



**REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL DESIGN SERVICES  
FOR PAVING IMPROVEMENT PROJECTS**

**July 18, 2022**

The Swanton Local Board of Education (“Board”) requests interested design professional firms to submit statements of qualifications (“SOQ”) for paving improvement projects. The design firm selected will work with the Board and its authorized representatives to plan and design the following projects, which are planned to begin in May/June 2023 if funds are available:

The scope of work is subject to change, depending upon available project budgets may include but not restricted to:

- District wide paving/concrete projects
- Support for paving improvement planning, maintenance of a 5-year plan

Following the guidelines applicable to public owners in Ohio Revised Code Sections 153.65 through 153.71, the SOQs received will be reviewed, evaluated, and ranked based upon the criteria set forth in the Requirements Section of 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.

**SUBMITTAL INSTRUCTIONS**

Submit **four (4)** bound copies and one electronic PDF file (on a thumb drive) of the completed SOQ no later than **4:00 p.m. on August 2, 2022** to:

Mr. Chris Lake  
Superintendent  
108 N Main St.  
Swanton, Ohio 43502

Statements of qualifications submitted after this date and time will not be accepted.

Direct any questions about the project or this RFQ by e-mail to Mr. Lake at [chris.lake@swantonschools.org](mailto:chris.lake@swantonschools.org). The subject line of the e-mail should clearly read "Request for Qualifications for Professional Design Services". Firms considering responding to this RFQ are strictly prohibited from communicating with any member of the Board's staff or representatives in any other manner.

The Board may (i) amend, modify, or withdraw this RFQ, (ii) revise requirements of this RFQ, (iii) require supplemental statements or information from any firm responding to this RFQ, (iv) accept or reject all responses to this RFQ, (v) extend the deadline for submission of SOQs and other responses requested, (vi) discuss with any firm submitting a SOQ its information and approach planned for the project, (vii), waive defects and allow corrections of deficient or incomplete responses to the information to be included in the SOQ, which do not conform completely to the instructions contained in this RFQ, and (viii) cancel this RFQ in whole or in part. The Board may exercise any of the foregoing rights at any time without notice and without liability to any firm submitting a SOQ or any other party for its expenses incurred in the preparation of the SOQ or other responses.

Amendments to this RFQ and answers to any questions shall be in writing and shall be posted on the Board's webpage at:

<https://www.swantonschools.org>

All firms will be presumed to have actual knowledge of all information posted on the Board's webpage relating to this RFQ, and firms shall not avail themselves of incomplete knowledge and/or lack of familiarity of this RFQ and any addenda thereto resulting from the firm's failure to check the Board's webpage. Interpretations, corrections and changes of the RFQ which are made in any manner other than a written addendum will not be binding.

### **FORM OF SUBMITTALS – REQUIREMENTS**

The SOQ prepared by each design firm must include the information requested in the following items and conform with the page limits stated for each item. Use 8-1/2 x 11-inch single-sided pages. Present information clearly and concisely; information should reflect the firm's experience and philosophy.

#### **1. Firm Background Information (3 page limit)**

- a. Provide location of firm, location of office providing services, and proximity to the District. Within the Appendix (Item 7 below), include a 1-page (maximum) description of each consultant the firm will use to provide services, including the qualifications and experience of the key individuals in that firm. The consultant information will not be counted towards the page limit for this item.

- b. Provide a brief history of the firm (including number of years in business and any former names under which the firm has operated).
- c. Provide information on the services that the firm typically performs in-house versus services that the firm typically performs through a consultant.
- d. Provide the percentage of work by the firm that involves K-12 facilities.
- e. Provide information about the education, technical training, and qualifications of firm employees.
- f. Provide information on the firm's experience in performing construction administration.

**2. Project Team (4 page limit)**

- a. 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.
- b. 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 (Item 8 below) include a 1-page resume for each member of the team.

**3. Past Performance (10 page limit)**

- a. Provide five (5) examples of project experience with previous and current clients; limit the project information to 2 pages, including the following:
  - i. Project Name, Owner, Location
  - ii. Brief Description of the Project
  - iii. Year Completed (or anticipated to be complete)
  - iv. Construction Cost
  - v. Name of Contact Person, with email and phone number
- b. Prior experience, if any, with the Board.

**4. Related Experience (2 page limit)**

- a. Describe the firm's experience with developing phased approaches to renovations or improvements to K-12 facilities.
- b. Describe the firm's experience with the governmental and quasi-governmental entities with jurisdiction over the Project and their requirements.

**5. Litigation History (1 page limit)**

- a. Provide specific information on the firm’s performance history in the last ten (10) years with respect to (a) termination for default), (b) litigation by or against the firm, (c) judgments entered for or against the firm, and (d) claims asserted against the firm’s professional liability policy.

**6. Why your firm? (1 page limit)**

- a. Provide a brief description of what makes your firm unique and best suited for the projects.

**7. Appendix (no page limit)**

- a. Include the following in this section of the SOQ submitted by the firm:
  - i. Resumes (1-page maximum each) for all team members, including key consultant personnel)
  - ii. Sub-consultant firm information

**EVALUATION AND SELECTION SCHEDULE**

SOQs will be evaluated and ranked to determine the most qualified design firm for the projects based upon the following anticipated schedule:

RFQ – Solicitation Issue Date	July 18, 2022
Deadline for Submission of SOQs	August 2, 2022
Notice to Short-Listed Firms for Interviews (if necessary)	August 12, 2022
Firm Interviews (if necessary)	August 22-24, 2022
Anticipated Start Date for Design	TBD
Anticipated Construction Start Date	TBD

**Interviews/Selection.** Once SOQs and other requested information has been reviewed, the firms will be ranked based upon the qualifications provided. Criteria for determining the most qualified firm are:

- Firm experience with this type of project;
- Experience, technical training, and qualifications of proposed team members and consultants;
- Successful completion of similar projects in the past by the firm and the proposed team members;
- Firm’s experience with phased paving improvements;
- Prior experience with the Board;
- Firm’s litigation and claims history;
- Ability of the firm in terms of its workload and availability of qualified personnel, equipment, and facilities to perform the required design services competently and expeditiously; and

- Past performance of the firm as reflected by the evaluations of previous and current clients with respect to such factors as control of costs, quality of work, and meeting of deadlines.

If determined necessary or beneficial to the process, interviews may be scheduled and conducted with the 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 ranked most qualified to provide the necessary services for the project. The Board anticipates entering into an agreement for design services with the most qualified firm, using an AIA Document B101-2007, Standard Form of Agreement Between Owner and Architect (with modifications appropriate for a public improvement in Ohio), or AIA Document B104-2007, Standard Form of Agreement Between Owner and Architect for limited scope project (with modifications appropriate for a public improvement in Ohio).

**Disqualification.** A firm may be disqualified and its SOQ not considered in the Board's sole discretion, which may be based on any of the following reasons:

1. The firm's involvement in any litigation against the Board.
2. The firm's default on any current or previous contract.
3. Lack of competency or experience, based upon the financial information, experience, staff and consultants proposed for the project, and other information included in the SOQ and other requested information provided by the firm.
4. Uncompleted services on other projects, which in the judgment of the Board will prevent or hinder prompt completion of the projects, if the firm is selected to provide the requested services.

### **MISCELLANEOUS**

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 to provide the required services for the projects and approving a design services agreement with the firm is in the sole discretion of the Board.