



# Campbell City Schools

280 Sixth Street  
Campbell, Ohio 44405

PH: 330-799-8777

FX: 330-799-0875

**Superintendent**  
Matthew L. Bowen

**Treasurer**  
Nora J. Montanez

**Board of Education:**

**President**  
Judy Gozur

**Vice President**  
Gary Bednarik

**Members:**  
Beth Donofrio  
Tony Kelly  
Bill Valentino

## REQUEST FOR STATEMENTS OF QUALIFICATION FOR DESIGN SERVICES

The Campbell City School District Board of Education (Hereinafter the "Owner") is requesting statements of qualification for professional design services related to the construction of a workforce service center with additional athletic and community space (the "Whole Child Whole Family Service Center"). There is not a current estimate available for the Whole Child Whole Family Service Center, however, it is anticipated that it will include the following proposed component:

Construction of an approximately 4,800 square foot multi-purpose workforce support space and additional 2,800 square foot of activity wellness space. The project is anticipated to be an extension of the Community Literacy Workforce and Cultural Center located at 436 Struthers-Coitsville Road, Lowellville, Ohio 44436. The construction must commence on or before March 1, 2022 and must be completed on or before March 31, 2023. The projects are not a part of an Ohio School Facilities Commission co-funded building program.

The Owner is interested in working with a firm that has extensive experience in the design and construction of public-school buildings. As part of this process, the Owner is seeking assistance in the design of the Whole Child Whole Family Service Center.

If you are interested in being considered as an architect for the Whole Child Whole Family Service Center, please submit a statement of qualifications to Nora Montanez, Treasurer by 1:00 p.m. on June 24, 2021. Please provide six copies of your proposal in a sealed envelope marked "Statement of Qualifications". Submissions should be in strict response to the following questions and should not include additional promotional materials.

The statement of qualifications should be addressed to:

Nora Montanez, Treasurer  
Campbell City Schools Board of Education  
280 Sixth Street  
Campbell, Ohio 44405

Direct any questions concerning the project and requested services to:

Mr. Matthew Bowen, Superintendent  
330-799-6720.

This RFQ sets forth the intent of the Owner as to the procedure and criteria through which a candidate will be selected, but is not to be construed as setting forth specific terms of a contract between the candidate and Owner. Except as required by statute, the Owner reserves the right in its sole discretion, to modify this procedure and criteria.



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The Owner, through its duly authorized officials, reserves the right to reject any, part of, or all proposals and to waive any informality or minor defect pertaining to any proposal without the imposition of any form of liability. Firms submitting statements of qualifications for the available contract will be evaluated and ranked in order of their qualifications. Following this evaluation, the firms determined to be most qualified may be asked to meet with Campbell City Schools representatives to present the firm's qualifications and proposed approach for the Project before the final selection is made. The firm ranked most qualified will be asked to provide a proposal with costs for services, staffing, and a more detailed design and construction schedule. Should the Owner be unable to reach an agreement with the top ranked firm, it shall move on to the next top ranked firm. An agreement for services will be prepared for the Project; the anticipated form of design services agreement will be a modified AIA agreement between owner and architect.

Qualifications statements received from qualified firms will be retained in the file maintained by the Owner, unless the firm specifically requests not to be included in this file. Each firm is encouraged to provide annual updates to the qualifications to keep them current. The file may be used for projects or design needs for which design fees are estimated to be less than \$50,000 and for which there is a statement of qualifications on file that is less than one-year old.

Interested firms should be advised that the Owner is subject to Ohio's public records laws. The Owner cannot guarantee the confidentiality of statements, financial records, or business records that are submitted by a firm to the Owner. The Owner may be required to make such records publicly available. The law does provide for certain exemptions from disclosure requirements, including an exemption for confidential proprietary information. While this exemption may not always include a firm's financial and business records, we ask that you clearly stamp "Confidential and Proprietary Information" upon each page of each financial and/or business record that you believe to be confidential information. Such a stamp does not guarantee that your documents will be exempt from disclosure requirements, but will assist the Owner in responding to any public records requests.

Statements will be evaluated based on your responses to the questions listed below. The Owner shall award a contract to the firm that presents the best value to the Owner based on the firm's experience, qualifications, proposal contents, and price. Leading criteria are as follows:

- i. Firm experience on projects of a similar nature
- ii. Background and experience of the Project Team, including consultants
- iii. Intent and general approach described in the statement
- iv. Approach in working with the Owner, its staff and community members
- v. Past performance in meeting budget limits and time schedules
- vi. Current workload and ability to effectively staff the project
- vii. Experience/Capability in solicitation and construction administration
- viii. Overall suitability to provide the services as outlined in the RFP with the time, budget.



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1. Name of Firm:  
Address  
Telephone No.  
Fax No.  
Business Structure:  
Contact Person:
2. Do you have more than one office? If so, which office will be assigned to work with our project?
3. How many years has the firm been doing business?
4. How many full-time staff members are employed by your firm? List by discipline and show their years of experience both in the field and with your firm?
5. Please provide examples of the Ohio public elementary and secondary building projects you have designed in the past 5 years. Include project name and location, scope, size, construction cost, key features if applicable, contact name and phone number.
6. What is your previous experience working with the Campbell City School District?
7. List work done within a 40 mile radius of Campbell, Ohio and work completed within Mahoning and Trumbull Counties.
8. What will your firm show us along the way to explain the project? Models? Drawings? Sketches?
9. Indicate whether your firm has the capability to provide construction administration services and if so, provide an explanation of how construction administration is handled by your firm, specifically personnel, frequency of on-site visits, etc.
10. What is your cost estimating methodology and approach?
11. Describe your experience with soliciting services and list any projects you have been involved in in the last five years that used a design build delivery method.



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12. What is your firm's track record with cost estimating? List your three most recent bids for public schools or other projects that would demonstrate your estimating capability.

13. Relative to your ability to maintain relationships with your clients, please provide a list of the public school systems you are currently working for that you have worked with for at least 5 years. Include the length of the relationship, the number of projects you have completed for each client, a contact person and phone number.

14. What is your experience with integration of educational technology into existing buildings including, but not limited to blended and online learning?

15. What is your experience with designing school career tech and athletic facilities?

16. How do you integrate safety and surveillance considerations in the design and planning process?

17. What sets your firm apart from other architects with public school experience?

18. Does your firm have any open litigation pending against it at this time? How many suits have been filed against your firm in the past five years?