

**PUBLIC ANNOUNCEMENT OF AVAILABLE CONTRACT FOR PROFESSIONAL
DESIGN SERVICES FOR THE SOUTH-WESTERN CITY SCHOOL DISTRICT**

REQUEST FOR QUALIFICATIONS

PROJECT DESCRIPTION

Provide design professional services for the construction of a new 20,000 square foot facility capable of serving students in grades Pre-K through 4 that will be connected in some form immediately to the west of the existing Bolton Crossing Elementary building located at 2695 Holt Road, Grove City, Ohio 43123

SCOPE OF PROFESSIONAL DESIGN SERVICES

Provide all Architectural, Civil, and MEP drawings necessary for SD, DD, and CD phases.

- Complete site visits as needed to the existing school
- Reference the existing school drawings as needed
- Provide construction documents and submit to the City of Columbus. Provide all steps required to secure a building permit for the project. The District will pay permit fees
- Work in conjunction with the Owner's team to select a CMR
- Work in conjunction with the CMR for design, budgeting, and throughout the construction of the facility
- Work with the Owner's team for the selection of furniture. Create furniture plans and provide the CMR with a furniture package
- Include Construction Administration through close out
- Conduct weekly progress meetings throughout construction and until the project is formally closed out. Issue meeting minutes weekly
- Create a punchlist and conduct backpunch
- Collect as-built drawings from the CMR and complete a review. Assemble and provide the owner finished copies
- Review all O & M and warranty information provided by the CMR
- Conduct all incidental activities required for a successful construction project through formal close out of the project
- Provide egress maps in electronic form

DESCRIPTION OF QUALIFICATIONS REQUIRED FOR PROJECT

The submittal from your firm should include information on the points identified below:

- Provide history of your previous experiences in working with school districts in the Central Ohio area
- Provide examples of past school projects relative to this proposed project
- Do you have past experience in working with the City of Columbus?
- Identify your proposed consultants and their relevant past work
- What is the proximity firm and its consultants to this project?
- Identify the qualifications and experience of individuals proposed to be directly involved with the project
- Include specification writing credentials and experience
- Demonstrate your resources and capacity for the project
- Identify your proposed project management lead
- Identify the proposed design lead
- Identify technical staff that will be assigned to the project
- Identify proposed construction administration team
- Provide information as to the technical training, education, and experience of the employees of the firm who would be assigned to perform the services, including the proposed architect of record
- Describe the ability of the firm in terms of its workload and the availability of qualified personnel, equipment, and facilities to perform the required professional design services competently and expeditiously
- Describe the past performance of the firm as reflected by the evaluations of previous client with respect to such factors as control of costs, quality of work and meeting of deadlines
- Describe experience with BIM
- Share your abilities and proposed methods to manage a project's budget and schedule

HOW TO SUBMIT STATEMENT OF QUALIFICATIONS

Submittals are due before noon on September 29, 2017 and should be delivered to the Property Services desk located at 3805 Marlane Dr., Grove City, Ohio 43123. You need to provide seven copies of your submittal. The owner's team will review submittals the week of October 2nd and it is anticipated that three firms will be short-listed by October 6th. Direct any questions to Mark Waller at 614-801-3133 or by mark.waller@swcsd.us