

# Criteria A/E Selection Rating Form

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Project Name: Ross Local School District New Bus Garage

Response Deadline: December 3, 2018

Project Address: Approximately 3371 Hamilton-Cleves Road

Owner: Ross Local School District

City/County: Hamilton, Ohio (Butler County)

Owner Address: 3371 Hamilton-Cleves Road

Zip Code: 45103

City/County: Hamilton, Ohio (Butler County)

Delivery Method: Design-Build Project

Zip Code: 45013

Submit all questions regarding this RFQ by e-mail to John Kinsel, Treasurer, at [John.Kinsel@rossrams.com](mailto:John.Kinsel@rossrams.com) with the Project Name included in the subject line (no phone calls please).

The Owner invites interested parties to submit Statements of Qualifications for criteria architect/engineer services related to its Project. The scope of the Project is new construction of a building to store school buses. Interested firms are requested to submit three copies of Statements of Qualifications enclosed in an envelope, sealed, and plainly marked on the outside "CRITERIA ARCHITECT/ENGINEER SERVICES." Emailed submissions may be submitted as provided in Section F below. All Statements of Qualifications will be received by the Owner no later than 4:00 p.m. on the Response Deadline. Statements of Qualifications should be addressed to the Owner, c/o John Kinsel, Treasurer, at the Owner Address above, or at the email address in Section F.

## Project Overview

### A. Project Description

The Project will be a new bus garage designed and constructed through the design-build delivery method.

### B. Scope of Services

Prepare conceptual plans, specifications, and a rough cost estimate to assist the Owner in connection with the establishment of the design criteria for a design-build project, and, if requested by the Owner, to serve as the representative of the Owner and provide, during the design-build project, other design and construction administration services on behalf of the Owner, including but not limited to, confirming that the design prepared by the design-build firm reflects the original design intent established in the design criteria package.

### C. Funding / Estimated Budget

Total Budget

\$600,000.00

NOTE: The Criteria Architect's fee for this Project must include all professional criteria design services, and consultant services necessary for proper completion of the Criteria Architect's services for the successful completion of the Project, including but not limited to: preparation / review and verification of the program, validation of existing site conditions (but not subsurface or hidden conditions), and preparation of cost estimates and design schedules for the Project. Fees may be negotiated and allocated for additional services (e.g., extensive evaluation or validation of site conditions, extensive pre-design investigations, code-required special inspection and testing, quality assurance testing during the construction period, and testing due to unforeseen conditions).

### D. Anticipated Schedule

Upon selection of the Criteria Architect, the Owner intends to move quickly with the selection of a design-builder, and then the design and construction of the new bus garage. An initial timeframe for the project is as follows:

Design Services Start: January, 2019

Construction Services Start: March, 2019

Construction Completed: May 31, 2019

**E. Evaluation Criteria for Selection**

- Demonstrated ability to meet Owner’s programmed project vision, scope, budget, and schedule on previous projects.
- Previous experience compatible with the proposed project (e.g., type, size).
- Relevant past work of prospective firm’s proposed consultants.
- Past performance of prospective firm and its proposed consultants.
- Qualifications and experience of individuals directly involved with the project.
- Proposer’s previous experience (numbers of projects, sizes of projects) when working with its proposed consultants. Specification writing credentials and experience.
- Proximity of prospective firms to the project site.
- Proposer’s apparent resources and capacity to meet the needs of this project.

**F. Submittal Instructions**

Paper copies of the Statement of Qualifications should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary. You may submit electronically but if you do electronic submittals, they should be combined into one PDF file named with the project name listed on the RFQ response and your firm’s name. Emailed submissions must be sent to [John.Kinsel@rossrams.com](mailto:John.Kinsel@rossrams.com) with “CRITERIA ARCHITECT/ENGINEER SERVICES” as the subject line.

Include the following in your response:

1. History of firm and any associated design firm: (1-page limit suggested)
  - a. Name of firm and contact name with phone number.
  - b. Location of principal and branch offices.
  - c. Length of time in business.
  - d. Firm ownership structure.
  - e. Annual design service volume for each of the past five years.
    - (1) Number of projects.
    - (2) Total design service volume.
  - f. List total number of firm’s personnel, other than secretarial/clerical, by professional or skill group.
  - g. Describe any professional liability insurance policy or policies provided by any company or companies that are authorized to do business in Ohio and that afford professional liability coverage for the design services proposed to be rendered.
2. If sharing or partnering with another firm, nature of an association with one or more outside design firms: (1/2 page limit suggested)
  - a. Which firm will be the lead contracting party.
  - b. How will the work be apportioned or shared between firms.
  - c. What percentage of the entire work will be apportioned to each firm.
3. Experience: (3-5 page limit suggested)

- a. Provide a **complete** listing of all relevant or similar **completed** projects, preferably involving public school districts, which your firm and any associated design firm have served as design professional during the past five years. The following information should be provided for each completed project:
    - (1) Project name, location, and owner
    - (2) Brief description of project
    - (3) Year completed
    - (4) Construction cost
    - (5) Other relevant information
  - b. Provide a **complete** listing of all **ongoing** design service projects, preferably involving public school districts, of your firm and any associated design firm, including the following information for each project:
    - (1) Project name, location, and owner
    - (2) Brief description of project
    - (3) Anticipated completion date
    - (4) Construction cost
    - (5) Other relevant information
  - c. List five owner references for relevant or comparable projects on which your firm and any associated firm served as design professional. Include owner name, location, and phone number, and a brief description of the project indicating how it is comparable, or your experience on the project relevant to the services required by the Project.
4. Project Staff: (2-page limit suggested)
- Identify your firm's and any associated design firm's proposed design service and engineering staff for the Project, including the primary contact. For each key staff member, include a resume which summarizes:
- a. Education, including name of institution(s) field(s) of study, degree(s) earned, and year(s) received.
  - b. Professional registration(s) and/or professional society membership(s).
  - c. Design or engineering service project experience.
5. Design and Engineering Services: (3-page limit suggested)
- a. Briefly describe the pre-design services/criteria design services provided by your firm and any associated design firm (e.g. program evaluating, site selection, etc.)
  - b. Briefly describe the scope or pre-construction phase services provided by your firm and any associated firm and detail how they are to be provided.
  - c. Briefly describe the scope of construction phase services provided by your firm and any associated firm detail how they are to be provided.
  - d. Describe the method of working with the Project owner, design-builder, and other Project team members (e.g. in-house or outside consultant) of your firm and any associated firm.
  - e. Describe any unique or innovative design service techniques you have utilized on past projects and why they have been a benefit to the owner.
6. Current capacity/workload: (1 page limit)
- a. Capacity to handle project with current workload.
  - b. Capacity to handle project with anticipated workload during the project.
  - c. Ability to work within reasonable length design phase schedules.

## **G. Miscellaneous**

Form: The form of the Criteria Architect Agreement is available on the Owner's website at [www.\\_\\_\\_\\_\\_](http://www._____). The selected Criteria Architect shall use that form and complete the blanks for contract purposes. No other forms of contract shall be accepted.

Public Records: All proposals and qualifications, including without limitation, all information and documentation submitted therewith, will be available for public inspection after the opening of qualifications, in compliance with Ohio Revised Code Chapter 149 and other applicable public records laws.

Addenda and Modifications: Changes in the specifications or terms and conditions of this RFQ may be made in writing by the Owner prior to the required due date. Results of informal meetings or discussions between a Respondent and any representative of the Owner may not be used as a basis for deviations from the requirements contained within this RFQ and may subject the Respondent to immediate disqualification.

All addenda, amendments, and interpretations to this RFQ shall be in writing. Any amendment or interpretation that is not in writing shall not legally bind the Owner. Only information supplied by the Owner in this RFQ, or in connection with this RFQ, shall be used in preparing submittals. All contacts that a Respondent may have had before or after receipt of this RFQ with any individuals, employees, or representatives of the Owner and any information that may have been read in any news media or seen or heard in any communications regarding this RFQ should be disregarded by Respondents in preparing responses to this RFQ.

Clarification: the Owner reserves the right to conduct discussions with Respondents who submit proposals for the purpose of clarifications or corrections regarding a proposal to ensure full understanding of, and responsiveness to, the requirements of this RFQ.

No False Information: Respondents who provide false or misleading information, whether intentional or not, in any of the documents presented to the Owner for consideration in the selection process shall be excluded.

Preparation Costs: Under no circumstance will the Owner be responsible for any costs incurred by anyone in (a) the submittal of qualifications, (b) in any subsequent follow-up to the submittal, (c) in any subsequent negotiations of a contract, or (d) in any other aspect of the effort to select the design team.

Owner Policies and Ordinances: Respondents should be aware of and therefore familiar with all pertinent ordinances and policies that will relate to contracting with the Owner. In the event of any inconsistency or conflict between the process or requirements set forth in this RFQ and Owner policies and ordinances or other requirements of law, such policies, ordinances, or other requirements shall take precedence.

Right of Refusal: The Owner reserves the right to reject any proposal in which the Respondent takes exception to the terms and conditions of this RFQ; fails to meet the terms and conditions of this RFQ, including but not limited to, the standards, specifications, and requirements specified in this RFQ; or submits prices or fee structures that the Owner considers to Owner, compared to existing market conditions, or determines exceeds the available funds of the Owner.

Owner's Best Interest: The Owner reserves the sole right to (1) evaluate the qualifications submitted; (2) waive any irregularities therein; (3) select candidates for the submittal of more detailed qualifications; (4) accept any submittal or portion of a submittal; and/or (5) reject any or all responses to the RFQ, should it be deemed in the Owner's best interest to do so. This RFQ is not intended to be a contract, an obligation or a commitment of any kind.