



**REQUEST FOR QUALIFICATIONS
ARCHITECTURAL & ENGINEERING SERVICES
FOR
THE DESIGN AND CONSTRUCTION OF
CLEARCREEK FIRE DISTRICT
NEW FIRE STATION 24 PROJECT**

August 10, 2022

**Clearcreek Fire District
925 South Main Street
Springboro, OH 45066**

**New Fire Station 24
Gardner Road
Springboro, OH 45066**

Project Overview:

A. Invitation

- a. The Clearcreek Fire District (“Owner”) is soliciting Statements of Qualification (SOQ) from qualified firms interested in providing architectural and engineering (AE) services for the new Clearcreek Fire District New Fire Station 24 Project to be delivered in a single-phase delivery program. Firms with relevant design experience and qualifications are encouraged to submit. The purpose of the RFQ process is to identify the most qualified respondent. The Owner reserves the right to make the selection based solely on the qualifications submitted without conducting a formal interview process. The firm ultimately selected by the Owner will provide full architectural and engineering services for the design and/or construction administration of the new Fire Station 24 project and associated improvements, as directed by the Owner.
- b. The RFQ is available on the Owners website (<https://www.clearcreektownship.com/>) or by contacting the Clearcreek Fire District, attention Assistant Chief Steve Cox, (steve.cox@clearcreektownship.com). Any addenda, if applicable will also be listed on the website. Please see below for the complete Request for Qualification document.
- c. Response Deadline: August 29, 2022 – 10:00am Local Time.

B. Project Description:

- a. The scope of the program includes the construction related to a new fire station, new salt storage facility, and new equipment storage building on a parcel located on Gardner Road, Springboro, OH. The general scope of each project is as follows:
 - i. New Fire Station 24 Headquarters: A new freestanding fire headquarters building including administrative offices, specialized operational spaces, training room, apparatus bays, decon areas, living quarters, and bunk areas. The new facility is anticipated to be approximately 19,000-21,000SF on a single floor.
 - ii. New Salt Storage Building: A new freestanding road salt storage building of approximately 2,400 SF (40’x60’x16’).
 - iii. New Equipment Storage Building: A new freestanding equipment storage building of approximately 900 SF (40’x60’x16’).
- b. Estimated Total Project Cost (By Project, includes soft costs and contingencies):
 - i. New Fire Station 24 Headquarters: \$10,000,000
 - ii. New Salt Storage Building: \$500,000
 - iii. New Road Maintenance Department Storage Building: \$250,000
- c. Green Build Policy: Although the Clearcreek Fire District does not have a formal Green Build Policy, it is anticipated that this project will include sustainable design initiatives and materials where economically feasible and operationally practical.
- d. All aspects of the project and related issues will be implemented and operated consistent with Clearcreek Township and the Clearcreek Fire District’s policies and procedures.

C. Anticipated Selection Schedule:

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| a. Issue AE RFQ: | August 10, 2022 |
| b. Receipt of AE Consultant Responses: | August 29, 2022, 10:00am |
| c. Interviews (Optional): | September 7, 2022 |
| d. Final AE Firm Selection Notification: | September 13, 2022 |
| e. Commence AE Services: | September 19, 2022 |

D. Scope of Services:

- a. The Architect/Engineer shall provide professional architectural and engineering services including civil, structural, mechanical, plumbing, fire protection, electrical engineering, and all other required services (e.g. interior design and landscape design) appropriate to creating complete construction and bidding documents for the Construction Manager at Risk (CM-R) form of construction delivery.
- b. Preliminary professional design services to develop conceptual design documents was procured by the Clearcreek Fire District under a separate contract with KZF Design, Cincinnati, OH. The firm selected will work with the Clearcreek Fire District to further refine this concept, focusing especially, but not exclusively, on:
 - i. Providing schematic design and design development services and documents.
 - ii. Providing complete documents for bidding and construction of the proposed site and facilities.
 - iii. Provide construction observation and construction phase support services.
 - iv. Provide project start and closeout assistance.
 - v. Assist the owner and act as the owner's agent throughout this project for all services as requested.

E. Evaluation Criteria for Selection:

- a. 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. The RFQ submittal should be organized to clearly address the following criteria which, among others, will be used in the evaluation of qualifications:
 - i. Prior design service experience with projects of similar scale and complexity. Specifically, for fire station / public safety building construction in the area.
 - ii. Prior experience with public-sector clients and processes for projects of similar scale and complexity.
 - iii. Prior experience with Clearcreek Township or the Clearcreek Fire District.
 - iv. Clear understanding of the project site, project program, as well as the functional and operational aspects of the Clearcreek Fire District.
 - v. Professional qualifications of individuals assigned to the Project.
 - vi. History of effective schedule and budget management for projects of similar scale and complexity.
 - vii. Prior experience working in similar project delivery systems, specifically related to successfully delivering fire station / public safety projects, within a single program, via a CM-R delivery system for a public agency.
 - viii. Organizational structure of design team.
- b. Selection Process: The Owner will review, score, and rank submitted qualification packages from AE's. Upon final scoring and ranking of Respondents, the Clearcreek Fire District will attempt to negotiate a contract with the Respondent considered to be the best qualified, and, if unsuccessful, will attempt to negotiate a contract with the Respondent deemed next best qualified, and so on until either a contract is successfully negotiated, or in the opinion of the Clearcreek Fire District it is not in the best interest of the Clearcreek Fire District to negotiate with any other Respondents.
- c. Cancellation and Rejection: The Owner reserves the right to reject all proposals and cancel at any time for any reason this solicitation, any portion of this solicitation or any phase of the Project. The Owner shall have no liability to any proposer arising out of such cancellation or rejection. The Owner reserves the right to waive minor variations in the selection process.

- d. Owner, at its sole discretion, shall have the right to seek clarifications from any of the Respondents to fully understand the nature of the submissions and to evaluate and rank the Respondents.
 - e. Communication: Firms considering responding to this RFQ are strictly prohibited from communicating with any member of the Clearcreek Fire District staff or trustees not identified herein. All questions and Requests for Information (RFI's) shall be directed to Assistant Chief Steve Cox, (steve.cox@clearcreektownship.com) only.
- F. Submittal Instructions:
- a. Unless otherwise noted or exempt, all documents submitted to the Owner in response to this RFQ and subsequent RFP are public and will be available for inspection at the conclusion of the selection process.
- G. Submittal Requirements:
- a. Technical Qualifications / Requested Submissions: To accurately assess each Respondents qualifications for this project, the Clearcreek Fire District requests that each Respondent submit the requested submission information in the order and format that it is presented below. Responses must be limited to the experience of the branch office and / or individuals that will have primary responsibility for the project only. The Clearcreek Fire District reserves the right to conduct an independent investigation of the Respondent's technical qualifications by contacting Project references, accessing public information, and contacting other third parties. Additional information may be requested during the evaluation of technical qualifications.
 - b. RFQ Submittal Instructions:
 - i. Each Respondent must submit 4 bound paper copies & 1 electronic copy in PDF format on USB Flash Drive of its response to this RFQ by the deadline listed herein. Late responses will not be accepted. No electronic submittals will be accepted.
 - ii. Submittals will be received at the Clearcreek Fire Station 21, 925 South Main Street, Springboro, OH 45066.
 - iii. Envelopes containing proposal materials must be sealed and addressed to Clearcreek Fire District, attention Assistant Chief Steve Cox and the project name (Clearcreek Fire District – Fire Station 24 Project – AE Services) must be listed on the envelope, as well as the Respondent firm's name.
 - iv. Submittals / narrative pages are to be 8½"x 11". All information provided shall be bound in a single volume. A clear and concise presentation of information is encouraged with a total maximum page limit of 30 double-sided pages for all requested information and supporting data.
 - v. Electronic file portions of the submittal must be combined into a single PDF format file names with the project's name (Clearcreek Fire District – New Fire Station 24 Project – AE Services) and the Respondent firm's name. Use the "print" feature of Adobe Acrobat or similar software for creating a PDF rather than using a scanner. If possible, reduce the size of the PDF.
 - vi. Owner reserves the right to waive any informalities, irregularities, or technical defects in the responses to this RFQ. Submittals received after the stated deadline will not be accepted, no exceptions.
 - vii. Respondents shall confirm with the Clearcreek Fire District website for any addenda issued prior to submittal and shall confirm receipt of all addenda in their cover letter.
 - b. Submittal Documents:
 - i. Cover letter / letter of interest.
 - ii. Description of the Respondent / Respondent Team Member Firms:
 - 1. Firm history, background, office locations.
 - 2. Areas of specialization, technical qualifications.
 - 3. Honor, awards, past client testimonials.
 - 4. Identification of major consultants and area of specialization they will perform.
 - iii. Team Organizational Chart.

- iv. Key Team Member Summary.
- v. Professionals' Resumes including specific relevant experience, sample projects and accreditations, proposed role, educational background.
- vi. Relevant Project Experience: List no more than 6 relevant projects to demonstrate the proposed teams' qualifications for this project.
 - 1. Name of project, location, and Owner.
 - 2. Project description.
 - 3. Project cost.
 - 4. Project delivery method.
 - 5. List services provided by the firm, and the individuals proposed on the project who actually worked on the project.
 - 6. Photos or illustrative renderings of the project.
- vii. References: Provide a minimum of five professional references for the firm from the public safety and administration profession.
- viii. Narratives:
 - 1. Design approach, philosophy and approach specifically related to public facilities.
 - 2. Clear understanding of the functional and operational aspects of local government facilities and their roles in society.
 - 3. Professional qualifications of individuals assigned to the Project.
 - 4. History of effective schedule and budget management for projects of similar scale and complexity.
 - 5. Claim history for all firms included on the project team for the past 5 years. As used in this paragraph, the phrase "claims" should not be construed to be limited to formal litigation. The phrase "claims" should be construed to include any demand by Respondent for additional compensation under a construction project and any request by an owner of a construction project that Respondent replace, or repair work installed on a construction project.

H. General Information:

- a. Owner reserves the right to determine the "best value" offer on the basis of an individual item, group of items, or in any way determined to be in the best interests of the Clearcreek Fire District.
- b. The Clearcreek Fire District shall have no liability for the costs and expenses incurred by the Respondents in responding to the RFQ, responses to clarification requests and resubmittals, potential interviews, and / or subsequent negotiations.
- c. Offerors shall promptly notify the Clearcreek Fire District of any ambiguity, inconsistency, or error which they may discover upon examination of the documents. Interpretations, corrections, and changes will be made by addendum. Each Offeror shall ascertain prior to submitting a proposal that all addenda have been received and acknowledged in the proposal.
- d. Respondents must have or obtain all necessary local, state, and federal occupational licenses prior to performing any work on the project.
- e. Contracts entered into will be governed by and construed according to the laws of the State of Ohio.

END OF RFQ