

# Request for Qualifications (Registered Design Professional\*)

## State of Ohio Standard Forms and Documents

---

**Administration of Project:** School District Board + OFCC

Project Name	<u>Monroe Local School District</u>	Response Deadline	<u>02/17/25</u>	<u>4:00pm</u> local time
Project Location	<u>220 Yankee Rd., Monroe, OH 45050</u>	Project Number	<u>SFC-250516</u>	
City / County	<u>Monroe / Butler</u>	Project Manager	<u>Anita Charlassier</u>	
Owner	<u>Monroe Local School District</u>	Contracting Authority	<u>School District Board + OFCC</u>	
Delivery Method	<u>CM at Risk</u>	Prevailing Wages	<u>None</u>	
No. of paper copies requested (stapled, not bound)	<u>0</u>	No. of electronic copies requested (PDF)	<u>1</u>	

\* "Registered Design Professional includes any architect holding a certificate issued under section 4703.10 of the Revised Code, any landscape architect holding a certificate issued under section 4703.36 of the Revised Code, or any engineer holding a certificate issued under section 4733.14 of the Revised Code." (Ohio Building Code section 4101:1-2-01 Definitions)

Submit the requested number of *Statements of Qualifications* (Form F110-330) directly to **Jill Hoobler** at [procurement@ofcc.ohio.gov](mailto:procurement@ofcc.ohio.gov). See Section J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to **Jill Hoobler** at [procurement@ofcc.ohio.gov](mailto:procurement@ofcc.ohio.gov) with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the Opportunities page on the OFCC website at <http://ofcc.ohio.gov> on a regular basis until one week before the response deadline. The name of the party submitting a question will not be included on the Q&A document.

---

### Project Overview

#### A. Project Description

Build one (1) new 100,145 square foot 9-12 High School building to house 601 students. The building is to be constructed just southeast of the existing Monroe High School site, on roughly 9 acres, while the existing school facility and athletic facilities remain in operation. The project delivery method for this new school facility will be Construction Manager at Risk. The building is required to comply with the latest version of the *Ohio School Design Manual (OSDM)* and is required to achieve LEED (Version 4) Silver certification at a minimum. The school district has elected to proceed with incorporating a storm shelter into the new building design and an allowance is included within the total building budget for construction hardening for a 4,167 square foot storm shelter. The District may elect not to proceed with the storm shelter at any time in the future. The final determination will be made by the school district prior to the start of commencing with any required A/E design services for that facility and the A/E contract will be amended accordingly to remove that portion of the scope of services at that time. The total building budget also includes allowances for Site Safety Improvements and Emergency Responder Radio Coverage System.

Total Project Cost: \$53,360,970 (\$35,758,290 Co-funded + \$11,247,300 Square Footage LFI + \$2,602,680 PALFI + \$3,752,700 Material Upgrades LFI)

The district has allocated \$11,247,300 in LFI funding for additional 30,000 square feet to accommodate additional student population.

A Project Agreement LFI of \$2,602,680 is incorporated into the overall project budget and represents the differential cost between Base Plan and Preferred Plan to satisfy the 100% Cap.

It is also anticipated that the School District will be including locally funded initiative (LFI) budget funds for the following items to be potentially added as part of the new facility scope. The total additional LFI fund amount is currently \$3,752,700. Final amount of LFI to be contributed will be determined later during design and the A/E contract will be modified to account for exact amount of LFI funds via amendment:

- Envelope Upgraded to Match Some of the Current Campus Aesthetic
- Other Finishes and Furnishings
- Possible Site Enhancements

An early site package and early procurement package are anticipated and should be included as part of the A/E basic services. Construction activities for the early site package and early procurement are anticipated to start in March 2026. The main building GMP and Notice to Proceed is anticipated to be executed in May 2026 with a Substantial Completion date of May 2028. Punchlist completion and District occupancy is anticipated to be complete in June 2028.



# Request for Qualifications (Registered Design Professional) continued

---

## G. Basic Service Providers Required (see note below)

Lead A/E Discipline:	<u>Architecture</u>
Secondary	<u>Mechanical-Electrical-Plumbing Eng.</u>
Disciplines:	<u>Fire Protection Engineering</u>
	<u>Civil Engineering</u>
	<u>Structural Engineering</u>
	<u>Landscape Architecture</u>
	<u>Kitchen/Food Service Design (K-12)</u>
	<u>Technology/Communic./Security (K-12)</u>
	<u>Interiors/Loose Furnishings Design (K-12)</u>
	<u>Acoustic Design (K-12)</u>
	<u>Signage/Graphic Design (K-12)</u>

## H. Additional Service Providers Required

<u>Geotechnical Testing and Analysis</u>
<u>Quality Assurance Construction Testing</u>
<u>Special Inspections (OBC)</u>
<u>Environmental Consulting</u>
<u>Surveying</u>
<u>Traffic Impact Study</u>
<u> </u>
<u> </u>
<u> </u>
<u> </u>
<u> </u>

NOTE: The lead A/E shall be (1) any architect holding a certificate issued under section 4703.10 of the Revised Code, (2) any landscape architect holding a certificate issued under section 4703.36 of the Revised Code, or (3) any engineer holding a certificate issued under section 4733.14 of the Revised Code.

## I. 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, *designs on occupied sites*).
- 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 (number and size of projects) when working with its proposed consultants.
- Specification writing credentials and experience.
- Experience and capabilities of creating or using Critical Path Method (CPM) schedules and of using CPM schedules as a project management resource.
- Approach to and success of using partnering and Alternative Dispute Resolution.
- Proximity of prospective firms to the project site.
- Proposer’s apparent resources and capacity to meet the needs of this project.
- The selected A/E and all its consultants must have the capability to use the Internet within their normal business location(s) during normal business hours.
- Past and current OAKS-CI experience.
- Evaluation on construction schedules and progress of work.
- Budget management, overall budget cost tracking, and estimating / reconciling with CMR firms.
- Ability to design at or below budget at all stages of design and experience in meeting current market conditions.
- Overall project close-out procedures and documentation.

Interested A/E firms are required to address how they will implement Building Information Modeling (“BIM”) on the project, experience and level of training of staff related to BIM, incorporation of team partners that have previous BIM experience, and an understanding of collaborative BIM processes, including but not limited to the *State of Ohio BIM Protocol* available at the OFCC website at <https://ofcc.ohio.gov>.

Interested A/E firms are required to submit the *Commitment to Participate in the EDGE Business Assistance Program* form in its Statement of Qualifications (Form F110-330) submitted in response to the RFQ, to indicate its intent to contract with and use EDGE-certified Business Enterprise(s), as a part of the A/E’s team. The *Intent to Contract and to Perform* and / or waiver request letter and *Demonstration of Good Faith Effort* form(s) with complete documentation must be attached to the A/E’s Technical Proposal. Both forms can be accessed via the OFCC website at <https://ofcc.ohio.gov>. The *Intent to Contract and to Perform* form is again required at the Fee Proposal stage.

**If the A/E firm intends to receive points for exceeding the EDGE Participation Goal, it must provide BOTH a completed *Commitment to Participate* form AND a completed *Statement of Intent to Contract and to Perform* forms signed by both parties with its *Statement of Qualifications*.**

For all *Statements of Qualifications*, please identify the EDGE-certified Business Enterprises, by name, which will participate in the delivery of the proposed professional services solicited in the RFQ.

Interested A/E firms must indicate on their *Statement of Qualifications*, the locations where their services will be performed in the spaces provided or by attachment in accordance with the requirements of Executive Order 2019-12D related to providing services only within the United States and the requirements of Executive Order 2022-02D prohibiting purchases from or investment in any Russian institution or company. Failure to do so may cause their *Statement of Qualifications* to be rejected.

### J. Submittal Instructions

Firms are required to submit the current version of *Statement of Qualifications* (Form F110-330) available via the OFCC website at <https://ofcc.ohio.gov>.

Electronic submittals should be combined into one PDF file named with the project number 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. Also, please insert the project number and firm name followed by "SOQ" in the email subject line.

**Statements of Qualifications must be submitted electronically by email. Submittals are limited to one email with a maximum file size of 25 MB.**

Firms are requested to identify professional registrations, memberships and credentials including: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, CPE, DBIA, and any other appropriate design and construction industry credentials. Identify that information on the resume page for individual in Block 22, Section E of the F110-330 form.

# Registered Design Professional Selection Rating Form

## State of Ohio Standard Forms and Documents

Project Name Monroe Local School District Proposer Firm \_\_\_\_\_  
 Project Number SFC-250516 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary Firm Location, Workload and Size (Maximum 10 points)</b>			
a. Proximity of firm to project site	Less than 25 miles	5	
	25 miles to 50 miles	2	
	More than 50 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$1,000,000	2	
	\$1,000,000 to \$5,000,000	1	
	More than \$5,000,000	0	
c. Number of licensed professionals	Less than 4 professionals	1	Max = 3
	4 to 8 professionals	2	
	More than 8 professionals	3	
<b>2. Primary Firm Qualifications (Maximum 30 points)</b>			
a. Project management lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	Max = 20
b. Project design lead	Experience / creativity of project designer to achieve owner's vision and requirements	0 - 5	
c. Technical staff	Experience / ability of technical staff to create fully coordinated construction documents	0 - 10	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 5	
<b>3. Key Consultant Qualifications (Maximum 20 points)</b>			
a. Key discipline leads	Experience / ability of key consultants to perform effectively and collaboratively	0 - 15	
b. Proposed EDGE-certified Consultant participation*	One point for every 2 percent increase in professional services over the EDGE participation goal	0 - 5	
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
a. Previous team collaboration	Less than 3 sample projects	1	Max = 3
	3 to 6 sample projects	2	
	More than 6 sample projects	3	
b. LEED** Registered / Certified project experience	Registered LEED v4.0 or v4.1 projects	1	Max = 2
	Certified LEED v4.0 or v4.1 projects	2	
c. BIM project experience	Training and knowledge	1	Max = 3
	Direct project experience	3	
d. Team organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
<b>5. Overall Team Experience (Maximum 30 points)</b>			
a. Previous team performance	Past performance as indicated by evaluations and letters of reference	0 - 10	
b. Experience with similar projects / delivery methods	Less than 4 projects	0 - 3	
	4 to 6 projects	4 - 6	
	More than 6 projects	7 - 10	
c. Budget and schedule management	Performance in completing projects within original construction budget and schedule	0 - 5	
d. Knowledge of Ohio Capital Improvements process	Less than 2 projects	0 - 1	
	2 to 4 projects	2 - 3	
	More than 4 projects	4 - 5	
* Must be comprised of registered professional design consulting firms and NOT the lead firm - For more information on scoring this and other criteria refer to <a href="#">Document F199-01 - PS Selection Rating Rubric</a> . ** Leadership in Energy & Environmental Design administered by Green Business Certification Inc.™		<b>Subtotal</b>	

Notes:

Evaluator:

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_