

UPPER ARLINGTON SCHOOLS

REQUEST FOR STATEMENTS OF QUALIFICATION TO ESTABLISH A FILE OF QUALIFIED DESIGN PROFESSIONALS

Upper Arlington Schools (UAS) has established a qualifications file for design professionals (architects, engineers, landscape architects, and surveyors) to use as a resource when the compensation for design services will be less than \$50,000 and wishes to update and expand the file in anticipation of potential future projects.

The qualifications file was established based on the authority in Ohio Revised Code Section 153.68, which permits a public authority to maintain a file of current statements of qualifications for pre-qualified design professionals from which it may select a firm to provide services when the estimated professional design fee will be less than \$50,000.00. All qualifications received will be maintained in the file and will remain current for a period of one-year after receipt; firms are requested to provide updates on an annual basis to the qualifications to remain current. Qualifications to be included in the qualifications file will be accepted at any time.

Statements of Qualification

Statements of qualifications should include the following:

1. Information regarding the firm's history.
2. Education, technical training, and experience of owners and key personnel.
3. The firm's experience in designing small projects in for public entities, and particularly public schools, in Ohio.
4. The firm's equipment and facilities.
5. Past performance as reflected in evaluations of previous and current clients with respect to factors such as control of costs, quality of work, and meeting deadlines. The firm should include a list of f4 relevant projects involving school design and construction, which the firm has designed during the past 5 years. Three of these projects should be the firm's most recent projects. The following information should be included for each project:
 - a. Project owner, name of project and location;
 - b. Brief description of the project;
 - c. Year completed or anticipated completion date;
 - d. Construction cost;
 - e. Other relevant information about the project and the firm's services;
 - f. Reference contact person and phone number.
6. The firm's past experience with UAS, if any.

Additional Information

In addition to the qualifications identified above and to the extent the information has not previously been provided, please provide the following information:

1. Identification of the principal in charge of the services to be provided, as well as any other personnel assigned to assist with the services, together with the education,

training, and experience of these individuals, to the extent it has not been provided in the firm's statement of qualifications.

2. Description of the steps the firm will take to coordinate design and work on the work with UAS representatives with respect to scheduling the services, maintaining the schedule for providing services, and close-out of the services.
3. The firm's practices with respect to site visits and oversight of the specified services and related work. What amount of time is spent on average on site during construction for this type of contract? What is the background of the individuals who are visiting the site during construction?
4. The firm's insurance coverage, including errors and omissions.
5. The firm's claims history for the past 10 years.

Chris Potts, Chief Operating Officer for UAS, will review the qualifications submitted and contact qualified firms for future contracts to request pricing for services. UAS will provide an agreement for the services to be provided.

Qualifications may be submitted electronically or by hard copy (one copy only) to:

Chris Potts, Chief Operating Officer
Upper Arlington Schools
1950 N. Mallway Drive
Upper Arlington, Ohio 43221
Email: cpotts@uaschools.org

Direct questions concerning the qualifications file to Mr. Potts.