

**REQUEST FOR QUALIFICATIONS**  
**ARCHITECTURAL & ENGINEERING SERVICES**  
**FOR**  
**THE DESIGN AND CONSTRUCTION ADMINISTRATION OF**  
**CINCINNATI-HAMILTON COUNTY COMMUNITY ACTION of**  
**CINCINNATI, OHIO (CHCCAA)**

**1. INVITATION:**

The Cincinnati – Hamilton County Community Action Agency (CHCCAA), Cincinnati, Ohio is soliciting Statements of Qualifications from qualified firms interested in providing Architectural and Engineering (A/E) Services and Construction Administration relating to the design and future construction of the proposed Head Start Program facility to be located at 1044 Considine Avenue in the Price Hill neighborhood of Cincinnati. Firms with relevant design experience and qualifications are encouraged to submit. The purpose of the RFQ process is to identify the most qualified respondents. CHCCAA reserves the right to make the selection based solely on the qualifications submitted without conducting a formal interview process. The firm selected by CHCCAA will provide full architectural and engineering services for the design and/or construction administration of the new Head Start School and associated improvements, as directed by CHCCAA. This RFQ is made for informational and planning purposes only. CHCCAA does not intend to award a contract solely on the basis of any response made to the request or otherwise pay for the information solicited or obtained. CHCCAA will be the judge as to whether a proposal has or has not met the requirements of this RFQ.

Please continue below for the complete Request for Qualification document.

**2. RESPONSES**

The response to this Request for Qualifications (RFQ) shall be submitted in such form and quantity and at the location as is provided in this request. The response must be submitted no later than **May 8, 2023 at 1:00pm.**

The contents of the proposal of the successful firm(s) may become part of the contractual obligations if a contract ensues. Failure of a successful firm(s) to accept these obligations may result in cancellation of the award.

**3. PROJECT DEFINITION:**

**A. Project Description**

CHCCAA has not completed a feasibility study for the proposed **30,000-35,000 sqft (about the area of a large mansion)** Head Start facility in a residential neighborhood setting; all preliminary site planning, surveying and layout options will be part of this project. Once selected, the successful Architect/Engineer will provide a proposal for the complete design including but not limited to all geotechnical work, plats and re-plats, building and zoning approval, all utility identification,

coordination and design, complete drawings ready for bid and construction, and project closeout. Additionally, the selected architect will work with the selected project contractor/construction manager throughout the project on construction administration including but not limited to submittal approval, pay application approval, work progress reviews and site visits as needed. CHCCAA intends to create a new Head Start Building, at a site location located at 1044 Considine (please see attached maps).

## **B. Project Schedule**

The tentative schedule is as follows:

Issuance of RFQ – April 7, 2023

Receipt of A/E Consultant Responses – May 8, 2023, at 1:00pm

Interview of A/E Consultants Short List – May 15-May 19th, 2023

Award Design Contract – June 2, 2023

## **4. ARCHITECT/ENGINEER SCOPE OF SERVICES:**

The Architect/Engineer shall provide traditional detailed architectural and engineering services including civil, structural, mechanical, plumbing, fire protection and electrical engineering services and other authorized special services (e.g. Interior design and landscape design) appropriate to creating complete construction and bidding documents for the design-bid-build form of construction. CHCCAA is open to the concept of using a prototype/site adaptation for the school. The selected firm(s) will be required to assume responsibility for all services offered in its proposal whether or not it produces them. Firm(s) shall be responsible to adhere to all federal, state and local laws, regulations, and ordinances, etc. If the request for proposal results in a contract award, selected firm(s) shall be responsible for obtaining all necessary permits and variances.

CHCCAA has determined a site location for the proposed building. The firm selected will work with CHCCAA staff to further refine this concept, focusing especially, but not exclusively, on

- To the extent necessary, provide Needs Assessment and Programming for the Head Start Building to determine exact building size and locations. This assessment will identify exact building size and layout.
- To the extent necessary, provide site surveying and investigations to document the existing physical conditions of the site and to determine existing utility locations and legal record searches pertaining to the referenced parcels for the proposed campus.
- Providing complete documents for bidding and construction of the proposed site and facilities.
- Provide construction inspections
- Provide construction bid review, submittal review and approval, along with review and approval of pay applications
- Provide project start and closeout assistance from project start through punch list completion along with securing all permits and warranties required for the project
- Assist CHCCAA and act as the owner's agent throughout this project for all services as requested.
- Provide assistance and direction on the selection of a construction manager and or design-bid-build Company for construction of the project.

## **5. PROJECT PARTICIPANTS**

CHCCAA staff and Head Start Planning and Design Committee members will be responsible for developing a short list of approximately three to five firms to be interviewed. Selected firms will be invited to make a presentation to the full CHCCAA Planning and Design Committee. The Committee will make a recommendation to the CHCCAA CEO, or designee, after they have reviewed proposals and conducted interviews of the short-listed firms. A contract will be negotiated with the most qualified firm(s) at a compensation that is stable, fair and reasonable to CHCCAA. If a satisfactory contract cannot be negotiated with any of the ranked firms, this RFQ shall be considered terminated.

## **6. CRITERIA FOR SELECTION:**

The purpose of this RFQ process, as previously stated, is to identify a qualified firm that is the most capable of providing the described services. Once identified, the firms will then be invited to respond to a Request for Proposals. The RFQ submittal should be organized to clearly address the following criteria which, among others, will be used in the evaluation of qualifications:

- A.** Design philosophy and approach to design in general.
- B.** Prior design service experience with projects of similar scale and complexity. Specifically, school buildings and Head Start buildings. Recent, current and projected workloads of the firm
- C.** Prior experience with Non-profit and processes for projects of similar scale and complexity.
- D.** Clear understanding of the functional and operational aspects of the Head Start Program and its role in the community.
- E.** Professional qualifications of individuals assigned to the project.
- F.** History of effective schedule and budget management for projects of similar scale and complexity.
- G.** Use of processes that creatively engage Head Start staff and other stakeholders in all stages of design.
- H.** Commitment to developing an energy efficient and healthy building.
- I.** Prior experience working in various project delivery systems.

## **7. SUBMITTAL REQUIREMENTS**

### **A. Submittal Documents – Format**

Follow these instructions carefully:

In total, one unbound original, one PDF, five bound copies of the Submittals, including attachments, are required. Five (5) of the copies shall be spirally bound (or other semi-permanent binding method) to ensure that pages are not lost. One (1) copy should be clipped together to facilitate document reproduction. One (1) electronic PDF copy.

In the five (5) bound copies, use a tabbed divider followed by a section cover page, to separate Sections I through III. The envelope in which the submittals are delivered must be clearly labeled on the outside with the respondent's name and the project identification, "CHCCAA Price Hill Head Start Facility – Qualification Submittal".

**Submittals shall be delivered to the following addressee at or before May 8, 2023 at 1:00 pm:**

ATTN: Nikki Williams  
CHCCAA  
1740 Langdon Farm Road  
Cincinnati, Ohio 45237  
(p) 513.569.4342, (cell) 513-309-9059  
[nwilliams@cincy-caa.org](mailto:nwilliams@cincy-caa.org)

Late submittals will not be accepted.

**C. Submittal Content:** Each submittal shall be organized in the following order:

**Outside Cover and First Page:**

Shall contain (i) the title, “Statement of Qualifications for Architectural/Engineering Services Relating to the CHCCAA Head Start Price Hill, (ii) the name of the respondent, and (iii) the submittal date.

**Table of Contents:** Include a table of contents.

**Transmittal Letter:** Include a short Transmittal Letter. The Transmittal Letter shall:

- Summarize why the respondent believes itself to be the most qualified.
- Contain the statement that to the best of the respondent’s abilities, all information contained in the RFQ submittal is complete and accurate;
- Contain a statement granting the Township and its representative’s authorization to contact any previous client of the respondent (or a respondent’s team member) for purposes of ascertaining an independent evaluation of the Respondent’s or a respondent’s team member’s performance; and
- At least one copy of the transmittal letter must have the original signature of an officer of the principal responding firm.

**Section I – Description of the Respondent**

**I – A Firm Description:** Include a complete narrative description of the respondent’s firm (or firms if the respondent is comprised of a team of firms).

Information should include:

- a. The respondent’s areas of architectural specialization;
- b. Firm history;
- c. Honors and awards;
- d. Location of home and branch offices;
- e. Names of the principal officers of the firm;
- f. Identification of the major consultants if known.

**I-B Organization Chart:** Include a simple organization chart showing how the respondent, if selected as the Architect/Engineer, would organize its personnel for the project.

**I-C Key Professionals:** Identify the key members of your team that would be involved in the project and describe their area of expertise and what role they will perform in the Architect's team. Indicate their availability for this project schedule.

**I-D Resumes** Provide resumes of any person identified as a key professional. The resumes should contain the following:

- a. Name.
- b. Educational background.
- c. Employment history.
- d. Proposed role in the Project.
- e. An identification of other relevant projects in which the person has been involved and a name/phone number of a representative of any project cited that can be contacted for a reference.
- f. Other information you believe to be relevant.

## **Section II – Narrative**

Set forth are the criteria on which the selection will be made. Your proposal should be organized to clearly address:

- A.** Design philosophy and approach to design in general.
- B.** Prior design service experience with projects of similar scale and complexity.
- C.** Prior experience with non-profit clients and processes for projects of similar scale and complexity.
- D.** Clear understanding of the functional and operational aspects of the Head Start Program and its impact in the community.
- E.** Professional qualifications of individuals assigned to the project.
- F.** History of effective schedule and budget management for projects of similar scale and complexity.
- G.** Use of processes that creatively engage Head Start staff and other stakeholders in all stages of design.
- H.** Commitment to developing an energy efficient and healthy building.

## **Section III – Relevant Experience of the Respondent**

### **III-A Summary of Relevant Projects Where the Respondent's Firm Was the Architect**

List no more than five relevant projects. A relevant project is one which best exemplifies your qualifications for this Project:

- a. Name of project
- b. Type of building(s)
- c. Project location
- d. Total project cost
- e. Project description
- f. Project delivery method
- g. Describe the services your firm provided
- h. Indicate which team members were actually involved in the project and specify their role.
- i. Provide a statement acknowledging if the project was completed on time/on budget.
- j. Provide a few illustrative photographs or renderings, if available.

**D. Incurring Cost:** CHCCAA is not liable for any cost incurred by firms responding to this request.

## **8. RESERVATION OF RIGHTS**

- A. CHCCAA reserves the right to reject all firms, decline to proceed with selection of any candidates, to request additional qualifications, and to make inquiries as may be necessary to verify qualifications.
- B. Nothing in this document shall require CHCCAA to proceed with design and/or construction services.

## **9. ADDITIONAL INSTRUCTIONS, NOTIFICATIONS and INFORMATION**

- A. A complete package of this RFQ including attachments can be obtained from CHCCAA at the CHCCAA Administrative offices.
- B. CHCCAA reserves the sole right to (1) evaluate the qualifications submitted; (2) waive any irregularities therein; (3) reject any or all Respondents submitting qualifications, should it be deemed in the best interest of CHCCAA to do so; (4) to make selection based solely on qualifications without an interview process.



# MASSING PLAN 1

SANTA MARIA

03/13/23



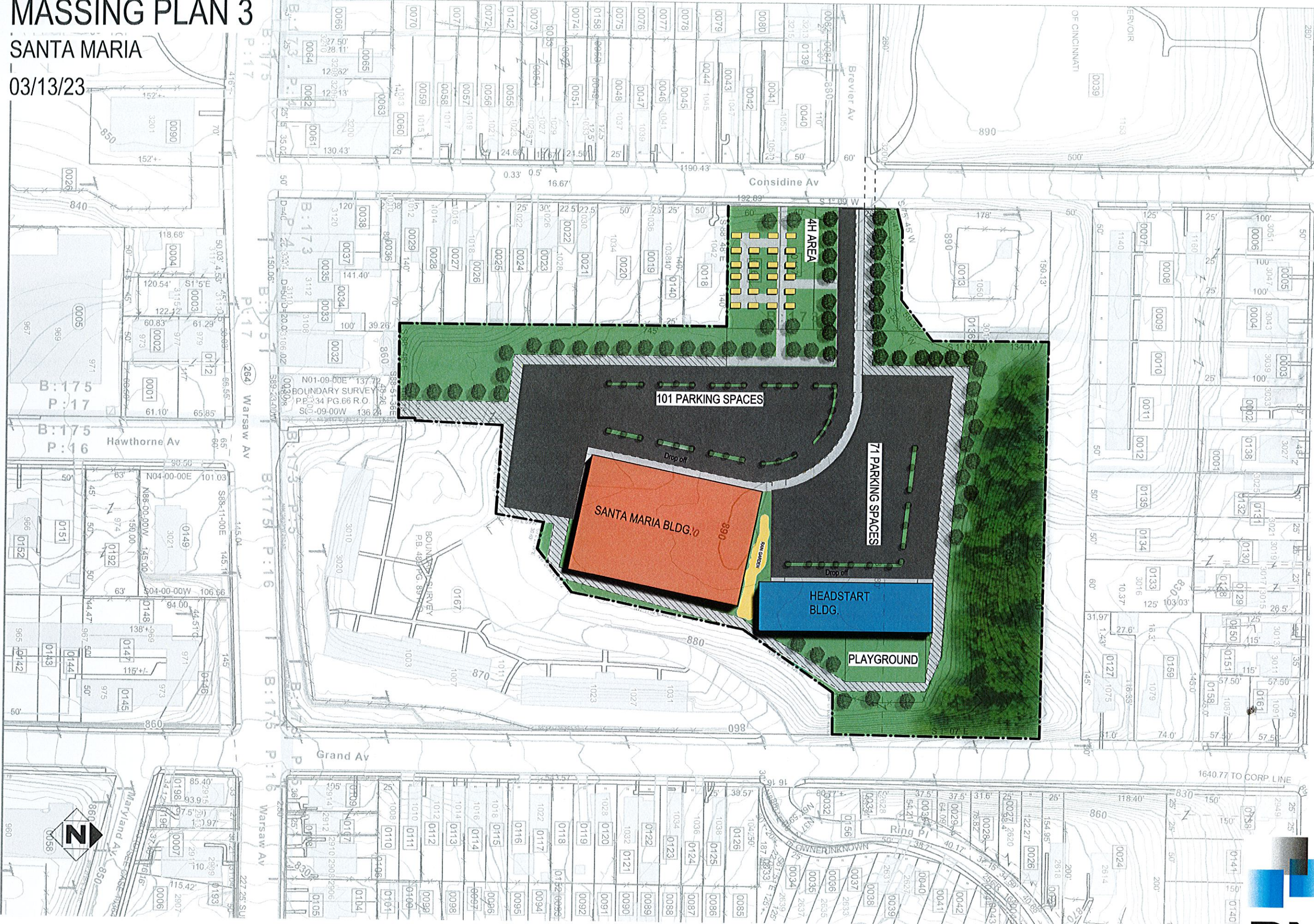


## 03/13/23





## 03/13/23





MASSING PLAN 4  
SANTA MARIA  
03/13/23

