

**LAKOTA LOCAL SCHOOL DISTRICT**  
**REQUEST FOR PROPOSALS**  
**FOR PROFESSIONAL DESIGN SERVICES**

The Board of Education of Lakota Local School District is soliciting qualifications for professional planning and design services to develop a District Master Facilities Plan. Funding of the projects will be dependent upon successful passage of a future bond issue.

The overall goal of this master planning effort will be to assist the District in translating its strategic goals and objectives into a physical plan that identifies where the District should focus its resources to meet future demands on facilities for the next ten to fifteen years.

According to Ohio Revised Code Sections 153.65 through 153.71 all firms submitting proposals will be evaluated and ranked in order of their qualifications. Following the evaluation, the firms deemed most qualified **may** be asked to meet with the Board of Education or a representative selection committee to present the firm's qualifications for our project.

Copies of the Requests for Proposal can be picked-up at the Lakota Central Office Located at 5572 Princeton Road, Liberty Township, OH 45011 or can be downloaded from [www.lakotaonline.com](http://www.lakotaonline.com)

Please provide 3 hard copies and 1 electronic copy of your proposal by 4:00 pm on March 15, 2019

Mr. Christopher Passarge  
Chief Operations Officer  
Lakota Local School District  
5572 Princeton Road  
Liberty Township, OH 45011  
(513) 874-5505

## **RFP Questions**

Submissions should be in specific response to the questions provided below. Answers should be clear and concise and reflect the true nature of your firm's experience and philosophy.

### **FIRM BACKGROUND & TEAM INFORMATION**

1. Provide a brief history and background of your firm.
2. Please list all team members (including consultants) who will be working on our project. Include qualifications and at least three examples of projects each individual has worked on that are similar to ours.
3. What is the single most important quality that your firm brings to the needs of our district?
4. Describe any specialized service(s) your firm provides that would be of benefit to our project.

### **FOCUS ON EDUCATION**

5. How do you meet the educational needs of your clients? Provide three examples that demonstrate your ability to design solutions that meet specific educational program needs.
6. Identify 3 trends that you believe are important in educational design?
7. Explain how you have implemented future trends in school designs by citing three specific project examples. In what ways will we benefit?

### **RELATED EXPERIENCE AND REFERENCES**

8. Provide 10 examples of Ohio educational renovation and additional projects you have designed over the last five years.
9. List 5 educational references with needs similar to those of our district.
10. List 5 educational references from districts you have worked with for more than 10 years.
11. Do you have prior experience working with our district?

### **FUNDING EXPERTISE**

12. What services does your firm provide for bond issues assistance? Provide the number of bond issues passed within the last three years.
13. Have you ever assisted a school client with a nontraditional funding source? If so, please provide details.

## **COMMUNITY ENGAGEMENT**

14. What are the main steps in your community engagement process? What differentiates your community engagement process from other firms?
15. Cite specific examples of how community input is incorporated into your educational facility designs.
16. Do you test design options with the community? If so, describe how you quantify the input you receive and respond with appropriate refinement to the design. Give three specific examples where you have incorporated community input into previously developed design options.
17. Provide at least three examples that show how your designs have integrated important community icons into the school building.

## **PROJECT DOCUMENTATION AND BIDDING**

18. What best demonstrates the quality of your technical documents? How will we benefit from this?
19. What is your approach to integrating educational technology into school buildings?
20. Show examples of your three most recently bid educational projects including estimate, accepted bid, number of bidders, and range of bids.

## **CONSTRUCTION AND FOLLOWUP**

22. What is your experience working with construction managers? Do you offer any of the same services?
22. How do you handle change orders? List the percent of change orders on your three most recently completed projects in the following categories: Owner Initiated Changes; Code Changes; Field Changes; Errors & Omissions.
23. What is your approach to construction administration? Explain the benefits of your approach.
24. What services do you provide for follow-up and warranty?