

REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL DESIGN SERVICES

March 13, 2026

The Board of Education of the Avon Lake City School District, Ohio (the “Owner”) in accordance with Ohio Revised Code Sections 153.65 through 153.71 is soliciting qualifications statements from professional design firms to provide professional engineering design services (“Professional Design Services”) in connection with the Project as described below.

I. Project Description

The Project consists of the development, design and implementation of a five (5) year management plan for the maintenance, repair and replacement of asphalt and concrete surfaces at the Owner’s school district facilities.

The Owner anticipates using the general contracting construction delivery method for the construction of the improvements.

II. Scope of Professional Design Services

The Professional Design Services may include but are not limited to assessing the needs of Owner; standard design and construction document phase services; cost estimating; bidding, construction phase (including site visits), closeout and post-closeout phase services; and such additional services as may be necessary or appropriate.

III. Evaluation Criteria for Selection

Statements of qualifications shall be limited to ten (10) pages and should separately describe the firm’s capabilities to provide the Professional Design Services, and the statements of qualifications should include:

- (a) the name, address and phone number of the office where the personnel assigned to the Project will be based and principal contact person;
- (b) company overview including the firm’s history, legal form of firm, location of home office, number of licensed professionals and general firm history;
- (c) the technical training, education and experience of the firm’s owners, staff and personnel who will be assigned to perform services on the Project;
- (d) the firm’s experience in performing the applicable services for similar facilities;
- (e) the firm’s prospective consultants, the consultants’ experience and the firm’s previous experience when working with its proposed consultants;

- (f) availability and capacity of the firm to provide the services in accordance with the Owner's timeline;
- (g) the firm's equipment and facilities and the location, availability and accessibility of facilities and equipment to support staff activities on the Project;
- (h) specification writing credentials and experience;
- (i) the firm's record keeping, reporting, monitoring and other information management systems, including scheduling and cost control systems;
- (j) any previous work performed in connection with the Owner;
- (k) any previous work performed for similar projects for any other political subdivisions. A minimum of three (3) references are requested, preferably public school districts;
- (l) the firm's experience with the authorities with jurisdiction over the Project and the requirements of those authorities;
- (m) proximity of the firm to the Project site;
- (n) Listing of any claims against the firm within the last ten (10) years related to design and construction of projects (including any claims against the firm's professional liability policy and claims filed in a court of law) and any public or private construction projects within the last ten (10) years for which the firm has been declared in default; and
- (o) the firm's track record and ability to deliver a project on scope, on time and within budget.

IV. Questions and Inquiries

Questions regarding interpretation of the content of this Request for Qualifications must be submitted in writing not later than seven (7) calendar days prior to the deadline for submission of statements of qualifications and directed by e-mail to Ned Lauver, Director of Operations at:

E-mail: Ned.Lauver@alcssoh.org

The subject line of the e-mail should clearly read "Request for Qualifications for Professional Design Services". No phone calls.

Questions will be reviewed and the Owner will determine in the Owner's sole discretion whether a written addendum should be issued as a result of any question.

Answers to any questions shall be by written addendum and shall be posted on the Owner's webpage at:

<https://www.avonlakecityschools.org/>

All firms will be presumed to have actual knowledge of all information posted on the Owner's webpage relating to this Request for Qualifications, and firms shall not avail themselves of incomplete knowledge and/or lack of familiarity of this Request for Qualifications and any addenda thereto resulting from the firm's failure to check the Owner's webpage. Interpretations, corrections and changes of the Request for Qualifications which are made in any manner other than a written addendum will not be binding.

Firms considering responding to this Request for Qualifications are strictly prohibited from communicating with any member of Owner's staff or representatives of the Owner except as set forth in this Article.

V. Submittal Instructions

Firms interested in being considered should submit one electronic copy of the firm's statement of qualifications in PDF format by e-mail to Ned Lauver, Director of Operations at:

E-mail: Ned.Lauver@alcssoh.org

The subject line of the e-mail should clearly read "Statement of Qualifications for Professional Design Services".

Statements of qualifications must be submitted not later than 4:00 P.M., Eastern Time on March 27, 2026. Statements of qualifications submitted after this date and time will not be accepted.

VI. Selection Process.

Responding firms will be evaluated separately and ranked in order of their qualifications. As part of this evaluation, the Owner may hold interviews with individual firms. The Owner expects to enter into contract negotiations with the firm ranked most qualified to perform the services needed. The Owner also reserves the right to enter into more than one contract for components of the Project rather than a single contract for the entire Project and to rank and select more than one firm to provide services for components of the Project rather than a single firm for the entire Project in any manner the Owner deems appropriate. Statements of qualifications received in response to this Request for Qualifications will be placed on file by the Owner, and firms submitting a statement of qualifications shall be deemed a pre-qualified firm for consideration for future projects of the Owner in accordance with Ohio Revised Code 153.71(A) provided that a pre-qualified firm is not guaranteed any work during the eligibility period.