, bidding and construction administration services for projects identified in Phase 1 of the Master Plan. These projects make up the scope of the 3.6 mill bond levy that was passed this May for \$64.6 million in new construction. The district is currently wrapping up the process to become an OFCC ELPP district for this first phase of work. It is anticipated that the construction delivery model will be CMR.

Projects include the following:

Improvement	Approximate Budget & SF
Existing LMHS Building	\$13,100,000
addition	42,500 SF
renovation	14,700 SF
Existing LMJH Building to 6-8	\$14,950,000
addition	55,000 SF
renovation	3,000 SF
Exist LM Intermediate Bldg:2-3	\$7,817,500
addition	29,500 SF
New building: PK-1	\$27,030,000
Total new building	102,000 SF
Additional Projects / Contingency	\$1,702,500
Salem Elementary Misc renovation	
Potential Storm Shelter Requirement	
Unforeseen site issues	

**STATEMENT OF QUALIFICATIONS DUE**

Statement of qualifications should be electronically transmitted to Gregory Power, Superintendent at [gpower@lmsdoh.org](mailto:gpower@lmsdoh.org) by July 20, 2018. Responding organizations will be evaluated and ranked in order of their qualifications. The SOQs received will be reviewed, evaluated, and ranked based upon the criteria set forth this request for qualifications ("RFQ"). Following the evaluation and ranking of SOQs, firms may be asked to meet with the Board or representatives designated by the Board to present the firm's qualifications for the projects and its proposed staffing and scheduling for the required services. Following this, Little Miami Local School District Board of Education will enter into contract negotiations with the most highly qualified firm. Direct all questions about the Project to Greg Power (513.899.5100) [gpowe@lmsdoh.org](mailto:gpowe@lmsdoh.org)

## **QUALIFICATIONS**

Firms will be evaluated not only on their past experience with the type of service described herein, but also their ability to address issues critical to the success of the Project. Selection of a firm will be made by the Little Miami Board of Education upon the recommendation of the Design Professional Selection Committee. Submittals should be formatted to correspond to the following information requests.

Proposals will be evaluated based on your responses to the questions listed below. Emphasis will be placed on school (K-12) design and construction administration experience, comprehensive service capacity, demonstrated design capability and portfolio of service, and firm's experience with complex phased projects. Please provide answers to the following questions. Responses should be concise and to the point but should include the information necessary to communicate the information you desire.

### **Firm Background Information**

1. Name of Firm:  
Mailing Address:  
Telephone Number:  
Contact Person:  
  
Do you have more than one office? If so, which office will be assigned to this Project?
2. How many years has the firm been doing business? Please identify the markets that your firm concentrates its business development, resources and/or personnel.
3. How many full-time design professionals are employed by your firm? List by discipline, registration(s) and/or licenses, and years of experience.
4. Provide a brief history of your team related to primary and secondary (K-12) school planning and design service.

### **Project Team Information**

1. Provide a list of all team members, including consultants, proposed to provide services for the project. Include a project organization chart indicating staff relationships internally and to the District.
2. Identify key personnel proposed for the project, including the Principal-in-Charge and Project Manager, and a brief description of the K-12 facility experience and the role of each member of the team. Within the Appendix include a 1-page resume for each member of the team.

### **Past Performance**

1. Provide five (5) examples of project experience with previous and current clients; limit the project information to 2 pages, including the following:
  - a. Project Name, Owner, Location
  - b. Brief Description of the Project
  - c. Year Completed (or anticipated to be complete)
  - d. Construction Cost
  - e. Name of Contact Person, with email and phone number
2. Please list the Ohio public school renovation and addition projects you have completed in the past five (5) years. Include the project name, location, scope and size, and indicate whether it was in partnership with OFCC .
3. Prior experience, if any, with Little Miami School District

4. Provide specific information about any claims asserted against the firm or its professional liability carrier within the last five (5) years, including the resolution of the claim.

#### **Relate Experience**

1. How will your firm communicate and share its design intent, as it transitions from programming, through schematic design, design development, and construction documents, and ensure Little Miami's understanding of the design.
2. What is your experience with integration of educational technology into existing buildings including, but not limited to, blended and online learning?
3. How does your firm integrate safety and surveillance considerations in the design and planning process?
4. What is your cost estimating methodology and approach?
5. Provide an explanation of how construction administration is handled by your firm, specifically personnel, frequency, pre-con meeting, OAC meetings, site observation, submittals, RFI's, etc.
6. Please state your experience and describe your business and/or strategies for completing complex phased construction projects.
7. Provide a brief description of what makes your firm unique and best suited for the projects.

#### **Appendix**

1. Resumes for team members
2. Reference Letters from previous clients

### **PROPOSED PROJECT TIMETABLE**

#### **DESIGN TEAM SELECTION**

July 2, 2018: RFP, For Design Services Sent to Selected Firms and Publicly Advertised  
July 20, 2018: Statement of Qualifications Due  
August 2018: Potential Interviews for Short-Listed Firms