

REQUEST FOR QUALIFICATIONS (RFQ)

For Architectural Services

Great Oaks Career Campuses (“Great Oaks”) is soliciting Statements of Qualifications from qualified firms interested in providing professional architectural services relating to renovation and expansion of the Laurel Oaks building and campus located in Wilmington, Ohio. Architects with relevant experience and qualifications are encouraged to submit. The purpose of the Request for Qualifications (RFQ) process is to identify qualified respondents for this project and future District capital improvements. Great Oaks will evaluate and rank the Statements of Qualifications, and will seek to enter into a contract with a qualified firm to provide architectural services for the project using an AIA standard form of agreement between Owner and Architect as a base document.

Statements of Qualifications received will be retained in a file maintained by Great Oaks for design professional qualifications, unless the firm specifically requests not to be included in this file. Great Oaks encourages each firm to provide annual updates to the Statement of Qualifications for future reference.

The RFQ is available by contacting Great Oaks’ administrative offices at 110 Great Oaks Drive, Cincinnati, OH 45241, may be requested by phone at (513) 771-8840, or on Great Oaks’ website at www.greatoaks.com/Business & Industry/Legal Notices.

SCOPE OF WORK

Estimated Budget/Funding:

Construction Cost:	23-25,000,000
Total Project Cost:	25-30,000,000

TIME OF PERFORMANCE

Services of the selected Architect are to begin upon contract approval by Great Oaks. The current project is planned to be substantially completed and ready for occupancy and use by August 2021.

REVIEW CRITERIA

Great Oaks will review all Statements of Qualifications submitted by the deadline.

A. Schedule.

- RFQ – Solicitation date: September 27, 2018.
- RFQ – Questions due: 4:00 p.m. EST, October 4, 2018,
- Deadline for submission of Statements of Qualifications: 4:00 p.m. EST, October 10, 2018
- Anticipated start date: November 2018.

B. *Selection Criteria.* The responses to this RFQ will be evaluated and ranked based upon review of the qualifications of the applicants.

C. *Interviews / Selection.* After review and ranking, interviews may be conducted with the Architect(s) determined to be the most qualified and additional information may be required at that time. Negotiations will begin with the Architect determined to be the most qualified for the project.

D. *Disqualification.* Firms may be disqualified and their responses not considered for any of the following reasons:

- collusion among firms.

- The Architect's default on any current or previous contract.
- Lack of competency as revealed by a financial statement, experience, questionnaires, or other sources.
- Uncompleted work which, in the judgment of Great Oaks, will prevent or hinder the prompt completion of this project.
- Delinquent property taxes owed by the Architect.

SUBMISSION REQUIREMENTS

- A. Statements of Qualifications will be received at the mailing address below or via email to:

Ben Vanhorn, Treasurer
 110 Great Oaks Drive
 Cincinnati, OH 45241
VanhornB@greatoaks.com

- B. Provide a digital file and three (3) hard copies of the Statement of Qualifications.
- C. Any questions regarding this project or the RFQ may be addressed to Jeff Johnson, Director of Business Operations at: JohnsonJC@greatoaks.com.
- D. The Statement of Qualifications should contain a statement granting Great Oaks authorization to contact any previous client of the Architect for purposes of ascertaining an independent evaluation of the Architect or team member's performance.
- E. The Statements of Qualifications should address the following:
- Architect's history including years in business, services offered, and location(s).
 - The firm's depth of staff resources to provide the requested services
 - Technical expertise and professional qualifications of Architect's current staff. Identify the project manager and key members of the team that would be involved in the project, describe their respective roles, and indicate their availability for this project schedule.
 - List consultants used to provide any services not performed by the Architect;
 - Philosophy and approach in general.
 - The ability of the individuals identified by the firm who will be responsible for providing the planning and programming services to communicate with the Owner.
 - The firm's experience with school district facilities, including design and construction of renovations to existing structures, additions, new construction, and miscellaneous permanent improvements;
 - The firm's past experience with Great Oaks, if any;
 - Past performance as reflected in evaluations of previous and current clients for which the firm has provided or is providing services. Please include a list of five (5) relevant projects involving similar services performed by the firm. Include the following information for each project:
 - Project owner, name of project and location;
 - Brief description of the project and type of services provided;
 - Year services were completed or anticipated completion date;
 - Estimated project construction cost;
 - Other relevant information about the project and the firm's services;
 - Reference contact person and phone number;
 - History of effective schedule and budget management for projects of similar scale and complexity.

- Use of processes that creatively engage appropriate stakeholders in all stages of design
- Anticipated schedule for architectural services by phase, including construction administration

RESERVATION OF RIGHTS

- A. Great Oaks reserves the right to reject any and all Statements of Qualifications where the offeror takes exception to the terms and conditions of the RFQ or fails to meet the terms and conditions, including but not limited to, standards, specifications, and requirements as specified in the RFQ.
- B. Great Oaks reserves the right to reject, in whole or in part, any and all proposals where Great Oaks, taking into consideration factors including but not limited to, price and the results of the evaluation process, determines that award of a contract would not be in the best interest of Great Oaks.
- C. Nothing in this RFQ shall require Great Oaks to proceed with any contract for professional architectural services.