



**REQUEST FOR QUALIFICATIONS
PROFESSIONAL DESIGN FIRM**

The Granville Township Trustees are seeking Qualifications for a Profession Design Firm for design of their Township Fire Station construction Project.

The project includes the design of a new station for the Granville Township Fire Department at a 2.2 acre parcel to be leased from the Village of Granville located at 1833 South Main Street, Granville, Ohio 43023 as more specifically outlined in the Request for Professional Design Services on file in the Granville Township Business Office.

The Architect/Engineer ("A/E") qualifications required include: 1) competence of staff to perform the required services; 2) experience working on similar projects; 3) past performance on other projects; 4) financial responsibility; and 5) other qualifications consistent with the scope and needs of the project.

The complete Request for Qualifications may be obtained by contacting Jerry Miller, Granville Township Fiscal Officer, P.O. Box 315, Granville, Ohio 43023-0315, businessoffice@granvilletownship.org, 740.587.3885.

Statements of Qualifications should be clearly marked and submitted to the Granville Township Trustees, address stated above, no later than **4:30 p.m. Monday, October 16, 2017**.

This notice is also being posted in the Ohio Township association website.

Granville Township Trustees
Jerry Miller, Fiscal Officer

Request for Professional Design Services

Statements of Qualifications

Article 1 Project Identification

Project Owner: Granville Township Trustees
P.O. Box 315
Granville, Ohio 43023

Project Name: Granville Township Fire Station
1833 South Main Street
Granville OH 43023

Project Description: The Project includes the design of a new station for the Granville Township Fire Department at a site that it fully anticipates leasing from the owner (Village of Granville) on a long term basis. The site is located at 1833 South Main Street, Granville, Ohio and is a parcel of approximately 2.2 acres.

The township is contemplating a new fire station because the current station (circa 1972) does not adequately meet current and future operational needs.

Recently the Township, in conjunction with the Village, had commissioned a Phase 1 feasibility assessment for construction of a new Fire Station and Village Service Department complex on land consisting of the parcel at 1833 South Main as well as the adjacent 4.4 acre parcel. Among the tasks of this assessment were to 1) Validate previous space requirements in the existing architectural works to assure that current and future needs are met; 2) Conduct additional investigatory meetings and interviews necessary to complete the design phase; 3) Develop a conceptual site plan; 4) Develop a conceptual architectural rendition of the fire station structure that would reserve a building wall that could be partially open to allow expansion or the addition of a police station if property to the south side of the parcel is later acquired; and 5) Develop approximate costs for the facility.

The Phase I assessment was modified when it was determined that efforts to obtain the 4.4 acre parcel would not culminate within the near future. The modification called for essentially the same assessment for construction of the fire station alone on the 2.2 acre parcel at 1833 South Main Street. That process has been successfully completed. While certain administrative elements remain to be

completed, the Granville Township Trustees are confident that the lease for said property will take place and have decided to proceed with the steps necessary to design and build the new station utilizing a Construction Manager at Risk (CMAR).

Anticipated Schedule

Professional Design Services ("A/E") Contract Date: November 6, 2017

Milestones:

Notice to Proceed with Services: November 13, 2017

Final Completion of All Work: to be determined

The project is contingent on the Village of Granville approval of a long term lease of the property upon which the fire station will be constructed.

Article 2 Project Delivery and Scope of Services

Project Delivery

The Project will use the construction manager at risk project delivery system as described under ORC Sections 9.33 through 9.334 and related provisions.

Form of Contract

The A/E Contract will be negotiated and include the requirement to coordinate with the construction manager at risk contract.

Description of Services

The A/E will work cooperatively with the Township and the CMAR and will provide, among other services, those design professional services customarily furnished in accordance with generally accepted architectural and engineering practice on similar projects, consistent with the terms of Contract.

Preconstruction Phase services will include programming, schematic design, design development, construction documents, and other services required under the Contract. The A/E will also participate in the evaluation of CMAR proposals, and the negotiation of one or more GMP Amendments to the CMAR's contract.

Construction Phase services will include usual and customary construction administration activities including site meetings, construction observation, submittal review, pay application processing, change processing, claims evaluation, and other services required under the Contract.

Article 3 Selection Process

General

The A/E selection process will proceed as described under ORC Sections 153.65 through 153.73.

Selection Criteria

The Owner will select the A/E using a qualification-based selection process. The qualifications-based selection criteria are included in this RFQ at **Article 4**.

Short List and Contract Negotiation

The Township, utilizing a selection committee will evaluate each firm which responds to this RFQ. The Township will rank those firms based on each firm’s qualifications, the qualifications of the firm’s proposed consultants for the Project, and the qualifications and experience of the particular individuals identified as the firm's proposed team for the Project. After evaluating the responses to this RFQ, the Township will select a short list of no fewer than three candidates that it considers to be the most qualified, except if the Township determines that fewer than three firms are qualified, it will only short-list the qualified firms.

The Owner will enter into contract negotiations with the firm it identifies as most-qualified.

Selection Schedule

Statements of Qualifications Due	4:30 p.m. Oct 16, 2017
Selection of A/E	Oct 24, 2017

Article 4 Statement of Qualifications

Submission Requirements

All hardcopy submissions must be contained in a standard 3-ring binder (additional instructions under **Article 5**) and organized with the following tabs:

Tab 1 Firm Qualifications

1. Provide an overview of your firm and describe (1) why your firm/team is the most-qualified for the Project and (2) your firm’s approach to achieving a project that is properly scoped, on time, and on budget.
2. Describe any projects or assignments that your firm has not completed or been replaced on in the past five years.
3. Describe any pending legal action (including without limit mediation, arbitration, and litigation) in which your firm is involved directly or indirectly.

Tab 2 Personnel Qualifications

1. Provide an organizational chart of your proposed Project team.
2. Describe the availability of each member of your proposed Project team and the amount of time each team member is expected to dedicate to the Project.
3. Include a detailed resume for each member of your proposed Project team.

Tab 3 Project-Specific Qualifications

1. Similar Projects. Describe up to five projects similar to this Project that your firm has completed in Ohio. Similarities to address include without limitation:
 - a. multiple GMP phased public projects;
 - b. construction of fire station or public safety facility;

- c. working on any fire station construction projects which were in conjunction with a public safety complex or which were designed with a capacity to add a public safety facility at a later date.

For each identified project, include the contact name and telephone number for the owner representative. The Owner may contact those representatives.

2. Project Delivery System. Describe your firm's experience as the A/E on public construction manager-at-risk projects in Ohio.
3. Estimating. Describe your firm's estimating process, use of trade contractors during the various stages of estimating, in-house estimators, and use and role of an estimating or design "contingency" during the various estimating points. Include a description of your firm's track record of designing projects to the original budget.
4. Scheduling. Describe your firm's track record of designing projects to the original schedule.
5. Construction Administration. Describe your firm's approach to record keeping, review, monitoring and other processes in connection with submittals (e.g., shop drawings), pay applications, contract modifications (e.g., change orders), and claims.

Tab 4 Financial Responsibility

1. Provide evidence of your firm's workers compensation insurance, and a copy of your firm's certificate of insurance showing your firm's current limits of liability for employer's liability, commercial general liability, business automobile liability, pollution liability, and professional liability.

Article 5 Submission Instructions

Required Submissions

Hardcopies and an electronic copy must be submitted before the above-noted "Statements of Qualifications Due" date and time.

Hardcopy Submission

Four hard copies of the Statement of Qualifications must be submitted in one sealed envelope that is clearly marked:

Granville Township
New Fire Station
Statement of Qualifications
Professional Design Services

Submit hardcopies to:

Jerry Miller
Fiscal Officer
P.O. Box 315
Granville, OH 43023-0315

Electronic Submission

Submit one electronic copy consisting of a single combined PDF file titled "Granville TWP Fire Station" AE SOQ -- <your firm name>".

Submit the electronic copy to businessoffice@granvilletownship.org

Article 6 General Provisions

1. *Questions.* All questions must be submitted in writing by email to Jerry Miller, Fiscal Officer, at businessoffice@granvilletownship.org no later than seven days before the above-stated deadline for submission of the Statement of Qualifications. Answers to any questions will be emailed to all firms receiving this RFQ which have provided an email address to the Owner.
2. *Cancellation and Rejection.* The Trustees may reject all proposals and cancel all or any portion of this solicitation at any time for any reason. The Trustees will have no liability to any proposer arising out of any cancellation of this solicitation or rejection of any related submission. The Trustees may waive minor variations in the selection process.
3. *Definitions.* Terms not otherwise defined but which are used in this RFQ are defined according to ORC Sections 9.33 through 9.334 and Sections 153.65 through 153.73, and related statutory and regulatory provisions.

END