

SCHOOL DISTRICT
REQUEST FOR QUALIFICATIONS AND PROPOSALS FOR PROFESSIONAL
DESIGN SERVICES

May 19, 2020

The Board of Education of the Xenia School District is requesting proposals for professional design services for master planning and design of new construction and/or renovation projects. The district intends to participate with the Ohio Facilities Construction Commission (OFCC) with the development of a Master Facility Plan. The district also intends to participate in the OFCC Expedited Local Partnership Program.

According to Ohio Revised Code Sections 153.65 through 153.71, all firms submitting proposals will be evaluated and ranked in order of their qualifications. Following the evaluation, the firm/s deemed most qualified may be asked to meet with the Board of Education or representative committee to present the firm's qualifications for our project.

Please provide two (2) copy(s) of your proposal by 4:00 p.m. on June 19, 2020, to:

Gabriel E. Lofton, PhD
Superintendent, Xenia Community Schools
819 Colorado Drive
Xenia, Ohio 45385

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

FIRM BACKGROUND INFORMATION

1. Provide a brief history of the background of your firm.
2. Provide a list of all team members, including consultants, who will be working on our project. Include qualifications of at least three examples of projects each individual has worked on that might be considered similar to ours.
3. What is the single most important quality that your firm brings to the needs of our district?

4. Describe any specialized service(s) that your firm provides that would be of benefit to our project.

FOCUS ON EDUCATION

1. How do you meet the educational needs of your clients? Provide three (3) examples that demonstrate your ability to design solutions that meet our specific educational program needs.
2. Identify three (3) trends that you believe are important in educational design.
3. Explain how you have implemented future trends in school design by citing three (3) specific project examples. In what ways will we benefit?

RELATED EXPERIENCES AND REFERENCES

1. What is your firm's experience in undertaking a district-wide building program similar to the needs of our program? How do you schedule and staff these projects?
2. Provide 5-10 examples of past building programs similar to our program.
3. What is your past experience working with our school district?
4. What is your service approach to school districts before and after a major project?
5. Provide a listing of the range of services offered to school districts by your firm.
6. List five (5) educational references with needs similar to those of our district.
7. List five (5) educational references from districts you have worked with for more than ten years.

FUNDING EXPERTISE

1. What services does your firm provide for bond issue assistance?
2. Have you ever assisted a school client with a nontraditional funding source? If so, please provide details.

OFCC EXPERIENCE

1. What is your experience in working with OFCC? Provide five (5) OFCC project examples completed in the last three (3) years, including a contact name and phone number.

2. What is your experience in assisting a school district in the development of their OFCC master plan? Provide five (5) successful examples and the contact information for each.
3. What is your experience in assisting a school district in the development of their OFCC master plan for the Expedited Local Partnership Program (ELPP)? Provide five (5) successful examples and the contact information for each.
4. Describe three (3) creative solutions implemented to help achieve a successful, community-supported, educationally appropriate, OFCC facility master plan.
5. Do you have LEED Accredited Professionals on staff and if so, in what disciplines and how many? Additionally, are the consultants you are proposing LEED Accredited Professionals as well?

COMMUNITY ENGAGEMENT

1. What is your experience in developing successful OFCC master plans through the use of community engagement? Provide five (5) successful examples and contact information for each.
2. Provide examples of three (3) different engagement processes customized to meet the master planning needs of specific school districts. Provide contact information for each.
3. What differentiates your facility master planning with community engagement process from other firms?
4. How do you continue community engagement throughout the process of facility design?
5. Cite specific examples for how community input is incorporated into your educational facility designs.
6. How do you thoroughly communicate with the staff, students, and community during the design/decision-making process?

PROJECT MANAGEMENT, DOCUMENTATION, AND BIDDING

1. What is your history in the past five years relative to meeting project budgets? Provide a list of all OFCC projects completed in the past five years; list the project budget and final project budget.
2. What is your history in the past five relative to meeting project schedules? Provide a list of all OFCC initial project completion dates and final project completion dates.

3. What best demonstrates the quality of your technical documents? How will we benefit from this?
4. What is your approach to integrating educational technology into school buildings?
5. Provide examples of your three (3) most recently bid educational projects.

CONSTRUCTION AND FOLLOW-UP

1. What is your experience delivering construction through the Construction Manager at Risk (CMR) model?
2. What is your experience delivering construction through the General Contractor (GC) model?
3. How do you handle change orders? List the percent of change orders on your three most recently completed projects in the following categories: Owner Initiated Changes; Code Changes; Field Changes; Errors & Omissions.
4. What is your approach to construction administration? Explain the benefits of your approach.
5. What services do you provide for follow-up and warranties?