

Request for Statements of Qualifications

Leesburg Township Fire Station Expansion – Leesburg Township, Union County, Ohio

The Leesburg Township Board of Township Trustees, Union County, Ohio (the Board), in conjunction with the Northwestern Joint Fire District (the District) will use a qualifications-based selection process to select design professionals for a project to design an expansion of the Leesburg Township Fire Station. The Board and the District envision a 6,000 sp. ft. +/- expansion including crew areas, offices, and storage for gear.

The Board invites professional designers to submit a State of Qualifications. The Board, working with the District, seeks input from design professionals as to the project delivery mode that will be most efficient and effective for this Project. The Board and the District are open to considering traditional design-bid-build or design-build approaches, including the use of a construction or project manager on behalf of owners. The Board will review Statements of Qualifications and staffing proposals and select a firm in accord with Revised Code §§153.65 to 153.73. The Board will make its selection based upon the Statements of Qualifications and staffing proposals received and the availability of the firm(s) determined most qualified to provide the required services within the Board's timelines for completion.

The Board reserves the right to reject any Statements of Qualifications submitted and the right to waive any informalities or irregularities in the selection process.

Payment for the project will likely be a combination of local funds on hand and state or federal loans or grants.

The preliminary budget for the Expansion project, including any expenses related to the design, development, and construction is \$1.5 Million to \$2 Million. This budget includes all costs associated with the project, including costs for architectural and engineering design and plan preparation services, project management, site and utility development and construction, building construction, and all interior finishes.

The project site is 12985 St Rt 347, Marysville, Ohio, 43040

Statements of Qualifications must be received by Wednesday, April 24, 2024, at 4:30 p.m. (EDT). Prospective vendors are required to submit four (4) hardcopies, on 8.5" x 11" paper, submitted in a plain, three-ring notebook, or binder. Mailing address is Northwestern Joint Fire District, PO Box 32, Raymond, OH 43067. The physical address is Liberty Station, 21684 Main Street, Raymond, Ohio, 43067.

All respondents must also furnish an electronic copy of the proposal (preferably in a single PDF or Word document) on a USB flash drive.

Statements of qualifications should include:

1. Information regarding the firm's history.
2. Education, technical training, and experience of owners and key personnel.
3. The firm's experience in designing substantially similar projects in Ohio.
4. Ability of the firm to staff the Project so completion of the Project can be accomplished to meet the Owner's needs. To assist the evaluation of the firm's staff and resource availability, include a list of current similar publicly owned projects, including projects for which the firm has submitted statements of qualification and is being considered to provide design services, and the status of each.

5. Past performance as reflected in evaluations of previous and current clients regarding factors such as control of costs, quality of work, and meeting deadlines. The firm should include a list of similar projects, which the firm has designed during the past five years. Three projects should be the firm's most recent projects. This information should be included for each project:
 - a. Project owner, name of project and location;
 - b. Brief description of the project;
 - c. Year completed or anticipated completion date;
 - d. Construction cost;
 - e. Other relevant information about the project and the firm's services;
 - f. Reference contact person and phone number.
8. The firm's experience with the Board, if any.
9. The firm's experience with incorporating House Bill 264 energy conservation projects in building improvements/renovations.
10. The ability of the individuals identified by the firm who will be responsible for document production and communication with the Owner during the Project to communicate with the Owner.
11. The services provided by the firm in-house (such as civil engineering, mechanical, electrical, interior design, technology, acoustics, etc.) or the consultants used by the firm to provide these design services.
12. The experience of the individuals identified by the firm who will be responsible for the design and construction administration phases of the Project; and
13. Location of the firm's major and any branch offices, with an explanation of the firm's ability to respond to the Board's needs and to be present during all phases of the project.

In addition to the qualifications and information listed above, the firm's proposal should include:

1. Identification of the partner, principal, or owner in charge of the Project and the Project Architect, and any other personnel assigned to the Project, with the education, training, and experience of these individuals, to the extent it has not been provided in the firm's statement of qualifications.
2. Description of the steps the firm will take to coordinate design and work on the Project with the Board regarding scheduling the Project, maintaining the construction schedule, and close-out of the Project.
3. The firm's practices regarding site visits and oversight of the Project.
4. Proposed internal timeline for completion of the Project and the services to be provided by the firm for pre-construction (pre-bond issue, programming, and design), construction, and close-out phases of the Project.
5. Explain the firm's experience, approach, and specific expertise in planning for technology, as applicable to the Project.
6. Provide specific information on project budget development and the firm's experience with preparation of project estimates over the past 5 years.
7. List a maximum of four (4) specific qualities that set your firm apart from others as it relates to this project.

As required by R.C. §§ 153.65 - 153.71, The Board will evaluate and rank firms submitting statements of qualifications and proposals for the available contract in order of their qualifications. Following this evaluation, The Board may ask the firms determined to be most qualified to meet with the Township to present the firm's qualifications and proposals regarding the Project. The Board will select the firm(s) determined to be most qualified to provide the requested design services for the Project, and the Board will then begin contract negotiations for the required services.

The Board will evaluate and rank responding firms based on several criteria. The Board may hold discussions with individual firms to explore further the firms' statement of qualifications, the scope, and nature of the services the firms would provide, and the technical approaches the firms may take toward the project. The qualifications for each firm and the basis for evaluating its proposal will include but not be limited to:

Competence to perform the design work as indicated by the technical training, education, and experience of the employees within the firm who would be assigned to perform the services.

Ability of the firm in terms of its workload and the availability of qualified personnel, equipment, and facilities to perform the required professional design services competently and expeditiously.

Past performance of the firm as reflected by the evaluations/references of previous clients, and the Board if relevant, regarding ability to meet owner's vision; quality of work; control of costs; and meeting schedules and deadlines.

Firm's understanding and familiarity of similar projects with government entities

Quality, thoroughness, and clarity of proposal regarding the Project description.

Strategies proposed to obtain pertinent information and evaluate findings

The Board reserves the right to reject any submissions and to cancel at any time this solicitation, any portion of this solicitation, or any phase of the Project. The Board shall have no liability to any firm arising out of such cancellation or rejection. The Board reserves the right to waive minor variation in the selection process.

During the period between Announcement of the Request for Statements of Qualification and the date for submitting such Statements, interested persons should direct questions, clarifications, and inquiries regarding the Project and/or the selection process to Tim Merrick by email at Tim.Merrick@NorthwesternFD.org.

After the date for submitting Statements, neither the Board nor its staff will meet with an interested person to discuss the selection process except in a formal interview, if the Board determines that an interview is necessary.

Board of Township Trustees
Leesburg Township

Board of Trustees
Northwestern Joint Fire District