

**THE DAYTON REGIONAL STEM SCHOOL BOARD OF TRUSTEES
REQUEST FOR QUALIFICATIONS
FOR DESIGN PROFESSIONAL SERVICES**

Dated JANUARY 11, 2024

Project Owner: Dayton Regional STEM School, Inc.

Project Name: K-5 Elementary School Building

Project Location: Woodman Drive

Delivery Method: General Contractor per the Ohio Revised Code

Deadline to Submit Qualifications: 5:00 p.m. local time, **January 29, 2024**

The Dayton Regional STEM School, Inc. (the "Owner"), is soliciting Statements of Qualifications ("SOQs") from qualified individuals or firms to provide Design Professional Services for its K-5 Elementary School Building (the "Project"). The Owner reserves the right to add additional scope and services if further improvements are identified and funds are available. The Owner anticipates that it will use a general contractor for the construction of the Project and statutory competitive bidding as required by law.

Qualifications received may be retained in a file maintained by the Owner for design professional qualifications, unless the firm specifically requests not to be included in this file. The file may be used for projects or design needs for which design fees are estimated to be less than \$50,000. Each firm is requested to provide annual updates to the qualifications to keep them current.

Submittals:

Interested individuals or firms must submit **1 electronic copy in PDF** format of the SOQ's via email directly to Robin Fisher, Superintendent/CAO, at robin.fisher@daytonstemschool.org. Place the project name listed in the RFQ and your firm's name in the subject line.

Electronic submittals should be combined into one PDF file named with the project name listed on the RFQ and your firm's name. Use the "print" feature of Adobe Acrobat or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Acrobat, go to Advanced, then PDF Optimizer.

Facsimile copies of the Statement of Qualifications will not be accepted.

The Owner reserves the right to waive any defect or technicality in any SOQ received or to eliminate any firm that submits an incomplete or inadequate SOQ or that is not responsive to the requirements of this RFQ.

Questions, Clarifications and Addenda:

All questions concerning this RFQ shall be directed in writing via email to Robin Fisher, Superintendent/CAO at robin.fisher@daytonstemschool.org by 5:00 p.m., **5 calendar days prior to the submittal deadline**. Questions will be reviewed, and the Owner will determine whether any addenda should be issued as a result of any pertinent or substantive inquiries. Addenda will be

issued to all firm that have requested the RFQ for the Project. Firms shall not rely on any oral instructions or answers.

Background and Project Description:

- A. The Project is anticipated to include the design of a K-5 Elementary School Building through a construction manager at risk (CMAR) process
- B. The Design Professional will assist with budget development, subject to the Owner's approval. The Owner anticipates that the construction budget will be a maximum of \$20,000,000.
- C. The Owner anticipates that the Design Professional will assist the Owner in program development/evaluating the program for the Project. The Design Professional will provide cost estimating (for base bid scope and individual alternates), design phase services, and construction administration services.
- D. The selected design professional will work collaboratively with the selected construction contractor, once selected, to complete the project design and assist with establishing a guaranteed maximum price within the established timelines of the Project.
- E. The Owner anticipates that the design of the Project and selection of construction manager will take place from February 2024 through June 2024, construction will commence Fall 2024.
- F. The Project will be a new K-5 elementary building of approximately 60,000 sq ft to serve roughly 425 students. The instructional delivery method is project-based learning which requires collaborative and open workspaces. We are seeking design solutions to create a flexible environment that fosters, innovation, play and creativity. It is our desire that the final solution allows a connection to the exterior spaces generating a sense of openness and light. Multi use spaces will be designed to allow seamless transitions from small group to large group experiences.

Qualifications:

Submittals should include the following:

- 1. Firm's History – Information about the firm's history (number of years in business, etc.).
- 2. Education & Technical Training/Experience – Identify your firm's assigned team for the Project. Provide the education, technical training, and experience of the principal in charge of the Project and the Project Manager, as well as any other individuals assigned to the Project, and proposed consultants, if any. Detail the assigned team's experience in providing substantially similar services (i.e., programming/program evaluation, estimating, design/construction administration services for similar facilities and similar projects with an emphasis on similar civil improvements projects) and the team's experience working together on similar projects. Describe:
 - a. Experience, planned approach, and specific expertise in assisting with Project planning, estimating, and schedule development. Include the team's experience leading and participating in meetings with the public entity boards on similar projects.

- b. Approach to incorporating practical, tested, energy efficiency and sustainability features into similar projects that will enhance the design, be easy/economic to maintain and contribute to energy conservation and savings for the long-term maintenance and operations;
 - c. Experience and approach to obtaining all applicable permits and governmental approvals (including approval of plans) from the Authorities Having Jurisdiction, including but not limited to interpreting requirements/obtaining approval for zoning and the design review board.
3. Workload – Describe the current workload and availability of the firm and personnel assigned to the Project team, the available equipment and facilities, and the team’s ability to perform the required professional design services competently and expeditiously (i.e., are resources currently available or committed to other projects). The Project timeline is aggressive so availability to meet our projected deadlines is critical.
4. Proposed Schedule – Proposed design phase milestones for completion of the Design Professional’s services including completion dates or durations in calendar days for programming, design documents, and construction documents, as well as an anticipated timeline for the bidding, construction and close-out phases of the Project. Provide a detailed narrative demonstrating the firm’s ability to manage the Project schedule during the design phase and construction phase.
5. Past Performance based on References – Past performance as reflected in evaluations of previous and current clients for which the firm has provided or is providing similar services; please include a list of at least five (5) relevant projects involving similar services performed by the firm during the past five years. Include the following information for each project:
 - a. Project owner, name of project and location;
 - b. Brief description of the project, including size of project (e.g., square footage/area) and project delivery model (e.g., general contractor, construction manager at risk, design-build, etc.);
 - c. The initial scheduled completion date and the actual date services were completed or the current anticipated completion date;
 - d. Construction budget, change order amounts, and actual construction cost;
 - e. Your firm’s assigned team members for the project;
 - f. Other relevant information about the project and the firm's services; and
 - g. Reference contact person and phone number.
6. Past Performance with Owner – Describe the firm's past experience with the Owner, if any.
7. Proximity to the Site – The firm’s location and proximity to the site for purposes of site visits and attending meetings with the Owner.
8. Project Estimates and Budget
 - a. Describe the firm’s procedures for Project budget development and cost estimates, including but not limited to, procedures for initial budget development with the Owner, cost estimating, and the process for reviewing and evaluating the budget

- in coordination with the Owner at various stages of the design process; and
- b. Describe the firm's experience over the past five years with preparing or evaluating project estimates and construction costs, monitoring project costs, and completing a project within the initial budget with emphasis on any experience with general contractor projects.
9. Unique Qualities and/or Expertise of the Assigned Team – Identify the unique competence, qualities, and/or expertise that set the firm's assigned team apart from other firms and teams as it relates to the required services for the Project. List a maximum of four specific and unique qualities that set your team apart from others in relation to the Owner's Project.
10. Professional Liability Insurance Coverage & Claims History – Include:
- a. The coverage amounts and types of insurance coverage, particularly the firm's commercial general liability and professional liability limits;
 - b. Specific information about any claims asserted against the firm or its professional liability carrier within the last five years, including the resolution of the claim(s);
 - c. Any statistics kept internally on change order history, project completion, and budget considerations, recognizing that each change order is unique as to its causes. The Owner is interested in information that will show consideration of budget requirements; and
 - d. Specific information about any claims asserted by the firm within the last five (5) years, including the resolution of the claim(s).
11. Construction Phase Services – The firm's practices with respect to site visits and oversight of the Project are subject to the Architect Agreement requirements. Generally, does the frequency of visits typically change based upon the stage of construction? What amount of time is spent on average on site during the construction phase? What is the background of the individuals who would be visiting the Project during construction? What documentation of such site visits is prepared and maintained?
12. Sample Architect Agreement based on the scope of work of the Project

Pre-Submittal Site Visit:

During the RFQ phase, firms may visit the Project site from the general public's perspective.

Evaluation & Selection:

Firms submitting SOQs for the available contract will be evaluated and the Owner will select and rank at least three firms which it considers to be the most-qualified to provide the required services. However, if the Owner determines that fewer than three qualified firms are available, it will select and rank those firms. Such evaluation and selection is subject to the Owner's absolute right to stop the process and refrain from entering into any contract. The Owner may require additional information from one or more Respondents to supplement or clarify the SOQs

submitted. The individual project teams from select firms may be asked to meet with Owner representatives to present the firm's qualifications and proposed approach for the Project before final ranking and selection is made. The individual team members that will be involved with the Project must attend such meeting.

Upon selection of the firm determined to be most qualified to provide the requested services for the Project, the Owner reserves the right to negotiate the price for services to be provided, with such firm. If the Owner and the selected firm agree to a price and scope of services, the form of agreement between the Owner and the selected firm will be specified in an Architect Agreement. The Owner reserves the right to take any action affecting the RFQ process or the Project that it deems to be in its best interest.

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