

EAST KNOX LOCAL SCHOOL DISTRICT
REQUEST FOR QUALIFICATIONS
ARCHITECTURAL PRE-BOND ISSUE ASSISTANCE SERVICES

The East Knox Local School District located in Knox, Licking and Coshocton Counties, Ohio is seeking Request for Qualifications (RFQ) for Architectural Pre-Bond Issue Assistance Services. This RFQ is being initiated to secure the services of a qualified firm to provide technical assistance for school planning as they prepare for a possible ballot attempt as early as November 2019.

The RFQ will be submitted to and received by the East Knox Local School District office, via email by sending to slarcomb@ekschools.org (Stephen Larcomb, Superintendent). The proposal shall be marked "Architectural Pre-Bond Issue Assistance Services for the East Knox Local School District." Proposals received after the deadline of 4:00 pm on May 3, 2018, will be not be accepted. It is the proposer's responsibility to ensure that the proposal is received prior to the deadline as no exception to this policy will be made.

SCOPE OF SERVICES

Generally assist the District (and cooperate with OFCC) with technical expertise for preparing to move forward with a project in 2019 to renovate or replace the Middle & High School (grades 7-12) facilities. The district has just begun working with the OFCC in the ELP Program. Expectations are the successful architectural firm will:

1. Cooperate with the OFCC in exploring Master Plan options which will include comparing renovation versus new building options for the MS/HS.
2. Assist the district in determining need/desire of any LFIs including estimates of cost. This may include POR exercises and/or conceptual plan studies. It should consider such things as potential off-site work scope.
3. Create conceptual site plan(s) to assist with feasibility study of potential sites/buildings and serve as a promotional tool for the potential bond issue.
4. Attend Community Meetings to present information and provide technical assistance.
5. Other scope that would assist the district in being prepared for the ballot attempt.

This scope is strictly limited to Pre-Design and does not imply continuance into full design service for the project should the district succeed at the ballot.

SUBMISSION REQUIREMENTS

Qualifications submitted in response to the RFQ should be electronic and e-mailed in PDF format with file size limited to 10MB.

SELECTION PROCESS

A Selection Committee will evaluate the RFQs and rank them based on most qualified. The Selection Committee will forward their recommendation to the East Knox Local School District Board of Education for final action.

The East Knox Local School District reserves the right to prepare a short list of firms from the submitted proposals and conduct interviews or select the most qualified and begin negotiations for a contract. This decision will be based on the number and quality of proposals received. If Interviews are scheduled, they would be held within thirty (30) calendar days of the RFQ opening.